

Academy for Urban Leadership Charter School

612 Amboy Avenue
Perth Amboy, New Jersey 08861
Phone: (848) 203-3742
Fax: (848) 203-3948

Parent/Student Handbook 2014 – 2015

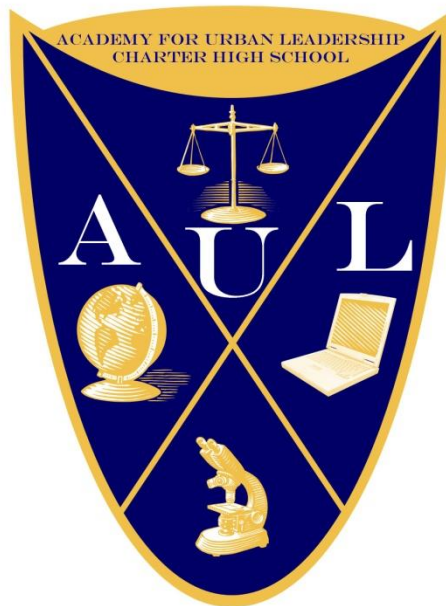


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ACADEMY FOR URBAN LEADERSHIP 2014-2015 CALENDAR

School Closed

Half Days-Testing for Students/Staff PD and/or Report Card Nights

PTO/Board Meetings

New Parent Info/Lottery Drawings

Day Count

JULY 2014						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2015						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 New Year's Day-School Closed
- 5 School Reopens
- 8 New Parent Info/Lottery 7pm
- 16 MP 2/Sem 1 Ends-Grades Close
- 19 M.L. King Day-School Closed
- 20-23 Midterm Exams-All Students
Early Dismissal of 12:00 Noon
- 26 MP 3/Sem 2 Begins
- 27 PTO 6pm/Board Mtg. 6:30pm

19

- 27-28 LINK Crew Training for Juniors 8-1pm
- 26 Board Mtg. 6:30pm

AUGUST 2014						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2015						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- 12 MP 2 Report Card Night 5-8pm
Early Dismissal of 12:00 Noon
- 13 Grades Posted for MP 2/Sem 1
- 13-16 Presidents' Holiday-No School
- 20 Mock Testing-Fresh, Soph, Junior 8-12p /Senior College Plng. Wkshp
Early Dismissal of 12:00 Noon
Staff PD 1-4pm
- 24 PTO 6pm/Board Mtg. 6:30pm
- 27 Grades Close for MP 3 Progress

18

- 1 Labor Day-No School
- 2 Freshman LINK Crew 8:30-1pm
New Teacher Orien. 8:00-3pm
- 3-5 All Teachers Report 8:00-3pm
- 4 Fresh/Parent Orien. 9-10am
Soph.,Jun.,Senior Day A 11-3pm
- 5 Soph.,Jun.,Senior Day B 11-3pm
- 8 Full Day Classes Begin - Day A
- 9 ParentMtg for Soph.,Jun.,Sen 4pm*
- 11 ParentMtg for Soph.,Jun.,Sen 7pm*
- 23 PTO 6pm/Board Mtg. 6:30pm 19

SEPTEMBER 2014						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

*Soph, Jun, & Senior Parents need to choose 1 meeting to attend

MARCH 2015						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 4 Grades Posted for MP 3 Progress
- 5 New Parent Info/Lottery 7pm
- 24 PTO 6pm/Board Mtg. 6:30pm

22

- 3 Grades close for MP1 Progress
- 8 Grades posted for MP1 Progress
- 10 Mock Testing-All Grades 8-12p
Early Dismissal of 12:00 Noon
Staff PD 1-4pm
- 13 Columbus Day-School Closed
- 24 Founder's Day
- 28 PTO 6pm/Board Mtg. 6:30pm
- 31 MP 1 Ends-Grades close 22

OCTOBER 2014						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2015						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 2-12 Spring Break-No School
- 13 School Reopens
- 17 MP 3 Ends-Grades Close
- 20 MP 4 Begins
- 28 PTO 6pm/Board Mtg. 6:30pm
- 30 MP 3 Report Card Night 5-8pm
Early Dismissal of 12:00 Noon

15

- 3 MP 2 Begins
- 10 MP 1 Report Card Night 5-8pm
Early Dismissal of 12:00 Noon
- 11 Veterans Day-School Closed
- 25 PTO 6pm/Board Mtg. 6:30pm
- 26 Early Dismissal of 12:00 Noon
- 27-28 Thanksgiving Break-School Closed 17

NOVEMBER 2014						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2015						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 7 New Parent Info/Lottery 7pm
- 22 Grades Close for MP 4 Progress
- 22-25 Memorial Day Holiday-No School
- 26 PTO 6pm/Board Mtg. 6:30pm
- 27 Grades Posted for MP 4 Progress

19

- 5 Grades close for MP 2 Progress
Mock Testing - Fresh, Soph, Junior 8-12p/Senior College Plng. Wkshp
Early Dismissal of 12:00 Noon
Staff PD 1-4pm
- 10 Grades posted for MP 2 Progress
- 23 PTO 6pm/Board Mtg. 6:30pm
- 24-1/4 Winter Break-School Closed 17

DECEMBER 2014						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2015						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 12 Tentative Senior Prom
- 15-19 Final Exams-Seniors-Full Days
- 19 MP 4 Ends-Grades Close
- 22-25 Final Exams- Fresh,Soph,Jun
Early Dismissal of 12:00 Noon
- 22-25 Graduation Practice 1-3pm
- 23 PTO 6pm/Board Mtg. 6:30pm
- 25 Last Day for All Students
NHS Inductions 5-6:30pm
Award Night 6:30pm-All Students
- 26 Tentative Graduation/Proj. Grad.
- 30 Final Year Grades Close/Posted
Summer School Notifications

19

Students = 187 Days
Teachers = 191 Days
BOARD APPROVED 7/22/14

If additional days are needed due to inclement weather, etc. 2/13, 5/22 and/or Spring Break may be used.

Academy for Urban Leadership Charter High School

REGULAR BELL SCHEDULE

	Period	Time	
BLOCK 1	Period 1	8:00 Warning Bell 8:05 Late Bell - Begin Period 1	
		8:05 – 8:50	
	Period 2	8:51 – 9:36	
	Daily Announcements	9:37 – 9:44 (7 min)	
BLOCK 2	Period 3	9:47 – 10:32	
	Period 4	10:33 – 11:18	
BLOCK 3	LUNCH 1 30 min. 11:21-11:51	Period 6A 11:54 - 12:39	Period 7 12:41 - 1:25
	Period 5 11:21 - 12:06	LUNCH 2 30 min. 12:09-12:39	
			Period 6B 12:08 - 12:52
BLOCK 4	Period 8	1:28 – 2:13	
	Period 9	2:14– 2:58 / 3:00 / 3:02	

EARLY DISMISSAL BELL SCHEDULE

		Time
Warning Bell		7:55
BLOCK 1	Period 1	8:00 (8:05 Late Bell) – 8:30
	Period 2	8:30– 9:00
BLOCK 2	Period 3	9:01 – 9:30
	Period 4	9:30 – 10:00
BLOCK 3	Period 5 / 6A	10:01 – 10:30
	Period 6B / 7	10:30 – 11:00
BLOCK 4	Period 8	11:01 – 11:30
	Period 9	11:31-12:01/ 12:03 /12:05

DELAYED OPENNING BELL SCHEDULE

STUDENTS GO TO 1ST PERIOD

		Time
Warning Bell		10:55
BLOCK 1	Period 1	11:00 (11:05 Late Bell) – 11:30
	Period 2	11:30– 12:00
BLOCK 2	Period 3	12:01 – 12:30
	Period 4	12:30 – 1:00
BLOCK 3	Period 5 / 6A	1:01 – 1:30
	Period 6B / 7	1:30 – 2:00
BLOCK 4	Period 8	2:01 – 2:30
	Period 9	2:30 - 3:01 / 3:03 / 3:05

Academy for Urban Leadership Charter School

I. Mission Statement

To employ an educational design and experience that merges the highest standards of academic excellence while fostering convictions and commitment to social and economic justice.

The school acknowledges that both family and community involvement are integral to the student's academic achievement level, and will focus on fostering strong partnerships between the school, family, and community. Through these partnerships, the school will strive to create a nurturing environment by providing each student with the five fundamental resources deemed necessary for healthy child development by the President's Summit for America's Future. These include: a one-on-one relationship with a caring adult, a safe place to learn and grow, a healthy start, a marketable skill through effective education, and a chance to give back to peers and the community.

In order to provide a quality education, the curriculum offered will involve rigorous academics with a holistic approach to education. Special emphasis will be placed on service learning and espousing the importance of civic and social responsibility. The development of character, leadership skills, conflict resolution abilities, and community responsibility will be stressed to provide the students with the necessary tools to become contributing members of a democratic society.

II. School Philosophy

Academy for Urban Leadership Charter High School is a learning community in which all stakeholders are engaged in a dynamic process of learning to strengthen the teaching in the classroom and to enhance student achievement. Ongoing staff professional development ensures that the faculty is continually utilizing innovative teaching and assessment strategies.

With an enrollment of up to 400 students, each grade will have as many as 100 students. By having grade team level management within the school, AUL Charter High School will maintain a small and personal school and classroom. A school-based management style will be used. In order to thoroughly meet the academic needs of the student, AUL Charter High School utilizes an extended day program beginning at 8:00 AM and ending at 3:00 PM. Voluntary and after-school programs are also available.

AUL is a charter school which serves grades 9-12. The curriculum, anchored by the Common Core State Standards and instruction are delivered in a manner that will prepare them for post-secondary education. Courses are created to meet individual student needs. A rigorous graduation rubric is maintained in which all students must complete a major study within one unit as well as a senior research project. The focus of AUL is preparing all students to further their educations at the collegiate level.

The purpose of AUL Charter High School is to provide a nurturing educational environment that instills within its students foundation skills and character attributes necessary for the development of educated, forward-looking, and responsible young adults.

III. Board of Trustees

Board of Trustees

Eloisa Hernandez	President
Luis Vargas	Vice President
Lisette Bayas	Corp. Secretary
Jorge S. Cruz	
Robert Fink	
Hector Bonilla	
Felix Flores	
Joseph Nieves	
Edgardo Galleno	
Noelia Colon	
Claudine Bishop	

Student Council President	Student Representative
Mrs. Christine Lopac	Interim Lead Person
Ms. Tamira Chapman	Supervisor Projects, Planning and Research
Mr. Gil Berrios	Business Administrator
Ms. Patricia Bombelyn	Board Solicitor

Board Meetings

A listing of AUL Charter High School’s board meetings is posted in the high school office as public notice. Board Meetings take place the fourth Tuesday of every month at 6:30 p.m. (subject to change). All school related business is discussed at these meetings. These are public meetings and all are welcome.

IV. Recruitment and Enrollment

Recruitment and enrollment of students is the responsibility of the Enrollment Officer, who receives and processes student applications. Lotteries are held and names are put on the waiting list in the order of the draw. Students at the top of the list are notified of acceptance, and the parents of incoming students are asked to come in to fill out the enrollment forms and provide necessary documents.

When the parent confirms that the student will attend AUL, all enrollment documents become part of the student record. Minimally, the Student Data Sheet, the Student Enrollment Sheet, and the Special Education Disclosure Statement must be provided, along with a copy of the birth certificate, immunization record, last report card, and proof of residence. If the completed Special Education Disclosure Statement indicates that a student had been classified at their previous school, a copy of that disclosure form will be given to the Child Study Team. The student’s name, address, and phone numbers will then be entered in a database. All potential enrollments are subject to a residency confirmation process.

Sibling Preference

Should a brother or sister be accepted into AUL, sibling preference will be in effect. A lottery application must be filled out and submitted prior to the lottery draw. Those students with siblings in AUL will be moved to the top of the selection process. **If application paperwork is not submitted by the deadline, the sibling will need to go through the lottery process.**

Length of Time on Wait List

Once the lottery has occurred and there are no longer seats available, the student's name will be placed on the waiting list in the order drawn from the lottery. Students will remain on the waiting list for a period of one (1) year, after which the parent must re-apply to be placed in the lottery.

V. Student Health

State law requires that all children be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, haemophilus, and hepatitis B.

All required health screenings and immunization records must be maintained in order for a student to maintain his/her seat at AUL Charter High School. Appropriate forms must be maintained on file in the nurse's office.

If a child is sick in the morning, the school expects him/her to stay home for the day. Parents should call the school in the morning to inform the school of the child's absence and to arrange a way to pick up the child's homework.

If a child becomes ill or injured during the school day and is not well enough to stay in class, the student will be sent to the nurse and the parent/guardian will be contacted to pick the child up. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home.

It is the policy of the school that a child must be fever free for 24 hours prior to returning to school.

Prescription medications must be accompanied by a written order from the prescribing doctor and in a medicine bottle with the prescription label. The medicine will be delivered by the parent or guardian to the school nurse in a pharmacy-labeled container listing the student's name, the physician's name, the medicine, and the instructions for medication. Certain medications are allowed to be dispensed by students in specific instances. Please consult the school nurse to discuss this issue. Over the counter medication may be given, if needed, with the written request of the parent/guardian.

Proper health and emergency contact information must be provided to the school nurse. In the event that emergency contact information is incorrect and a parent or guardian cannot be reached, the child will be taken ambulatory to the nearest medical center.

All students must have a pass issued to them by the classroom teacher before being admitted to the health office. Students seen with unauthorized medication will incur a disciplinary action.

VI. Grading Policy

Students at AUL Charter High School are assessed in a number of ways. These include the New Jersey State Assessment for grades 9-12 as well as teacher and publisher produced tests, skill checklists, portfolios, and cumulative projects, all of which are utilized in determining student grades and promotion.

Reporting of Results

Progress Reports

Students receive progress reports midway through each marking period. Progress reports detail which grade a student will achieve at the end the marking period if no significant change is shown. Progress reports will be issued on the following dates:

- 10/8/14
- 12/10/14
- 3/4/15
- 5/22/15

Report Cards

Students receive report cards at the end of every marking period. Parents/guardians are **required** to pick up their child's report card, and may have a conference with their child's teachers on the following dates:

- 11/10/14 5:00-8:00 PM
- 2/12/15 5:00-8:00 PM
- 4/30/15 5:00-8:00 PM

Standardized Tests

Copies of standardized test results will be attached to the current marking period report card.

Grade Scale - Grade Point Average

A student's Grade Point Average (GPA) is determined using the following scale:

Grade	Numeric Equivalent	GPA	GPA Accelerated x 1.1	GPA AP x 1.2
A+	98-100	4.00	4.4	4.8
A	95-97	3.75	4.1	4.5
A-	93-94	3.50	3.9	4.2
B+	90-92	3.25	3.6	3.9
B	87-89	3.00	3.3	3.6
B-	85-86	2.75	3.0	3.3
C+	81-84	2.50	2.8	3.0
C	78-80	2.25	2.5	2.7
C-	75-77	2.00	2.2	2.4
D+	72-74	1.75	1.9	2.1
D	70-71	1.50	1.7	1.8
F	69 or lower	0.00	0.0	0.0

Honor Roll

Principal's List:	93 (A-) or higher with a P in every pass/fail class.
1st Honors:	85 (B-) or higher with a P in every pass/fail class.
2nd Honors:	One class with 75 (C-) thru 84 (C+) and 85 (B-) in all other classes and a P in every pass/fail course.

Exams

Final Exams will be required at the end of most courses. Midterms will be required for all full year courses. For a full-year course, the Midterm Exam will count as 10% of the final average for the course and the Final Exam will also count as 10% of the final average for the course. The average of the four Marking Period grades will be counted as 80% for the final course grade. Midterms and Finals will each be two (2) hours long. All school rules must be followed on exam days.

A doctor's note is required if an exam is missed. Students who miss exams without a doctor's note will receive a zero (0). Students who cheat or attempt to cheat on exams will receive a zero (0). Students who are more than 15 minutes late to an exam will not be admitted and will receive a zero (0).

Exemptions

Students maintaining an A- throughout the year may be exempt from final exams in June at the teacher's discretion. Students maintaining an A- in a one semester class may be exempt from the semester exam in either January or June at the teacher's discretion.

Grade Promotion Requirements

Attendance Requirements

Students must have an attendance status for the year with no more than 10% un-excused absences.

Full Year Course = Maximum of 18 days un-excused

Semester Course = Maximum of 9 days un-excused

Quarter Course = Maximum of 4 days un-excused

At the end of each marking period, a student's attendance and academic requirements will be evaluated and determinations will be made as to whether promotion is in jeopardy and/or if student is in danger of Loss of Credit (LOC).

(Refer to the Table on Page 26 for further detail)

Academic Requirement

Students must have a final average of 70% or higher in each of their core subjects.

Standardized Test Participation

All students are required to participate in all of the standardized tests administered during the year. The results of these exams will be reviewed to decide on promotion, summer school, or retention. Students must be within 1.5 grade equivalents on standardized tests.

Summer School Eligibility/Retention

Students who fail one or two classes may be eligible for summer school. Students must have no greater than 18 unexcused absences in the failed courses, otherwise will receive LOC and need to repeat the course in the Fall. Students failing more than two courses need evaluation by Guidance Counselor(s), Administration and Teacher recommendation to determine Summer School eligibility or if retention is necessary.

Student Portfolio Students will be required to complete a number of projects and assessments that will be compiled in a student portfolio. The students will have the entire academic year to fulfill the portfolio requirements.

Graduation Requirements

Students must meet all NJ State attendance requirements and successfully complete 140 credits including all NJ State required courses and pass the NJ State HSPA test or other NJ State required assessments in addition to successfully completing the following Semester courses: Personal Finance, Government, Geography, Internship, Externship, and complete all AUL's required 100 Volunteer Hours as listed below.

Freshmen = 10 Volunteer Hours

Sophomores = 20 Volunteer Hours

Juniors = 30 Volunteer Hours

Seniors = 40 Volunteer Hours

VII. Attendance Policy

Student Attendance

The AUL Charter High School will place a high value on student attendance given that regular school attendance is one of the primary factors in a student's academic and social development. In recognizing the need to uniformly enforce compulsory education, the baseline provisions and factors associated with the AUL School's attendance policy will, at minimum, adhere to the following provisions

- ✓ Students will be expected to attend school daily.
- ✓ Parents will ensure that their son/daughter attends school punctually and daily.
- ✓ Parents will notify the school the morning of an absence by telephone or written note. If such notice is not received, the school will make every attempt to contact the parents on the day of absence.
- ✓ When the student returns to school, he/she will bring a signed note from the parent explaining the reason for the absence. The school will develop and distribute the specific form that parents will use for this purpose. This note will be presented to the homeroom teacher immediately upon the student's return to school.
- ✓ The Principal/designee may also require additional verification from the parent and student, such as physician's note or court subpoenas, to substantiate the reason for absence.
- ✓ A student arriving late (which is any time after the late bell) to class will be marked tardy. Repeated tardiness will result in disciplinary actions which may include detention (before school, after school, during lunch); in-school suspension; additional assignments; and/or referral to the Principal/designee.
- ✓ A parent conference and referral to appropriate school staff may be pursued to address tardiness, but will not to be utilized as a disciplinary measure.
- ✓ As further discussed below, all portions of this attendance policy apply to Special Education students unless the student's IEP specifically states otherwise.

The intention of this policy is to allow for a student's normal and usual illnesses. This will not be a permissive rule establishing or licensing a limit of days which may be missed with no harm. Rather, it will assume absences could occur for illness or serious personal or family problems. Absences for field trips, school related activities, court order, quarantine, and religious observances approved by the Principal within state guidelines will be exempt provided that appropriate documentation is received and approved. Students who are ineligible for course credit in any semester/marking period as a result of absences will also be immediately ineligible to participate in extracurricular activities (may be for the remainder of the year), interscholastic athletics (at minimum, for the remainder of the season), school scholarship programs, and cooperative education programs and service learning activities. The Principal will make a determination as to eligibility status for the remainder of the current semester and for subsequent semesters.

Frequency of Absences

- A. **Consecutive Absences:** Any pupil who misses 10 consecutive school days, and who has not been medically verified as incapacitated, will be issued a written notification to report back to school within 5 school days. Failing to respond, a pupil under 16 years and the parent will be subject to NJSA 18A: 38-29 and NJSA 18A:38-31. The student will be dropped from the roll and another student may be enrolled from the waiting list.
- B. **Non-Consecutive Absences:** See attendance policy below for Quarter, Semester and Full Year courses. Excessive absences will require the student and parent to attend an attendance counseling session with the building administrator.
- C. **After the 18th day of absence the student and his/her parent(s) are subject to course failure, retention, board action and/or court complaint. Any student who accrues more than 10% unexcused absences from a particular course is subject to course failure, retention in grade, and/or release from school roll.**
- D. **Written Verification:** Written medical or legal verification must be delivered to the school within 5 days of the student's absence. Failure to do so will result in an unexcused absence designation.

Students enrolled in Quarter courses (1.25 credits) will receive a warning notice on their third absence from class; on their fifth absence they will be put on the "Student Not in Good Standing/DNP" list and will be put on Loss of Credit (LOC) status for that class. Students will remain in the class until its conclusion.

Students enrolled in Semester courses (2.50 credits) will receive a warning notice on their fifth absence from class; on their tenth absence they will be put on the "Student Not in Good Standing/DNP" list and will be put on Loss of Credit (LOC) status for that class. Students will remain in the class until its conclusion.

Students enrolled in Full Year courses (5.0 credits) will receive a warning notice on their ninth absence from class; on their nineteenth absence they will be put on the "Student Not in Good Standing/DNP" list and will be put on Loss of Credit (LOC) status for that class. Students will remain in the class until its conclusion.

Cutting Class

Students who arrive ten minutes after the start of class without a pass will be considered "Cutting Class". The first offense will be an ISS; the second offense will be a second ISS and the student is put on the "Student Not in Good Standing/DNP List"; the third offense will be an OSS, student put on the "Student Not in Good Standing/ DNP List" and will be put on Loss of Credit (LOC) status for that class. Students will remain in the class until its conclusion.

Late to Class

Students arriving within ten minutes of class without a pass will be considered "Late to Class". Students will receive two Demerits for each offense plus accumulate Detentions, ISS's, and OSS's as defined by the Demerit System; be in jeopardy of being put on the "Student Not in Good Standing/DNP List" and Loss of Credit Status.

Right To Appeal

Appeals to any portion of the attendance policy may be initiated by students or their parents/guardians within three (3) school days of notification of ineligibility for course credit or participation in extracurricular activities, interscholastic athletics, scholarship opportunities, when absences can be documented as reasonable and necessary. In order to be fair, a School Attendance Appeals committee will hear the cases brought by students and/or parents/guardians within three (3) school days of receipt of the request. The decision will be provided, in writing, to the parent, student and appropriate school staff within twenty-four (24) hours of the appeals hearing. The members of the committee will be school staff assigned by the Principal.

Students who have been notified that they are ineligible for credit in a course as a result of absences and whose intention it is to enter into the appeal process will be required to continue attending class while awaiting the results of the appeal process. Students will also remain in the class until its conclusion if the decision is Loss of Credit (LOC). They may re-enroll the following semester.

The State of New Jersey recognizes the following absences as being excused due to:

- A. Personal illness
- B. Death in family
- C. Religious holidays
- D. (Student) judicial matters

All other absences are considered un-excused unless otherwise determined by the Principal or his/her designee.

Makeup Work Due to Absence

Upon the child's return to school, he/she is responsible for obtaining all assignments missed during his/her absence(s). The number of days provided to complete missing assignments will be equal to the number of days missed. All assignments that are not made up will result in the recording of a zero.

Incomplete School Day

A. Tardiness

Students who arrive at school after 8:05 a.m. are late and must report to the front desk. Failure to sign in will result in disciplinary action. In addition, other appropriate corrective actions may be taken to resolve the problem.

Excused lateness is as follows:

1. Medical appointments, legal appointments, court appearances, and funerals with appropriate documentation..

Car problems, oversleeping, and other personal reasons will be considered unexcused.

B. Early Dismissal/Signing out

Students may only be signed out by their parent/legal guardian. The Parent/Legal guardian must provide in writing the names of any other persons authorized to sign their child out of school. All students must be signed out at the main office with proper identification provided. Any student who has not completed four hours of instruction for the day will be considered as absent. Acceptable reasons for early dismissal are as follows:

1. Verified illness during the school day as determined by the school nurse
2. Verified medical appointments, court appearances, legal appointments,

- emergency closings, or death in the family.
3. Early dismissal for Principal-approved activities. Time for these activities will be determined by the Principal and a note from the guardian will be required.
 4. Students leaving early for an athletic activity must sign out, have parental/guardian permission, and a letter from a coach.
 5. **** Medical appointments should be made after the school day when at all possible.**

Summer School Attendance

It should be assumed by parents that Summer months are set aside for potential AUL Charter School extended academic programs especially if a student has failed one or two courses. Summer school attendance is required if assigned.

Full Year Courses are allowed one (1) absence and one late

Semester Courses are not allowed any absences or any lates

Students will be allowed a thirty minute (30) lunch and must return on time to be eligible for Summer school completion. There is no excusal letter which is acceptable. Any failure for the student to attend and follow the Summer School Policy will result in repeating the course and/or grade retention.

Mandatory Student Orientation Attendance

Student Orientation is a required experience for AUL students for acceptance and promotion. All students accepted into AUL will be required to take placement tests in math and language arts. Students who wish to take an advanced level in Spanish also have the possibility of taking a Spanish placement test. These tests are taken during the last week of June. It should be assumed by parents that the end of August and the beginning of September are set aside for potential AUL Charter School orientation which is a two day program to promote from one grade to the next. Additionally, parents are required to attend one parent orientation session just before the beginning of school.

VIII. Student Management

Search and Seizure

The administration reserves the right to search and seize when there is reasonable belief that some material or matter which is detrimental to health, safety and welfare of the student or students exists.

In an effort to maintain order and discipline and to protect the safety and well-being of the school community, the Principal or his/her designee, under the direction of the Board of Trustees, will conduct periodic, random locker, and/or backpack/purse searches. If, as a result of such a search, an inappropriate or illegal item is discovered, the student responsible for the locker will be subject to school discipline and a referral to the legal authorities.

Search/seizure by law enforcement officials shall occur only when a warrant exists authorizing such search and/or seizure. When a search and/or seizure involving school property (locker, desk) is initiated, there should be a reason based upon the premise that the illegal possession of an item may endanger the individual's health and/or safety of others. Emergency situations may necessitate a search with or without the student's knowledge or consent. Whenever possible, the students should be aware of and involved in a search of property assigned to him or her. In the absence of the student, a second party shall witness any search.

Passes

Students who have to leave their assigned areas for a legitimate reason must follow the designated pass procedure from the teacher whose class they are leaving and sign in/out with the teacher when they return. Being in an unassigned area without a pass, will lead to disciplinary action. All passes must be in the approved official form. All unofficial passes are unacceptable and student use will result in disciplinary action.

Smoking

Smoking is strictly forbidden in any part of the school building, grounds, or during any school sanctioned events. Any student found smoking in any of these areas or while in the AUL Charter High School Uniform will be automatically suspended. Students may not have smoking material in their possession.

Drugs and/or Alcohol

Drugs and/or Alcohol are strictly forbidden in any part of the school building, grounds, or during any school sanctioned event(s). Any student found with drugs and/or alcohol, found in the possession of drug/alcohol related material(s), or found under the influence of drugs and/or alcohol will be automatically suspended.

Fire Drills

Instructions:

1. At the sound of the fire alarm, teachers will lead their classes to designated positions of safety. Directions for evacuation are posted in each room.
2. Students are to leave all items within the classroom.
3. Students will remain with their class and conduct themselves in a quiet and orderly fashion. Students are to keep moving rapidly in a straight, silent, single line.
4. Students are to return to class in the same orderly manner at the direction of their teacher.
5. Failure to comply with Fire Drill procedures will result in disciplinary action.

Care of School Property

Any student who defaces or destroys school property, will face suspension and the student will be liable to the amount of the damage. This is in accordance with the New Jersey State Laws 18:A34-2, 18A:37-3, 18A:37-2.

Electronics

Students are not allowed to have cell phones or other electronic devices visible or in use during the school day. Any electronic devices, including headphones, two way pagers, CD players, hand-held video games, and hand-held musical devices, are expressly not allowed in school. If such devices are found in the student's possession, the device will be confiscated, and will only be returned to the child's parent.

Phone Usage

If a student needs to contact a parent/guardian while at school, permission needs to be obtained from the Principal or his/her designee to use the school phone only. Disciplinary action will be taken if a student is found to have used a cell phone or any other phone without permission.

Loitering

Students not actively engaged in an authorized school activity may not remain on the school grounds after dismissal. Disciplinary action, including suspension, may result as a consequence.

Lost and Found

The lost and found department is located in the cafeteria. Students who have lost books or other articles should check the lost and found until the articles are recovered. Finders of lost articles are required to turn them into the lost and found area. Personal items which remain in the lost and found area will be periodically disposed.

Visitor/Deliveries

Students are not permitted to have visitors during school hours. AUL Charter School cannot accept deliveries for students unless previously approved by the Principal. Any non-approved food deliveries will be kept in the main office until picked up by a student after 3 PM.

IX. Student Academic Code of Conduct

AUL Charter High School seeks to create and maintain a fair, safe, and nurturing environment that is accepting to all academy community members. Members of the AUL community will be expected to behave appropriately to their level of development, to respect the rights and welfare of others, and to actively participate in the process of learning.

Code of Conduct

At AUL Charter High School, students are expected to develop:

- An understanding of civic responsibility;
- A respect for the natural environment and facility;
- A respect and appreciation of others' uniqueness and diversity;
- And a respect for oneself.

Classroom Code

Students are expected to follow all individual teachers' classroom rules. General rules include:

1. Enter each classroom quietly, quickly, and on time.
2. Take assigned seat immediately. Keep only the book and notebook needed for the particular class on top of the desk. All other material should be under the desk.
3. Complete all assignments.
4. Participate in all classroom activities.
5. The bell does not automatically dismiss you; the teacher does.

Homework policy

Students will receive homework daily. Homework is to be completed and submitted to the teacher who assigned it in a timely, clean, and legible fashion.

Plagiarism/Cheating

Plagiarism and cheating are unacceptable at AUL Charter High School. The teacher will notify the Principal or his/her designee of the plagiarizing/cheating and disciplinary action will be as per school policy. A parent/guardian will be notified of the incident and the consequences. A zero will be given on the assignment for any cheating, plagiarism, or copying of homework.

Student Driving Policy

- Students will not be permitted to drive their cars during school hours; only arriving to school and leaving at dismissal.
- Students will not be permitted to park in the AUL parking lot(s); these areas are reserved for staff and visitors.

X. Student Cafeteria Conduct

Cafeteria/Lunch Program

The school cafeteria program provides fresh lunches daily. The same lunches are available for free, reduced, and paid students. To receive the reduced/free lunches, the parent or guardian must complete a separate lunch application for each child. Applications are sent home with each student at the start of school with directions for completing. State and federal funding for AUL is dependent upon you returning these applications immediately and correctly.

Cafeteria Code

AUL takes great pride in our cafeteria and asks that it be kept in good condition by observing the following:

1. Proper rules of courtesy, respect, and manners must be observed at all times.
2. Cutting in line is prohibited. Students who cut in line will be sent to the end of the line and receive 1 demerit.
3. All trash must be disposed of five minutes before the end of the lunch period.
4. Students must remain seated until dismissed.
5. Passes are required to use the restrooms.
6. All food and beverages are to be consumed in the cafeteria.
7. Cafeteria furniture may not be moved to another location without administrative approval.

Note: Failure to follow any of the above rules will result in disciplinary action.

XI. Other Student Conduct

After-School Code

Any student remaining after school to participate in an approved activity, may do so only when the faculty member responsible for the activity is present. Students must confine themselves to the specific areas of the building where the activity is held. Activity participants are responsible for the care of the room, furniture, and any equipment used. Students are required to follow the regular day discipline code during after school activities. Students who fail to follow the discipline code either during the day or during after school activities are subject to removal from after school activities. It should be understood that no student is allowed to leave school premises and return for an after-school program for any reason.

Library/Technology Use Code

Students attending AUL Charter High School are issued several items that are designed to enhance the learning process: student ID's, textbooks, electronic learning tools, and a computer account. These items are considered the property of AUL and must be returned in good condition at the end of school or prior to a student transfer. Parents will be held accountable for any damage to school property beyond reasonable wear and tear.

ID Cards

Every student will be issued a Photo ID card. Students are required to wear their ID cards at all times. Students who lose their ID cards must fill out a request form for new ID cards and are responsible to pay the cost of the new card.

Student Computer Account Privileges

AUL may provide students with computer access provided that both student and parent/guardian have signed and returned the Acceptable Use Policy Agreement form. Students who abuse computer privileges may lose them. Students will be charged for any vandalism to any piece of computer equipment. The computer account will enable students to access various student computers. Students will be able to save their academic work and papers on the school's computer network. **Under no circumstances will any student be issued a computer account unless a signed Acceptable Use Policy Agreement form is on file.**

XII. Discipline Levels for Conduct

a. The student discipline policy has been developed in accordance with N.J.S.A 18A:37 and N.J.A.C. 6A:16.

The AUL Charter High School has a duty through its disciplinary powers to protect the school's overriding educational purpose through the establishment of academic standards and codes of conduct for the students who attend AUL Charter High School as well as through the regulation of use of the school's facilities and equipment. In the exceptional circumstances when the preferred means of counseling and guidance fail to resolve problems of student conduct, proper procedural safeguards shall be observed to protect students from unfair imposition of serious penalties. The AUL Charter High School Discipline Committee will undertake a process to engage parents, students, and staff to formulate additional disciplinary policies.

Because of our school's commitment to inclusion and community service, the founders feel strongly that the school will inherently foster a disciplined environment and foster a student body who will share a commitment to maintaining a safe and secure school setting. The frame and content of our disciplinary policies will be driven by this mission.

Student Code of Conduct – Goal Statement

The goal of the Student Code of Conduct is to provide clear and concise guidelines for student conduct and discipline which create support for positive personal growth and achievement. The AUL Charter High School is firmly committed to implementing the Student Code of Conduct in a fair, unbiased, and consistent manner. The Principal will ensure that the Student Code of Conduct handbook is distributed to each student and is reviewed by each student during the initial month of enrollment. The Student Code of Conduct and

expectations for student behavior should be reviewed with parents. Parents will be encouraged to reinforce the Student Code of Conduct with their children.

Student Rights and Responsibilities

An effective, instructional program requires an orderly school environment, and the effectiveness of the educational program is, in part, reflected in the behavior of students. Such an environment must include respect for self and others, as well as for the school and community property. Based on this principle, the AUL Charter High School will seek to institute the appropriate balance of student rights and responsibilities, as the following describes.

Student Rights

Students have the right to:

- ✓ Receive an education which allows for maximum personal growth and prepares them to be productive members of our society.
- ✓ Participate in all aspects of school regardless of ethnicity, religion, race, color, national origin, sexual orientation, gender, or disability.
- ✓ Present information that has a bearing on disciplinary action.
- ✓ A safe, comfortable and orderly school environment.

Student Responsibilities

Students have the following responsibilities regarding their education to:

- ✓ Attend school and all classes.
- ✓ Adhere to all school rules, policies, and directions from teachers and others in authority.
- ✓ Respect the rights of others to reach their educational goals.
- ✓ Demonstrate mutual respect and tolerance for personal differences.
- ✓ Participate to the fullest in the educational goals.
- ✓ Express themselves in a manner which does not disrupt the orderly operation of the school or the management of classrooms.
- ✓ Pursue the prescribed course of study.
- ✓ Respect and care for school property.
- ✓ Adhere to all school safety and health regulations and procedures.
- ✓ Carry school issued ID cards at all times while on school property.

Student Incentives

The role of incentives is to encourage all students to seek a higher level of personal performance. Recognition will not be limited to rewarding those students who demonstrate ongoing positive behavior. A concerted effort will also be made to recognize those students who have previously exhibited marginal or unacceptable behavior and who have improved their behavior.

Suspension

In order to maintain due process and ensure student rights, incidents of misconduct will first be handled at the school level. Efforts will be made by the Principal and/or designee to use building and school resources to effectively handle disciplinary problems prior to a consideration of suspension. Whenever possible, an informal hearing will be organized with the Principal and/or designee, the parent/guardian,

and student to inform the student of the disciplinary charges, and give the student a chance to reply to the charges, prior to the child being suspended.

- ✓ Violations referred to the Principal and/or designee will be accompanied by a written statement from the teacher or staff member.
- ✓ Students will be assigned to before or after school supervised detention for infractions of the school rules..
- ✓ Only the Principal and/or designee will have the authority to suspend students.
- ✓ The parents of a suspended student will be notified by the school of the suspension. Every attempt will be made to contact the parent by phone at the time of suspension. Written notification will be sent on the day of suspension and a copy of this will be maintained by the school while the student is enrolled.
- ✓ Before any suspension is lifted, a parent/guardian and student conference will be held with the Principal and/or designee. A suspended student will be readmitted only after a satisfactory conference. The suspended student will be afforded every opportunity to make up missed schoolwork.
- ✓ Chronic violators of any rules (and their parents/guardians) may be referred to outside supportive agencies, an interim alternative education setting, or Child Study Team members.
- ✓ Students on out-of-school suspension will be prohibited from entering the school property while on suspension. Students who violate this regulation will be removed from the premises.
- ✓ Students on out-of-school suspension may not participate in any school activities such as field trips, clubs, plays, concerts, athletic events, etc.
- ✓ A student's discipline file will be destroyed upon graduation. If a student leaves school without graduating, the discipline records will be kept for one year and then destroyed.

The Principal may suspend a student up to ten (10) consecutive school days. Conduct which shall constitute good cause for suspension will include, but not be limited to, any of the following:

- ✓ Open defiance of the authority of any teacher or person having authority over him or her
- ✓ Conduct of such character as to constitute a continuing danger to the physical well-being of other students (for example, the possession of a weapon)
- ✓ Physical assault upon another student
- ✓ Taking or attempting to take personal property or money from another student, or from his or her persons, by means of force or fear
- ✓ Willfully causing, or attempting to cause, substantial damage to school property
- ✓ Participating in an unauthorized occupancy by any group of students or others of any part of the school, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility
- ✓ Incitement which is intended to and does result in truancy by other students.
- ✓ Knowing possession or knowing consumption of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence while on school premises
- ✓ Any student who commits an assault, as defined by state laws, upon a teacher, administrator, board member or other employee of the school, acting in the performance of their respective duties, will be immediately suspended from school consistent with the due process discussed herein pending expulsion proceedings before the AUL School. The proceeding will take place no later than 21 calendar days following the day on which the student is suspended

The school will also establish an alternative educational program that allows suspended students to continue their coursework while at home. In general terms, for non-disabled students, the school will allow for five hours per week of home schooling, and ten hours per week for students with special needs.

c. Expulsion: This policy has been developed in accordance with *N.J.S.A. 18A:37* and *N.J.A.C. 6A:16*.

Students who are guilty of continued serious misconduct, as delineated below, and who seriously interfere with the opportunity of other students to carry on their learning activities, may be recommended for expulsion from school. Expulsion will be considered only as a last resort and only after all building and school level interventions have been attempted. In all cases where expulsion is considered, the student will be afforded an alternative form of instruction (i.e., home instruction or alternative programs) so as to ensure his/her educational future. The Principal will consider expulsion only if:

- ✓ He/she and his/her staff, where appropriate, have exhausted all means of bringing about a correction of the misconduct, including intervention by appropriate school personnel and have followed the administrative procedures.
- ✓ The parents/guardians of the student have been interviewed and advised by the Principal of the rights of the student to a full hearing which will afford him/her procedural due process, and the right of parents/guardians to appeal to the AUL School's Disciplinary Appeal Committee, New Jersey Commissioner of Education, and State Board of Education.

Off-Campus Conduct

Students will at all times be representatives of the school. As such, they will conduct themselves in a way that does not detract from the mission, goals, or image of the school. To that end, acting in a disrespectful, lewd, or improper manner especially while wearing the school uniform may result in disciplinary action. Such acts include, but are not limited to, fighting, swearing, taunting, bullying or destroying or defacing property of the school or otherwise.

Zero Tolerance Procedures

The AUL School community will not tolerate acts of physical violence on the campus. A student charged with committing and/or participating in physical violence will be subject to a disciplinary hearing by the Principal immediately. If found guilty, the student will be immediately suspended from school pending the expulsion process.

- ✓ Beyond the "violent and/or serious criminal acts", additional violation categories, such as the threats of violence and the possession, use, or distribution of drugs, may warrant utilizing the aforementioned Zero Tolerance procedures depending upon the severity of actions.
- ✓ Many of these actions may require a report to the police department.

Demerit System

The purpose of the Student Code of Conduct is to foster a safe, positive environment for learning by teaching the practice of self-discipline, citizenship skills, and social skills, and to ensure equality and fairness to all students. The Demerit System will be used when students fail to foster this environment. The Demerit System is intended to make students aware that their actions have consequences. The system allows for students to make small errors in judgment that do not have an immediate consequence and encourages opportunities to start fresh and have multiple chances. It holds students accountable for repeated violations of the Student Code of Conduct.

- Accrued demerits for each student will reset to zero (0) only when a student completes the Student in Good Standing Contract process.
- Opportunities to eliminate accrued demerits and or gain merits may be available throughout the school year.
- Detentions will be scheduled as needed, for one hour after school every day Monday thru Friday.
- In-School-Suspensions (ISS) will be scheduled as needed every day.
- A student’s first ISS will not go on the student’s transcript. Subsequent ISSs will appear on a student’s transcript.

CONSEQUENCES FOR RECEIVING DEMERITS	
LEVEL 1	CONSEQUENCE – On the third offense of the same infraction the student and parent/guardian must meet with Administration before returning to AUL.
1 demerit	None
2 demerits	Detention
4 demerits	Second detention and parent contact
6 demerits	Third detention, parent contact, reminder that next demerit will result in In-School-Suspension (ISS)
7 demerits	ISS and parent meeting with counselor
9 demerits	Second ISS, parent meeting with counselor, Student is put on “Student Not in Good Standing List/Do Not Participate List”
11 demerits	Third ISS, parent meeting with counselor, Student is put on “Student Not in Good Standing List/Do Not Participate List”
13 demerits	Out of School Suspension (OSS), parent meeting with counselor, Student is put on “Student Not in Good Standing List/Do Not Participate List”
13 demerits	Student is put on “Student Not in Good Standing List/Do Not Participate List”
LEVEL 2 & 3	CONSEQUENCE – On the third offense of the same infraction the student and parent/guardian must meet with Administration before returning to AUL.
First ISS -7 demerits	ISS and parent meeting with counselor
Second ISS - 7 demerits	Second ISS, parent meeting with counselor, Student is put on “Student Not in Good Standing List/Do Not Participate List”
Third ISS - 7 demerits	Third ISS, parent meeting with counselor, Student is put on “Student Not in Good Standing List/Do Not Participate List”
OSS - 13 demerits	Out of School Suspension (OSS), parent meeting with counselor, Student is put on “Student Not in Good Standing List/Do Not Participate List”
13 demerits	Student is put on “Student Not in Good Standing List/Do Not Participate List”

INFRACTIONS	
LEVEL 1	DEMERIT POINTS
Failure to clean up in cafeteria	1
Moving cafeteria furniture without permission	1
Disruption/excessive noise/misconduct	1 2
Food in class/hallways	1
Drink in class/hallways (other than clear water bottle)	1
Gum chewing	1
Cutting in lunch line	1
Cutting/failure to report to Detention (Teacher and/ or regular Detention)	2
Closing bathroom doors (to hallway)	1
Excessive noise/talking in hallways during passing	1
Copying of homework	1
Electronic devices, not as part of class work/lesson plan	1
Failure to return school property to its proper place	1
Not wearing student ID badge	1
Avoidance/Dismissive Behavior (walking away)	2
Inappropriate language/cursing	2
Inappropriate behavior/gestures	2
Interference with/touching another's personal property	2
Late to class (within 10 min)	2
Late to school – Students arriving after 8:05 must check in with the building Attendance Officer and get a pass to enter class; students arriving more than 10 min. late three times for the same class will be in jeopardy of LOC.	2
Littering in classroom, cafeteria, or anywhere on school property (students are also expected to then dispose of trash after receiving demerits)	1
Not having a pass in hallway/out of class without a pass	1
Textbooks not covered	1
Uniform/dress code violation If a student is not in full uniform their parent/guardian will be called to bring the correct uniform; the student will be sent to In School Suspension (ISS) until their parent/guardian arrives. If a parent/guardian is not able to come to school at that time with the correct uniform they must meet with an Administrator at 8:00am the following day and the student will remain in ISS for the day.	1 Demerit & ISS until parent/guardian arrives with correct uniform
Talking during an evacuation, fire drill, and/or lock down	2 + Detention

Other Violations

The Demerit System is intended to discourage minor infractions. There are violations that are considered more severe and have stronger consequences. These Level 2 and Level 3 violations are listed below.

INFRACTIONS
LEVEL 2
ISS - Parent meeting with administrator and/or counselor, Peer mediation and/or corrective action plan created and Periodic meetings with counselor
Throwing food/any object in cafeteria
Cheating on a test or paper
Forgery
Computer misconduct
Cutting class (10 minutes or more late or missing from class will result in a cut; the third cut for the same course will result in a LOC in that course)
Cutting school
Any physical contact (play fighting, public display of affection, etc.)
Insubordination, defiance, and/or disrespect to any staff member/making a public display
Leaving school property without permission
Opening AUL doors to allow any non-member of school community into building
Social media postings and/or pictures about school events, persons, or activities related to AUL that are negative or hurtful
LEVEL 3
OSS - Parent meeting with administrator and/or counselor, Peer mediation and/or corrective action plan created and Periodic meetings with counselor
Bias/racial incident and/or sexual harassment
False alarm or bomb threat
Fighting - including verbal assaults and/or physical
Gambling
Smoking, use of and/or possession of tobacco, drugs, and/or alcohol or related materials
Staff and/or peer bullying/intimidation and harassment (additionally, an Harassment, Intimidation and Bullying, HIB investigation and report will be added to the student's record)
Theft
Threat of violence to staff member and/or other student(s)
Vandalism of school property and/or graffiti or possession of graffiti markers/spray paint

STUDENT NOT IN GOOD STANDING / DO NOT PARTICIPATE LIST (DNP)

- **TO BE REPORTED AT CLOSE OF PROGRESS AND REPORT CARD EACH MARKING PERIOD ON REPORT CARDS AND ON PARENT/STUDENT PORTALS**
- **INCLUDES PARTICIPATION IN ALL EVENTS, TRIPS & ACTIVITIES INCLUDING ACADEMIC RELATED – NO EXCEPTIONS**
 - Athletics (including games and practices), club activities, field trips, fund raisers, fashion and talent shows, dress-down days, dances, events at Water Stadium, field days and various other school functions.
- **STUDENTS WILL BE PUT ON THE STUDENT NOT IN GOOD STANDING / DNP LIST FOR ONE AND / OR ALL AREAS BELOW:**
 - ❖ **ACADEMIC - STUDENTS FAILING 2 OR MORE CLASSES 69 OR BELOW**
 - ❖ **DISCIPLINE – STUDENTS WITH 13 OR MORE DEMERITS**
 - ❖ **ATTENDANCE - STUDENTS WHO RECEIVE LOSS OF CREDIT (LOC)***
 - **UNEXCUSED ABSENCES**
 - **CUTTING CLASS**
 - **LATE TO CLASS**

UNEXCUSED ABSENCES			
Length of Course	Warning Notice Sent	Maximum # of Permitted Absences	Loss of Credit Occurs (LOC) & On Not In Good Standing List
Quarter	3 rd unexcused absence	4 th unexcused absence	5 th unexcused absence LOC & On Not In Good Standing List
Semester	5th unexcused absence	9 unexcused absences	10th unexcused absence LOC & On Not In Good Standing List
Full Year	9th unexcused absence	18 unexcused absences	19th unexcused absence LOC & On Not In Good Standing List
CUTTING CLASS – Students arriving after 10 minutes without a pass			
1st offense	2nd offense	3rd offense	
ISS	2 ISSs, On Not In Good Standing List	OSS, LOC & On Not In Good Standing List	
LATE TO CLASS – Students arriving within 10 minutes of class without a pass			
2 Demerits each offense plus cumulative Detentions, ISSs, OSS = Student is put on “Student Not in Good Standing List/ Do Not Participate List” and can result in LOC			

***Students in LOC will remain in the class until its conclusion.**

The Appeal Process – Expulsion

In order to assure a student of his/her constitutional rights and the protection of due process, the student will be given a formalized opportunity to contest the facts and evidence associated with the expulsion. The first level of appeal that a student and parent have is an informal hearing with the Principal held within five (5) school days of the effective date of expulsion.

The second level of appeal involves the Disciplinary Appeals Committee. At this appeal hearing, the student and his/her parents can present their case to this committee along with the Principal's presentation of his/her recommendation for expulsion in addition to any other appropriate documentation. This hearing shall be heard no later than ten (10) school days after the student's effective date of expulsion. The Disciplinary Appeals Committee will consist of at least two members of the Board of Trustees, two (2) teaching faculty, and one (1) other staff member.

As the final level of appeal, if the Disciplinary Appeals Committee determines that the charges warrant expulsion, the student and/or his/her parents/guardians may request a formal hearing before the State Commissioner of Education and the State Board of Education.

The School-Based Youth Services program will administer an on-site Interim Alternative Educational Placement (IAEP) for students who are demonstrating high-risk social and behavioral actions that, based upon consultation with school staff and assessment of the student's behavioral and social history, can be effectively addressed through SBYS interventions. However, for all students (with or without disability) who demonstrate behavioral and social patterns that require specialized or higher level care or attention beyond the scope of the AUL School or the SBYS program, the school may have to engage an off-site provider to serve as the IAEP setting.

Progressive Disciplinary Action Steps

It is the responsibility of the school community, in general, to maintain an environment that is conducive to learning. When disruption of the school climate by a student occurs, disciplinary actions at a higher level may be necessary. It will be the duty of all employees of the school to report the misconduct of any student, and it is the additional responsibility of the staff to treat all violations of these guidelines in the prescribed manner. Corrective action taken by school personnel will vary according to the age and the development level of the student. The circumstances that are related to specific behavior problems and actions must be considered.

Prior to invoking formal discipline, it is important that proactive remedial actions be employed by staff members which will include but are not limited to:

- Consultation by teachers/counselors/social worker/other support staff
- Parent/guardian conferences with teachers/social worker/other support staff
- Warnings
- Detention
- Referral to appropriate staff or Principal and/or designee
- Letter to parent requiring next day conference with Principal and/or designee
- Peer mediation and/or corrective action plan created
- Harassment, Intimidation and Bullying (HIB) investigation and report

Unless there are special circumstances requiring immediate administrative intervention, the first five steps mentioned above will be handled by the reporting teachers. These initial actions may result in corrective

behavior of the students. When these measures do not result in favorable student response, the staff shall refer the student for intervention at a higher level. Continued inappropriate student behavior, despite the intervention of support services and corrective action procedures, calls for disciplinary action by the Principal.

Suspension of any type must balance the need to remove sources of disruption from the learning environment with the goal of keeping all students in their regular AUL School classes so that they will receive their prescribed program.

Students who demonstrate conduct grossly inappropriate to the educational setting, and have a history of consistently breaking the rules in the Student Code of Conduct may be removed from the school building and assigned to an Interim Alternative Education Program (IAEP) setting.

XIII. UNIFORM POLICY

Student Dress Code

The AUL Charter High School is a place of business and learning; students will be expected to dress appropriately. Standard dress for all students is the official school uniform. Students are required to come to school every day in the proper attire. It is the obligation of the students to maintain their personal appearance in a manner that reflects well on themselves and on the school. Any type of garment that does not contribute to the proper social and school atmosphere will be prohibited by the school staff. Students will wear clothing that is neat, clean, and suitable for the classroom.

If students report to school in clothing which does not conform to the dress code, school staff will assess the circumstances and determine the measures to be taken to properly address the violation. The continued violation of the dress code may lead to administrative action. Violations of this policy will result in disciplinary action.

A student who comes to school out of uniform will not be permitted to attend class until a parent/guardian brings in a proper uniform. The student will be sent to In School Suspension (ISS) until their parent/guardian arrives. If a parent/guardian is not able to come to school at that time with the correct uniform they must meet with an Administrator at 8:00am the following day and the student will remain in ISS for the day.

Regular School Uniform

Boys	Girls
<ul style="list-style-type: none"> • Navy blue sweater vest/cardigan with sewn on AUL emblem (sweater will be worn over slacks). • Khaki or Navy color slacks, worn with belt at waist-height. No cargo pants, capri pants, or skinny-type pants. • White long-sleeve dress shirt, buttoned completely and must be tucked into pants. • AUL gold and navy striped tie, knot must cover top button of shirt and be flush with collar. • Black shoes, not sneakers. • No visible piercings are permitted. • One ring and one watch/bracelet are permitted; all necklaces must be tucked into the shirt and not be visible. 	<ul style="list-style-type: none"> • Navy blue sweater vest/cardigan with sewn on AUL emblem (sweater will be worn over slacks or skort). • Khaki or Navy color slacks or minimally revealing skort, worn with belt at waist-height. No cargo pants, capri pants, or skinny-type pants. White leggings may be worn with the skort. • White long-sleeve dress shirt, buttoned completely and must be tucked into pants/skort. • AUL gold and navy striped tie, knot must cover top button of shirt and be flush with collar. • Black shoes, not sneakers. • No visible piercings aside from one pair of earrings no larger than a quarter. • One ring and one watch/bracelet are permitted, all necklaces must be tucked into the shirt and not be visible.



Gym Uniform (to be changed into during gym class only, not worn to school)

Boys	Girls
<ul style="list-style-type: none"> • Navy blue sweatshirt or tee shirt with the AUL emblem screen printed in gold. • Plain navy blue sweatpants or shorts. • Black or white sneakers. 	<ul style="list-style-type: none"> • Navy blue sweatshirt or tee shirt with the AUL emblem screen printed in gold. • Plain navy blue sweatpants or shorts. • Black or white sneakers.

Warm-Weather School Uniform (dates worn to be determined by the Principal)

Boys	Girls
Policy is same as Regular School Uniform with the changes below	
<ul style="list-style-type: none"> • White short-sleeve dress shirt may be worn in place of long-sleeves. 	<ul style="list-style-type: none"> • White short-sleeve dress shirt may be worn in place of long-sleeves.

Dress Down Day Policy

On designated dress down days, students are expected to come to school in neat and presentable attire. The following guidelines are set for dress down day attire.

- Clothing that advertises illegal activities, weapons, or violence, or infringes on or asserts a particular viewpoint on gender or religion is not permitted.
- Shorts must be an appropriate length (at-least the mid-thigh) and modest (without frays, holes, or slits).
- All pants/shorts must be secured at the waist.
- The midriff, lower back, or excessive cleavage must not be visible at any time.
- Undergarments must not be visible at any time.
- Extremely tight clothing that reveals the outline of underwear is not allowed.
- Extremely large or baggy clothing is not allowed.
- Hats, sunglasses, or headgear of any kind are not allowed.
- Footwear is required and must not have open toes, cleats, wheels, or anything that is dangerous. Slippers and stocking feet are not allowed.
- Tank tops are not allowed unless another shirt is worn over/under them.
- Flannel pants or pajamas are not allowed.
- Clothing must not present a tripping hazard.

XIV. STUDENT ACTIVITIES

Criteria for Class Officers

Any student seeking or holding a Student Council position must maintain passing grades throughout the school year in all classes. Should any student in the office be suspended more than one day, they shall relinquish their position for the balance of the school year.

Criteria for Participation in School Activities

Any student involved in excessive disciplinary difficulties or academic or attendance issues may be excluded from participation in activities. School activities that students could be excluded from include, but are not limited to, non-academic field trips, athletics, dances, theatrical performances, end-of-year trip, and commencement exercises.

- Cutting classes is a serious disciplinary infraction; therefore, it will be a consideration for exclusion.
- Any student who violates the school's discipline code during any activity is subject to disciplinary action.
- A student may not participate in an extracurricular activity if he/she is absent the day of an event unless the absence is excused.
- If a student is picked up more than 30 minutes after the stated end time for an event, the student may be excluded from all extracurricular events for the remainder of the school year.

Probation and Do Not Participate Lists

Students are expected to remain in satisfactory academic and disciplinary standing and to follow the school's attendance policies throughout the school year. These lists keep students and parents/guardians aware that poor grades or disciplinary behavior and/or many unexcused absences may result in the failure of a course, grade retention, or severe disciplinary action. Students that do not meet these standards will lose their ability to participate in athletics (including games and practices), activities/clubs, field trips, fund raisers, fashion and talent shows, dress-down days, dances, events at Water Stadium, and various other school functions.

Students placed on a **Probation List** will not be permitted to participate in any field trips for which they will miss school. Students must also actively work to improve their academic, disciplinary, or attendance issues. Documentation must be kept by the students showing that they have met with teachers, counselors, administrators, or school staff to improve the situation that landed them on the Probation List.

Students placed on a **Do Not Participate List** will not be allowed to participate in in athletics (including games and practices), activities/clubs, field trips, fund raisers, fashion and talent shows, dress-down days, dances, events at Water Stadium, and any other school functions. Documentation must continue to be kept by the students showing that they have met with teachers, counselors, administrators, or school staff to improve the situation. A parent/guardian conference may also be scheduled.

Academic Probation List

- A student who has a grade of a 74 or lower in two classes at the time of Progress Reports will be placed on Academic Probation.
- Students will remain on the list until the end of the Marking Period. At that time, the student's grade must be a 75 or higher. The student must provide documentation that they met with school staff during their time on Academic Probation.
- If these conditions are met, the student will be removed from Academic Probation.
- If these conditions are not met, the student will be added to the Academic Do Not Participate List

Academic Do Not Participate List

- A student who was on Academic Probation and who did not meet the conditions to be removed from it will then be added to the Academic Do Not Participate List.
- Students will remain on the list until Progress Reports for the next quarter. At that time, the student's grade must be a 75 or higher. The student must provide documentation that they met with school staff during their time on Academic Probation.
- If these conditions are met, the student will be removed from the Academic Do Not Participate List.
- If these conditions are not met, the student will remain on the Academic Do Not Participate List until the following end of Marking Period or time of Progress Reports that they meet the necessary requirements to be removed from the list.

Disciplinary Do Not Participate List

- A student who receives a second ISS in a Marking Period will be added to the Disciplinary Do Not Participate List.
- Students will remain on the list until Progress Reports for the next quarter. Attendance Probation List. At that time, a student must not have accrued more than two (2) demerits since being added to the list. The student must provide documentation that they met with school staff during their time on Disciplinary Do Not Participate List.
- If these conditions are met, the student will be removed from the Disciplinary Do Not Participate List.
- If these conditions are not met, the student will remain on the Disciplinary Do Not Participate List until the following end of Marking Period or time of Progress Reports that they meet the necessary requirements to be removed from the list.

Attendance Probation List

- A student who accrues three (3) unexcused absences between the beginning of a Marking Period and the time of Progress Reports will be placed on Academic Probation.
- Students will remain on the list until the end of the Marking Period. At that time, the student must not have had any other unexcused absences. The student must provide documentation that they met with school staff during their time on Attendance Probation.
- If these conditions are met, the student will be removed from Attendance Probation.
- If these conditions are not met, the student will be added to the Attendance Do Not Participate List.

Attendance Do Not Participate List

- A student who was on Attendance Probation and that did not meet the conditions to be removed from it will then be added to the Attendance Do Not Participate List.
- Students will remain on the list until Progress Reports for the next quarter. At that time, the student must not have had any other unexcused absences. The student must provide documentation that they met with school staff during their time on Attendance Probation.
- If these conditions are met, the student will be removed from the Attendance Do Not Participate List.
- If these conditions are not met, the student will remain on the Attendance Do Not Participate List until the following end of Marking Period or time of Progress Reports that they meet the necessary requirements to be removed from the list.

Assemblies/Pep Rallies

When students are directed to report to a pep rally or assembly, they are to report their designated class seats. Students are expected to conduct themselves properly at all times. Whistling, booing, and any unnecessary noise-making will not be tolerated. Throwing of any projectile is forbidden. Students are not permitted to do any homework, reading, or writing during an assembly program unless directed by their team leader. Complete attention and respect is required during all assembly programs.

Fundraising

Fundraising is for “in school groups” only. Any club, team, or group wishing to conduct a “fundraiser” must first clear the activity through the Principal. Fundraisers should be short-term and profitable for the sponsoring organization. The term of the fundraiser should not be in direct competition with another fundraiser. The fundraiser should afford an opportunity for good sales experience and management.

PTO/Parent Advisory Council

The Parent Council is designed and organized to assist with parent/staff involvement, concerns, fundraisers, and educational needs for our children. The committee requires dedication and sensitivity to the needs of our children, parents, teachers and community.

The goals of this organization are met by building long-term relationships with the community we serve. Working together is the cornerstone in achieving this mission. We strive to create a positive learning experience through teamwork.

Our Parent Council has an open and ongoing membership. This includes any parent or guardian of an AUL Charter High School student who wants to be involved at any time throughout the school year. There is a separate Parent Committee for each grade level, organized by the grade-level Team Leader.

Transportation

Busing is provided for students who have special accommodations specified in an Individual Education Plan (IEP) as determined by Special Education Services.

Student Parking

Students who drive to school are responsible for their own parking. Students are reminded to follow all local driving and parking ordinances. Students that park in the faculty parking lot may have their car towed at the owner's expense.

Emergency Closing

In the event of an emergency closing, such as inclement weather, the school will announce its closing on WCTC 1050 AM., robo-call notification system and posting on AUL website. **Additionally, whenever Perth Amboy Public Schools Close AUL Charter High School will also be closed.** If an emergency early dismissal is issued, all efforts will be made to contact the parents of the students. It is important that all parents/guardians complete and maintain the emergency contact information.

XV. STUDENT ACCIDENT INSURANCE

Compulsory Plan

The school district has purchased an accident insurance program covering all students on a Full Excess basis. Full Excess means all bills incurred for a covered accident must be submitted to all other medical expense policies under which the student can claim benefits first. If there are any balances due after payments are made, all itemized bills on the claim, and the receipts from the other carrier(s) must be submitted to us and we will consider the balances, up to the policy limits. If employed, but claiming on other insurance, we will need a letter, from employer(s), on company letterhead, to that effect. Students are covered for injury during the hours and days when school is in session and while attending or participating in school-sponsored and supervised activities on or off school premises. Participants are also covered while participation in interscholastic sports, including tryouts, preseason and post season play, and travel to and from games and/or practice. (Individual travel or travel in a vehicle that is not owned or operated by the school is not covered by the policy.)

New Jersey schools are not required to buy insurance or pay student medical expenses associated with school injuries. The school purchases the accident insurance policy as a public service to assist any parental need to supplement their own personal insurance program, or to assist parents who may be without insurance. The school policy will reimburse on covered claims for medical expenses incurred up to the benefit limits of the policy. The plan has limitations and benefits as outlined below.

If other insurance is had, a claim must first be filed with that insurance carrier and obtain benefits from the other insurance source. This policy is designated to consider payment of the eligible expenses that are not paid by your other insurance source.

Description of Policy Benefits and Limits

If a student is injured during a school activity and the injury required treatment within 90 days after the date of injury by a licensed physician, the insurance company will pay the usual and customary expenses for necessary hospital, medical, physicians or dental care incurred within two years from the date of injury up to a maximum medical benefit of \$25,000 per covered accident, subject to the following limits:

<u>Services</u>	<u>Benefits</u>
<i>Hospital Services</i>	
Daily Room & Board	Usual & Reasonable
Intensive Care Room & Board	Usual & Reasonable
Miscellaneous Services-when hospital confined or when surgery is performed	Usual & Reasonable
Emergency Room (outpatient)	Usual & Reasonable
<i>Physician Services</i>	
Surgery, including pre-and post-operative care	Usual & Reasonable
Anesthetic (including administration) and Assistant Surgeon Reasonable	Usual & Reasonable
Physician Visits other than for physiotherapy and similar treatment when no surgery benefit is paid	Usual & Reasonable
Consultants (when required by attending physician for confirming or determining a diagnosis but not for treatment) and second opinions	Usual & Reasonable
<i>Laboratory & X-Ray Services</i>	
Including reading and interpretation (Dental X-Rays are payable under DENTAL SERVICES benefits shown below)	Usual & Reasonable
<i>Additional Services</i>	
Physiotherapy or similar treatment	Usual & Reasonable
In-Hospital	
Out of Hospital	
Registered or Licensed Nurse	Usual & Reasonable
Ambulance to initial treatment facility	Usual & Reasonable
Orthopedic Appliances (including rental of Crutches or wheelchair)	Usual & Reasonable
In-Hospital	
Out of Hospital	
Prescribed Drugs or Medications	Usual & Reasonable
Eyeglasses, Contact Lenses, Hearing Aids (Replacement when damaged in conjunction with a covered injury requiring medical treatment.)	Usual & Reasonable
<i>Dental Services</i>	
Treatment, repair or replacement of injured natural teeth to a covered injury, as well as examination, x-rays, restorative treatment, endodontics, oral surgery, and treatment for gingivitis resulting from trauma.	Usual & Reasonable

Exclusions and Limitations

The policy does not cover any loss as a result of the following:

1. Services or treatment rendered by a physician, nurse or any other person who is (a) employed or retained by the School District; or (b) who is the insured or a member of his/her immediate family.
2. Charges which (a) the insured would not have to pay if he/she did not have insurance; or (b) are in excess of Usual and Reasonable Expenses.
3. Any injury that is (a) intentionally self-inflicted, suicide or any attempt thereat; (b) caused by war or any act of war; (c) is caused while the insured is serving full-time active duty (more than 31 days) in any Armed Forces; (d) caused by taking part in a riot or insurrection;
4. Injury that is caused by (a) flying in an aircraft, except as a fare-paying passenger; (b) flying in an ultralight, gang-gliding, parachuting or bungi-cord jumping; (c) flying in a space craft or any craft designed for navigation above or beyond the earth's atmosphere; (d) travel in or upon a snowmobile or any two or three wheeled motorized vehicle or any off-road motorized vehicle not requiring licensing as a motor vehicle; or (e) any accident where the insured is the operator and does not possess a current and valid motor vehicle operator's license (except in a Driver's Education Program);
5. An injury for which the Insured is covered under state or federal worker's compensation or employer's liability or occupational disease laws;
6. That part of medical expenses payable by any automobile insurance policy without regard to fault (does not apply in any state that prohibits such limitation);
7. The insured's part in commuting or attempting to commit felon;
8. An injury that is (a) the result of the insured being intoxicated; (b) caused by any narcotic, drug, poison, gas or fumes voluntarily taken, administered, absorbed or inhaled, unless prescribed by a physician;
9. A sickness or disease or diagnostic test or treatment, except infection which occurs directly from an accidental cut or wound, or ingestion to contaminated food,
10. An injury resulting from participation in or practice for non-school sponsored skiing, ice hockey, tackle football, lacrosse or soccer.
11. Expenses incurred in connection with plastic or cosmetic surgery or procedures unless required by an injury.
12. Taking part in Senior High School Interscholastic Football and Sports, including travel to and from games and practice, unless specifically provided for in the Application.

The maximum payable for expenses incurred as the result of an accident involving a motor vehicle shall not exceed \$10,000.

When Excess insurance is provided and another Plan Providing Medical Expense Benefits to an Insured is an HMO, PPO, or similar arrangement for provision of benefits or services and the Insured does not use the facilities or services of the HMO, PPO, or similar arrangement for provision of benefits or services, the medical benefits otherwise payable under the is policy shall be reduced 50%. This limitation shall not apply to emergency treatment required within 24 hours after an accident when the accident occurs outside the geographic area served by the HMO, PPO, or similar arrangement for provision of benefits or services.

The school insurance policy is not intended to replace family or group health insurance policies. Parents must assume financial responsibility for paying expenses not covered by the accident policy purchase by the school district. If a student is injured in an accident during a school activity, report the accident to the Principal's office immediately to obtain filing instructions.

XVII. Student Obligations

Text/Library Books

The Board of Trustees of AUL supplies the student with all necessary textbooks. Students are responsible for the proper handling and care of the books assigned to them. Students are liable for lost or damaged books. All books must be covered at all times. When a student loses a book, the loss must be reported to the subject teacher. The teacher will allow reasonable time to locate the book. If the lost book is not found, the teacher will report the missing book as an obligation and the student must pay for the book.

Replacement cost for all books is the current cost of the book. If the book is later found, the parent/guardian of the student will present the receipt for the book paid for and money will be refunded by the main office.

Cafeteria

Students are obligated to pay for all items in the cafeteria. Failure to meet obligations during a given school year will stay on the student's record until such obligations are met. Alternate food, such as peanut butter and jelly sandwiches, will be provided which meets the minimum requirements should the balance begin to significantly accrue. Unpaid cafeteria balances will result in the withholding of student activities or records.

Student Uniforms

Students are expected to come in dress uniform daily. The uniform can be purchased through the school. There are announced uniform purchase dates and set prices.

Other Obligations

Students are obligated to pay for all items that have been lost or damaged which have been issued by the school. Failure to meet obligations during a given school year will stay on the student's record until such obligations are met. Students who have monetary obligations will not be allowed to purchase tickets or attend class activities or non-academic events until obligations are met. Students with outstanding fines and/or obligations may be placed on the Academic Do Not Participate List and/or have their student records withheld.

Procedures for Processing Student Grievances

The purpose of this procedure is to allow students to disagree with a decision in a private, fair manner at the lowest level necessary for the issue to be remedied. Grievances will generally fall under the following categories:

- Academic matters
- Disciplinary action

Academic Grievance Procedure

1. If a student feels he/she is not being treated fairly, he/she should attempt to resolve the question the teacher involved.
2. If a teacher meeting did not sufficiently solve the matter, a conference should be arranged with the guidance counselor and the teacher.
3. If the decision is still unsatisfactory, a conference can be arranged with a Principal.

Disciplinary Grievance Procedure

1. If a student feels he/she is not being treated fairly, he/she should attempt to resolve the case directly with the staff member involved.
2. If the decision is still unsatisfactory, a conference can be arranged with the Vice Principal.

Handbook Updates

Changes to the Parent/Student handbook may be updated at any time in coordination with the Board of Trustees. It is the responsibility of parents and students to be familiar with its contents and to be aware of any changes.



Academy for Urban Leadership Charter School

PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

This form must be signed and returned by all students and their parents/guardians entering AULCHS during the 2014-2015 school year.

****Students will not be allowed to participate in any Extra-curricular activity including sports, clubs, school events, etc. until this form is completed and returned.****

All school rules are expected to be followed anywhere on school property, at the YMCA, Water Stadium, etc., and at any school sponsored events.

Many revisions have been made to the 2014-2015 Parent/Student Handbook in an effort to meet the needs of our growing school. The Handbook is intended to promote appropriate student behavior and to make parents and students aware of expectations for attending our school.

It is the responsibility of parents/guardians and students to be familiar with the contents of the AUL Parent/Student Handbook. After reading and discussing the Parent/Student with the child, please sign this sheet and return it to the school. This form will be kept on file. Failure to return this acknowledgement does not relieve parents or students from responsibility for knowledge of the contents of the handbook or excuse parents or students from not following the policies and guidelines set forth within.

Student Name (please print)

Grade

Student Signature

Date

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date