



ACADEMY FOR URBAN LEADERSHIP | CHARTER SCHOOL
A Public School

Student/Parent/Teacher Handbook

2024 – 2025

Grades 9-12

612 Amboy Avenue

Perth Amboy, New Jersey 08861
Phone: (848) 203-3742 (option 0)
Fax: (848) 203-3948

Grades 7-8

295 Barclay Street

Perth Amboy, New Jersey 08861
Phone: (848) 203-3742 (option 8)
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ACADEMY FOR URBAN LEADERSHIP | CHARTER SCHOOL

A Public School

BOARD OF TRUSTEES

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Michelle Roman, Vice President

Saad Syed, Corporate Secretary

Ambiorix Ramirez, Trustee

Yadira Puntiel, Trustee

Lyner Perez, Trustee

Mayrad Mercado, Trustee

STUDENT/PARENT/TEACHER HANDBOOK

Paul Oliveira, School Chief School Administrator

Norma Diaz, Principal High School

Tobi Knehr, Middle School Administrator

Bernadette Pinto, Interim School Business Administrator/
Board Secretary

Academy for Urban Leadership Charter School

High School 612 Amboy Avenue Perth Amboy, NJ 08861 848-203-3742 848-203-3948 (fax)	Middle School 295 Barclay Street Perth Amboy, NJ 08861 848-203-3821
Main Office x104	Main Office x150
Security x 182	Security x 151
Attendance Office x111	Outreach Coordinator x176
Counseling Office x128 x116	Counseling Office x153
Social Worker x110	Social Worker x152
Health Office x106	Health Office x175
Step Up x144	

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Academy for Urban Leadership Charter School

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 each student's academic achievement levels, 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 one-on-one relationships with caring adults, 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 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.

School Philosophy

Academy for Urban Leadership Charter 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 600 students, each grade will have as many as 100 students. By having grade-level team management within the school, AUL Charter 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 School utilizes an extended day program beginning at 8:00 AM and ending at 4:00 PM which includes enrichment and intervention activities from 3:00 PM to 4:00 PM. After-school and extended-year programs are also available.

AUL is a public charter school that serves grades 7-12. The curriculum, anchored by the New Jersey Student Learning Standards (NJSLA) 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 education at the collegiate level.

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

Board of Trustees

Ms. Eloisa Hernandez-Ramos	President
Ms. Michelle Roman	Vice President
Mr. Saad Syed	Corporate Secretary
Ms. Yadira Puntiel	Trustee
Mr. Ambiorix Ramirez	Trustee
Mayrad Mercado	Trustee
Lyner Perez	Trustee
Student Government Organization	Student Representative
Mr. Paul Oliveira	Chief Lead Administrator
Ms. Bernadette Pinto	Interim Business Administrator/Board Secretary
Ms. Patricia Bombelyn	Board Solicitor

Board Meetings

A listing of AUL Charter School's board meetings is posted in the school office and on the District's website: www.aulcs.org as a public notice. Board Meetings take place on the fourth Wednesday of every month at 6:30 p.m. (subject to change, see calendar for exact dates). All school-related business is discussed at these meetings. These are public meetings and all are welcome.

NOTIFICATION UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights concerning the students’ education records. These are:

1. The right to inspect and review the student’s education records within 45 days after the day the school receives an access request. Parents or eligible students who wish to examine their child’s or their education records should submit a written request to the school principal (or appropriate school official) identifying the records they wish to inspect. The school official will make access arrangements and notify the parent or eligible student of when and where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy right under FERPA.

Parents or eligible students who wish to ask the school to amend their child’s or their education records should write to the school principal (or appropriate school official), clearly identify the parts of the record they want to change, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) for the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school’s or school district’s annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from the education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled

if the disclosure is for purposes of the student's enrollment or transfer. (NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the record request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

School Calendar

ACADEMY FOR URBAN LEADERSHIP CHARTER SCHOOL 2024-2025 DISTRICT CALENDAR

4-5 Independence Holiday
31 Board Meeting

JULY '24						
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 '25						
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)
2 School Reopens
7 PTO Meeting
20 M.L. King Day (School Closed)
24 Marking Period 2 ends
29-31 HS Midterm Early Dismissal PM
29 Board Meeting

School days **21**

21 Sumer School Ends
28 Board Meeting
29 New Teacher Orientation

AUGUST '24						
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 '25						
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	

5 SPED Parent Advisory Group
6 Report Card Night- Early Dismissal 12 PM
11 PTO Meeting
17 Presidents' Day (School Closed)
26 Board Meeting

School days **19**

02 Labor Day(School Closed)
3-4 Staff Development(No Students)
05 First day of school (Students)
10 PTO Meeting
25 Board Meeting
26 Back to School Night- Early Dismissal

SEPTEMBER '24						
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					

MARCH '25						
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					

11 PTO Meeting
20 Staff Development – Early Dismissal
26 Board Meeting
31 Marking Period 3 ends

School days **21**

08 PTO Meeting
11 Founder's Day
14 Staff Development(No Students)
30 Board Meeting

OCTOBER '24						
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 '25						
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			

8 PTO Meeting
10 Report Card Night- Early Dismissal
17 Early dismissal-Staff & Students
18-25 Spring Recess(School Closed)
30 Board Meeting

School days **16**

4-8 Fall Recess (School Closed)
11 Marking Period 1 ends
12 PTO Meeting
21 Report Card Night- Early Dismissal
26 Board Meeting
27 Early Dismissal
28-29 Thanksgiving Recess

NOVEMBER '24						
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 '25						
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					

07 Board Meeting
14 SPED Parent Advisory Group
13 PTO Meeting
22 Prom – ½ Day Senior Class Only
23-26 Memorial Day (Closed)
28 Board Meeting

School days **20**

11 SPED Parent Advisory Group
10 PTO Meeting
18 Board Meeting
23 -31 Winter Recess(School Closed)

DECEMBER '24						
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 '25						
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					

10 PTO Meeting
13 Marking Period 4 Ends
17-18 Early Dismissal (12 Noon)
18 Reorganizational Board Mtg.
19 Juneteenth Observance- Sch. closed
25 Board Meeting
26 Last Day of Sch/Grad/Early Dismissal
30 Last Day of School for Teachers

School days **18**

THE BOARD OF TRUSTEES RESERVES THE RIGHT TO REVISE THE SCHOOL CALENDAR SHOULD THE NEED ARISE DUE TO INCLEMENT WEATHER OR EMERGENCY CIRCUMSTANCES. BOARD REVISED JULY 31, 2024 | TOTAL SCHOOL DAYS = 184.

SCHOOL CLOSED	STAFF DEVELOPMENT	BOARD MEETING	FIRST/LAST DAY OF SCHOOL	EARLY DISMISSAL 12 NOON	PTO MEETING
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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 the 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 number will then be entered into 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 the Waitlist

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.

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 for a student to maintain his/her seat at AUL Charter 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 Attendance Office in the morning at (848) 241-9042 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 by calling (848) 203-3742, extension 175 (grades 7-8), or (848) 203-3742, extension 106 (grades 9-12). 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 disciplinary action.

ATTENDANCE POLICY

PROCEDURES

ATTENDANCE REGULATION

POLICY # 2340

The AUL Charter School places a high value on student attendance since regular school attendance is one of the primary factors in a student's academic and social development.

Absences for any reason (with exception of school sponsored activities, administratively approved and excused absences) that exceed any of the following limits shall result in no credit for that class(es).

The total of ***excused plus unexcused** days should not exceed:

- A. Eighteen (18) days in a full-year course
- B. Nine (9) days in a half-year course.

STUDENTS WITH EXCESSIVE ABSECES WILL BE CONSIDERED FOR AULCS CREDIT RECOVERY PROGRAM (3:00 PM - 5:00 PM).

[***Excused** days still count toward the total absent; excused=with appropriate documentation/explanation]

Once the student has reached 5 unexcused absences from a class in a marking period, it shall result in no credit for that marking period. This will be reflected as a 40 for the marking period in Realtime (student information system).

A student shall be recorded as absent in the school register when not in attendance unless the absence is due to a religious holiday; which case, it shall be recorded as excused. An excused absence for any reason, other than due to religious holiday approved by the state, shall be counted as a day of attendance in the school register.

Unexcused absences due to travel/vacation will result in the student being dropped from the register after 5 consecutive days. Students will need to be re-registered to return back to school.

An absence shall be considered an **excused absence** for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and test for full credit, and violation of the school code of conduct for attendance, with appropriate verification, for the following reasons:

1. The student's illness (Doctor's or parent note)
2. Requirements of a student's individual health care plan
3. A death or critical illness in the student's immediate family, or others with

- permission of the principal
4. Quarantine
 5. The student's suspension from school
 6. Requirements of the student's Individualized Educational Plan (IEP)
 7. Alternate short or long-term accommodations for students with disabilities
 8. The student's required attendance in court
 9. Interviews with an admissions officer of an educational institution
 10. Necessary and unavoidable medical or dental appointments
 11. Such good cause as may be acceptable to the principal
 12. College visits – juniors and seniors only (up to 3 per year)

An "**unexcused absence**" is a student's absence for all or part of a school day for any reason other than those listed above. Examples of such are:

1. Activities unrelated to the school program
2. Leaving school without permission when school is still in session
3. Leaving class because of illness and not reporting to the school nurse as directed
4. Being present in school but absent from class without approval. Such absence from class is a "**class cut**"
5. Being out of class for more than 10 minutes (this includes the first period) is considered a class cut and thus an unexcused absence.

Any student who has been diagnosed as being chronically ill must submit documentation from a certified physician. This information will be reviewed by the principal, guidance counselor, school nurse and school physician to determine if a 504 Plan is appropriate.

A doctor's note shall be required for pupils re-entering school from a serious illness or injury.

Consideration will be given by the Attendance Review Committee for exemptions to the attendance policy in case of extreme or unusual circumstances. This committee will consist of the principal, the school nurse, and the student's guidance counselor. The committee shall review all pertinent data and interview the student and parent/guardian before rendering a decision. A decision shall be rendered within three (3) school days of the meeting. **THE DECISION OF THE ATTENDANCE REVIEW COMMITTEE WILL BE FINAL.** The appropriate vice principal shall be the chairperson of the Attendance Review Committee.

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 In-School Suspension (ISS) and the student is put on the "Student Not in Good Standing/DNP List"; the third offense will be an Out of School Suspension (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.

VIRTUAL ATTENDANCE

Virtual attendance is only approved by the superintendent's office.

ASSURANCES

The district assures that each receiving school is required to report to the sending district each student with five or more cumulative unexcused absences (N.J.A.C. 6A:16-7.6(c)i.

The district assures that for each student with five or more cumulative unexcused absences reported by the receiving school, it follows the policies and procedures under N.J.A.C. 6A:16-7.6(a) above the provisions of N.J.A.C. 6A:16-7.6 (a)4ii through iv and (b).

PERFECT ATTENDANCE

Students may be recognized for having perfect attendance during their four years at the high school. To be eligible for a perfect attendance award, students must **not** have:

1. Any absences (except for field trips and college visits)
2. Any unexcused tardiness

EARLY DISMISSAL

High school students may be released from school for medical or dental appointments, college or job interviews, and motor vehicle road tests. In each case, before the early dismissal, the appointment must be verified on appropriate stationery with the designated school personnel.

A parent/guardian or designated person must follow school/district visitation procedures by contacting the main office before arrival. ID will be required. Verbal authorization must match emergency information on record in the school's database for a student to be released.

Students must be in attendance for four (4) instructional hours (not including homeroom, passing time and lunch) to get credit for the day. **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:
 - Verified illness during the school day as determined by the school nurse

- Verified medical appointments, court appearances, legal appointments, emergency closings, or death in the family. **
- Early dismissal for Principal-approved activities. The time for these activities will be determined by the Principal and a note from the guardian will be required.
- Students leaving early for an athletic activity must sign out, have parental/guardian permission, and a letter from a coach.

LEAVING SCHOOL DUE TO ILLNESS

The school nurse is the only person authorized to send a student home ill. The nurse will contact the parent/guardian to inform said person of the illness.

TARDINESS

A student is tardy if he/she reports to homeroom after 8:00 a.m. Tardy students are to report to the Attendance Office.

Students who have missed 10 minutes of class or more, because of tardiness are considered absent from that class. Repeated tardiness will result in disciplinary actions which may include detention (before school, after school, and/or 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 be utilized as a disciplinary measure. More than five (5) absences from a class, in a marking period, shall result in no credit for that marking period.

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 unexcused 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.

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 do not allow any absences (0) or any lateness.

Students will be allowed a thirty-minute (30) lunch and must return on time to be eligible for Summer school completion. **There is no excuse letter that 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.

**** Appointments should be made after the school day when at all possible.**

This policy intends to allow for a student's normal illnesses. This will not be a permissive rule establishing or licensing a limit of days that may be missed with no harm. Rather, it will assume absences could occur due to illness or serious personal or family problems. Absences for field trips, school-related activities, court orders, 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/markings period as a result of absences will also be immediately ineligible to participate in extracurricular activities (maybe 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 decide as to eligibility status for the remainder of the current semester and subsequent semesters.

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.

Regular Bell Schedules

2024 - 2025 Regular Bell Schedule		
Regular Schedule⁴⁸	Start	Finish
Homeroom	8:00 AM	8:12:00 AM
Period 1	8:15:00 AM	9:03:00 AM
Period 2	9:06:00 AM	9:54:00 AM
Period 3	9:57:00 AM	10:45:00 AM
Period 4	10:48:00 AM	11:36:00 AM
Period 5	11:39:00 AM	12:27:00 PM
Period 6	12:30:00 PM	1:18:00 PM
Period 7	1:21:00 PM	2:09:00 PM
Period 8	2:12:00 PM	3:00:00 PM
Enrichment or Credit Recovery	3:00:00 PM	4:00:00 PM

EARLY DISMISSAL BELL SCHEDULE

2024 - 2025 Early Dismissal Bell Schedule		
Early Dismissal ³⁰	Start	Finish
Homeroom	8:00 AM	8:05 AM
Period 1	8:08:00 AM	8:38:00 AM
Period 2	8:41:00 AM	9:11:00 AM
Period 3	9:14:00 AM	9:44:00 AM
Period 4	9:47:00 AM	10:17:00 AM
Period 5	10:20:00 AM	10:50:00 AM
Period 6	10:53:00 AM	11:23:00 AM
Period 7	11:26:00 AM	11:56:00 AM
Period 8	11:59:00 AM	12:29:00 PM

DELAYED OPENING BELL SCHEDULE

Delayed Opening Bell Schedule		
Delayed Opening ³⁵	Start	Finish
Homeroom/Period 1	10:00 AM	10:35 AM
Period 2	10:38 AM	11:13 AM
Period 3	11:16 AM	11:51 AM
Period 4	11:54 AM	12:29 PM
Period 5	12:32 PM	1:07 PM
Period 6	1:10 PM	1:45 PM
Period 7	1:48 PM	2:23 PM
Period 8	2:25 PM	3:00 PM
Enrichment or Credit Recovery	3:00 PM	4:00 PM

BULLETINS AND ANNOUNCEMENTS

Bulletin boards have been placed in strategic spots in the corridors to inform students of special activities, scholarships work opportunities, etc. In addition, bulletins of information are announced regularly during homeroom. Listening to each announcement is of utmost importance to students. Announcements or posters about personal matters and non-school activities cannot be posted on any school bulletin boards or any school walls. All posters, bulletins, and announcements posted within the school or on school property must relate to approved school events and must be cleared through the administration. Posters are only to be affixed to bulletin boards. Information is primarily distributed via the district/school webpage and various social media platforms.

CHANGING CLASSES

Students will be allowed three minutes to change classes. This provides sufficient time for a student to get to any part of the building. During the changing of classes, students are to walk (not run) and be courteous, not only to the administration and faculty but also to their fellow students. Students who wish to use the lavatory should do so during this time slot; however, students must arrive to class on time. When students arrive at their assigned classroom, they should enter the room promptly.

Occasional unannounced hallway sweeps will be conducted by the administration to identify students loitering in the halls or outside their designated classes. Appropriate consequences will be issued to these students in accordance with the Code of Conduct.

CLOSING SCHOOL AND DELAYED OPENINGS

In the event of an emergency closing, such as inclement weather, the school will announce its closing on WCTC 1050 AM., phone-call notification system and posting on AUL website. **Additionally, whenever Perth Amboy Public Schools Close, AUL Charter 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 with the main office.

In cooperation with our district, the following TV/radio stations will announce school closings and delayed openings beginning at 6:30 a.m. Closings and delays may also be communicated through automated calls, emails and social media.

WCBS Channel 2 WINS 1010 AM
WNBC Channel 4 NJ 101.5 FM
WNYW Channel 5 NJ News 12
WABC Channel 7 Local Access Cable TV – Channel 36

Grading Policy

Students at AUL Charter School are assessed in a number of ways. These include the New Jersey State Assessment for grades 7-12 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 grades a student will achieve at the end of the marking period if no significant change is shown. Progress reports will be issued on the following dates:

- 11/11/24
- 1/24/25
- 3/31/25
- 6/13/25

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:

- 11/21/24 | 6:00-8:00 PM
- 02/06/25 | 6:00-8:00 PM
- 04/10/25 | 6:00-8:00 PM

Standardized Tests

Copies of standardized test results are mailed to the parent/guardian via US Postal Service.

Grade Scale - Grade Point Average

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

Grade	Numeric Equivalent	GPA	GPA Accelerated × 1.1	GPA AP × 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 exempted 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% unexcused absences. Full Year Course = Maximum of 18 days unexcused. Semester Course = Maximum of 9 days unexcused. Quarter Course = Maximum of 5 days unexcused. 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 the student is in danger of Loss of Credit (LOC). (Refer to the Table on Page 25 for further detail)
Academic Requirement	Students must have a final grade 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 classes may be eligible for summer school.
Student Portfolio	As an alternative to the above requirements, students may be required to complete a number of projects and assessments that will be compiled in their 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 test or other NJ State required assessments in addition to successfully completing the following Semester courses: Computer Applications, Computer Programming, Personal Finance, Geography, Internship, and complete all AUL's required 100 Volunteer Hours as documented in the Student Portfolio accordingly. By the conclusion of Freshmen Year = 10 Volunteer Hours By the conclusion of Sophomore Year = 20 Volunteer Hours By the conclusion of Junior Year = 30 Volunteer Hours By the conclusion of Senior Year = 40 Volunteer Hours
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GRADUATION REQUIREMENTS

140 credits are required for graduation.

Language Arts – 20 credits

Mathematics – 20 credits

Science – 15 credits

Social Studies – 15 credits -1 World History

2 US History Courses

PE & Health – 20 credits (Driver's Ed Sophomore Year)

F & P Arts - 5 credits

Practical Arts - 5 credits

World Language- 5 credits – 10 credits required for college

Additional classes and electives will be added for credits. Average per year = 35 credits. Students who are under-credited/off track to graduate or in danger of aging out will be identified as needing placement within the credit recovery program.

College Entrance Examinations

Many colleges require applicants to take the Scholastic Assessment Test (SAT) and other achievement tests constructed and distributed by the College Entrance Examination Board located in Princeton, NJ. Applications and explanatory booklets for the SAT and achievement tests are available in the Guidance Office. Students should discuss their plans for taking these tests as early as 9th grade. It is in their best interest to take the tests in 10th and 11th grade. Achievement tests taken in the spring of 11th grade ensure a student the opportunity to apply for early admission in the fall of their senior year. Students have the opportunity to take the SAT exam several times before beginning their senior year.

The Preliminary Scholastic Assessment Test (PSAT) is administered at AULCS in October. All

college-bound juniors should plan to take the PSAT. Honor students are encouraged to take the PSAT as sophomores.

Some colleges require applicants to take the ACT, an aptitude test constructed by the American College Testing program. Registration forms and information about this exam is available in the guidance office.

MARKING PERIODS

There are four marking periods per school year. Each marking period grade receives equal weight in computing the final average for the course. Students' grades shall be determined on the basis of tests, classroom participation, quizzes, homework, and special teacher assignments. **Students receiving an incomplete grade must make up the missed work as per AULCS BOT Policy #2330.**

2024-2025 Marking Period Dates

Marking Period	Beginning Date	Interim End Date	End Date
First	September 5, 2024	October 11, 2024	November 11, 2024
Second	November 12, 2024	December 20, 2024	January 24, 2025
Third	January 25, 2025	February 18, 2025	March 31, 2025
Fourth	April 1, 2025	May 14, 2025	June 13, 2025*

*Date may be moved up if inclement weather days are not used

HOMEWORK

It is general practice at AULCS that each subject teacher will assign homework. Students are responsible for completing each day's assignment on time. Teachers are not expected to give full credit for assignments completed after the due date.

HOMEROOM PERIOD

The homeroom period is a ten-minute period during which time attendance is taken. Each

morning, the public address system is used for opening exercises, which include the pledge to the flag, announcements, notices of upcoming activities, etc.

The Pledge of Allegiance is recited each school day during homeroom. Students who have conscientious scruples against such pledge or salute or are children of accredited representatives of foreign governments with extended diplomatic immunity, shall not be required to render such salute and pledge but shall be required to show full respect while the pledge is being given. (NJSA 18A:36-3)

LUNCH PERIODS

Five lunch periods are used to accommodate all students in the cafeteria. Students are assigned to one of the following five lunch periods:

(5th period) Lunch 11:39 - 12:27

(6th period) Lunch 12:30 - 1:18

No food of any kind can be taken from the cafeteria. No food shall be eaten in the halls or classrooms of the school at any time. Students are responsible for keeping their tables clean and throwing away all garbage. All cans and bottles must be placed in recycling containers.

Student Management

SCHEDULE CHANGES

Parental consent is required for any schedule changes. No schedule changes will be made after the start of the school year. Principal approval is required for any schedule changes after the start of the school year. Only conflicts or extenuating circumstances will be considered for review.

SCHOOL-SPONSORED ACTIVITIES AND ATHLETIC EVENTS

Students are responsible for their actions at all school-sponsored activities. Any breach of discipline will carry the same corrective measures as if school were in session.

To attend or participate in any extracurricular activity, students must be in school on the day of that activity if school is in session. Once a student leaves the activity, he/she may not return.

STUDENT IDENTIFICATION CARDS

Students must wear a school-issued ID, on a lanyard and around their neck, at all times. IDs must be current and visible and will be required for admittance to school and all school-

related activities. IDs must be worn over clothing and cannot be concealed or defaced in any way. Students must show their ID to any staff member upon request. IDs are required for nurse visitation; additionally, the purchase of breakfast and/or lunch will require a scan of a student's ID.

A student who does not have an ID may obtain a second ID through their principal. An ID that is lost must be replaced at the expense of the student. No student will be allowed to remain in school unless an official AULCS ID is visible. Any student not displaying proper ID will be placed in ISS until such time as their ID is replaced.

SAFETY AND SECURITY

Drills

Safety and security drills are held for the purpose of practicing orderly exits, evacuations, and lockdowns in the case of any emergency. Students must follow the directions of the teachers in charge and remain quiet at all times during drills. A directive will dictate an "all clear" signal at which time students and staff will resume a regular school day. The laws of the state mandate that all students must follow the prescribed procedures of the drill under the directives of the administration. Parents/Guardians will receive notification when safety drills are conducted.

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 for 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 of.

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.

Textbooks, Computers and other assigned materials for student use

These materials are assigned to a student for his/her school use and should be kept in a locked locker when not in use to avoid damage or loss. Each student is responsible for the care and protection of these materials and will be required to reimburse the school for damage beyond normal wear or loss of the items.

Unattended Classrooms

If a student arrives at a classroom that is locked or unattended by a teacher, he/she should report to the nearest staff member and inform them of the situation.

STUDENT SERVICES

Academic Assistance

If help is needed in any subject, the student should take responsibility for making an appointment to meet with the teacher. Teachers are often available before or after school to provide assistance to students who require their help. Although teachers may not be available every day due to other professional activities, they are available on certain days; therefore, prior appointments should be made. Peer tutoring may also be available; students should see their guidance counselor for more information.

Cafeteria Services

Full cafeteria services are offered to students for breakfast and lunch. Please note that the online application portal will open on August 10, 2024, for 2024- 2025 Meal Applications. Carryover eligibility will expire on October 20, 2024, for students who were approved for free or reduced lunch as of the last day of the 2023-2024 school year.

An eligibility notification letter informing students of their status (**Free, Reduced or Denied**) will be e-mailed or mailed within five (5) school days of submission. Please submit only one application per household.

If you receive a **Direct Certification letter** before the start of the school year, you do not have to submit an application for the students listed on the letter. They automatically receive benefits. Free and Reduced lunch applications received after October 20, 2024, can take up to ten (10) days to process. Benefits will not begin until an eligibility notification letter is received. You are responsible for the payment of lunches during this period.

Home Instruction Services

The Academy for Urban Leadership Board of Trustees, in compliance with state law, provides home instruction when necessary. When a parent requests home instruction, a letter from the attending physician must contain (1) a specific request that home instruction be provided; (2) the nature of the disability; (3) the approximate length of student absence. It is the responsibility of the parent to request home instruction if the expected duration of the absence will exceed two weeks. All requests for home instruction will go through the Superintendent's Office.

Students returning from home instruction will not be permitted back to school without a doctor's note.

All requests for home instruction will go through the Student Services Office.

Working Papers and Job Opportunities Services

All students under 18 years of age must obtain working papers if they wish to work after school hours or during vacation. Inquiries for working papers may be made in the main office before or after school. You may not apply for working papers unless you have a specific job promised to you. A social security card and birth certificate are needed to apply for working papers. They are issued only for one specific job and are not transferable from job to job without state approval.

Intervention and Referral Services

I&RS is a process available to assist teachers and faculty members to better meet students' needs with academic, emotional, or behavioral concerns. I&RS is a multidisciplinary team that may consist of the principal, school social worker, general education and special education teachers, support service professionals and the school nurse. The I&RS Team provides the classroom teacher with strategies to best support students who are experiencing difficulties. In accordance with N.J.A.C. 6A:16-8.1. & 8.2, the goal of the committee is to see measurable student improvement in the identified target areas.

I&RS Process

- After a staff member or parent concludes that there is a student in need of support with a learning, behavioral or health challenge encountered in the general education setting, the staff member will begin documentation of implemented interventions for the student's identified area of need. In addition, the teacher will contact the parent/guardian to inform them of the student's area of concern.
- The teacher will contact the school's I&RS coordinator to complete the Request for Assistance form. The form will reflect the reasons for the request, observed behaviors and all prior interventions to begin the I&RS process.
- Once the I&RS coordinator receives the completed Request for Assistance, the coordinator will notify the students' parents/guardians to invite them in for a meeting with the I&RS Team to discuss the areas of concern.
- At the meeting, the I&RS Team, along with the parents/guardians, will sit together to further discuss the areas of concern and develop a written action plan, including

strategies to best assist the student.

- After an action plan is developed, the teacher will implement the interventions that have been suggested; data will be collected based on the formulated action plan to determine if additional support is still warranted.
- After a designated period of time, the data and the implemented action plan will be reviewed and assessed for effectiveness. At this time, it may be necessary to modify the action plan to better meet the student's needs if the initial action plan is not found to be successful.
- This process will continue as additional support is needed.

I&RS is not an automatic route for Child Study Team involvement - I&RS is a continual process. This process helps support teachers to increase the achievement of students who are experiencing academic, emotional or behavioral difficulties during their academic day. The continued support of parents/guardians during this process is imperative to achieving student success.

Section 504

Section 504 is a federal civil rights law under the Rehabilitation Act of 1973. It provides protection against discrimination for individuals with disabilities. Section 504 guarantees the right to full participation and access to free appropriate public education (FAPE) as enforced by the Office for Civil Rights (OCR). Section 504 ensures that students with medical or other disabilities have equal access to an education. Qualified students may receive accommodations and modifications planned by persons knowledgeable about the students. Section 504 is designed to provide equal access and fairness in general education to students with disabilities through an accommodation plan. It is **not** a plan designed to enhance a student's performance or modify the general education curriculum expectations, but rather a way to provide fairness and equal access to education.

Who is Eligible under Section 504?

A student may be considered eligible under Section 504 regulations if he or she:

1. has a physical or mental impairment which substantially limits one or more major life activities,
2. has a record of such an impairment, or
3. is regarded as having such impairment.

"Substantially limits" is defined as unable to perform a major life activity that the average person in the general population can perform or significantly restricted to the condition, manner, or duration under which an individual can perform a particular major life function as compared to the condition, manner, or duration which the average person in the general population can perform that same major life activity. Major life activities include caring for one's self, performing manual

tasks, walking, seeing, hearing, speaking, breathing, learning and working. The disabling condition needs only substantially limit one major life activity for a student to be eligible.

Section 504 – Referral Process

In compliance with federal law, students must be identified, referred and evaluated by a 504 Committee to determine eligibility. Parents, guardians, and school staff should refer students to the 504 Coordinator if they know, or suspect, that a student may benefit from accommodations in the general education program.

- The referral process begins when the school receives notification from an adult who is knowledgeable about the students' specific situation. Once a request for 504 accommodations is received, the 504 Coordinator will schedule a meeting with the parent/guardian and the committee to further discuss the students' limitations based on their impairment.
- At the meeting, information will be collected from both the family as well as the students' teacher to determine eligibility. Information requested may include reports from physicians, observations, standardized tests etc.
 - If the student is found eligible, a 504 plan will be developed to assure accommodations provided to the student are proportionate with their peers.
- Once developed, the 504 Coordinator will schedule a meeting to review the implementation of the 504 Plan with all relevant parties. If in agreeance, all members will be asked to sign the 504 Plan indicating their agreement.
- It is then 504 Coordinator's responsibility to disseminate the information to teachers with educational responsibility to the student and to monitor the 504 Plan.
- The students' 504 Plan will be reviewed on an annual basis to determine continued eligibility and documentation.
- If the student is found ineligible, the 504 Team will discuss alternative interventions to best assist the student.

Child Study Team Services

Students experiencing educational, emotional or adjustment problems may be referred to Special Services. This team is composed of a school psychologist, a social worker, and a learning disabilities teacher-consultant. It may also include a school nurse, a speech teacher, and any other specialists who might be needed. Evaluation by the Child Study Team may result in providing the student with a special education program of instruction.

Counseling Services

The Academy for Urban Leadership Charter School Board of Trustees provides counseling facilities and staff services to assist students and their parents in educational, vocational, and personal decision-making. The counseling staff consists of school counselors and professional secretaries. All school counselors are fully certified and have had appropriate training in counseling services.

Each student is assigned to a counselor who will work with him/her during his/her entire high school experience in the areas of scholastic, career, and personal matters.

Students who wish to see their counselor should make an appointment either before school or after school. In an emergency, a classroom teacher can issue the student a hall pass to see their counselor. In addition to student-initiated requests, counselors will periodically call students for conferences.

Students are encouraged to consult with their counselors whenever necessary and make full use of the guidance services and facilities.

Social Worker Services

AULCS has two full-time social workers on staff to provide students with counseling and support on an individual basis.

HEALTH OFFICE

School health services are provided to foster the personal development, health, and growth of students and to detect and help correct any health conditions that prevent optimum learning and development. Two full-time school nurses and several part-time physicians perform physical examinations, vision and hearing tests, and tuberculosis and scoliosis screening. The nurses are available to counsel and assist students with health issues.

The Board of Trustees requires evidence of immunization for measles, rubella, polio, mumps, diphtheria, and tetanus. Boosters for diphtheria and tetanus are required every ten years.

Ring Worm - A student with a suspected case of ringworm will be sent home to begin treatment. The student may return to school with a doctor's note or evidence of appropriate treatment. While in school, the infected area must be covered. Exclusion may occur if the infection is spreading or is not under medical care. A student with ringworm of the scalp must wear a clean cap during school hours and have a doctor's note to return to school. Students in the class will be sent home with a letter notifying the parent/guardian of possible exposure and information about ringworm.

Lice - When a case of lice is found, all students in the classroom will be checked, as well as any siblings in the district. If the student rides a bus, those students on the bus will also be checked. The student found to have lice will be sent home for appropriate

treatment and may return to school after all eggs have been removed and clearance from the school nurse is given. Parents/guardians of the students in the class will be notified by letter that lice were found, along with guidelines for preventing and controlling outbreaks.

Bed bugs - A suspected bed bug should be placed in a plastic bag, or jar, for identification. The student, along with their belongings, will be sent to the school nurse to be checked further for any signs of bed bugs. If nothing is found, the student will return to class. The parent will be notified of the situation and a letter will be sent home with the student for the parent's signature for the student to return to school. Maintenance will be notified, and the exterminator will be called to identify the bed bug and check for any infestation. If bed bugs are found in any classroom, a letter will be sent home notifying parents and guardians.

Health Office Regulations

1. In addition to student ID, a health office pass must be issued by the classroom teacher and is necessary for admittance to the Health Office. In an emergency, students will be escorted to the nurse by crisis intervention staff.
2. Injuries, other than those incurred on school property or during school activities, should not be referred to the school nurse for treatment. School nurses will give first aid for sudden illness and accidental injury, but they are not authorized to give subsequent treatment.
3. Doctor's notes must be presented to the health office upon the student's return to school.
4. Before any medication may be administered to or by any pupil during school hours, the Board policy requires the written request of the parent/guardian, which shall give permission for such administration and relieve the Board and its employees of liability for the administration of medication. In addition, the Board policy requires the written order of the prescribing physician which shall include:
 - a. the purpose of the medication
 - b. the dosage
 - c. the time at which, or the special circumstances under which, medication shall be administered the length of time for which medication is prescribed the possible side effects of the medication
5. The district will continue to follow the guidelines from the Centers for Disease Control and Prevention and the New Jersey Department of Health regarding COVID-19 protocols. Proper hand and respiratory hygiene are strongly encouraged. We ask that parents/guardians monitor their children for COVID-compatible symptoms and keep them home when ill. Please speak with the School Nurse for specific questions/concerns.

HEALTH INSURANCE

Students who are not covered by health insurance are eligible for either free or low-cost coverage through the NJ Family Care Program. When filling out your Emergency Cards for the school year, be sure to answer the question regarding health insurance.

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 participating in interscholastic sports, including tryouts, preseason and postseason 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 parent who needs to supplement their own personal insurance program or to assist parents who may be without insurance. The school policy will reimburse 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 requires 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

Physician Services

Surgery, including pre-and post-operative care	Usual & Reasonable
Anesthetic (including administration) and Assistant Surgeon	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

Laboratory & X-Ray Services

Including reading and interpretation (Dental X-Rays are payable under DENTAL SERVICES benefits shown below)	Usual & Reasonable
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Additional Services

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

Dental Services

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
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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 that (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 threat; (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, hang-gliding, parachuting or bungee-cord jumping; (c) flying in a spacecraft or any craft designed for navigation above or beyond the earth's atmosphere; (d) traveling 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 a 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 the provision of benefits or services and the Insured does not use the facilities or services of the HMO, PPO, or similar arrangement for the provision of benefits or services, the medical benefits otherwise payable under the 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 arrangements for the 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 purchased 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.

STUDENT CODE OF CONDUCT AND SCHOOL CITIZENSHIP

Citizenship

All students are taught the importance and duties associated with being good citizens through Social Studies classes and other related curriculums. Students are afforded the opportunity to demonstrate good citizenship within the school and the outside community. Recognizing the importance of the right to vote, the school provides students with the opportunity to register to vote when they reach the age of 18.

Discipline philosophy is based on the following beliefs:

1. Students are expected to treat others with respect and dignity.
2. Students must be held responsible and accountable for their conduct.
3. Violations of the Code of Conduct may impede an individual's chances for
4. academic success and inhibit the achievement of other students.
5. Maintaining appropriate behaviors and discipline is the shared responsibility of students, parents, teachers, and administrators.

General Policies

- The policies, regulations and penalties included in this code are intended to provide students, parents/guardians, and staff with the information necessary for recognizing and dealing with the problems of discipline herein stated.
- Disciplinary procedures must be uniform for all students, clearly stated to avoid dual standards, and must be available to all parties concerned; namely, students, parents/guardians and staff.

- It is the right of any staff member operating within the boundary of their duty to question the health, safety, and conduct of any student. In cases where students believe that “unjust treatment” has been imposed on them, they may seek recourse through the office of the next highest administrator to appeal the matter.
- An initial attempt at remediating concerns should be made through parent/guardian involvement with guidance counselors and/or administrators. Students with these concerns should avail themselves of the services provided by their guidance counselor.
- Students who display chronic behavioral or academic issues may be referred to the building’s Intervention and Referral Services team (I&RS) by the school administrator for intervention and recommendations. The administrator making such a referral shall inform parents/guardians of this action.
- When the principal determines that there is a student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, he/she should not hesitate to take appropriate action.
- The Board of Trustees recognizes that suspension from the educational program of the school is one of the most severe sanctions that can be imposed on a student and that it should not be imposed without adequate safeguards to ensure a child’s elemental right to an education. All rights of “due process” are to be afforded by the administration. 8. With incidents involving disciplinary action, the parents/guardians shall be notified to meet with school personnel to review and discuss the disciplinary procedures.
- Students assigned out-of-school suspension are forbidden on any Board of Trustees property. **Suspended students are not permitted on school property without administrative permission. Failure to comply may result in being charged with trespassing.** These students may not participate in any school activities without the approval of the Superintendent.
- In the case of out-of-school suspension, retention in school will be provided for only the balance of a school day if a parent/guardian cannot be contacted.
- A student may be detained in school for detention.
- The school administrator may request a conference with the parent/guardian and student after a suspension period. This conference shall serve as a means of counseling the student against the repetition of negative behaviors and clarifying the administration’s position toward future actions.
- Students who are expelled shall not be allowed to go on any Board of Education property or attend any school activities until their class has graduated from high school.
- Classified students are subject to this discipline code except where the infraction is a result of the student’s disability.

Assurance

The district assures that physical restraint and seclusion techniques on students with disabilities are only used in an emergency in which the student is exhibiting behavior

that places the student or others in immediate physical danger in accordance with the provisions at N.J.S.A. 18A:46-13.4 et seq.

Student Rights and Responsibilities

- Students have rights within the educational facility, which encompass respect for the individual and educational rights of other students. Each student has the right to learn free from distractions and interference from others.
- If any student receives a penalty, that he/she feels is unjust or unwarranted, there is an appeals procedure which the student may follow to try to resolve the situation. The following is the sequence of individuals to whom he/she may speak:
 - The teacher who originally assigned the penalty.
 - Guidance counselor for academic resolutions.
 - The Principal.
 - The Chief School Administrator.
 - The Board of Trustees.
 - The N.J. Commissioner of Education.

Due Process (Student Grievance Procedure)

The U.S. Supreme Court has established student rights before suspending a student for 10 days or less.

- The student must be given oral or written notice of the charges against him/her.
- If the student denies the charges, an explanation of the evidence against the pupil must be furnished.
- The student is guaranteed an opportunity to present his/her side of the story in a hearing. The required hearing is not elaborately defined. It can be limited to a discussion in which the student has an opportunity to express his/her side of the story.
- In the court's ruling, the hearing is described as "...at least an informal give and take between student and disciplinarian, preferably before suspension."
- The hearing and other due process clauses can be momentarily disregarded by the school in cases where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
- A written statement from the teacher or other employees involved must accompany violations referred to the principal for disciplinary action as soon as possible. Said statement should be received no later than the beginning of the next school day.
- The student shall be given an opportunity for an informal hearing to explain his/her version of the facts after being informed of the accusation and the supporting evidence. The administrator can use his/her discretion concerning more formalized procedures, i.e., a conference between the parties involved.
- When all available facts regarding, the incident have been examined by the

administrator, a decision shall be made. In the case of school suspension, a parent/guardian of the pupil should be notified immediately. If possible, a written notice shall be mailed to the parents/guardians and to the superintendent on the day the suspension is made. The suspension notice shall include the specific infraction or violation with a prescribed manner of resolution, i.e., parental conference, meeting with all parties concerned, the number of days suspended.

- There needs to be no delay between the time of the notice or charges and the time of the informal hearing. The administrator may informally discuss the alleged misconduct with the student immediately after it has occurred. At that time, it shall be determined if a parental conference and/or an I&RS process are appropriate. A record of such conference shall be kept by the administrator.
- Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. Parent/guardian contact must follow. The necessary notice of a hearing shall follow as soon as practicable. The parent/guardian shall be informed of the seriousness of the problem and the need for special services intervention procedures. Immediate notification to the Chief Lead Administrator in writing shall follow.
- Students with educational disabilities will be covered under the N.J.A.C. 6A:14

Random Search and Seizure

The administration reserves the right to search and seize when there is a reasonable belief that some material or matter which is detrimental to the 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 the 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 and/or Vaping

Smoking and/or vaping is strictly forbidden in any part of the school building, or grounds, or during any school-sanctioned events. Any student found smoking and/or vaping in any of these areas or while in the AUL Charter 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.

Students Under the Influence of Controlled Dangerous Substances-Drugs, Tobacco, Alcohol (Summary Report of 18A: 40A)

- Whenever it appears to any faculty member that a student may be under the influence of a controlled dangerous substance taken for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings, such faculty member shall report the matter as soon as possible to a school nurse, student assistance counselor, and the Principal and/or her designee.
- The Principal and/or designee shall arrange for an immediate examination by a school nurse.
- The Principal and/or designee shall immediately notify the parent or guardian to obtain a drug screening.
- The student must be examined within one hour to diagnose whether or not the student is under such influence. A parent may choose to have their child examined by a private physician within this one hour.
- In the event that a parent or guardian cannot be contacted within one hour, the student will be transported to the nearest hospital via ambulance to be medically evaluated. In addition, DCP&P will be notified.

- Failure to comply with appropriate examination and screening will be considered a positive result.
- If a student tests positive for drugs or alcohol, further examination will be required by a physician. A written report of said examination shall be furnished in a timely manner by the examining physician to the school administration.
- Students testing positive for drugs or alcohol will be subject to disciplinary consequences in accordance with the Code of Conduct.
- The student shall not resume attendance at school until he/she submits to the SAC a written report certifying that substance abuse no longer interferes with the student's physical and mental ability to perform in school.
- Vaping is strictly prohibited.

Refer to AULCS Board of Trustees Policy 3218 for the complete policy regarding Drugs, Alcohol and Tobacco

Students in Possession of Weapons and Dangerous Instruments

The Board of Trustees prohibits the possession and/or use of firearms, other weapons, or instruments that can be used as weapons apply to incidents away from school grounds including on the bus, in transit to and from school, during school hours, and during school-sponsored functions or social media post that raise public alarm.

A student found to be in possession of any type of weapon or dangerous instrument shall be reported to the police and immediate disciplinary action will take place pending due process and a right to a hearing. Firearms, knives, pepper spray, and other dangerous instruments identified by the school and or police are considered to be weapons.

Refer to AULCS Board of Trustees Policy 5613 for the complete policy Regarding Weapons and Dangerous Instrument

Harassment, Intimidation and Bullying (HIB)

The Board of Trustees expects all pupils to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. This type of behavior interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying. "Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, gender, a mental, physical or sensory disability, sexual orientation, gender identity or expression, national origin or ancestry, or by any other distinguishing characteristic that takes place on school grounds, at any school-sponsored function or on a school bus and that:

A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil's property, placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial interference with the orderly operation of the school.

"Electronic communication" means communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, smartwatch or computer, that takes place on school grounds, at any school-sponsored function or on a school bus.

Refer to AULCS Board of Trustees Policy 5512 for the complete policy regarding Harassment, Intimidation and Bullying.

Criminal Complaints and Expulsion Procedures by the Board of Trustees

In offenses that may result in school authorities filing a complaint against a student with law enforcement authorities, a parental conference shall be required with the student being suspended for up to 10 days, in accordance with due process procedures. Expulsion proceedings, as requested by the school administrator, may be initiated. Should they be initiated, the suspension shall continue until a determination is made by the Board of Trustees, but shall not extend beyond the period set forth in N.J.S.A. 18A: 37-5.

Expulsion procedures require a child study team evaluation and recommendation to the Board of Trustees as per N.J.A.C. 6A: 14-2.8

Students charged with possession, using, selling or being under the influence of drugs, alcoholic substances and/or controlled dangerous substances while on Board of Trustees property could result in being reported to the law enforcement authorities, the student's parents/guardians, and the student assistance counselor immediately. Alleged acts relating to the above, observed by a Board of Trustees employee and/or detected through medical or law enforcement procedures, shall be sufficient for the school administrator to request expulsion proceedings by the Board of Trustees.

Home instruction or other suitable instruction for the accused student shall be provided by the Board of Trustees so that there are no more than 5 school days without instruction until a decision is determined by the Board of Trustees.

Rules and Regulations for In-School Suspension

- Attendance in homeroom is required.
- Students will report to in-school suspension at 8:00 a.m.
- Students must complete assigned days.
- Students will remain in their assigned seats during in-school suspension.
- No food, except for lunch ordered by the ISS teacher, will be allowed in the in-school suspension room. Food brought from home will be given to the teacher

in the morning and returned during lunch.

- Sleeping or resting heads on the desks is not permitted.
- Students must place cell phones in the designated holding area that is monitored by the teacher.
- Students must bring textbooks, notebooks, and other appropriate working materials to complete homework or schoolwork as assigned. **Teachers must provide class and homework assignments for that day via “Google Classroom” or e-mail. principals will notify teachers of impending suspension within 24 hrs.**
- Work completed by the student will be submitted to the subject area teacher by the student.
 - A school counselor or social worker will be available to offer.

Code of Conduct

KEY:

I&RS	INTERVENTION AND REFERRAL SERVICES
ISACP	IN-SCHOOL ACADEMIC COUNSELING PROGRAM
OSS	OUT-OF-SCHOOL SUSPENSION
PN	PARENT NOTIFICATION
PC	PARENT CONFERENCE
CST	CHILD STUDY TEAM
PAPD	POLICE NOTIFICATION
CSA	CHIEF SCHOOL ADMINISTRATOR NOTIFICATION
SAC	STUDENT ASSISTANCE COUNSELOR
AP	ALTERNATE PLACEMENT
RRC	RESTITUTION/RESTORATIVE CIRCLE

While every effort is made to be fair, firm and consistent, the principal may modify or alter the recommended outcomes for infractions of school rules, depending on extenuating circumstances. Any unlisted offense will result in consequences in accordance with severity.

Code of Conduct is aligned to the Academy for Urban Leadership Charter School's Board Policy #3150- Discipline. Code of Conduct applies to incidents away from

school grounds including on the bus, in transit to and from school, during school hours, and during school-sponsored functions or social media posts that raise public alarm.

Students are prohibited from sharing photos or videos of other students without their permission. This restriction applies to instances in transit to and from school, during school hours, and during school events. Specifically, any content that showcases harmful or humiliating actions towards a student victim is strictly prohibited. Failure to comply with this policy will result in the removal of inappropriate content from social media platforms and may lead to disciplinary actions outlined in the Code of Conduct.

INFRACTION	1ST	2ND	3RD
ASSAULT	5 OSS + 5 OSS POSSIBLE EXPULSION SN, PN, PC CST	SAME AS 1 ST OFFENSE	SAME AS 1 ST OFFENSE

INFRACTION	1ST	2ND	3RD
BULLYING BEHAVIOR TOWARD ANOTHER STUDENT- HARASSMENT, INTIMIDATION AND BULLYING	CONSEQUEN CE PENDING OUTCOME OF HIB INVESTIGATION AND REVIEW OF INCIDENT	SAME AS 1 ST OFFENSE	SAME AS 1 ST OFFENSE
CAFETERIA - ENTERING OR EXITING WITHOUT PERMISSION	PN	PN	PC
CAFETERIA - LEAVING CAFETERIA WITH FOOD	PN	PN	PC

CAFETERIA- THROWING FOOD	PC	PC	OSS
CRISIS SITUATION/SECURITY DRILL MISCONDUCT	CONSEQUENCE S PENDING REVIEW OF INCIDENT POSSIBLE 5 OSS + 5 OSS	CONSEQUENC ES PENDING REVIEW OF INCIDENT POSSIBLE 5 OSS + 5 OSS	CONSEQUENC ES PENDING REVIEW OF INCIDENT POSSIBLE 5 OSS + 5 OSS
CUTTING CLASS	AFTER 5 TH INCIDENT GRADE WILL BE AFFECTED	AFTER 6 TH INCIDENT GRADE WILL BE AFFECTED	AFTER 7 TH INCIDENT GRADE WILL BE AFFECTED
DISRESPECTFUL/ DISRUPTIVE/ IMPROPER BEHAVIOR	ISACP +WILL BE SENT TO ISS FOR THE PERIOD CONTACTS PARENT	ISACP +WILL BE SENT TO ISS FOR THE PERIOD + PC	ISACP DEPENDING ON SEVERITY + PC
DISRESPECTFUL/DISRUPTIVE / IMPROPER BEHAVIOR IN ISS	PN, PC	PN, PC	PC OSS
DISTRIBUTION/SELLING OF TOBACCO PRODUCTS OR VAPING DEVICES	3 OSS, PN, PC	5 OSS + 5 OSS, PN, PC	5 OSS + 5 OSS, PN,PC

INFRACTION	1ST	2ND	3RD
DRESS CODE VIOLATION	ISS UNTIL COMPLIANT WITH DRESS CODE - PN	ISS UNTIL COMPLIANT WITH DRESS CODE - PN + OD	ISS UNTIL COMPLIANT WITH DRESS CODE - PC + SP
EXTORTION	5 OSS + 5 OSS - LPD, SN	SAME AS 1 ST OFFENSE	SAME AS 1 ST OFFENSE
FAILURE TO REPORT TO TEACHER DETENTION	PN	PC	PC
FAILURE TO SIGN IN TARDY	PN	PC	PC
FIGHTING	3 OSS POSSIBLE PAPD MEDIATION UPON RETURN TO SCHOOL	4 OSS POSSIBLE PAPD MEDIATION UPON RETURN TO SCHOOL	5 OSS + 5 OSS PAPD, CSAN, PC POSSIBLE EXPULSION *EVERY OFFENSE THEREAFTER

FIGHTING/RIOTING (DISTURBANCE OF THE PUBLIC PEACE BY FIGHTING AND AUTHORIZED VIOLENT ACTIONS OF THREE OR MORE INDIVIDUALS.	ADMINISTRATIVE REFERRAL; DEPENDING ON THE SEVERITY 5 OSS + 5 OSS AND POSSIBLE HOME INSTRUCTION UNTIL A BOARD HEARING FOR AN ALTERNATIVE PLACEMENT OR LONG-TERM SUSPENSION HEARING. I&RS REFERRAL INITIATED; POSSIBLY EXPULSION; PAPD; PC	ADMINISTRATIVE REFERRAL; DEPENDING ON THE SEVERITY 5 OSS + 5 OSS AND MANDATORY HOME INSTRUCTION UNTIL A BOARD HEARING FOR AN ALTERNATIVE PLACEMENT OR LONG- TERM SUSPENSION HEARING. I&RS REFERRAL INITIATED; POSSIBLY EXPULSION; PAPD; PC	ADMINISTRATIVE REFERRAL; DEPENDING ON THE SEVERITY 5 OSS + 5 OSS AND MANDATORY HOME INSTRUCTION UNTIL A BOARD HEARING FOR AN ALTERNATIVE PLACEMENT OR LONG- TERM SUSPENSION HEARING. I&RS REFERRAL INITIATED; POSSIBLY EXPULSION; PAPD
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INFRACTION	1ST	2ND	3RD
FIRE ALARM – UNLAWFUL ACTIVATION	5 OSS + 5 OSS PAPD, CSAN POSSIBLE EXPULSION, IR&S	SAME AS 1 ST OFFENSE	SAME AS 1 ST OFFENSE
FOURTH OCCURRENCE OF ANY INFRACTION WITH LESSER CONSEQUENCES	3 PC ISACP	4 PC, ISACP	5 PC, ISACP

FLAGRANT BEHAVIOR	CONSEQUENCE PENDING SEVERITY OF INCIDENT	CONSEQUENCE PENDING SEVERITY OF INCIDENT	POSSIBLE AP
FORGERY – NOTES, GRADES, AND/OR SIGNATURE, ETC. (BASED ON SEVERITY OF INCIDENT WITH POSSIBLE POLICE NOTIFICATION)	CONSEQUENCE PENDING REVIEW OF INCIDENT PN, ISACP	ISACP – PC	OSS – PC
GAMBLING	PC & SAC	1 OSS – PC, PAPD & SAC	2 OSS – PC, PAPD & SAC
INDECENT EXPOSURE (REPORTED TO POLICE)	CONSEQUENCE PENDING REVIEW OF INCIDENT PAPD & SAC	SAME AS 1 ST OFFENSE PAPD & SAC	SAME AS 1 ST OFFENSE PAPD & SAC
INTERNET AND SOCIAL MEDIA- INAPPROPRIATE USE (on or off school grounds, which causes a disruption to the learning environment or raise public alarm).	Administrative referral; Consequence depending on severity of incident; Student referred to social worker or counselor for counseling + PN; Possibly 3 days OSS and/or HIB	Administrative referral; Consequence depending on severity of incident; Student referred to social worker or counselor for counseling + PN; I&RS referral initiated; Possibly 5 days OSS and/or HIB	Administrative referral; Consequence depending on severity of incident; Student referred to social worker or counselor for PC + creation of Behavior Plan + counseling; I&RS referral reviewed; Up to 5 days OSS with additional 5

			days and/or HIB
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INFRACTION	1ST	2ND	3RD
LEAVING CLASS WITHOUT PERMISSION OR NOT RESPONDING TO PUBLIC ADDRESS CALL	ISACP	ISACP, PN	ISACP, PC
LOITERING IN BUILDING – UNSUPERVISED BEFORE OR AFTER SCHOOL	ISACP	ISACP, PN	ISACP, PC
LOITERING AS IDENTIFIED THROUGH UNANNOUNCED HALLWAY SWEEPS	ISACP	ISACP, PN	ISACP, PC

MAJOR COMPUTER OFFENSE PER STUDENT USE GUIDELINES	CONSEQUENCE PENDING SEVERITY OF INCIDENT, CONFISCATED DURATION TBD	CONSEQUENCE PENDING SEVERITY OF INCIDENT, CONFISCATED DURATION TBD	CONSEQUENCE PENDING SEVERITY OF INCIDENT, CONFISCATED DURATION TBD
MINOR COMPUTER OFFENSE PER STUDENT USE GUIDELINES	ISACP	ISACP , PN	ISACP, PC
OBSCENITIES, ABUSIVE LANGUAGE OR GESTURES	ISACP, PN	ISACP, PC	ISACP, PC
OBSCENITIES, ABUSIVE LANGUAGE OR GESTURES TOWARD STAFF	ISACP, PN	ISACP, PC	ISACP, PC
OPEN DEFIANCE OF AUTHORITY (INSUBORDINATION), FAILURE TO FOLLOW DIRECTIONS OF STAFF MEMBERS	CONSEQUENCE DEPENDING ON SEVERITY OF INFRACTION - PC	CONSEQUENCE DEPENDING ON SEVERITY OF INFRACTION - PC	CONSEQUENCE DEPENDING ON SEVERITY OF INFRACTION – PC

INFRACTION	1ST	2ND	3RD
PARKING ILLEGALLY (POSSIBILITY OF BEING TOWED)	WARNING	PN	PC

PLAGIARISM	WARNING	PN	PC
POSSESSION OF DRUG PARAPHERNALIA, TOBACCO PRODUCTS OR VAPE DEVICES Aligned with policy 5131.6	PAPD, PN, SAC	APD, PN, SAC	5 + 5 OSS, PAPD, SAC, PC
USE OF CONTROLLED DANGEROUS SUBSTANCES OR OTHER SUBSTANCES; POSTIVE DRUG/ALCOHOL TEST OR FAILURE TO COMPLY SET FORTH IN NJSA 18A 40- 4.1 Aligned with policy 5131.6	2-OSS FOR POSITIVE RESULT REFERRAL TO SAC FOR DRUG/ ALCOHOL PROGRAM PC	SAC,PC,3-OSS	5 OSS + 5 OSS, SAC,PC
POSSESSION OF AND OR USE OF ANY WEAPON (OR FAKE GUN) DEFINED BY NJSA 2C:39- 1. (Including pepper spray) Aligned with policy 5131.7	5 OSS + 5 OSS PN, CSAN, CST, PC SAC, EXPULSION PROCEDURES POSSIBLE EXPULSION	SAME AS 1 ST OFFENSE	SAME AS 1 ST OFFENSE
POSSESSION, SELLING OF, OR DISTRIBUTING CONTROLLED DANGEROUS SUBSTANCES SET FORTH IN NJSA 18A:40- 4.1 Aligned with policy 5131.6	5 OSS + 5 OSS PAPD, CSAN, SAC, PC POSSIBLE EXPULSION	SAME AS 1 ST OFFENSE	SAME AS 1 ST OFFENSE

POSSESSION OF AN OBVIOUS TOY WEAPON	3 OSS, PAPD, ISACP,PN	4 OSS PAPD,ISACP,PN	5 OSS + 5 OSS PAPD,ISACP ,PN
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INFRACTION	1ST	2ND	3RD
SEXUAL HARASSMENT: NON VERBAL/VERBAL/PHYSICAL VIOLATION OF ANY INDIVIDUAL'S WELL BEING (POSSIBLE HIB)	3 OSS PC & COUNSELING	4 OSS, I&RS OR CST REFERRAL, PC,PAPD	5 OSS + 5 OSS, I&RS OR CST REFERRAL, PC, PAPD, POSSIBLE EXPULSION
SMOKING VIOLATION OF STATUTE OR VAPING W/ NEGATIVE TEST (PL2989, C.96, EFFECTIVE 12/14/89)	2 OSS, PN, PC, SAC	3 OSS, PN, PC, SAC	4 OSS, PN, PC, SAC
STUDENT ID VIOLATION, (NO VISIBLE ID, DEFACING STUDENT ID)	VP WILL ISSUE BACK UP ID	ISACP	ISACP
TARDY TO CLASS (UNEXCUSED)	1-5 TARDIES TEACHER DETENTION	6-10 TARDIES DETENTION FOR EACH OFFENSE	11 OR MORE TARDIES FOR EACH OFFENSE DETENTION
TARDY TO SCHOOL (UNEXCUSED)	(1-5) WARNING TEACHER DETENTION & PC	AFTER 5 TH INCIDENT GRADE WILL BE AFFECTED	AFTER 5 TH INCIDENT GRADE WILL BE AFFECTED

TESTING SECURITY BREACH AND MISCONDUCT DURING STATE REQUIRED SECURITY DRILLS.	CONSEQUENCE DEPENDING ON SEVERITY OF INCIDENT	SAME AS 1 ST OFFENSE	SAME AS 1 ST OFFENSE
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INFRACTION	1ST	2ND	3RD
THEFT – TAKING OR ATTEMPTING TO TAKE PERSONAL PROPERTY, SCHOOL PROPERTY, OR MONEY FROM A STUDENT OR STAFF MEMBER	ISACP,PN	PN IRS REFERRAL	ISACP,PN,PC DEPENDING ON SEVERITY OSS
THREAT	5 OSS + 5 OSS PN, PC POSSIBLE EXPULSION HEARING	SAME AS 1 ST OFFENSE	SAME AS 1 ST OFFENSE
TRUANCY – APPLICATION OF ATTENDANCE POLICY	REFERRAL TO PRINCIPAL	REFERRAL TO PRINCIPAL WITH POSSIBLE NP	REFERRAL TO PC ATTENDANCE OFFICER
UNAUTHORIZED OPENING OF EXTERIOR DOORS	ISACP ADDITIONAL CONSEQUENCES PENDING REVIEW OF INCIDENT	3 Days OSS ADDITIONAL CONSEQUENCES PENDING REVIEW OF INCIDENT	5 OSS + 5 OSS ADDITIONAL CONSEQUENCES PENDING REVIEW OF INCIDENT

UNAUTHORIZED VIDEOTAPING or PHOTOGRAPHING OF OTHERS AND/OR POSTING UNAUTHORIZED VIDEO OR PHOTOGRAPHY ON SOCIAL MEDIA OR DIGITAL COMMUNICATION (POSSIBLE HIB)	Reviewing/reteaching of expectations + PN by staff member; Administrative review of incident; Depending on the severity of the incident, 3 days OSS; Possibly PAPD; Possibly HIB	Student referred to social worker or counselor for counseling + PN; Possibly I&RS and/or creation of a behavior plan; Administrative review of incident; Depending on the severity of the incident, 5 days OSS. possibly PAPD; HIB	Student referred to social worker or counselor for counseling + PC; Review of behavior plan; Administrative review of incident; Depending on the severity of the incident, 5 days OSS + 5 days OSS; possibly PAPD; HIB
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INFRACTION	1ST	2ND	3RD
UNAUTHORIZED USE OF CELL PHONE OR OTHER ELECTRONIC DEVICES, INCLUDING BUT NOT LIMITED TO HEADPHONES, EARBUDS, AIRPODS, SMARTWATCHES	CONFISCATION UNTIL END OF DAY, PN	PN, ISACP	PC, ISACP
VANDALISM OF SCHOOL PROPERTY - CONSEQUENCES BASED ON SEVERITY OF INCIDENT, MONETARY RESTITUTION	UP TO 3 OSS – PC, PAPD, CSAN	4 OSS POSSIBLE EXPULSION	SAME AS 2 ND OFFENSE

WEARING OF ANY TYPE OF GANG AFFILIATED PARAPHERNALIA, COLORS, HATS, JEWELRY, CLOTHING, BANDANAS, ETC.	WILL BE SENT TO ISS PENDING INVESTINGATI ON POSSIBLE PN, SP	WILL BE SENT TO ISS PENDING INVESTINGATI ON POSSIBLE PN,ISACP	WILL BE SENT TO ISS PENDING INVESTINGATI ON POSSIBLE PN,PC 1-3 OSS DEPENDING ON SEVERITY
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Demerit System

The purpose of the Student Code of Conduct is to foster a safe, positive environment for learning by teaching the practices 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-In-School Suspensions will appear on a student's transcript and may result in additional Disciplinary Actions

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

INFRACTIONS	
LEVEL 1	DEMERIT POINTS
Failure to clean up in the cafeteria	1
Moving cafeteria furniture without permission	1
Disruption/excessive noise/misconduct	2
Food in class/hallways	1
Drink in class/hallways (other than a clear water bottle)	1
Gum chewing	1
Cutting in the 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/vaping use of and/or possession of tobacco-related products, drugs, and/or alcohol, or related materials
Staff and/or peer bullying/intimidation and harassment (additionally, a 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, fundraisers, 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)*

Virtual Learning Code of Conduct

Due to the COVID-19 pandemic, our Code of Conduct is subject to change at the discretion of the building administration. Any open defiance of safety protocols, inappropriate behavior, and/or other distractions that can disrupt the learning process will result in consequences that may not be listed in the current code of conduct.

Modifications during Health Crisis

Consequences related to conduct will be modified at the school administrator's discretion to maintain student/staff safety during health crises, including COVID-19. Failure to comply with the Code of Conduct, or a violation of health and safety protocols, may result in a move to virtual instruction.

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.

Student Academic Code of Conduct

AUL Charter 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.

At AUL Charter 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 respect for oneself.

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 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 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 that 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 that 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.

Classroom Code

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

- Enter each classroom quietly, quickly, and on time.
- Take the assigned seat immediately. Keep only the book and notebook needed for the particular class on top of the desk. All other materials should be under the desk.
- Complete all assignments.
- Participate in all classroom activities.
- 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 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 at 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.

Other Code of 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. 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. All trash must be disposed of five minutes before the end of the lunch period.
3. Students must remain seated until dismissed.
4. Passes are required to use the restrooms.
5. All food and beverages are to be consumed in the cafeteria.
6. 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.

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 School are issued several items that are designed to enhance the learning process: student IDs, 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 before 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 for paying the cost of the new card (\$5.00).

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.**

Discipline Levels for Conduct

- **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 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 School as well as through the regulation of the 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 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 that 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.

Suspension

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 before consideration of suspension. Whenever possible, an informal hearing will be organized with the Principal and/or designee, the parent/guardian, and the student to inform the student of the disciplinary charges, and to give the student a chance to reply to the charges, before the student 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 school administrator may suspend a student for 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 homeschooling, and ten hours per week for students with special needs.

a. 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 Trustees.

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 and/or defacing property of the school or otherwise.

Zero Tolerance Procedures

The AUL 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.

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	5 th unexcused absence	9 unexcused absences	10 th unexcused absence LOC & On Not in Good Standing List
Full Year	9 th unexcused absence	18 unexcused absences	19 th 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 ISS's, 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, ISS's, OSS = Student is put on "Student Not in Good Standing List/ Do Not Participate List" and can result in LOC

UNEXCUSED ABSENCES, LATE TO CLASS, and/or CUTTING CLASS

*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) additional 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 Trustees.

The School-Based Youth Services (SBYS) 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 a 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:

1. Consultation by teachers/counselors/social worker/other support staff
2. Parent/guardian conferences with teachers/social worker/other support staff
3. Warnings
4. Detention
5. Referral to appropriate staff or Principal and/or designee
6. Letter to parent requiring next day conference with Principal and/or designee
7. Peer mediation and/or corrective action plan created
8. 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.

UNIFORM POLICY

Student Dress Code

The Board of Trustees, supported by court rulings, upholds its right to impose student dress codes that prohibit immodest or suggestive clothing, dress that would create a disturbance or distraction, and clothing that is unsanitary or creates a health hazard. Students are prohibited from wearing a dress that contains obscenities or leaves the student scantily clad. Clothing that conveys messages that are obscene, vulgar or refer to alcohol or illegal substances is prohibited. Clothing that contains messages of hate and violence is also prohibited. This restriction on student speech will be imposed only where there is a well-founded expectation of disruption to the educational process or on the legitimate rights of

other students or staff.

The Board of Trustees prohibits students from wearing, while on school property, any type of clothing, apparel, or accessory that indicates that the student has membership in, or affiliation with, any gang associated with criminal activities. **In accordance with NJSA18A:11-9.**

The Academy for Urban Leadership Charter 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.

The Board of Trustees confirms its desire to authorize uniform school dress for students. The Academy for Urban Leadership Charter School Board of Trustees supports this policy for the following reasons:

- To instill discipline and create a positive educational atmosphere
- To help with issues of peer pressure
- To increase classroom concentration
- To promote a sense of identity and improve security
- To increase school spirit and school unity
- To help families with economic issues regarding costs
- To enhance community image; and,
- To assist students in preparing for the work world.

If students report to school in clothing that 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 grossly 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

Regular School Uniform	Alternative uniform option
• White long or short-sleeve dress shirt, buttoned completely and must be tucked into pants. White long or short-sleeve polo shirt. An AUL emblem must be visible at all times. If only a dress shirt is worn, then the AUL emblem must be sewn on the shirt and a white t-shirt or tank top should be worn underneath. • Khaki or Navy color slacks, worn with a belt at waist-height. No cargo pants, capri pants, skinny-type pants, or leggings allowed. • AUL gold and navy striped tie, the knot must cover the top button of the shirt and be flush with the collar. • Navy blue sweater (sweatshirt), vest, blazer or cardigan with sewn-on AUL emblem (sweater will be worn over slacks). • Black shoes preferred, however black sneakers, with a minimal amount of other colors are allowed, Sandals or opened shoes are not allowed. • One ring and one watch/bracelet are permitted; all necklaces must be tucked into the shirt and not be visible.	• A white polo shirt will be allowed if worn with a navy-blue sweater (sweatshirt), vest, blazer or cardigan with sewn-on AUL emblem (sweater will be worn over.) • A white or navy blue polo shirt with an AUL emblem can be worn during warm weather at the discretion of the School Lead/CLA. • Alternative to pants - khaki or navy, minimally revealing skirt worn with a belt at waist height. White, navy blue leggings may be worn with the skirt.

Gym Uniform

(to be changed during gym class only, **NOT** worn to school)

Boys	Girls
• Navy-blue sweatshirt or tee shirt with the AUL emblem screen printed in gold. • Plain navy-blue sweatpants or shorts. • Black/navy-blue or white sneakers.	• Navy-blue sweatshirt or tee shirt with the AUL emblem screen printed in gold. • Plain navy-blue sweatpants or shorts. • Black/navy-blue or white sneakers.

Warm-Weather School Uniform

Boys	Girls
The policy is same as Regular School Uniform with the changes below	
• White short-sleeve dress shirt may be worn in place of long-sleeves.	• White short-sleeve dress shirt may be worn in place of long-sleeves.

(dates worn to be determined by the Administration)

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.

INTERNET SAFETY AND TECHNOLOGY

The Academy for Urban Leadership Charter School Board of Trustees offers students in the Academy for Urban Leadership Charter School access to the district computer network for Internet use. It is the policy of the Academy for Urban Leadership Charter School that all technology used to access the Internet will be used in a responsible, legal, and ethical manner by students and personnel. Technology is used as a tool to support teaching and learning. The Board intends to make Internet access available to further the educational goals and objectives of this district.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Parents/guardians and students must be informed that inappropriate materials could be encountered during the student's research, and if such material is inadvertently accessed, it shall be disengaged from immediately. The Academy for Urban Leadership Charter School has taken precautions to restrict access to controversial materials, including the use of filtering software and vigilant teacher supervision. These precautions are a safeguard from objectionable materials; however, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages.

All students will be instructed and trained in age-appropriate use of telecommunications while using the system. Students will not download objectionable material.

In the event of virtual instruction, students must adhere fully to the Code of Conduct and established classroom rules.

Cell Phones and Electronic Devices

- The use of cell phones is strictly prohibited in the building during the school day. Unauthorized use may result in confiscation of the cellphone and subsequent disciplinary actions. If it is necessary to contact your child during the school day, parents should contact their child through the school's main office phone number.
- Smart watches are also prohibited.
- The school is **not** responsible for the loss or theft of any such items.
- In the event a student needs to access their cell phone, they may do so in one of the designated areas of the school. Staff members will be there supervising students and making sure the phone is securely placed away afterward.

District Internet and E-mail Rules

- Network users are as responsible for good behavior on school computer networks as they are in the school environment. General school rules for behavior and communication apply. Access is a privilege – not a right.
- Access to network services is given to users who have signed the Internet Acceptable Use Agreement Form. All students under the age of 18 must obtain parental permission and must sign and return this form to the school office. Students, age 18 and over, may sign their own forms.
- Responsible Internet use is demanded of all users; however, the Academy for Urban Leadership Charter School will make every attempt for supervision and monitoring of all network users by professional staff. Additional safeguards and blocks are in place to define and restrict objectionable Internet sites.
- All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Do not get abusive in your messages to others.
 - Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - Network users will not reveal personal information such as addresses, phone numbers, or photographs of themselves or others.
 - Note that electronic mail (e-mail) is not private. Individuals on the network can potentially have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and will result in the loss of user privileges.
 - Do not use the Internet in such a way that you would disrupt the use of the network by other users (i.e., viruses, tampering with restricted

- areas, vandalism, etc.).
 - Do not engage in activities that are prohibited under state or federal law.
 - Exchanging of obscene, pornographic, or offensive material of any kind (verbal, visual, auditory) is prohibited and will result in disciplinary consequences.
- Network users will adhere to the Internet rules of proper behavior to eliminate vandalism, harassment and plagiarism.
 - Vandalism is defined as any malicious attempt to harm, modify and destroy data of another user, network, hardware, or telecommunication provider. This includes, but is not limited to, the uploading or creating of computer viruses.
 - Harassment is defined as the persistent annoyance of another user or the interference of another user's work. Harassment includes but is not limited to, the sending of unwanted e-mails. Users shall not send, or knowingly receive messages, that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language. Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.
 - Plagiarism is defined as stealing, or using, without acknowledgment of another person, his/her ideas, words, formulas, textual material, online services, or computer programs. Plagiarism further encompasses any manner in which the work of another person is presented as one's own, without proper citation.
- Unauthorized viewing or use of computer files, programs, or any electronic information is prohibited and may result in disciplinary, criminal or civil sanctions.
- Deliberate attempts to degrade system performance or capability, or attempts to damage systems, software, or intellectual property of others is prohibited and will result in disciplinary consequences.
- Computer technology and facilities are for the use of AULCS students, faculty, and staff. Abuse of terminals, printers, connection devices, and any supporting hardware and/or furnishings will result in academic discipline and possible criminal action.
- School staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.
- Copyright laws must be carefully observed. Violations of this policy will result in the user's privileges being revoked and other disciplinary measures, including possible legal action. In addition, any unauthorized telecommunications access, attempted access, or unauthorized use of the network system shall be considered theft. (New Jersey Penal Code, 2C)

School-Furnished Electronic Devices

The district may furnish students with electronic devices such as laptop computers, tablets, notebooks, cellular telephones, or other electronic devices.

When a student is furnished with an electronic device, the district shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student furnished an electronic device shall acknowledge receipt of the notification. The district shall retain the acknowledgment as long as the student retains the use of the electronic device.

Refer to AULCS Board of Trustees Policy 2361 for the complete policy on Acceptable Use of Computer Networks/Computers and Resources (M)

RealTime Parent Access

Parents or guardians may have access to student information such as attendance and grades via the Realtime database. To obtain access, a parent or guardian may bring a completed form to the school's main office, along with a photo ID. Information and a password to access student accounts will be forwarded to the applicant via email. Realtime access forms may be downloaded from the district website www.aulcs.org, or obtained from the school's main office.

COCURRICULAR ACTIVITIES

Cocurricular Activities Policy 2430

"Cocurricular activities" shall be those activities that are sponsored or approved by the Board of Trustees, but are not offered for credit toward graduation. Such activities shall generally be conducted outside the regular school day, available to pupils who voluntarily elect to participate, marked by pupil participation in the processes of initiation, planning, organizing and execution, and shall ordinarily include band, clubs, dramatic or musical presentations, and intramural and interscholastic sports.

The Academy for Urban Leadership Charter School Board of Trustees of Trustees believes close monitoring of student academic progress is necessary to ensure that participation in extracurricular activities does not adversely impact academic performance. To that end, the AULCS Board of Trustees established an Academic Standards Policy to cover participation in all co-curricular activities. This policy applies to all students in grades 6 through 12 with the principles reinforced in elementary school.

As used in this policy, the following definitions apply:

Probation – A two-week period in which the student's classroom achievements will be carefully monitored. The student will enjoy only the privilege of participating in practice sessions; he/she will be denied the opportunity to participate in contests or performances. Tutoring may be offered to the student, if available. If tutoring is offered, the student must attend, or they will become ineligible.

Ineligible – A status given to a student who has failing grades in three or more subjects at one of the established academic checkpoints (Tutoring may be provided for the student if offered; however, he/she cannot actively participate in practices, contests, and performances for the remainder of the season).

Failing grade – The cumulative numerical average of a grade that is lower than 70 commencing from the opening of the school year

Passing grade – The cumulative numerical average of 70 or higher commencing from the opening of the school year

Tutoring – Assistance given in an academic subject before or after school

Eligibility for Cocurricular Activities

To be eligible for extracurricular activities in grades 9 through 12

1. 1st Semester (September 1 to January 31st): For the 10th grade or higher, or the second year of attendance in a secondary school or beyond, a pupil must have passed 25% of the credits required by the State of New Jersey for graduation during the immediately preceding academic year.
2. 2nd Semester (February 1st to June 30th): For 9th grade or higher, a pupil must have passed the equivalent of 12.5 % of the credits required by the State of New Jersey for graduation at the closing of the proceeding semester (January 31). Full-year courses shall be equated as one-half of the total credits passed during the immediately preceding semester.

Maintenance of Eligibility

The following indicators will be used each season to determine the eligibility for extracurricular activities:

FALL: 25% of graduation requirement credits completed from the previous year.
Marking period 1 interim report

WINTER: Marking period 1 report card
Marking period 2 interim report
Marking period 2 report card

SPRING: 12.5% of graduation requirement credits were successfully completed in first semester.
Marking period 3 interim report
Marking period 3 report card
Marking period 4 interim report

Procedures regarding specific marking period grades and interim reports will be set by the principal or designee. All reports will be checked and appropriate action initiated, when necessary, by the principal or designee.

At the interim and marking period checkpoints, if a student has a failing grade(s) as evidenced by a failing cumulative average in that subject, the following will apply:

- A. One or more subjects, probation
- B. Three or more subjects, ineligibility

1. If at any point in the period of probation, a student has lifted all his grades above failing, then he/she will be returned to good academic standing by the Principal.
2. At the end of the two-week probationary period, a student will have their failing grades reevaluated. If the student is still failing any of the subjects for which he/she was placed in probationary status, they will remain on academic probation until academic progress is achieved or they become ineligible. Reevaluation by the building principal will continue as necessary.
3. To be eligible for extracurricular activities, any student subject to the policy failing one or more courses may be offered tutoring. Failure to accept such tutoring, if offered, shall result in immediate ineligibility.
4. Any student not marked present for an official school day may not participate, actively or passively, in any extracurricular program on the day of the absence. If a student is absent on Friday, they may not participate in a Friday after-school activity but can participate in a Saturday or Sunday activity.
5. Any student who has been suspended from school (OSS) may not participate, actively or passively, in any extracurricular program until the suspension obligation has been met.
6. An athlete leaving one sport to participate in another sport during the same season must present a written note from his parent or guardian and obtain permission from both the coaches involved and the principal. The athlete may not return to the original sport that year.
7. Middle School athletes must not be 15 years of age before the start of the season.

8. A copy of this policy should be attached to the permission slip distributed to each prospective athlete.
9. Nothing in an IEP for classified students will exempt students from this policy; however, proper modifications and adaptations will be used. Any recommendations for exemptions to this policy on behalf of a classified student must be made jointly by the combined recommendations of the Director of Special Education and the Building Principal to the Superintendent of Schools.

NCAA Requirements for Eligibility

The Academy for Urban Leadership Charter School Board of Trustees encourages all students to strive for admittance to college, including student-athletes in pursuit of athletic scholarships and other collegiate support. For students who may have the athletic potential to participate at the collegiate level, close attention to NCAA requirements needs to be given while in high school.

As of the date of this policy, students striving for NCAA Division I and II schools must be registered and certified as eligible by the NCAA Initial Eligibility Clearinghouse. For Division I, students must have completed 16 core high school courses with a GPA of at least 2.0 on a 4.0 scale. For Division II, students must have completed 14 core high school courses. For Division I, there is a test score/grade point average index, but not for Division II. The minimum ACT score is 68, or if using the SAT, the minimum score is 820. The completion of an amateurism survey is also required. While there are no athletic scholarships awarded at Division III schools, athletic excellence may still be a positive factor in admission decisions.

SPORTS OFFERINGS

The following sports and sports-related activities are offered at AULCS:

Boys	Girls
Baseball	Basketbal
Basketbal	Cheerleading
Cheerleading	Softball
Volleybal	Volleybal
Track-Winter and Spring	Track-Winter and Spring

SCHOOL-SPONSORED ACTIVITIES AND ATHLETIC EVENTS

- IDs must be visible and will be required for admittance to all school and school-related activities.
- Students are responsible for their actions at all school-sponsored activities. Any breach of discipline will carry the same corrective measures as though school were in session.
- To attend or participate in any extracurricular activity, students must be in school on the day of that activity if school is in session.
- Once a student leaves the activity, he/she may not return.
- There is to be no smoking, or use of drugs or alcohol at any time in any part of the building.
- Students should be suitably dressed for all dances and concerts.
- All students must always conduct themselves in an appropriate manner, demonstrating good sportsmanship.

All students under the age of 15 must be accompanied by a parent or guardian while attending football games. The parent or guardian is required to stay with their child(ren) throughout the duration of the sporting event.

NATIONAL HONOR SOCIETY

Criteria

Students are selected for membership in the National Honor Society based on four criteria: scholarship, service, character, and leadership.

Scholarship – Scholarship is a distinguishing feature or trait of an individual which is indicated by academic achievement. Students who have maintained a cumulative scholastic academic average of 90 in 9th, 10th and 11th grades are eligible for membership in the honor society.

- **Service** – Service is demonstrated by participation in clubs or activities that entail substantial involvement outside the classroom.
- **Character** – Character is what a person is; reputation is what he/she is thought to be. Character is a distinguishing feature or trait of an individual that is indicative of mature, responsible
 - behavior.
 - Character is demonstrated by:
 - honesty;
- responsibility for completion of obligations;

- considerate behavior towards others;
- appropriate conduct without major or repeated
 - disciplinary infractions;
- regular school attendance, without excessive or
- unwarranted absence or tardiness.
 - **Leadership** – Leadership is a distinguishing feature or trait of an individual, which is demonstrated by the ability to influence others toward positive goals.
- Leadership is demonstrated by:
- holding a school or community position of responsibility,
- school office or committee chairmanship and efficiently
- performing the duties thereof, as well as acts that
- influence others by promoting constructive activities
- within the classroom, school and community.

Rules and Regulations

The rules and regulations of the National Honor Society shall be followed. The National Honor Society is an organization sponsored by the National Association of Secondary School Principals.

–See Bylaws of The Academy for Urban Leadership Charter School chapter of the National Honor Society.

STUDENT ACTIVITIES

Criteria for Class Officers

Any student seeking or holding a Student Council position in the AUL Student Government Organization must maintain passing grades throughout the school year in all classes. Should any student in the office be suspended for 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 trips, and commencement exercises. Possible causes for exclusion include but are not limited to the following:

- 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, fundraisers, fashion and talent shows, dress-down days, dances, 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, and/or attendance issues. Documentation must be kept by the students showing that they have met with teachers, counselors, administrators, and/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 athletics (including games and practices), activities/clubs, field trips, fundraisers, 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, and/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 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 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 the Progress Reports for the next quarter. At that time, the student's grade must be 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 end of the Marking Period or time of Progress Reports that they meet the 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 the 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 the 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 end of the Marking Period or time of Progress Reports that they meet the 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 who 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 the 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 the 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 to 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 of 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 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 parking. Students are reminded to follow all local driving and parking ordinances. Students who park in the faculty parking lot may have their car towed at the owner's expense.

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. The 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 that 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 dressed in uniform daily. The uniform may 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 of the teacher involved.
2. If a teacher meeting does 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 the school administrator.

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 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. All changes will be posted on the AUL ebsite at www.aulcs.org and in the main office.

AULCS School Entry Protocol Effective September 1, 2024

- No visitors are to enter the building with students during arrival. All visitors to our schools will need to have an appointment (advanced notice) to enter the building.
- Any parent/guardian, who needs to pick up a child early, must notify the office in

writing/email prior to dismissal. If it is an emergency, the parent/guardian must call the office and notify the school.

- Through the intercom, all visitors must state the purpose of their visit and/or specify with whom they have an appointment prior to entering the building.
- If the appointment is verified, the visitor will be buzzed in and must present themselves to the main office or designated sign-in area immediately.
- It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the intercom system. ^[1]_{SEP}
- All visitors will be required to show photo identification when signing into the building and will be required to wear a visitor's pass while in the building.
- If a visitor must drop off an item for a student (lunch, homework, etc.) they will be directed to deposit that item in a bin outside the main entry. All items must be clearly labeled with the student's name, grade, or teacher and will be retrieved by office staff. Entry into the school building is not permitted.
- Front office secretaries will be required to call 911 and notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening.
- Failure to follow these procedures may result in a lockdown for the safety of our students and staff, and the Perth Amby Police Department may be notified that an intruder is in the building.
- Employees of the district, who travel between buildings, may gain access to a building through any fobbed entrance but **MUST** sign in and out at the main office when entering and leaving the building.
- Outside contractors are considered visitors in the building and must follow visitor protocol outlined above.
- No visitor entry access, inclusive of parents/guardians, will be granted within a window of time during both the arrival and dismissal of students. In other words, no visitors will be granted building access (unless they have a scheduled appointment) between 7:30 AM to 8:00 AM and 3:30 PM to 4:00 PM.

Student/Parent/Teacher

ACKNOWLEDGEMENT FORM

This form must be signed and returned by all students and their parents/guardians entering AULCS during the 2024-2025 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 etc., and at any school-sponsored events.

Many revisions have been made to the 2024-2025 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 Handbook with the child, please sign this sheet and return it to the school. This form will be kept on file. Failure to return this acknowledgment 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

Teacher/Staff Member
ACKNOWLEDGEMENT FORM

This form must be signed and returned by all teachers for the 2024-2025 school year.

All school policies are expected to be followed. [Policy Link](#)

Many revisions have been made to the 2024-2025 Student/Parent/Teacher Handbook in an effort to meet the needs of our school. The Handbook is intended to promote appropriate student behavior and to make parents, students and teachers aware of expectations for proper school decorum.

It is the responsibility of teacher/staff member to familiarize themselves with the content of the AULCS Student/Parent/Teacher Handbook. After reading Student/Parent/Teacher Handbook, please sign this sheet and return it your principal/supervisor. This form will be kept on file. Failure to return this acknowledgment does not relieve the teacher/staff member from responsibility for knowledge of the contents of the Student/Parent/Teacher Handbook or excuse teacher/staff member from not following the policies and guidelines set forth within.

Teacher/Staff Member Name (please print)

Teacher/Staff Member Signature

Date

Principal/Supervisor (please print)

Principal/Supervisor (please print)

Date