



# University Academy

## Charter High School

at New Jersey City University

### **STUDENT HANDBOOK**



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# University Academy Charter High School

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# University Academy Charter High School

## From the Principal

Welcome to University Academy Charter High School!

The mission of UACHS is based on the philosophy that everyone can make a contribution and that individuals working together can make an impacting difference. It is also part of our mission to educate every student to become a lifelong learner. This is accomplished by instructing students that education is never complete and that to be considered learned, they must consider and act upon their knowledge and awareness of cultural diversity.

Our goals are to provide:

- A challenging learning environment where students can achieve academic excellence;
- A safe, nurturing environment that encourages students to develop and interact;
- An environment where students develop confidence to take risks and set goals;
- A commitment to the professional development of teachers, staff, faculty and administrators;
- A standard where students act responsibly and have respect for themselves, their school, and their community.

This handbook includes information that will guide you through your time here at University Academy Charter High School. Refer to it often to make sure that you stay on track for graduation and for being a successful student. Once again, I welcome you to University Academy Charter High School and wish you the very best in your academic career.

*Mr. Erie Lugo, Jr.*

Dean/Principal

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# ACADEMICS

## *Sequence of Courses and Graduation Requirement*

### **English [4 years required]**

Applied Literacy (9)  
English 1 (9)  
English 2 (10)  
English 3 (11)  
English 4 (12)  
Honors English 1 (9)  
Honors English 2 (10)  
Honors English 3 (11)  
Honors English 4

### **Foreign Language [2 years of same language] usually begin sequence in 10th grade**

French 1 and 2  
Spanish 1 and 2

### **Mathematics [3 years required] *Algebra 1, Algebra 2, and Geometry but stress 4 years for college bound***

Applied Math (9)  
Algebra 1 (9 or 10)  
Algebra 2 (10 or 11)  
Geometry (11, 12)  
Pre-Calculus (11, 12)  
Calculus (12)  
College Algebra  
Honors Algebra I  
Honors Algebra II  
Honors Geometry

### **Physical Education [4 years required]**

Phys Ed 1 (9)  
Phys Ed 2 & Drivers Ed (10)  
Phys Ed 3 & Health (11)  
Phys Ed 4 (12)

### **Science [3 years required] *Suggest Physical Science, Biology, Chemistry but stress 4 years***

Physical Science (9)  
Biology (10)  
General Chemistry (11)  
Physics (12)  
Environmental Science  
Human Anatomy & Physiology  
Chemistry w/ Lab

### **Social Studies [3 years required] (*WC, US1, US 2*)**

World Cultures (9)  
Geography & Research (9)  
US History 1 (10)  
US History 2 (11)  
Honors US History 1

Honors US History 2  
AP US History (12)

**Electives**

Accounting  
Art 1 and 2  
Business Education  
Choir  
College Algebra  
Creative Writing  
Criminal Justice  
Drama  
Environmental Science  
Film & Literature  
History of Sports  
Human Anatomy and Physiology  
Intro to Microcomputing  
Journalism  
Music Appreciation  
Public Speaking  
Social Justice  
Sociology  
US Government & Economics  
Yearbook

**\*\*Testing Skills** (Required for all 11th graders) - SAT & HSPA

**\*\*SRA** (Required for all 12th graders who did not pass HSPA in either Math or LAL)

## ***NJCU Scholarship***

All University Academy Charter H.S students who graduate with a cumulative 3.0 GPA, apply and are accepted on a Regular Full-Time status to NJCU are eligible to receive a **FREE FULL FOUR YEAR PRESIDENTIAL SCHOLARSHIP TO NJCU**. Students admitted on less than regular full-time status are ineligible.

### **ACADEMIC POLICIES**

1. If a student has two (2) Ds or one (1) D and one (1) F at the midpoint of any quarter, they will be put on *Academic Warning*.
2. If a student is on *Academic Warning* at the end of a cycle, they will move to *Academic Probation for the following cycle*.
3. If a student is on *Academic Probation* for two consecutive cycles a referral will be made to the I&RS (Intervention and Referral Services) Team.

### **Definitions/ Sanctions:**

#### ***Academic Warning:***

- A letter will be sent home to the parent/guardian stating that their child has been placed on Academic Warning.
- A meeting will be arranged with the parents, guidance counselor, and available teachers.
- The student will attend mandatory monthly in-school workshops
- Required to attend a minimum of 4 tutoring sessions for the remainder of the cycle.

#### ***Academic Probation:***

- A letter will be sent home to the parent/guardian stating that their child has been placed on Academic Probation.
- Mandatory meeting with student, parent, administrator, guidance counselor, and available teachers will be arranged
- If a student is on Academic Probation, they will lose their eligibility for extracurricular activities.
- Required to attend a minimum of 8 tutoring sessions for the remainder of the cycle.

**\*\*\*If a student is on Academic Probation for more than 2 cycles a referral will be made to the I&RS (Intervention and Referral Services) Team for further review.**

## ***Plagiarism & Academic Integrity***

Academic integrity is founded upon personal honesty and involves the recognition between one's work and the responsible, cited use of the work of others. The honest presentation of student work may include that which is original and/or properly attributed to other sources.

Any attempt to obtain credit for work done by another constitutes academic dishonesty, is not honorable, and will not be tolerated in University Academy Charter High School. Plagiarism includes cheating on tests, copying the work of others, copying word-for-word from published works, paraphrasing without citing, and similar activities. When a student participates in plagiarism or any other form of academic dishonesty:

1. A zero will be assigned as a grade
2. A parent/guardian will be notified
3. The assistant dean/dean of students will be notified
4. The student may be excluded from the Honor Society
5. A Saturday detention or other appropriate disciplinary measure as deemed by the administration will be issued

## ***Appropriate Use of Technology***

Internet access and the use of computer equipment and computer networks is a privilege. Downloading non-school related materials such as music files, video files, etc. is prohibited. Any inappropriate files saved to the schools servers are subject to administrative action without prior notice. The use of computer equipment and computer networks to access inappropriate sites may result in disciplinary measures and/or the loss of computer access privileges.

## ***Entrance and Withdrawal from Course***

### *Schedule Requests/Changes*

Schedule requests are to be completed by June 1st for the next academic year. Requests must be under the guidance of a counselor in order to ensure that the requests follow the state mandated graduation requirements. Changes to course requests after the add/drop period are subject to administrative approval.

### *Withdrawal from Courses*

In order to withdraw from any course after the add/drop period a student must have counselor, parental, and administrative approval. Withdrawal from a course is subject to the following regulations:

- During the first 10 school days a student may withdraw from a class and receive no grade, no credit, and no penalty.

- Withdrawal from a full-year course after the 10th school day and prior to the 60th school day will result in the recording of a withdrew passing (WP) or a withdrew failing (WF) grade, whichever is applicable.
- Withdrawal from a full-year course after the 60th school day will result in the recording of a “withdrawal failing” (WF).

**NOTE:**

- Students will not be added to classes that are at a maximum enrollment capacity.
- Students will not be permitted to withdraw from a course if another course is not available.
- Students will remain in their originally scheduled courses until the withdraw process has been completed.

***Make-Up Work Policy***

Students absent for any reason (including suspension) except truancy, are expected to make up the work missed. The student and/or parent is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary. In general, students will be allowed one day to make up missed work for each day of absence. Teachers shall make reasonable accommodations to extend time for students. A student who missed a test because of an excused absence, other than truancy, shall be offered an opportunity to take the test or an alternate test; in no case will a student who missed a test because of his or her observance of a religious holiday be denied an opportunity to make up the test.

***Extra Help for Students***

Extra help is available to every student and is offered before and/or after school according to the tutoring schedule. Students desiring to obtain extra help any other time need to make special arrangements with the tutor.

***Home Instruction***

To provide uninterrupted education for pupils unable to attend their regular classes because of illness, disability, or administrative action, University Academy shall provide away-from-school instruction when proper application has been made.

Each case must be approved by administration. The Principal or designee shall select the instructor(s) and oversee coordination between the home instructor and the regular classroom teacher in determining the pupil’s instructional program.

## ***Grading Scales***

<b>Grades</b>		<b>Rank Weight</b>		
<b>Letter</b>	<b>Number</b>	<b>Regular</b>	<b>Honor</b>	<b>AP</b>
A+	98-100	4.3	4.6	4.8
A	93-97	4.0	4.3	4.5
A-	90-92	3.7	4.0	4.2
B+	87-89	3.3	3.6	3.8
B	83-86	3.0	3.3	3.5
B-	80-82	2.7	3.0	3.2
C+	77-79	2.3	2.6	2.8
C	73-76	2.0	2.3	2.5
C-	70-72	1.7	2.0	2.2
D+	67-69	1.3	1.6	1.8
D	63-66	1.0	1.3	1.5
D-	60-62	.7	1.0	1.2
F	Below 60	--	--	--

**\*\*Certain classes use a Pass/Fail grading scale\*\***

### ***Honor Roll***

***Dean's List*** – 4.0 or better GPA with no Bs, Cs, Ds or Fs

***Honor Roll*** – 3.0-3.99 with no Cs, Ds or Fs

### ***National Honor Society***

The National Honor Society is an organization that recognizes the achievement of high school students across the United States. The foundation of the organization is scholarship, character, service, and leadership. Membership is open to students in the eleventh and twelfth grade. The prerequisite conditions for the selection process are that the student must have a grade point average of 3.0 or better and must present an outstanding performance in leadership, service, and character. As a member the student will demonstrate qualities of excellence and commitment to the ideals of the organization. The National Honor Society is an organization that positively influences its members, school, and community.

### ***Service Learning Mission Statement/Youth Advisory Board***

The mission of the UACHS Service Learning Committee and the Youth Advisory Board is to design a framework which promotes an understanding of the many contributions UACHS students are able to make to the community at large, the mutual benefits derived from this commitment, the understanding that community service is a life long learning experience, and the knowledge and problem-solving skills learned within the context of the classroom can and will be applied throughout a lifetime for the benefit of the individual and the global community. The real world projects that students at UACHS design and implement are Social Action

Projects. Through co-creating and implementing community enterprises, youth develop their core academic skills, their habits of mind, and their sense of self-efficacy. Social Action Projects are real and dramatic, have meaningful impact on the community, and are designed to enhance and apply the academic content of their coursework.

### ***Intervention and Referral Services (I&RS)***

University Academy Charter High School (UACHS) has established an Intervention and Referral Services Committee designed to assist general education staff in accommodating the needs of students who are experiencing learning, behavior, and/or health difficulties in the general education program. Team members review data, analyze problem areas while working collaboratively to brainstorm creative and effective interventions, resources, and support. This team also channels referrals to the Child Study Team and the 504 Team, when appropriate. The process is initiated by a school staff or parent/guardian completing formal paperwork required for requesting assistance.

Parents/guardians and school staff in need of assistance with their student's learning, behavior, or health needs in the general education program, may contact University Academy's I&RS Coordinator at (201) 200-3200.

### ***Section 504 – Rehabilitation Act of 1973***

University Academy has a 504 Team for students who qualify for services and accommodations under Section 504 of the Rehabilitation Act of 1973. The 504 Program accommodates any individual who: “has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment” (29 U.S.C. Sec.706(8)). Referrals made to the 504 Team must be made in writing to Keisha Terry, 504 Coordinator, at 275 West Side Avenue, Jersey City, NJ 07305.

### ***Special Education***

The Special Education Program allows students with disabilities to receive specially designed instruction tailored to meet their individual needs and potential. It allows students the opportunity to be active learners at a comfortable pace in a supported and resourceful environment. University Academy has an active Child Study Team consisting of a School Psychologist, two School Social Workers, and a Learning Disability Teacher Consultant. University Academy offers students who are eligible for special education & related services the program options of teacher consultation services, in-class support services, and resource room pull-out support or replacement services.

The program seeks to help remediate academic, social, and emotional deficits while empowering students with disabilities to have productive educational experiences and successful lives.

The process of being evaluated for eligibility for Special Education and Related Services is initiated by referral. Referrals for the special education program can be made by self (student referring him/her self), parent/guardian, or school staff. If a student, parent/guardian, or school staff would like to make a referral to the Special Education Program, the request must be made in writing to Keisha Terry, Special Education Coordinator.

## **ATHLETICS AND CO-CURRICULAR PROGRAMS**

### ***Athletics***

1. Any student/athlete who wants to participate in any fall sport must have passed 25% of the credits required by the State of New Jersey, so the student will need to have completed 27.5 credits from the previous academic year.(September 1 to January 31)
2. Any student/athlete who wants to participate in any winter or spring sport they must have passed the equal of 12 1/2 credits required by the State of New Jersey at the close of the preceding semester, so the student will 13.75 credits for all the semesters leading up to the winter or spring season. (February 1 to June 30)
3. Any student/athlete who receives 2 F's or 3 D's or more the semester prior or current semester of activity will not be able to participate in any athletic activity.
4. Student/athletes who are given detention the day of a game or of a practice may not leave or skip detention to go and participate in any activity until the detention is served. Any student/athlete who violates the detention code will be suspended for at least 1 game for violating school rules.
5. Any student given out-of-school suspension is not able to participate in any athletic activities until the student is allowed to return to school. The time frame is from the day the suspension was given until the day he or she comes back to school.
6. All student/athletes report cards must be copied and given to the coordinator of athletics for review by the coaches to be able to follow all student/athlete progress.
7. All student/athletes must return all uniforms. Any uniform not returned will result in being charged by the school for the fee in which we purchased the uniforms.
8. All student/athletes must follow a code of ethics by wearing the proper gear to all games and it coinciding with the school colors of green, gold and white. Any student/athlete who does not follow team and school rules will be asked to leave the team until proper attire is worn.
9. All student/athletes who do not comply with the code of conduct or guidelines stated above will be subject to dismissal from their respective team.

### ***Extra-Curricular and Co-Curricular Programs***

Extra- and Co-Curricular programs are available to qualifying students. The availability of these programs will be announced at the start of each academic school year.

# ATTENDANCE

University Academy Charter High School places a high value on student attendance. Regular school attendance is a primary factor in a student's successful academic experience and lays the groundwork for a successful and productive life beyond school. Frequent absences disrupt the continuity of instruction and should be avoided.

## *Student and Parent/Guardian Responsibilities for Attendance*

1. Students are expected to attend school daily by 8:00 AM.
2. Students are expected to attend each scheduled course daily.
3. Parents/Guardians are expected to ensure that their child attends school.
4. In the event that a student must be absent, a parent or guardian is expected to call and notify the school no later than 8:15am the day of the absence. If no notification is received, the school will attempt to contact the parent/guardian by 10AM.
5. Upon returning to school from an absence, the student is expected to provide appropriate documentation explaining the absence. Appropriate school personnel will decide whether or not the absence is excused and document the change on PowerSchool.
6. At the Dean or his designee's discretion, a student may be removed from extracurricular activities and/or interscholastic athletic programs for excessive absences and/or lateness.

## *Attendance Policy*

A student absent more than 20 days will not receive credit for any class taken during the school year. The following shall be defined as "excused" and are not included in the maximum number of absences:

Religious holidays  
Chronic illness/ doctor's note  
School sanctioned activity  
Court Appearances  
Reasons approved by Administration

Days absent from school:

- **5<sup>th</sup> day:** Letter sent home to parent outlining absences on record and the school attendance policy which shall include an explanation of state mandated 20 day maximum absence policy.
- **10<sup>th</sup> day:** Letter sent home to parent outlining absences on record and the school attendance policy which shall include an explanation of state mandated 20 day maximum absence policy. Mandatory parental conference with student and parent.

- **15<sup>th</sup> day:** Certified letter sent home to parent outlining absences on record and the school attendance policy which shall include an explanation of state mandated 20 day maximum absence policy. Mandatory parental conference with student, parent, guidance counselor, and administration. Student and parent must sign a memo of understanding that the student will fail all courses on the 21<sup>st</sup> absence from school. Possible referral to the I&RS team for further review.
- **21<sup>st</sup> day:** Certified letter sent home explaining student has forfeited credit for class with a request for an attendance hearing. Unless the review panel finds extenuating circumstances, the status of students who have exceeded the twenty-day limit on unexcused absences from school he/she will not receive credit for the school year and fail all classes.

\*\*\*If a student is under the age of 16 years old a referral will be made to the court program designated by the New Jersey Administrative Office of the Courts; and proceed in accordance with the provisions of N.J.S.A 9:6-1 and N.J.A.C. 6A:16-11. Possible consequences are fines up to \$100 and/or court appearances.

### ***Tardy Policy***

Students arriving to school after 8:00am are considered **TARDY**. Students arriving to any individual class after the late bell are also considered **TARDY** Students that are **TARDY** are subject to disciplinary consequences as follows:

<b><i>Offense</i></b>	<b><i>Consequence</i></b>
1 <sup>st</sup> & 2 <sup>nd</sup>	Verbal Warning
3 <sup>rd</sup>	Parental Notification
4 <sup>th</sup>	Friday Detention & Parental Notification
5 <sup>th</sup>	Suspension & Parental Conference
Every offense thereafter	Suspension & Parental Conference (Parent can spend day with child in lieu of suspension)

- If the student arrives **TARDY** to school he/she must sign in at the front desk and receive a pass. Front Desk will document tardiness in PowerSchool.
- Every 3 unexcused tardies to school is equal to 1 unexcused absence. On 21<sup>st</sup> absence you fail all classes for the year.
- If a student is Tardy to any individual class after being marked present for the day he/se is also subject to 3 tardies equal 1 unexcused absence. If the late time takes you past 20 unexcused days then you will fail the class and not receive credit, grade advancement, and/or diploma for the current school year. **NO EXCEPTIONS!**

Students arriving to school after 9:00am will be sent home and will only be admitted in the building with parent/guardian or parental acknowledgement (via letter). If for some reason you know your child will be tardy please provide documentation i.e.: doctor's note, court papers etc.

## **DISCIPLINE POLICY**

University Academy is committed to providing a safe and nurturing academic environment with a positive school culture. Teachers, counselors, administrators, and other school staff will provide interventions to facilitate positive behaviors. Violations of the school discipline policy may result in a verbal warning, parental conferences, detention, suspension, and/or possible expulsion.

### ***Behaviors leading to Success***

- Always work to the best of your ability.
- Strive to reach the highest level of success.
- Attend school everyday and be in class on time, prepared to learn.
- Contribute to a safe and orderly school climate
- Show respect toward others and self.
- Follow the rules of proper conduct, including the school dress code.
- Seek help from school staff in solving problems that might lead to confrontations.
- Treat fellow students, teachers, administrators, and other school staff in a respectful and positive manner.
- Value differences in yourself and others.
- Work with your school counselor to develop skills leading to success.
- Develop problem-solving, decision-making, and communication skills.
- Plan to acquire courses needed for graduation, college entrance, and career planning.
- Learn about programs and opportunities at the school and in the community.
- Don't be afraid to ask for help when you need it.
- If you know of a friend who is in need of help tell someone.
- Report to school staff any information that may help prevent danger or injury to others or property.

**All Parent Conferences will be scheduled at the convenience of Administration.**

### **Category 1 Offenses**

- *Insubordinate Behavior* – Defiance or disobedience of authority.
- *Electronic Devices* (Cell Phones, I-Pods, Walkmans, Sidekicks, Etc.)
- *Dress Code Violations* (Hats, Scarves, No Uniforms, Etc.)
- *Cutting* – Not showing up for class or detention when you have been marked present or are scheduled to be there. Roaming the hallways without a pass is also considered cutting.
- *Failure to Produce ID upon request*
- *Profanity* – Use of unacceptable language and/or body gestures to a peer

- *Play fighting/ Horseplay* – Touching others students in a playful manner or running around the school or classroom.
- *Disorderly Conduct* – Use of elevator, bringing inappropriate items to school, failure to comply with lunchroom policies, disruption of class, eating or drinking in class, disruption of assemblies, misuse of school property, open defiance of authority, yelling, etc.
- *Dress Code Violations* – Wearing hats, scarves, or being out of uniform.

### **Category 2 Offenses**

- *Fighting* - Physical confrontation entered into by two or more students by mutual consent in which physical harm is intended.
- *Palgiarism/Academic Dishonesty* – Cheating or copying another’s work
- *Inciting a Riot/Fight* – Verbally instigating a potentially dangerous situation with at least two students or the entire student body.
- *Profanity and/or obscenity toward staff* – Use of unacceptable language and/or body gestures toward staff.
- *Stealing* – Taking or attempting to take personal property, school property, or money.
- *Violent Disorderly Conduct* – Being disobedient or disruptive and causing physical harm or destruction of property. Endangering one self or others.
- *Defacement of Property* – Using an object to damage personal property or school property/grounds including vandalism, tagging, etc.
- *Destruction of Property* – The deliberate destruction of personal property or school property/grounds.
- *Breaking and Entering* – Illegal entering into the school building or classroom
- *Sexual Misconduct* – Exhibition of sexual body parts or touching of sexual body parts.
- *Sexual Harassment* – Un-welcomed verbal or physical sexual advances, or requests for
- *Leaving School Grounds without Permission* – Safety violation, students are not permitted to leave the building or school grounds without permission. Including leaving the group walking to/from the AFC.
- *Smoking* – Bringing or using cigarettes or other tobacco products onto school grounds.
- *Trespassing* – Entrance onto school property/grounds without permission.
- *Gambling/Card Playing* – Illegal Betting
- *Forgery* – Signing another person’s name to a school document

### **Category 3 Offenses**

- *Alcohol and/or Drug Usage or Distribution* – Bringing, using, or distributing illegal substances to school property/grounds or school sponsored events.
- *Weapons* – Bringing or using any instrument to cause bodily harm.
- *Physical Assault* – Attempting, threatening, or purposely causing bodily injury to another.

- *False Fire Alarm or Bomb Threat* – Deliberately setting off or destroying a fire alarm when no fire exists or informing the school that there is a bomb when none exists.
- *Sexual Assault* – Use of threat and/or force for the purpose of sexual interaction.
- *Robbery* – Obtaining money or other material things by means of violence or threat of immediate violence.
- *Extortion* – Obtaining money or other material things by means of stated or implied threat of future violence.
- *Arson* – Starting a fire on school property/grounds.
- *Fireworks/Explosives* – The possession, selling, distributing, or detonation of a self-fusing explosive device.

### ***Discipline Policy Violation Consequences***

<b>Problem</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<i>Category 1 Offense</i>	Verbal Warning Parental Notification Detention	Written Parent Notification 1-3 Day Suspension Parental Conference	Written Parent Notification Administrative Conference 1-3 Day Suspension Behavior Contract Repeat habitual offenders are subject to Possible Expulsion
<i>Category 2 Offense</i>	Written Notice Parent Notified 1-2 Day Suspension	Written Notice Parent Notified 3-4 Day Suspension Behavior Contract Board of Trustees Notification	Written Notice Parent Notified 5-10 Day Suspension Possible Expulsion Board of Trustees Notification
<i>Category 3 Offense</i>	Written Notice Immediate Parent Notification Police Notification Suspected Drug/Alcohol Use <i>Require Nurse Referral</i> Suspension 1-10 Days Parent Conference Referral to Counselor Board Notification Possible Expulsion <b>*Zero Tolerance for Weapons</b> (Mandatory police referral and Possible Expulsion)	Written Notice Immediate Parent Notification Police Notification Suspected Drug/Alcohol Use <i>Require Nurse Referral</i> Suspension 10 Days or more Parent Conference Referral to Counselor Board of Trustees Notification Possible D.Y.F.S Referral Possible Expulsion	Written Notice Immediate Parent Notification Police Notification Suspected Drug/Alcohol Use <i>Require Nurse Referral</i> Suspension 10 Days or more Board Notification Recommendation for Expulsion

\*\*\*Classified students are subject to the same disciplinary procedures as non-classified students and may be disciplined in accordance with their IEP (Individualized Education Program).

However, prior to disciplining the classified student a ***manifestation determination hearing*** must be held to determine that the student’s behavior is not primarily caused by their disability, and that the program being provided meets the student’s needs.

\*\*\*Any student suspected to be under the influence of alcohol or drugs will be subject to mandatory laboratory testing within a 24 hour period.

# ***HARASSMENT, INTIMIDATION AND BULLYING POLICY***

## **Policy Statement**

The University Academy Charter High School and its Board of Trustees prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

## **Definition**

“Harassment, intimidation or bullying” means any gesture, written, electronically communicated, verbal, or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

## **Expected Behavior**

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline.

The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the school lead person or his/her designee in conjunction with school staff, and reviewed by the Board.

These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or his/her designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The school lead person or his/her designee will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This Policy will appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

### **Consequences and Appropriate Remedial Actions**

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm;
3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidences or continuing patterns of behavior;

6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this Policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The appropriate consequence will be consistent with the case law, Federal and State statutes, and district/school policies and regulations.

### **Reporting Procedure**

Complaints alleging violations of this Policy shall be reported to the Principal or his/her designee. All school employees are required to report alleged violations of this Policy to the Principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), are encouraged to report any act that may be a violation of this Policy. While submission of an Incident Report Form to the Principal or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Principal of each building or available at the school district office. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary actions may not be based solely on the basis of an anonymous report.

### **Investigation**

The Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

### **Response to Incident of Harassment, Intimidation or Bullying**

Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

In considering whether a response beyond the individual level is appropriate, the administrator will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences, past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may include participation of parent(s) or legal guardian(s) and other community members and organizations, to small or large group presentations for fully addressing the actions and the school district's response to the actions in the context of acceptable student behavior or the consequences of such actions and involvement of law enforcement officers, including school resource officers.

### **Reprisal or Retaliation Prohibited**

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

### **Consequences for False Accusation**

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies and procedures.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Principal or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

# SCHOOL OPERATIONS

## *Assembly Procedures*

Students must be respectful and well behaved, making guests feel comfortable and welcome. Any student who misbehaves during an assembly will be removed and sent to the main office where disciplinary action will be taken. She/He may also be excluded from future assemblies.

## *Student Dress Code*

The following items must be worn at all times while in the school:

- a school uniform shirt
- a pair of khaki pants
- a pair a shoes or sneakers

The following items must be worn at all times while in physical education class and only in physical education class:

- Gym uniform (sweatpants or shorts and a t-shirt)
- Pair of sneakers

The following items may not be worn in school at any time:

- Non-uniform shirt over the uniform shirt
- Hats, bandanas, doo-rags or scarves (cannot be visible at all must remain in student's locker)
- Vests, jackets, coats, hoodies, etc. (All items worn must be UACHS apparel).
- Absolutely NO COLORS may be worn representing an affiliation with an outside organization.

The school uniform must be worn with the following in mind:

- Shirts must be tucked in at all times
- Pants must be held up with a belt / baggy pants are never permitted
- Other than the printed name and logo of the school on the uniform, no additional writing of any kind should be visible on a students uniform shirt, pants or shoes
- Uniform cannot be altered in any way including cutting, painting, etc.

\*\*\* Morning Checks will be done by UACHS Staff each morning and those students out of uniform will be sent home to put on a school uniform. A parent may instead decide to bring a uniform to the school for their child\*\*\*

## ***Field Trips***

Field trips are an extension of the school program and as such all regulations and rules that apply to students in school apply to students on a field trip. Students with excessive absences, students failing any classes, or students who have not demonstrated the behavioral maturity necessary for participation in a school event outside the building may be denied the opportunity to participate in a class field trip. Students are encouraged to confirm field trip eligibility prior to making a financial commitment. All students participating in field trip and/or of campus school events must have a permission slip on file for that particular activity.

## ***Health Office***

The health office is available for students in need of medical attention. Only students with an official Health Referral Form will be seen by the nurse.

### **Non-Emergencies**

1. Student must get a regular pass from their teacher
  - a. If a student needs to see the nurse between classes, the student must get a pass from their next period teacher.
2. The student must then go to the front office or upstairs office in order to obtain an official Health Referral Form.
3. The Nurse must sign the Health Referral Form when the student leaves the nurse office.
  - a. If the student is returned to class, the teacher is to keep the Teacher's Copy of the Health Referral Form
  - b. If the student is sent home, the Nurse must notify the attendance office of the student checking out.
  - c. If the student stays in the Nurse's office for more than one period, the nurse will change the student's attendance to reflect the visit.

### **Emergencies**

1. In case of a medical emergency, the student can be escorted by another student to the nurse without any pass.
2. If the student is unable to get to the Nurse on their own, then the Nurse must immediately be called to the student.
3. The teacher or the Nurse must notify an administrator immediately.
4. Parents will be notified as soon as possible.

## ***Lunch***

Lunch is provided by the school for all students at little or no cost. Some students may qualify for a free or reduced lunch.

- No food deliveries will be allowed from restaurants or other individuals. **No Exceptions.**

- All students are required to complete and return the lunch application by **September 10<sup>th</sup>** each school year in order to receive a school lunch.
- Students who are in 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Grade will be permitted to leave for lunch; however they **WILL NOT** be permitted to return to the school once they leave for lunch. It is their choice to leave for lunch or to stay in the building each day, but once they leave they are not to return during that period.
- Students must return to the building five minutes before their next class period. If they are late more than three times they lose their lunch privilege for that month or semester this is determined by Administration.
- Any student who fails two or more subjects will be removed from the Lunch privilege for the following semester. If they pass that following semester they are permitted back on the privilege for the next semester after that one.
- Any disruptive behavior off of school grounds during the lunch period will be subject to disciplinary actions as well as other consequences.

### ***Food and Drinks***

In order to maintain a clean and healthy environment, food and drinks are prohibited in the building except in the café area and multipurpose room.

### ***Vending Machines***

Vending machines are located in café area outside the multipurpose room. Students are only allowed to use the vending machine before school, during lunch, and after school unless approved by the administration or the school nurse.

### ***Lockers***

Lockers located in the halls and in classrooms are the properties of University Academy Charter High School. The school reserves the right to open and inspect its lockers at any time in order to protect the health and safety of its students. A locker will be inspected only when the Dean or their designee has determined that there is reasonable cause to do so. Students must use only the locker that this assigned to them and may only use the locks that have been provided by the school. Students are encouraged to keep there lockers locked at all times. Locks will also be provided for the gym classes held at the New Jersey City University Athletic and Fitness Center (AFC).

### ***Lost and found***

Misplaced books, clothing, articles of jewelry, etc. should be brought to the front desk where they can be claimed by the owner.

## ***Posting Announcements***

All fliers and announcements posted on school property must have prior approval from administration. Any unapproved postings will be taken down and discarded.

## ***Valuables***

It is the responsibility of each student to secure his/her valuables at all times while in the school building. The school will not be liable for lost or stolen valuables. There will not be any announcements made to look for these items.

## ***Visitors to the High School***

All visitors to the school must sign in at the Security Desk and obtain a visitors pass. The pass must be displayed prominently while in the building. Any visitor failing to sign in at the security desk and wearing the visitor pass will be considered trespassing and will be escorted out of the building.

## ***Emergency School Closing/Delayed openings***

In the event of a school closing, parents and students will be notified by the schools "Parent Broadcast System". School closings and delayed openings are also aired on 1010 WINS AM radio and NBC Channel 4 and a recorded message will be left on the school's telephone system.

## ***Affirmative Action/Sexual Harassment Policy***

It is the policy of University Academy Charter High School not to engage in discrimination or harassment against any person(s) employed by or employment at UACHS in accordance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Age Discrimination in Employment Act.

Applicants are considered for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Courses of study and school facilities and programs are made available to all students regardless of gender, race, national origin, physical disability, pregnancy or other legally protected status. Sexual harassment, verbal, and physical abuse are prohibited by law.

The State of New Jersey requires all New Jersey schools to name an Affirmative Action Officer, a Section 504 Officer and a Title IX Coordinator in accordance with NJAC 6A:11-2.2(a).

Robert Donnelly, a member of the UACHS faculty, is the Affirmative Action Officer. He may be reached by e-mail [rdonnelly@njcu.edu](mailto:rdonnelly@njcu.edu) or by phone at 201-452-0282.

## COMMUNITY RESOURCES

<p><b>Parks and Services</b>  <a href="http://www.jerseycityrecreation.org">http://www.jerseycityrecreation.org</a></p>	<p><b>Boys &amp; Girls Clubs of Hudson County</b>          1 Canal Street          Jersey City, NJ 07302          (201) 333-4100  <a href="http://www.bgchc.org">http://www.bgchc.org</a></p>
<p><b>Urban League of Hudson County</b>          253 Martin Luther King Drive          Jersey City, NJ 07305          201-451-8888  <a href="http://www.ulohc.org">www.ulohc.org</a></p>	<p><b>City of Jersey City</b>  <a href="http://www.cityofjerseycity.com">http://www.cityofjerseycity.com</a></p> <p><b>Jersey City Free Public Library</b>  <a href="http://www.jclibrary.org">http://www.jclibrary.org</a></p>
<p><b>YMCA</b>          259 Avenue E          Bayonne, NJ 07002          (201) 339-2330</p>	<p><b>Jersey City Museum</b>          350 Montgomery Street          Jersey City, NJ 07302          (at the corner of Monmouth Street)          (201) 413-0303  <a href="http://www.jerseycitymuseum.org">http://www.jerseycitymuseum.org</a></p>
<p><b>Mental Health &amp; Substance Abuse Services</b></p>	
<p><b>Jersey City Medical Center</b>          Outpatient Department          Children &amp; Adolescents          (201) 915-2272</p>	<p><b>Christ Hospital</b>          Outpatient Mental Health Counseling          (201) 795-8375</p>
<p><b>Catholic Community Services</b>          Mt. Carmel Guild Family Counseling          (201) 332-4365</p>	<p><b>Family Crisis Intervention Unit</b>          (Non-D.Y.F.S. Cases Only)          (201) 915-1202</p>
<p><b>Hoboken University Medical Center</b>          Outpatient Mental Health          Special Programs: D.Y.F.S          (201)792-8200</p>	<p><b>Hoboken University Medical Center</b>          Community Mental Health Center          “Giant Step” Day Program          (201) 792-8290</p>
<p><b>Horizon Health Center</b>          Mental Health Services          (201) 451-6300</p>	

**2008-09 School Calendar**

**August** 25-26 Mon-Tues New Teacher Orientation/Training  
**August** 27-28 Wed-Thurs Staff Development/Training

**Student Days**

**September**

**20**

1 Monday Labor Day – School Closed  
 2 Tuesday School Opens-Welcome Back! **Cycle I**  
 10 Wednesday UACHS Board Meeting 5:30pm  
 17 Wednesday 2PM Dismissal - Welcome Back Parent Meeting (6-8PM)  
 19 Friday Staff Development – School Closed for Students  
 29 Monday HSPA Math Testing for 12<sup>th</sup> Grade Students and Retained 11<sup>th</sup>/12<sup>th</sup>

**October**

**21**

2-3 Thurs-Fri HSPA- LAL Testing for 12<sup>th</sup> Grade Students and Retained 11<sup>th</sup>  
 6-8 Mon-Wed Make-Up HSPA Testing for Math & Language Arts Literacy  
 8 Wednesday UACHS Board Meeting 4:30pm  
 13 Monday Columbus Day – School Closed  
 15 Wednesday Half-Day Session - Data-Driven Instruction Assessment I  
 22 Wednesday 2PM Dismissal – Departmental Meetings  
 29 Wednesday Staff Development – School Closed for Students

**November**

**15**

6-7 Thur-Fri NJEA Convention – School Closed  
 10 Monday Veteran’s Day Observed – School Closed  
 11 Tuesday **Cycle II**  
 12 Wednesday UACHS Board Meeting 5:30pm  
 14 Friday Cycle I Grades Due  
 19 Wednesday 2PM Dismissal - Parent/Teacher Conference Night (6-8PM)  
 26 Wednesday Half Day Session – (Staff & Students)  
 27-28 Thurs-Fri Thanksgiving Recess – School Closed

**December**

**17**

1 Monday School Re-opens  
 9 Tuesday Half-Day Session - Data-Driven Instruction Assessment II  
 10 Wednesday UACHS Board Meeting 4:30pm  
 17 Wednesday 2PM Dismissal – Departmental Meetings  
 23 Tuesday Half-Day Session  
 24-31 Wed-Wed Holiday Recess – School Closed

**January**

**18**

1-2 Thur-Fri Holiday Recess – School Closed  
 5 Monday School Re-opens  
 14 Wednesday Staff Development & Dept. Meetings – School Closed for Students  
 14 Wednesday UACHS Board Meeting 5:30pm  
 19 Monday Dr. Martin Luther King, Jr.’s Birthday – School Closed  
 TBD Winter Fashion Show (1pm-5pm in the Black Box Theatre)

<b>February</b>			<b>18</b>
	2	Monday	<b>Cycle III</b>
	6	Friday	Cycle II Grades Due
	10	Tuesday	Half-Day Session - Data-Driven Instruction Assessment III
	11	Wednesday	UACHS Board Meeting 4:30pm
	12	Thursday	2PM Dismissal - Parent/Teacher Conference Night (6-8PM)
	16	Monday	President's Day – School Closed
	18	Wednesday	Staff Development & Dept. Meetings – School Closed for Students
<b>March</b>			<b>22</b>
	3-5	Tues-Fri	HSPA testing
	10-12	Tues-Thurs	HSPA Makeup/Terra Nova testing
	11	Wednesday	UACHS Board Meeting 5:30pm
	18	Wednesday	2PM Dismissal – Departmental Meetings
	31	Tuesday	Half-Day Session - Data-Driven Instruction Assessment IV
<b>April</b>			<b>16</b>
	8	Wednesday	2PM Dismissal – Departmental Meetings
	8	Wednesday	UACHS Board Meeting 4:30pm
	9	Thursday	Half Day Session – (Staff & Students)
	10	Friday	Good Friday – School Closed
	13-17	Mon-Fri	Spring Break – School Closed
	20	Monday	School Re-opens <span style="float: right;"><b>Cycle IV</b></span>
	24	Friday	Cycle III Grades Due
	30	Thursday	2PM Dismissal - Parent/Teacher Conference Night (6-8PM)
<b>May</b>			<b>20</b>
	4-8	Mon-Fri	National Charter School/Teacher Appreciation Week
	13	Wednesday	2PM Dismissal – Departmental Meetings
	13	Wednesday	UACHS Board Meeting 5:30pm
	18	Monday	HSPA Biology End of Course Exam
	21	Thursday	HSPA Biology End of Course Exam Make-Up
	22	Friday	Half Day Session – (Staff & Students)
	25	Monday	Memorial Day – School Closed
<b>June</b>			<b>20</b>
	10	Wednesday	UACHS Board Meeting 4:30pm
	15-19	Mon-Fri	Final Exams – Half Day Sessions
	22	Monday	Final Exam Make-Ups
	23	Tuesday	Final Exam Make-Ups
	24	Wednesday	Cycle IV & Final Grades Due
	25	Thursday	Graduation Ceremony (6:30pm-8:30pm in Margaret Williams Theatre)
	26	Friday	Last Day of School

**\*\*Meeting locations and times for the Board of Trustees Public Meetings may vary. For the most updated information of the Board of Trustees public meetings, please look in the Jersey Journal or the Star Ledger under “Notice of Public Meetings”.**