

ACADEMY CHARTER HIGH SCHOOL HANDBOOK

Mission -

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

Affirmative Action -

It is the policy of ACHS not to discriminate on the basis of race, color, creed, religion, sex, handicap, ancestry, age, nation origin, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, NJAC 6:11 et, seq., Public law 101-336, the Americans with Disabilities Act of 1990. Inquiries of regarding compliance may be directed to: **Kimberly Brock, Academy Charter High School, 1725 Main St. Lake Como, NJ 07719.**

Requirements

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

A. Skills

Students must achieve at or above the established statewide minimum level of proficiency on the eleventh grade state assessment test (HSPA).

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

B. Course Requirements

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

Students must successfully complete each of the following based on the year they entered high school.

Enter

06-07 & Later

5 cr. Visual/Performing Arts

5 cr. World Languages or demonstrated proficiency

5 cr. Career/Consumer/Family/Vocational Skills

20 cr. Long. Arts; 15 cr. Math; 10 cr. US History, 5 cr. World

History; 3.75 cr. Health/PE per yr. of enrollment; 15 cr. Science;

Senior Project

05-06	5 cr. Visual/Performing Arts 5 cr. World Language or demonstrated proficiency 5 cr. Career/Consumer/Family/Vocational Skills 20 cr. Long. Arts; 15 cr. Math; 10 cr. US History; 5 cr. World History; 3.75 cr. Health/PE per yr. of enrollment; 15 cr. Science; Senior Project
04-05	10 cr. Visual/Performing Arts 20 cr. Long. Arts; 15 cr. Math; 10 cr. US History, 5 cr. World History; 15 cr. Science; 3.75 cr. Health/PE per yr. of enrollment; Senior Project

Each student will be provided a list of proficiencies for successful completion of each course in which he/she enrolls.

Attendance -

Academy Charter High School assumes responsibilities for upholding the law requiring regular school attendance of each student enrolled in the school. A student who misses more than ten (10) days a semester may be subject to failure for reason of attendance. Credit completion hours may be completed to make up excessive unexcused absences, provided the total number of unexcused absences does not exceed that allowable by the policy. Credit completion hours for the Fall semester must be completed by Spring Break. Credit completion hours for the Spring semester must be completed by the fast week of August.

Policy and Procedures

As per New Jersey State law and Academy Charter High School Board of Trustees policy, *every* student must be in attendance for every assigned class or activity unless the absence is a result of death in the family, quarantine, illness, court subpoena or religious holiday. The Director or her designee has the prerogative to permit a student to miss for school sponsored educational activities or external educational or personal activities such as verified college visitations (A note from the college visited is due upon return to school), verified appointment with a physician/dentist, driver test appointment and illnesses which manifest themselves after the student reports to school. Where applicable, a written request signed by parent or legal guardian must be submitted as soon as possible prior to the absence. Even though an absence is excused it still counts as an excused absence from school/class. **Students are responsible to make up all work missed.** An unexcused absence is generally defined as an absence for any reason not listed above.

Academy Charter High School will record each student's absences every day (If a student misses more than one-half of a class period, the pupil will be considered absent). Students arriving at school after the start of period 3 or sent home by the nurse prior to the beginning of period 3 will be considered absent for the day. **Teachers are responsible for every student in each of their classes.** The teacher will admit all students who are late and discipline them on individual basis. *A student who is over 20 minutes late to class without an appropriate pass will be recorded as a cut.* A student who needs to leave early from school must present a written request signed by the parent or guardian and submit it to the main office. The request must be submitted as soon as possible (prior to first period). A student under 18 years of age may only be excused to a parent or guardian after being signed out by the parent or guardian in the Main Office. All requests for a student to leave school must be in writing.

Religious Holidays

According to the Commissioner of Education, regarding student absences from school because of religious holidays, the law (Chapter 322, PL 1951) provides:

1. No student who is absent from school because of a religious holiday may be deprived of any award or of eligibility or opportunity to compete for any award because of such absence.
2. If a student misses a test or exam because that holiday *he/she* must be given the right to take an alternate test or exam.
3. At least 24 hours prior to the date excused, the student should present a written excuse signed by a parent or guardian.
4. Any absence must be recorded in the school register but cannot show on a transcript or employment form.

Grading System

Honors Courses

In every course, assignments will be made available on different levels. A student who completes at least eighty percent of the assignments at the advanced level will *receive* Honors credit for the course. All courses for which a student receives Honors credit will be weighted for the purpose of calculating class rank. Advanced Placement courses will also be weighted for the purpose of calculating class rank. Honors courses will have seven (7) points and Advanced Placement courses will have nine (9) points added to the final numerical course grade.

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

Report Cards

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

Honor Roll

An overall grade average will be determined for each student for each monthly report. If a student's overall average is a 93 or above, the student will receive High Honor Roll recognition. If the overall average is between 85 and 92, inclusive, the student receives Honor Roll recognition.

Rank

Class rank is calculated at the end of the junior year. All courses are ranked with the exception of the Interdisciplinary Unit (IU). Each Honors course's final grade receives additional points when ranked.

Work

Make-up work is required from the student whenever there is an absence. When there are extended absences from school due to illness or suspension, the Directors Office should be contacted via telephone, as soon as possible, in order to obtain assignments from the teachers. It will be the student's responsibility to arrange for these assignments to be picked up from and returned to school. The teacher and student should establish a mutually agreeable timetable regarding completion of these tasks. Incomplete grades will not be carried beyond the end of the next month unless there is an extended illness or other authorized absence. If work is not made up in a timely manner, incompletes may turn into failing grades.

Withdrawal

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

Expectations for Student Behavior

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

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

- **Nourished, Rested, and Properly Dressed**
- **Academically Motivated**
- **Free of Drugs and Alcohol**

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

- **Be courteous and polite**
- **Foster care for school, facilities and property**
- **Tolerate others' beliefs and opinions**
- **Reject philosophies based on hatred, anti-Semitism, racism or sexual bias**

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

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

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

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

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

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

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

- Attend school regularly and on-time- **Be Punctual!**
- Accept all rules and standards- **Set a Positive Example and be Proud!**
- Works to improve the school and community- **Make the world a better place!**
- Dress and be groomed to facilitate learning- **Be Professional!**

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

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

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

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

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

- Learn when and how to listen- **Be a Good Listener!**
- Learn to use oral and written communication appropriately- **Communicate Well!**
- Learn to discuss differently peacefully- **Accept the Opinions of Others!**

Discipline Policy and Procedures

Philosophy

1. **Primary** -to develop on the part of students those ideals, interest, habits and skills that make for self-government and good citizenship.
2. **Secondary**- To establish and maintain a suitable learning environment free from distractions and misbehavior. To establish and maintain respect for authority within the school. To develop an overall sense of individual responsibility and accountability.

*These objectives of discipline have been divided into primary and secondary areas in order to point out that the emphasis should be placed on permanent educational values as compared with that placed on maintaining order in school at all costs; on teaching students to do acceptable and useful things rather than destructive and harmful things; on teaching the individual to govern his own conduct rather than being governed by others. It is our aim to have constructive programs of discipline -positive rather than negative, progressive rather than repressive, initiative and freedom governed by acceptable ideals and interests rather than self-restraint and inhibitions actuated by fear and accompanied by resentment and other emotions and attitudes unfavorable to the development of qualities of good citizenship.

*Our goal of discipline is for students to understand the need for personal responsibility, accountability, and academic discipline in order to succeed.

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

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

We have a safe, secure environment at Academy Charter High School and lockers will be checked (when necessary) to maintain it; however, we want to be judicious in insuring and protecting all students and staff from harm. Audio and videotaping may be used in the classroom (at the teacher's discretion) for educational purposes only. However, video cameras are placed throughout the school in order to maintain a secure and safe educational facility.

The Merit-Demerit System

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

2. The system calls for a student to receive from 0-20 demerits per violation. Parents will be notified when the 1st offense occurs. A parent conference will be required for subsequent offenses as per the policy.

Student Discipline Rules and Regulations

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

Student Discipline Rules and Regulations

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

SCHOOL WIDE PYRAMID POLICY

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

POSITIVE REINFORCEMENT SYSTEM

A merit/demerit system has been developed to acknowledge and reward positive academic and social behavior. The purpose of the system is for the students to:

- Develop a sense of responsibility in the student for his/her behavior.
- Allow time and opportunity for students to correct themselves.
- Allow time for parents and staff to work as a team with the student in order to *prevent* continuous disciplinary action.

The system works as follows:

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

Rewards for students with positive merit totals will be organized at regular intervals. Consequences for students reaching certain demerit totals will be prescribed. The student will start fresh. Existing merit totals will be retained throughout the year. Exceptional merit totals will be recognized and rewarded.

^Students have the opportunity to eliminate demerits by earning merits.*

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

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

Infractions and Consequences

<u>Types of Behavior</u>	<u>First Offense</u>	<u>Subsequent Offense</u>
*ASSAULT: Unprovoked physical assault on another person	10 demerits Parental Conference Suspension 5 days	20 demerits Suspension 10 days Director's Hearing
"Damage (Malicious) to School or personal property	10 demerits Parent Conference Suspension 2 days Monetary Restitution Beautification Duty	20 demerits Parent Conference Suspension 5 days Monetary Restitution Beautification Duty
"Defacing Property	10 demerits Parent Conference Suspension 2 days Monetary Restitution Beautification Duty	20 demerits Parent Conference Suspension 5 days Monetary Restitution Beautification Duty
Dress Code Violations (see policy)	10 demerits Parent notification Sent home	20 demerits Suspension 2 days Parent conference

"Headwear will be confiscated for the day (1st offense) and for the year (2nd offense)*"

Endangering the Safety of Others	10 demerits Parent Conference Suspension 1 day	20 demerits Parent Conference Conflict Resolution
*False Alarm Fire: starting or causing	10 demerits Suspension 10 days Director \$ Hearing	Suspension 5 days Community Service
*Fighting	10 demerits Parent Notification Peer Mediation Session Suspension 3 days Community Service	
	20 demerits Parent Conference Suspension 2 days	
	20 demerits Suspended pending hearing Board Hearing	

Forgery: Notes, trades, And or	10 demerits Parent Notification Administrative	20 demerits Parent <i>Conference</i> Suspension 1 day
" Gambling	10 demerits Parent <i>Conference</i> Suspension 2 days	20 demerits Parent <i>Conference</i> Suspension 3 days
Leaving Assigned Area Without permission	5 demerits Parent Notification Administrative	10 demerits Parent Conference Suspension 1 day
Leaving Grounds without permission	10 demerits Parent Notification Suspension 1 day	20 demerits Parent Conference Suspension 2 days
Cell Phone, <i>Pager</i> , CD players, or any electronic device	10 demerits Parent Notification Administrative Det. Confiscate Property (for the day)	20 demerits Parent Conference Suspension 1 day Confiscate Property (for the year)
^Possession, Use, or Sale of Alcoholic Beverages, Drugs, or Being under the Influence	10 demerits Parent <i>Conference</i> Suspension 5 days Director's Hearing	20 demerits Parent Conference Suspension 10 days Board Hearing
*Possession, Custody, or Use of Commodities Products that are Illegal, Unlawful, or Considered Dangerous (explosive devices)	10 demerits Parent <i>Conference</i> Suspension 5 days Director's	20 demerits Parent <i>Conference</i> Suspension 10 days Board Hearing
^Possession, Custody, or Use of Stolen Property	10 demerits Parent Notification	20 demerits Parent <i>Conference</i> Suspension 5 days
	10 demerits Weapon confiscated Parent <i>Conference</i> Suspension 10 days Director's Hearing <i>Adherence to the Zero</i>	20 demerits Weapon Confiscated Parent <i>Conference</i> Suspension 10 days Board Hearing <i>Tolerance for Gun Act</i>
"Possession of a Weapon Vulgarity, Profanity Directed to Staff	Use of Profane, Obscene, Or	Vulgar language

'Sexual Harassment	10 demerits Parent Notification Suspension 1 day	20 demerits Parent <i>Conference</i> Suspension 2 days
Smoking or Use of Tobacco Products	10 demerits Parent Notification Administrative Det.	20 demerits Parent <i>Conference</i> Suspension 1 day
	10 demerits Parent Conference Suspension 1 day	20 demerits Parent <i>Conference</i> Suspension 3 days
	10 demerits Parent Conference Administrative Det. Required viewing of video	20 demerits Parent Conference Suspension 2 days Required viewing of vid
"Stealing/Theft	10 demerits Parent <i>Conference</i> Suspension 3 days Director's	20 demerits Parent <i>Conference</i> Suspension 5 days Director's
'Threatening School Personnel	10 demerits Parent <i>Conference</i> Suspension 5 days Director's Hearing	20 demerits Parent <i>Conference</i> Suspension 10 days Board <i>Hearing</i>
Threatening Another Student	10 demerits Parent Notification Suspension 3 days	20 demerits Parent <i>Conference</i> Suspension 5 days
Truancy	10 demerits Parent Notification Administrative Det.	20 demerits Parent <i>Conference</i> 3 days Admin. Det.
Failure to serve teacher detention	10 demerits 2 Admin. Detention Parent notification	20 demerits 4 Admin. Detention Parent notification
Failure to serve ADM. Detention	10 demerits Parent Notification Suspended 1 day Serve 2 Ad. Det.	20 demerits Parent <i>Conference</i> Suspended 1 day Serve 5 Ad. Det.

Cut Class	10 demerits Parent Notification Administrative Det.	20 demerits Parent Conference Serve 3 Ad. Det.
Insubordination (willful non-compliance)	10 demerits Parent Notification Administrative Det.	20 demerits Parent Conference Suspension 2 days
Involved in Food Fight	10 demerits Parent Notification Cafeteria clean-up (5)	20 demerits Parent <i>Conference Cafeteria</i> clean-up (10)
Inappropriate displays of affection	10 demerits Parent Notification Administrative	20 demerits Parent <i>Conference</i> 3 Admin. Detention
Unexcused tardiness to school (after 4)	10 demerits Parent Notification Administrative	20 demerits Parent <i>Conference Admin.</i> Det. 3 days Director's

All of the infractions with a (*) are automatic Suspensions and will be reported to the Lake Como Police Department. All other infractions will result in an automatic Administrative Detention unless otherwise noted. Subsequent offenses will result in suspension unless otherwise noted. If a student cannot report to a scheduled Administrative Detention the Dean must be notified. Students who fail to report to Administrative Detention will be suspended. Detention will be rescheduled upon his/her return.

Dress Code Policy

1. TO MAINTAIN THE SAFE ENVIRONMENT OF THE SCHOOL AND REDUCE DISRUPTIONS TO THE EDUCATIONAL ENVIRONMENT, THE BOARD OF TRUSTEES HAS DECIDED THAT ALL STUDENTS WILL BE REQUIRED TO TUCK THEIR SHIRTS INTO THEIR PANTS EACH AND EVERY DAY FROM THE TIME THEY ARRIVE AT SCHOOL UNTIL THEY LEAVE THE BUILDING FOR THE DAY. THERE ARE NO LONGER ANY DRESS DOWN DAYS. STUDENTS WHO COME TO SCHOOL OUT OF DRESS CODE WILL NOT BE ALLOWED IN THE BUILDING. STUDENTS WHO VIOLATE THE TUCK IN POLICY WILL BE SENT HOME.
2. The school colors are Navy, White, and Khaki.
3. The standard uniform consists of a white, blue, or black-collared shirt with the school logo (which must be tucked in), with beige or khaki colored pants, shorts, or skirts.*** **Shoes, sneakers, or Boots must be worn.** No slippers, Flip-Flops, or backless shoes are permitted.
4. The dress code is in effect **Monday thru Friday and Saturday sessions.**
5. ACHS has sweatshirts and pullovers (with the school logo) available for purchase, which may be worn during cooler weather. The top layer of clothing must have the school logo. *** **When wearing a school logo track jacket all students must wear a school logo polo shirt underneath.** No t-shirts or non-logo school polos are permitted.
6. Hats (any headwear), coats, and other outerwear must remain in the lockers for the day.

Students who are not conforming to the ACHS Dress Code Policy are subject to being sent home for the day!

*** Indicates new policies for the 2007-2008 school year

General Procedures

^Students are to comply with the ACHS dress code policy Monday thru Friday and including Saturday sessions. Students must leave coats, headgear, backpacks, and any other large bags in their lockers during the school day. If policies are not followed students will be held accountable and consequences will be given. *

*Cell phones or electronic devices, must be kept in the lockers during the school day. There will be no exceptions. Any cell phone seen in the possession of a student by a member of the ACHS faculty will be confiscated and fanned into the Dean's office. For the first offense, the parent/guardian will be notified and the item will be returned to the student at the end of the day. For all future infractions, the phone/device will be held until the end of the school year.

1. Students have *freedom* to move in the halls between classes, but must be on time for class.
Students have four minutes to get to their next class. *There* will be consequences for students who are *excessively* late. Students are not to group in doorways, etc. until dismissed by the *-teacher*.
2. Faculty members will issue a pass to a student any time the student leaves the room. The pass should be completed with all information-date, time, destination and signature. It is the student's responsibility to ask for and to have a pass in his/her possession. The pass must always be returned to the teacher who issues it upon returning to class. Passes may be issued at the discretion of the teacher.
3. Students detained in an administrative office (or the health office) are to stay in the office unless they are dismissed at the end of the period or given a pass to return to class.
4. Students coming from scheduled classes during class time are not to be admitted to an administrative office (or the health office) without a pass. However, students may stop in offices between classes provided they are able to report to their scheduled class on time. No late passes will be issued unless a member of the administrative staff has detained the student.
5. Halls are to be kept clear, quiet, and free of congestion. Students are expected to show common courtesy at all times and produce a pass upon request. Profane, vulgar or foul language is not acceptable and will not be tolerated anywhere inside or outside the school.
6. No student is permitted to leave school grounds or buildings at any time unless authorized to do so (see infractions).
7. All students should take great pride in ACHS and make every attempt to see that it remains clean and presentable. All litter and trash should be disposed of properly. Beautification duty will be assigned to those who litter anywhere on ACHS property. Beautification duty will consist of cafeteria clean-up, litter pick-up, classroom clean-up and other tasks that will help keep ACHS clean and presentable.
7. Anyone guilty of damaging or defacing any part of ACHS property will be held financially responsible for the damages. Disciplinary action will be taken in accordance with the extent or intent of the damage and Beautification Duty will be assigned. We are working hard to keep ACHS clean and presentable. Be helpful, not hurtful.

Lack of Respect for others WILL NOT BE TOLERATED

1. Lack of respect for others is defined as," any language or behavior by a student toward a staff member which, in the opinion of the staff member and administration is disrespectful.
2. Action will be taken on "Lack of Respect for Others",
 - a. Parent will be notified and as appropriate a conference will be held.
 - b. If written work is involved the work will be unacceptable
 - c. Demerits may be assigned and detentions or suspensions may result.

Disruption of the School -WILL NOT BE TOLERATED

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

We cannot allow students to speak any other language in class and the hallways unless it is Spanish in Spanish class. It has caused a disruption in the past and can provoke unnecessary relations between students and staff. Students who willfully violate this request will result in Administrative Detention. This policy is not intended to disrespect any race, ethnicity, race, or culture it is simply to provide a secure and safe environment. However, since the Board is required by bw to provide proper school facilities and to maintain an appropriate program of instruction, and is further required to bar any disruption of the school or interference with their normal operation, the following steps shall be taken in the event of any disruption of the normal operations of the school.

1. The disruption shall be immediately brought to the attention of the Dean. The Dean will confer with the Director and at their discretion, will alert the Police.
2. Student Demonstrators:
 - a. Students participating in a disruptive demonstration shall be directed by the Dean to go to their regular classroom assignments, b. At the same time, the Dean will arrange for a meeting between the administration and the individuals, leaders of the group, or the club, if feasible, and discuss in a rational, orderly manner the problem which has caused the disorder.
3. Non-student demonstrators and other unauthorized persons will be directed by the Dean or Director, to remove themselves from school property forthwith.
4. In the event steps 2 and 3 fail to stop the demonstration, the Dean or Director will ask the police to remove the demonstrators and any individuals failing to comply under step 3.
5. When necessary for their safety, students and staff may be directed to leave the building and school property.
6. At no time, while a demonstration is in progress, is the Dean, Director, or any school or Board personnel to enter in negotiations on the issues with the protesters, either orally or in written form.

7. As soon as normal education and business processes can be resumed, the Director shall be

charged with establishing communications with the leaders of the protesting group in order to resolve their requests or to refer them to the board of Trustees in an orderly manner.

8. Students and/or employees participating in a disruptive demonstration on school grounds will be subject to suspension.

Truancy - WILL NOT BE TOLERATED

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

Cutting Class - WILL NOT BE TOLERATED

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

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

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

Cheating - WILL NOT BE TOLERATED

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

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

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

ACHS DRUG POLICY

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

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

If a student is suspected by a member of the school staff of being under the influence of drugs or alcohol, he/she shall be reported at once to the Dean. It then shall be the responsibility of the Dean to notify the school nurse and the parents, an immediate medical examination must be arranged, in accordance with the law.

School officials will cooperate fully with law enforcement officials investigating the possession, use, or transmittal of illegal drugs or narcotics by students.

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

Student Grievance Committee-

A Grievance Committee will consist of student leaders, a teacher and the Dean. The committee will convene as concerns arise. The Dean will attend each meeting and will serve as facilitator. Suggestions will be offered in writing to initiate dialogue. The Board of Trustees and the ACHS community believe that effective means of communication should be established between the school and its students to insure that concerns and questions relating to the operation of the school are dealt with properly. These questions may also include practices and procedures, which have caused a hardship or problem due to conditions of handicap or harassment.

18

Individual Pupils or Parents

- A. Pupils or parents having a concern shall first approach the teacher or administrator who is most closely related to the problem in an effort to resolve the matter.

- B. If the pupil or parent, following the discussions with the staff member, feels that the matter is not resolved, they may present their concern in writing to the director for her consideration and decision.
- c. If, after the efforts of the Director, the pupil or parent feels that the matter is still not resolved, he/she may submit his/her concern in writing to the Board of Trustees. The Board will meet with the person submitting the concern within a reasonable length of time, not to exceed the next regularly scheduled meeting.

Health Services-

When a student becomes ill during the day, he/she must secure a pass from the classroom teacher *before* reporting to the nurse. It is expected that no student will find it necessary to see the nurse on arriving at school unless an accident or sudden illness has occurred.

Physical examinations are conducted each year by the school doctor for all ninth grade and transfer students who have not had a recent physical. Parents are notified of any defects and the student is *referred* to his/her family physician for the necessary follow-up. A note from the student's family doctor stating that the necessary physical exam has been completed will be accepted in lieu of a school exam. A Vision and Hearing screening will be completed. Any student may schedule an appointment to be tested at his/her convenience if he/she feels that a problem exists.

Scoliosis

A yearly examination of every pupil between the ages of 10 and 18 for the condition known as scoliosis

(lateral curvature of the vertebral column) will be provided. Notification will be sent to parents or

guardians of any pupil suspected of having scoliosis.

Any pupil shall be exempt from the examination upon written request of his parent/guardian.

Accident Reports

Any accidents occurring during the school day must be reported immediately to the teacher in charge and then the nurse.

Medication in School

In accordance with NJ State Narcotic and Dangerous Drugs Law; Title-24:21—16 to 18....

1. Parent/guardian must provide a written request for the administration of prescribed medication in school.
2. Written orders are to be provided by the doctor telling what the medication is for,

- side effects, and how often it is administered.
3. Medication container must be properly labeled by pharmacy or doctor and brought directly to the school nurse upon entering the school building.
 4. No over-the-counter medication including aspirin, Tylenol, etc., will be administered without a doctor's note or parental permission.
 5. *Before* any student shall be authorized to carry and/or use an inhaler or epi-pen on school premises or
at school functions off school property, there must be filed by the parent/guardian with the school nurse the following:
 - A. A certification of a duly licensed physician that the pupil suffers from a potentially life threatening condition which requires immediate use of an inhaler or epi-pen. The physician shall also certify that the patient is trained in the use of the inhaler or epi-pen and is capable of self-administration of the medication.
 - B. The parent/guardian must provide an additional inhaler or epi-pen, identical to the one which the pupil is authorized to carry, which shall be retained in the Health Office.
 - C. The parent/guardian of such student shall make a written request of the school for permission to have the child carry and use such. Said request shall also include a statement in form and substance acceptable to the board which shall *release* indemnify, and hold harmless the board against any and all liability for damage or injury arising out of the board approval of the request.

GENERAL INFORMATION

Change of Address and Phone -

When a student changes address or telephone number, he/she must immediately report the

change to the main office.

Emergency School Closing -

When an emergency or due to inclement weather closing takes place, students should listen to station **WJLK 94.3fm** **OP 1310am** **OP watch Channel 12** for information. Please do not call the school or the police department.

Emergency Evacuations (Fire Drills, Etc.) -

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

Inappropriate Display of Affection -

Hugging, embracing, kissing, fondling, and inappropriate touching, whether consensual or not, is strictly prohibited. Holding hands shall not be considered as inappropriate touching (see infractions).

Hall Lockers / Lockers -

Upon entering school, each student will be assigned a locker. This locker is equipped with a combination lock. This lock guarantees security for your property if you use the lock properly and if you do not give the combination to other students. It is the student's responsibility to keep his/her locker locked at all times. Each time you use your locker, turn the dial one full turn before you leave. Students are reminded that the school's insurance policy does not cover lost or stolen property. You are allowed to go to your locker only if you can get to class on time. Lockers will be issued to the students who will be held responsible for them. The Dean designates locker assignments. If you have a locker problem please report it to the Dean. No other locks will be permitted on the hall lockers. Lockers may be routinely inspected and /or searched at various times for security, cleaning, disinfecting, health, illegal substance, and/or repairs.

Lost and Found -

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

Distribution of Literature -

The Board Trustees recognizes the rights of students to publish or distribute newspapers, magazines, and other literature not sanctioned by the school district. However, the Board *reserves* the right to prohibit the distribution of such material on school property, if it

has not first been submitted for administrative review. Pupil should submit all print and not-print materials to the Director's office for review prior to distribution. The Director has the right to designate and prohibit the distribution of printed materials, which are not protected by the right of free expression because they violate the rights of others. None of the views expressed by individual students or student clubs are to be considered the views of the Academy Charter High School Board of Trustees or its Administration.

Students who distribute materials in contravention of this policy and the rules of the district are subject to the penalty outline in the student handbook.

Cell Phones, Radios, Tape players, Beeper/Pagers, Instruments, Etc -

All devices must be placed in locker upon arrival to ACHS. They must be kept there until student leaves the ACHS premises. *See Infractions*

Sale of Commodities -

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

Skateboards and Rollerblades

Skateboards and Rollerblades are not to be used on school property at any time.

Skateboards and Rollerblades brought to school must be put in lockers. They are not to be carried from class to class.

Students driven to and from school -

Students who are brought to school by parents should be "dropped off" by the main entrance. If you are to be picked up after school, please arrange to have your parents wait in the parking lot. PLEASE KEEP THE BUS LANES CLEAR! Cars blocking bus lanes and drive-ways, create a safety hazard and are in violation of the Board of Trustees Policy. Students who drive to school must park on the *street* where permitted. Students will not be allowed to park in the faculty lot or at the store across from the school. Students are obligated to follow all local traffic laws.

Supplies -

The Board of Trustees provides textbooks/calculators for classroom and study use. A student who is issued a book is responsible for the care of the item. If the text is damaged or lost, the Board must be reimbursed. The cost will be designated in the Main Office, *where* the fine will be paid. Unpaid fines will prevent a student from receiving grades, diplomas, and other important documentation, until it is paid in full.

Telephone -

Students may not use the office telephone for personal calls during class. If an emergency arises, permission may be requested in the Main Office. The students may not use any other school phone.

Visitors -

Visitors to the building **must report to the Main Office.**

Any student who wishes to have a visitor, must present a written request to the Director,

who will then provide the student with an approval form to be signed by all of his/her teachers. This approval form must be returned to the Director for final approval at least one day prior to the date of the requested visit.

Under no circumstances should you bring a visitor to school without permission. The number of visitors permitted on any one day will be determined by the administration.

Working Papers -

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

A DIRECTORY OF PROGRAMS FOR ADOLESCENTS

Brought to you by:
**The United Way of Monmouth
County**

WHERE TO TURN TO.....in Monmouth County

MENTAL HEALTH 24-HOUR CRISIS

HOT LINES

Helpline.....219-
5325

Emergency Line.....222-3030

Hotline.....776-4555

CentraState Freehold Mental Health Hotline.....780-6023

ABUSE AND NEGLECT ASSISTANCE

Division of Youth and Family Service 24-hour Toll
Free.....1-800-792-8610

Family Court Crisis Intervention:

Office.....431-7352

After Hour Crisis.....431-7280

Sexual Abuse Treatment and Prevention Program.....758-0094

SUBSTANCE ABUSE INFORMATION AND REFERRAL

Monmouth County Board of Drug Abuse Services.....431-6451

National Council on Alcoholism.....663-1800

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

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

Academy Charter High School Child Find

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

Message to Students -

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

Definition of Maturity

Maturity is the ability to control anger and settle differences. **Maturity** is

patience, the willingness to pass up immediate pleasure in favor of the long-term

gain.

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

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

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

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

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

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

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

ACADEMY CHARTER HIGH SCHOOL

1725 MAIN STREET LAKE COMO, NJ 07719

(732) 681-8377 ***FAX (732) 681-8375

Credit Completion Policy

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

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

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

- Procedures:

- Student must have completed academic work in the course and have earned a passing grade prior to the scheduled end of the semester.
- The total number of unexcused absences in the class may not exceed twenty days.
- Student must register with the Administration of the school.
- A letter will be sent home notifying the Parent/Guardian of the Credit Completion Program and the number of hours of academic study hall required. The Parent/Guardian must give permission for the student to participate in the Credit Completion Program.
- The hours of academic study hall must be completed within six weeks of the conclusion of the semester unless other arrangements have been approved in writing by the student, parent/guardian and Administration.
- The student's Permanent Record Card will reflect the academic grade earned.

Academy Charter High School Student Use of Internet

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

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

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

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

Internet - Terms and Conditions

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

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

2) Unacceptable Use of the Internet

- Use of the Internet for personal, private, or non-educational use is prohibited including, but not limited to, electronic mail, chat/discussion groups, IRC, personal internet accounts such as AOL, and filling out forms and surveys.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use of the network for religious or political messages is prohibited.
- Use of the network to access, process, or transmit pornographic or text files

- deemed inappropriate for school use is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are unacceptable.
- Use of the Internet for commercial or for-profit business is prohibited.
- Any Internet use contrary to existing statutes and regulations that are unauthorized by law is prohibited.
- Downloading of any material, not requested by the classroom teacher, is strictly prohibited as it jeopardizes the integrity of the network.

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

- Internet users must close their accounts and log out before leaving the computer.

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

Students are not to attempt to load programs / games from home.

Students may not attempt to access the network or the hard drives of the computer. Such action may result in loss of computer privileges.

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

PARENT RESPONSIBILITY

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

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

Insist on habit of punctuality and correct behavior in waiting for and riding the school bus.

Cooperate with school officials in discharging discipline requirements in support of the schools' safety program. The parents' attitudes in these cases are very important, since it must be recognized that discipline is primarily a parental obligation. Failure to discharge disciplinary responsibilities toward the schools' safety program seriously handicaps the entire school administration and places the student in a frame of mind conducive to accidents.

Also, please talk with your children about the following safety rules:

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

PUPIL RESPONSIBILITY Previous to Loading

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

While on the Bus

- Keep arms and other part of the body inside the bus at all times after entering and until leaving the bus.
 - Assist in keeping the bus safe and sanitary at all times.
 - Obey the driver promptly and cheerfully. He/she has a large responsibility and pupils must help the driver with his/her job.
 - Loud talking, laughter or undue confusion tends to divert the driver's attention. Remember your life depends on the driver watching the road.
 - Refrain from conversation with the driver while the bus is in motion. Classroom conduct is expected except for conversation in normal tone.
-
- Bus riders are not permitted to leave their seats while the bus is in motion.
 - Treat the bus equipment as you would valuable furniture in your own home. The offender

must pay for damage to seats; etc.

- Remember the bus and its equipment serves a purpose. Tampering with any part may result in serious injury to yourself or others.
- Any damage to the bus should be reported immediately to the driver.
- In a case of a road emergency, remain in your seat until instructions are given by the driver.
- Leave no books, lunches or other articles on the bus.
- Keep your books, packages, coats and all other objects out of the aisles. Your life may depend on a clear passage to the emergency door.
- Do not open or close windows without permission of the driver.
- Never throw articles from the bus windows.
- Be absolutely quiet when approaching a railroad crossing.
- Smoking is not permitted on the school bus.
- Learn how to get off the bus quickly in case of an emergency.
- Always enter and leave the bus through the front door, the rear door is for emergency only!

Seat Belt Use - Rules

1. Fasten your belt immediately after taking a seat.
2. Never swing loose ends of the belt.
3. Keep fingers away from the parts that click together.
4. Do not unfasten your seat belt before the bus has stopped and you are ready to stand up to get off.
5. When leaving the bus lay both ends of the belt flat against the seat.

6. Never put any objects other than the "tongue" of the belt in the slot on the buckle.

After Leaving the Bus

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

Misbehavior on the Bus

Should students behave on the bus in a way that is a threat to the safety of one or all, the bus driver will give the students causing the disturbance a bus discipline report.

The School Administrator will interview the offenders and other witnesses, as necessary, to obtain a comprehensive picture of events that occurred.

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

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

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

REGULATIONS

1. Bus routes and stops are assigned. Students are to board and be discharged from the bus at these designated stops.
2. Students are not permitted to ride other buses unless specifically authorized by the Director.
3. Relatives or persons visiting students at home are not permitted to ride school buses.
4. No object that will not ride with the student in his seat is permitted on the bus.
5. Students are not permitted to bring radios on a bus.
6. No animals on the bus.
7. No chewing gum, eating or drinking on the bus.
8. No standing on the bus.
9. Students are not permitted to extend arms and head out of the bus windows.
 - Bus riders are not permitted to leave their seats while the bus is in motion.
 - Treat the bus equipment as you would valuable furniture in your own home. The offender must pay for damage to seats; etc.
- Remember the bus and its equipment serves a purpose. Tampering with any part may result I

serious injury to yourself or others.

- Any damage to the bus should be reported immediately to the driver.
- In a case of a road emergency, remain in your seat until instructions are given by the driver.
- Leave no books lunches or other articles on the bus.
- Keep your books, packages, coats and all other objects out of the aisles. Your life may depend on a clear passage to the emergency door.
- Do not open or close windows without permission of the driver.
- Never throw articles from the bus windows.
- Be absolutely quiet when approaching a railroad crossing.
- Smoking is not permitted on the school bus.
- Learn how to get off the bus quickly in case of an emergency.
- Always enter and leave the bus through the front door, the rear door is for emergency only!

Seat Belt Use - Rules

1. Fasten your belt immediately after taking a seat.
2. Never swing loose ends of the belt.
3. Keep fingers away from the parts that click together.
4. Do not unfasten your seat belt before the bus has stopped and you are ready to stand up to get off.
5. When leaving the bus lay both ends of the belt flat against the seat.

Academy Charter High School

1725 Main Street
732-681-8377

Lake Como, New Jersey 07719

Telephone

School Nutrition Policy

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

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

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

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

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

Schools shall reduce the purchase of any products containing trans fat. (Federal labeling of trans fats on all food products is required by January 1, 2006)

All snack and beverage items sold or served anywhere on school property during the school day. Including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers or served in the reimbursable After School Snack Program, shall meet the following standards:

- 1) Based on manufacturers nutritional data or nutrient fact labels:
 - No more than 8 grams of total fat per serving, with the exception of nuts and seeds
 - No more than two grams of saturated fat per serving.

- 2) All beverages shall not exceed 12 ounces, with the following exceptions:
 - Water
 - Milk containing two percent or less fat.
- 3) Whole mils shall not exceed eight ounces

In high schools:

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

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

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

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













































This school's curriculum shall in Department of Education Core Curriculum Content Standards.

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

Adopted June 6, 2006

Telephone / address

 NAME  ADDRESS  HOME PHONE  CELL PHONE

Telephone / address

 NAME  ADDRESS  HOME PHONE  CELL PHONE

