

The Queen City Academy Charter School



Parent/Student Handbook 2009-2010

815 West 7th Street
Plainfield, NJ 07063
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Parent/Guardian Responsibilities

It is required that parents/guardians will make every effort necessary to be an active participant in their child's education to ensure their child's future success.

The Queen City Academy requires parents to participate as a partner in the education of their children through their prompt and careful cooperation as follows;

PARENTS/GUARDIANS ARE TO ENSURE:

1. Complete and correct contact information is provided not later than the first week of school, and updated immediately throughout the year whenever there is a change of address, phone, work numbers, cell numbers, or legal relationships of parents/guardians to a child.
2. Children arrive for school on time and prepared for the day. Excessive tardiness is the sole responsibility of the parent/guardian. Please see page 11 of the handbook for tardiness policy. Please note that in New Jersey excessive tardiness can be considered a violation of our compulsory education laws and result in charges being brought against a parent/guardian.
3. Children are dressed pursuant to the school uniform policy as described in the handbook.
4. Children complete all homework neatly, on time, and return work to school in neat condition (not wrinkled, ripped, stained, or disorganized). Parents and teachers must consistently hold children to the high expectation that their school work will be kept organized and neat, both at school and at home.
5. Parents/guardians attend all back to school nights, report card conferences, disciplinary meetings, and instructional parent/teacher conferences.
6. Parents/guardians support school functions throughout the school year. Such functions include, but are not limited to, the Winter Concert, International Day, Parent Advisory Council meetings and functions, and Parent Summits.
7. Parents/guardians promptly communicate with teachers and administrators about all questions and concerns that may arise concerning their child's educational experience at The Queen City Academy. A positive partnership between the school and the parents/guardians is essential to fulfilling our mission that each child is challenged, and educated to their highest abilities.
8. Parents/Guardians of students whose grade point average falls below 2.75 and/or received a score of 180 or below on the NJASK for the previous school year will ensure the child attends Saturday Test Prep. Academy.

Signature Page

This page must be returned to your child's homeroom teacher by the first Friday of school (or one week upon receipt). Failure to return this form will cause your child to be excluded from certain school activities. Please note, more than one child's name MUST NOT be included on a page. Each child must have a separate signature page to return to the homeroom teacher.

_____ (Initial here) I have read this handbook with my child and agree to the terms and conditions placed herein. My child and I understand the expectations of The Queen City Academy Charter School and the consequences that will be rendered if those expectations are not met.

Child's Name _____

Child's Signature _____

Child's Homeroom Teacher: _____ Grade: _____

1. Parent/Guardian Name _____

Parent/Guardian Signature _____

2. Parent/Guardian Name _____

Parent/Guardian Signature _____

The Queen City Academy Charter School

Mission Statement

The mission of The Queen City Academy Charter School is to provide a nurturing and cooperative learning community where each student can achieve his/her maximum academic, creative and physical potential; develop a lifelong love of learning; develop respect for self and others in a multicultural world; develop self confidence and self esteem; function with high ethical standards; and accept responsibility.

The school has created an environment for the child to feel safe and secure and where learning is the most important reason for the child to attend. Our children are challenged daily both academically and personally with learning opportunities designed to excite his/her creativeness and untapped abilities. Each child is encouraged when discouraged and gently pushed when task completion appears out of reach, all the while consistently being held to high standards and personal responsibility.

Vision

Our vision embraces the vision of Maria Montessori in that our school should truly be a House for Children. The following Montessori methods are emphasized:

- Nurturing the whole child in a loving, family atmosphere
- Providing a curriculum which sparks the imagination and motivates the child
- Providing an array of developmentally sequenced materials with which the child has a sensorial experience of complex concepts
- Helping the child to make the difficult transition from the concrete to the abstract
- Through independent and collaborative learning, to help the child develop self-discipline, self-esteem, emotional and academic independence, responsibility and a respect for everyone as well as the environment
- Creating a communal environment where peer teaching and positive social interactions are fostered to a high degree

We believe that children can learn more than is commonly assumed and the true gift of education is to teach children how to learn and to become independent problem solvers. It is the responsibility of the school to educate the whole child.

History of the School

The Queen City Academy Charter School was chartered by the State of New Jersey in 1999. After a planning year, the school opened September 6, 2000 with seventy-two students in newly renovated facilities at 7-9 Watchung Avenue in Plainfield, New Jersey. The founders, many remaining active on the Board of Trustees, created a school where small class size and a caring and nurturing atmosphere allowed students to acquire more knowledge than it was commonly assumed they were capable of achieving.



The Logo and School Colors

The school logo is a result of a school-wide contest held during our initial year. A crown signifying the school's name and the nickname for the City of Plainfield tops the buildings, which represent our immediate surroundings.

The school colors are red and white.

The Queen City Academy Charter School Song

The Queen City Academy Charter School Alma Mater

In the heart of our dear city
Stands a royal gem,
Where we learn and grow together and are the best of Friends
Queen City our Alma Mater
Songs to thee we raise
Sons and daughters ever loyal thee we'll always praise
Here our minds are always open to try
Something anew
So when we leave this hallowed fortress
We can say we grew
Chorus
Soon our paths will lead us from here far from
Thee we'll roam but we'll think of thee Queen
City fondly as our home.

Words by Carl Barber-Steele

Board of Trustees

Julie Jerome, President
Aneesah Allen, Vice President
Brian Kramer, Ph.D., Corporate Secretary
Cyril Mitchell, Corporate Treasurer
Cornethia McCloud
Dr. Eugene Dudley
Omowale Morgan
Mark Sharp
Gayle Jones
Muriel B. Cagney, Faculty Representative
TBA, Student Council Representative
Patricia Bombelyn, Board Attorney

School Life

School Hours

School starts promptly at 8:00 a.m. and ends at 4:00 p.m. There will be adult supervision of students beginning at 7:45a.m. If the weather is inclement, students will be allowed inside the building to await the beginning of the school day. Children will enter the building, as a class, at 7:55 a.m. **Your child will be marked tardy after 8:05am and must sign in at the office.** Teachers are not responsible for tracking tardy students.

Departure Information

Children will be released to ONLY the adults previously given written permission by the parent/guardian. Dismissal will be from the rear of our building beginning promptly at 4 PM. All parents are requested to park their cars and to pick up their child from the teacher on duty.

In order to insure that our children are protected in every way, and according to state law, the following procedure will be followed if a parent or designated person fails to pick up your child at the scheduled dismissal time. If the child is not picked up at the correct time, the teacher will attempt to locate the parent or designated person or any other person listed as backup, and then the child will be placed in the office and the parent will be charged according to the current rate. Fees for late pickup begin at 4:15 PM. If this occurs, under no circumstances will the child be allowed to leave the building unless an adult comes and signs for the child. The adult picking up the child must be on the pre -designated list of adults allowed to pick up the child.

If someone other than the regularly scheduled person (according to your designated list) needs to pick up your child, you must follow the following procedure:

1. Send in a note telling us who will be picking up your child OR Call in and tell us who will be picking up your child.
2. Make sure that person knows the pick up area is in the rear of our building.

The following procedure will be followed in the event that the parent or designated person fails to pick up or is late picking up a child at the time of the closing of the building, i.e. the end of Queen City After-Care Program for the day. This procedure shall insure that:

1. The child is supervised at all times by a staff member of The Queen City Academy Charter School.
2. Every effort is made by the school staff member to contact the parent or designated individual authorized by the parent to care for the child.
3. Whenever the custodial parent and /or designated individual fails to pick up the child one hour or more after closing time, and provided that the staff member has been unable to make other arrangements for returning the child to his/her custodial parent, a staff member shall call the Division of Youth and Family Service (DYFS) at their Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until his/her parent or other persons authorized by the parent is available to care for the child.

Further, if a parent or person authorized by the parent appears to be physically and/or emotionally impaired to the extent that in the judgment of the director and/or staff member,

the child would be placed at risk of harm if released to such an individual, the policy shall require that:

1. The child may not be released to such an impaired individual.
2. The staff person attempt to contact the child's other parent or an alternative person authorized by the parents and
3. If the school is unable to make alternative arrangements for the parent or alternate person to pick up the child, the staff member shall call the Division of Youth and Family Service (DYFS) Child Abuse Hotline number to seek assistance in caring for the child. The telephone for DYFS is 1-800-792-8610.

Attendance

Each student attending The Queen City Academy Charter School is expected to be at school on time and every day as long as health circumstances allow this. The school day begins promptly at 8 AM.

A student who arrives late must be accompanied by a parent/guardian to the school office for a late pass. A child arriving after 8:05 AM is considered tardy. Teachers will not allow a child in the classroom without this late pass.

The school requires that parents telephone the school by 9:00 AM on the day of their child's absence. Do not send a sick child to school, especially one with a fever. A written excuse from the parent/guardian explaining the absence must be presented to the classroom teacher upon the student's return to school. All teachers will help students to understand the material they missed while out sick.

The school discourages parents from removing their child (ren) from school to go on extended family vacations. Attendance is expected on the day before and the day after a scheduled vacation.

It is expected that all medical appointments will be made for after school hours. If circumstances require an early dismissal for an appointment, the parent/guardian must provide a written excuse to the classroom teacher who will forward the excuse to the school office. The excuse must contain the child's name, reason for leaving school, time leaving, the date, and the parent/guardian signature.

Upon leaving the school, a student and parent must sign out with the school secretary. No child may leave the school without permission and following the above procedure.

Visitors

When visiting our school, helping out in a class, or attending a meeting with a teacher, you are first required to come to the main office to receive a pass. As a safety measure, this pass identifies you as a welcomed visitor. Please cooperate in this regard, as teachers will ask any visitor, known to them or not, to please go to the main office for a pass. The Queen City Academy Charter School values our community friends and parents and wishes to make their visit to the school a rewarding experience.

Fire Drills

Fire drills are held two times each month and are under the supervision of The Plainfield Fire Department. The fire signal is a loud bell sound with flashing light. Windows should be closed, lights turned off, and doors closed. Each student is to walk quickly and with absolute silence with the class to the designated areas and line up where attendance will be taken. Students will return to the building when the all clear is issued by the Fire Department.

Transportation, Bus Safety and School Trips

Some students meet the requirements for transport to and from school and are provided bus transportation by The Plainfield Public Schools. All other students are responsible for their own transportation to and from school.

Students riding the bus on a daily basis and all students on school sponsored field trips requiring transportation are expected to follow the rules of bus safety at all times. Simply stated, the driver is in charge of the vehicle, the vehicle must be clean upon egress, and all school rules are in effect during school transportation. Any type of behavior deemed hazardous, such as loud talking, distracting the driver or failing to remain seated, will be reported by the driver and may result with a denial of bus privileges.

If a student will not be riding the bus, a written note MUST be sent to the office. Only emergency phone calls will be accepted.

Medications

Some students require medication during the school hours. The following procedures govern dispensing of medication without exception:

1. Written orders from the physician must be provided to the school and must include the name of the medication, dosage, time interval the medication is to be taken, and side effects of the medication if any stated.
2. Written parent/guardian permission must be on file
3. Medication must be brought to school by a parent in the original pharmacy container, properly labeled with dosage, time interval, etc
4. Any changes in dosage or time medication is administered must be authorized by the prescribing physician in writing
5. Self-managed administration of medication (asthma inhalers, etc) must be evaluated individually by the school nurse with written directions from the physician and parental permission.
6. A student is not to keep medication in his/her locker, desk, or on the person without permission by the school nurse.

Medical Reports and Emergency Cards

We are required to have complete records of immunizations by state regulations. For safety reasons, all students are required to have completed emergency cards on file. Parents/guardians are asked to update records at the school when changes are made.

School Calendar and Holidays

We ask you to fully cooperate by having your children present each day, except for reasons of illness. We also ask that all extended holidays taken by your family do not interfere with our schedule of days. The days immediately before and after vacations are full learning opportunities for your child.

School Closings and Delayed Openings

In the event of a "snow day" or other emergency closing or a delayed opening, an automated message will be sent to parents. The telephone recording in the Office, , will be changed to make emergency closing announcements, as soon as possible. Further information may be found by tuning to the following radio stations WMGQ—98.3 FM and WCTC—1450 AM and the major TV News stations.

In the event of a delayed opening, school will begin at 10:00 AM. In case of rapidly deteriorating weather conditions during the day, emergency contact forms will be used to notify parents/guardians to pick up their children early or to advise them of an early bus drop off.

Lunch

The Queen City Academy Charter School offers a hot lunch program or the student may bring in a bag lunch. Weekly menus are sent home on Monday for the following week. Parents are asked to discuss the meal selections with their children prior to making their weekly choices. If a student does not have lunch, he/she will be served the school lunch and the parent/guardian will be charged. **STUDENTS WILL NOT BE PERMITTED TO CALL HOME FOR LUNCH.**

Good manners and proper table conversations are expected. Students are to remain seated and socialize with students and teachers at their tables. Books, papers and other materials are not allowed at the lunch table. For safety reasons, students are not allowed to use the school's microwave or refrigerators. Please include all utensils, plates and napkins with your child's bag lunch.

Free and reduced lunches are available to those families who meet the federal income guidelines. **Lunch Forms must be returned in a timely manner within a week of receipt.**

Summer Reading

All students are required to participate in the Summer Reading Program of the school. We feel strongly that continued reading will enhance the student's ability to develop life long reading habits. Further, the books were selected to be an integral part of classroom instruction beginning in September. Projects and reports completed by the students over the summer months will be discussed and evaluated by the classroom teachers and will count toward their first marking period grade in the area of Language Arts. **Detention Policy applies to Summer Reading.**

The Queen City Academy Charter School Morning Care Program

The Queen City Academy Charter School operates a morning care program on a monthly fee basis for **all interested K-8 students**. All children must be pre registered to be able to attend the program. A fee schedule is available from the Office. All fees are to be paid by the 1st of each month in advance.

Dates and Times of Operation

The Queen City Academy Charter School Morning Care will operate for all students beginning September 4th and continues until the close of school, June 2010. Morning Care is open from 7:00 AM until 8:00 AM.

After-Care

To be provided by the YWCA of Plainfield

Behavior

It is understood that after a lengthy school day, your child may be tired. However, we expect he/she behaves in a manner that is respectful and within the school's behavior guidelines.

Uniform Policy

Dress Code and Policy for All Students **Revised August, 2009**

The Uniform Code:

- The boys will wear khaki pants and **must wear** either a black or brown belt (matching the shoe color). **Studded belts are not allowed.** The soles of the dress shoes shall not be higher than one-inch, black or brown dress socks, a white logo polo type shirt, or white turtleneck shirt, and the red sweater or red sweater vest. **Must be worn daily no exceptions!**
- **Short sleeve logo shirts are only allowed during September/October and May/June only.**
- **Golf shirts may not be substituted for logo shirts.**
- **Shirts must be tucked into pants at all times, no exceptions.**
- **No "hoodies", sweatshirts, jackets, and coats should be worn during school hours, unless authorized by the Chief Academic Officer/Director.**
- **Students will be assigned detention for low, sagging pants/exposed underwear.**
- Wristwatches may be worn to school.
- **Gym bags, duffle bags utilized as book bags are to be placed in a locker during school hours.**
- Dress shoes (**black/brown**) or **black sneakers** only are to be worn each day- **White sneakers are not allowed. Only on gym days (No Chuck Taylors).**
- **Work boots (i.e., Timberlands, Nike ACG boots) are not permitted.** If your child wears boots to school in inclement weather, he/she must change into dress shoes when inside the building.

The girls have several combinations of the accepted uniform.

- A plaid jumper, red sweater and white Peter Pan type blouse
- A plaid or khaki skirt with a white logo polo shirt and red sweater
- Both jumper and skirt are to be worn with red/white/black knee socks or tights. **Socks should not be worn over the tights.**
- Skirts are to be worn at knee length. **Any students wearing skirts mid thigh will be given a detention.**
- Khaki slacks, white logo polo shirt, black or brown belt (matching the shoe color) **no studded belts** and red sweater or red sweater vest. **Must be worn daily no exceptions!**
- Brown or black shoes – heels are not to be higher than one inch.
- **Short sleeve logo shirts are only allowed during September/October and May/June only**

- **No plain golf shirts as substitutes for logo shirts.**
 - **Shirts must be tucked into skirts or pants at all times, no exceptions.**
 - **No “hoodies”, sweatshirts, jackets, and coats should be worn during school hours. Unless authorized by the Chief Academic Officer/Director.**
 - Earrings may be worn to school (**studs only**).
 - **Accessory and costume jewelry is not permitted.**
 - **Purses** no bigger than 8 x5 inches will be allowed for female students
 - Wristwatches may be worn to school.
 - **Rings, bracelets, necklaces, head bracelets and false nails** are not permitted. We have physical education each day and want all children to play and learn safely.
 - **Gym bags, duffle bags utilized as book bags are to be placed in a locker during school hours.**
-
- Please clearly mark your child’s clothing with your child’s name.
 - All red sweaters must have The Queen City Academy Charter School logo on the sweater.
 - All students have the **option** of khaki shorts during the warm weather from September to October 15th and May 1st until the end of school. Please note the khaki shorts are uniform shorts and are not to fall below the knee. The white polo shirt, red sweater or vest and brown or black shoes will complete this warm weather choice. Regardless of the weather, the red sweater or sweater vest must be brought to school each day.
 - All students are to be in proper uniform each school day **or will be issued a detention for violation of the required school dress code.**
 - **AM uniform check will be done in the gymnasium every day. Students found in violation will be issued a detention to be served that day. Parents will be notified via Global Connect.**
 - **Students must wear the QCA Gym Uniform on gym days. This consists of logo shorts, logo tee, and logo sweatshirts/sweatpants. Sweatpants must be worn over shorts at all times, except during Physical Education class. Detentions will be given to students not following this policy.**

Tardiness Policy

*The Queen City Academy Charter School’s hours are 8:00-4:00. Teachers will pick students up at 7:55 and escort them to the classrooms. **Students are considered late after 8:05 and must sign in and obtain a pass from the office before going to their classrooms.** **Teachers are not responsible for tracking tardiness, therefore, if your child does not sign in at the main office, he/she will be considered absent.***

Tardiness impacts on the learning process of the students who are habitually late (3x/marking period) and on the students who are in the classroom. Therefore, habitual tardiness must be addressed. A student in grades 4-8 who is late more than 3x in a marking period will serve detention on the fourth occasion, which is considered a Level II Misbehavior. Parents of all students (K-8) will be contacted and a conference must be held with the Academic Director.

Consequences for subsequent occasions of tardiness in the same marking period will be considered a continuation of unmodified behavior, which is a Level III Misbehavior and will be

addressed as prescribed in Consequences of Student Misconduct" up to and including suspension.

The school day at Q.C.A begins promptly at 8:00AM and your child is considered late at 8:06AM. Your child's tardiness can have a dramatic impact on their attendance, academic performance and possibly result in retention due to unexcused absences.

Under New Jersey Compulsory Attendance Laws, tardiness is defined as: The orderly conduct of class activity is predicated upon the prompt and precise beginning of each class or school day. Tardiness hinders the proper conduct of such activity, imposes a distraction which leads to a loss in instructional time for students properly in attendance, and denotes school time loss by the tardy student. Beginning in Kindergarten, parents/guardians and students should be made to understand that developing the habit of being prompt is an important part of one's education.

In all grades, three (3) unexcused tardies will constitute one (1) unexcused absence.

Additionally, parents/guardians of students under sixteen (16) will be subject to court action for non-attendance of the students. For cumulative unexcused absences of 10 or more Queen City Academy Charter School is required to report this to the Union County Attendance Office for further intervention and investigation.

Excused Lateness:

Students will be excused for lateness caused by a doctors or dentist appointment with a signed note from the doctor/dentist. It is our expectation that every effort will be made to schedule such appointments so they do not conflict with the school day.

Electronic Devices

- Cellular phones, ipods, mp3 players, PSP, and other video games are not permitted. If a student is required by a parent to have a cellular phone it is to be placed in their secured locker and shut-off until the end of the day. If a student is found to be using it during the school day, it will be confiscated and returned to a parent/guardian. The student will receive an after-school detention on second offense (Grades 5-8).

Homework Policy

All students will be issued individual homework/planners on the first day of school. **It is a requirement that parents/guardians sign this homework book each night for grades K-4 assuring the school that all homework is complete.** Exceptions of illness and family emergencies require written notification submitted on the same day the assignment is due. If a student's loses/misplaces their homework planner, there will be a \$5 charge to purchase a new planner.

Purpose: To establish reasonable guidelines for the assignment of homework.

Philosophy: Homework is a tool that will be used to reinforce concepts already presented and learned in class. Homework assignments will be developmentally appropriate in both complexity and duration of time required to complete. Homework assignments in the form of projects that require a family to work together are in keeping with the philosophy supported by the Board of Trustees of The Queen City Academy Charter School. Under no circumstances will assignments be given which requires parents to teach new material to their children.

Policy: Homework assignments will be given every day according to the following age and timeframes:

Kindergarten:	30 minutes
Grades 1-2:	45 minutes
Grades 3-5:	45-60 minutes
Grade 6:	60-90 minutes
Grades 7-8:	90-120 minutes

Homework assignments are generally not given on Friday so that families can enjoy quality time together on weekends.

Exceptions to this policy are as follows:

1. The teacher determines that a child needs extra assistance in a particular subject area and weekend reinforcement is in the best academic interest of the child. In this case the teacher will communicate these concerns to the parent and both shall reach agreement on this point.
2. The parent requests supplementary weekend work for the child.
3. The teacher has assigned a major project requiring more than a week to complete.

Once each reporting period, the teacher will assign a project of two weeks or more in duration. This project should be experiential, reflecting the current theme, require the collaboration of the parents and upon completion will be presented to the class and other interested individuals.

- All students will have a daily assignment book that will be signed each evening by the parent and returned to school every day.
- A homework assignment book will be given to each child on the first day of school. This is the official assignment book. If lost, another must be purchased for \$5.00.
- The classroom teacher will monitor the homework policy requirement and assignment book daily with frequent monitoring by the principal.
- All exceptions to the homework policy must have PRIOR written permission of the principal.

*****PLEASE SEE Global Connect Procedure below for homework infractions*****

It is the responsibility of the Academic Director/Principal to assist the teachers in developing ideas for projects that meet the above criteria and to ensure that projects are assigned and completed each marking period.

Projects

Projects are assigned on a frequent basis to extend the learning opportunities for the child. It is expected that families will make every effort to arrange visits to the Plainfield Public Library and to provide opportunities for the student to acquire additional research materials for their projects.

Reporting Procedures

Report Cards are issued four times each year. In keeping with our philosophy of close parent-teacher- student involvement, all parents are required to meet with the student's teacher to discuss and receive the child's report card. Early dismissal will occur on each of these four days to accomplish this goal. All teachers will accommodate the working needs of parents when it comes to scheduling conference times. They will be available in the morning and in the evenings by a mutually agreed upon time. The school will provide complimentary care on report card days with advance notice by the parents.

Further, Mid-Term Progress Reports are sent home with the children. These should be regarded as indicators of your child's success or difficulty in the core subject areas mid way through the marking period. All teachers will be happy to discuss your concerns at this or any time during the academic year. **N= Need Improvement, S= Satisfactory with additional comments on behavior and participation**

Promotion and Retention

The board recognizes that personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. The board's goal is to set and attain higher standards of excellence for students in attendance, codes of behavior, and in academic achievement.

The Chief Academic Officer/Director shall direct development of pupils through grades K-8. The regulations shall include:

- A. Standards of proficiency related to district goals and objectives and provision for review of mastery
 - B. Standards of attendance
 - C. Timely efforts to help all pupils achieve acceptable levels of proficiency
 - D. Timely notification of parents/guardians when there is a possibility of failure
 - E. Procedures for parents/guardians and adult pupils to appeal promotion/retention decisions
 - F. Procedures for involving parents/guardians in the design of the remedial program
- To that end the board recognizes that students advance through the grades by demonstrating proficiency of required key skills at each grade level. To help all students attain these skills, their promotion/retention is based on the following criteria in grades K-8:

- Students who demonstrate proficiency at the end of a given grade, as measured by the following criteria, will be promoted to the next grade:
 - o Report card grades of 2, 3,4 in Primary grades, in Elementary grades and Middle 70 or above in grades, in Reading/English/Language Arts Literacy, Mathematics and Science
 - o Attendance.
- In grades K-2, the appropriate district standardized assessment in Reading, Language and Mathematics, and in grades 3-8, the appropriate New Jersey State standardized assessment in

both Language Arts Literacy and Mathematics will be used in addition to the above criteria as factors in the determination of a student's eligibility for promotion.

Parents/guardians will be notified whenever exceptions are contemplated in a pupil's normal progression from level to level. The final decision in all cases will rest with school authorities.

Honor Roll Policy

In an effort to acknowledge high academic achievement, the following is the Honor Roll Policy for students in grades 3 – 8:

High Honors	A's
Honors	A's and high B's
Good Citizenship Leadership Award	

In addition, to be eligible for the Honor Roll the student must have satisfactory (S's) in Social and Work Habits.

The grading system, beginning at grade four is as follows: (do we not have + 80-90 is a very wide range)

A	90+
B	80-89
C	70-79
D	60-69
F	59 and below

The above averages are based upon grades in the following areas: tests, quizzes, projects, reports, homework and class participation.

The following awards are given to students *Kindergarten* through *Second Grade* and are based upon grades and *teacher recommendation*:

Achievement Award

This award is given to students who have shown success in their academics throughout the marking period. They stay focused on their work; they complete their assignments in a timely manner, and are wonderful participants in classroom activities. Overall, they exhibit the behaviors of a studious, conscientious student.

Good Citizenship

This award is given to students who exhibit the behaviors of our school motto. These students have respect for themselves and others are courteous and cooperative, honest, trustworthy, and fair to themselves and others. They also contribute to the community as a student and learner.

Excellence Award

This award is given to students who strive to be the best student they can. They go above and beyond with their academics and are always looking for a challenge. They have great desire to learn and produce work of superior quality.

Leadership Award

This award is given to students who show qualities of a leader. They are role models both academically and behaviorally to the students of all ages. The students in the classroom look up to them and their teachers count on them.

Participation Award

This award is given to students who are consistently active learners during class discussions and group activities. They are enthusiastic about what they are learning and are excited to share their knowledge.

The following awards are given to students in *Grades 3 through 8* and are based upon grades and *teacher recommendation*:

Good Citizenship

This award is given to students who exhibit the behaviors of our school motto. These students have respect for themselves and others are courteous and cooperative, honest, trustworthy, and fair to themselves and others. They also contribute to the community as a student and learner.

Leadership Award

This award is given to students who show qualities of a leader. They are role models both academically and behaviorally to the students of all ages. The students in the classroom look up to them and their teachers count on them.

Honor Roll

In an effort to acknowledge high academic achievement, the following is the Honor Roll Policy for students in grades 3 – 8:

High Honors (Principal's Award)	A's
Honors	A's and B's
Good Citizenship	
Leadership Award	

In addition, to be eligible for the Honor Roll the student must have satisfactory (S's) in Social and Work Habits.

All students are honored for perfect attendance, which includes being on time each day.

Recess Study Hall Policy

- **The Academic Intervention Team, will review the progress reports and report cards each marking period to determine if your child has received either a "D" or "F" and/or "N in one or more classes". If so, they will be required to attend Recess Study Hall.**
- **Recess Study Hall: The students must bring work and/or supplemental activities for those courses that they failed to pass. A novel currently studied, and notes to study for upcoming tests or quizzes. This will be supervised by instructional support staff and content area teachers. Additional tutoring services are available during after-care.**
- **Students that are assigned to Recess Study Hall are not eligible to participate in "Dress Down Friday's": This is a privilege they must earn back through their academic focus.**
- **Students that are no longer academically eligible to participate in after school activities and will be removed immediately. (do you mean that students in study hall are not eligible for after school activities or is there another criteria that you are judging them under?)**
- **A review and monitoring of those students receiving and/or eligible for Title I services and their progress will be noted and updated. (not sure where this fits in)**
- **In order for a student to be released from Recess Study Hall he/she must receive a "C" or higher the Report Card at the end of the Marking Period. If the student does not pass, he/she will remain in recess study hall until a grade of "C" or higher is achieved.**

Dance and Physical Education

Both physical education and dance are mandatory requirements.

All students have at least one dance session each week.

All students will have physical education regularly throughout the week. One of these sessions will be the required health education component of the program. Both physical education and health are in line with the New Jersey Core Curriculum Content Standards.

Technology

Technology, including computers, is used to enhance academic achievement, improve communication, and access sources of information. Our policy is to require all students to handle computers in a responsible and ethical manner. For this reason, all students and parents will be asked to sign an Acceptable Use Policy prior to using the Internet.

We have Carts on Wheels consisting of at least 20 laptops each with networked computers and access to the Internet. Students will receive weekly instruction to develop computer skills.

Textbooks

All textbooks distributed to the students become their responsibility. Each book is numbered and assigned to the individual student. Lost textbooks must be replaced and parents will be charged for this replacement. The students must cover all books immediately. Damaged textbooks will also be assessed at the cost of replacement.

Lost and Found

FIRST and foremost, all articles of clothing should have the child's name. Not only should the uniform be identified, but all lunchboxes, backpacks should also have the child's name. **The lost and found is located near the main office. All unclaimed items will be discarded by the end of the month.**

Dress Down Days

Dress down days will be **themed based** occurring throughout the school year to award community accomplishments. Dress down days will be used as a fund raising event. **Dress down days will be voluntary for students and will be noted on a yearly calendar. If a child has been in violation of the dress code during that previous time period, that child will not be permitted to dress down. Students in recess study hall will not be permitted to dress down.**

Healthy Snack Program

Each classroom, Grades K-4, will determine a snack time for their class. We ask that all snacks brought to school be healthful which may consist of fruit, vegetables, fruit roll-ups, and crackers to name a few items. No candy or soda will be permitted, but the students may bring 100% fruit juice. If utensils are required to eat the snack, they must be brought from home. **Glass bottles will not be permitted.**

Behavioral Expectations

All parents are asked to read the following Code of Conduct and Discipline Policy with your child. The Board of Trustees, together with a large number of parents and staff, established this policy. The school will follow this policy without exception.

"The mission of The Queen City Academy Charter School is to provide a nurturing and cooperative learning community where each student can achieve his/her maximum academic, creative and physical potential: develop a lifelong love of learning; develop respect for self and others in a multicultural world; develop self confidence and self esteem; function with high ethical standards; and accept responsibility."

In keeping with the vision of our charter, the staff of the Queen City Academy endeavors to create and maintain a supportive, cooperative, and collaborative learning community that values each child for his individuality and his importance to the school. The staff educates the whole child by means of teaching in many styles, modeling and role-playing appropriate behaviors, offering encouragement and positive feedback, using rewards and logical consequences to

identify beneficial behaviors, and planning cooperative learning experiences. The staff communicates frequently to the home and welcomes the partnership between the home and school.

The age and level of development of each child is always taken into consideration when dealing with occurrences in the school environment. Each child is given every opportunity to succeed by using variations and combinations of the following experiences on a daily basis to help each child develop self-confidence, respect, high ethical standards and responsibility. These learning experiences are planned into the curriculum and are also used whenever and wherever an opportunity arises.

- * Praise and compliments for demonstration of kind and courteous behavior.
- * Reading about beneficial behaviors in literary characters.
- * Modeling beneficial behaviors.
- * Role playing, positive behaviors that build respect, trust, and friendship.
- * Giving comfort, nurture, edification, and encouragement when appropriate.
- * Using games that promote cooperation.
- * Collectively establishing class and school procedures.
- * Teaching, discussion, and class meetings about helpful social behaviors and work study habits:

Critical Thinking and Problem Solving

Independence

Conflict Resolution

Courteous Manners

Cooperation Skills

How to be a good friend

Identifying positive qualities in ourselves and others

Identifying and respecting the personal space of self and others.

Rewards

Rewards are part of the plan to encourage students to behave. There are many ways we let students know we like the way they are following school procedures.

- Praise with kind words and small tokens that add up to bigger rewards are examples that may be utilized. We feel the more positive we are the more positive children will be able relate to each other.
- Some other reinforcements to positive behavior may include:
 - positive notes home to parents,
 - *postcards home celebrating good student news,*
 - *e-mail messages to parents,*
 - special class activities,

- *Professional development opportunities for faculty and staff encouraging positive discipline methods and environmental changes that can be made within the classroom setting.*
- *Creation of a calm school wide-atmosphere with emphasis on respect for all. Additionally students and teachers will address each other with normal voice and tone.*
- *Teacher/staff intervention before student difficulties occur accomplished by stand up teaching and circulating throughout the class and student areas.*
- *Dress down days will celebrate student achievements*
- *Quarterly school assemblies honoring academic achievement will be held after each reporting period.*
- *Parenting skills workshops.*
- Entire school programs, such as **Student of the Week Award, Student of the Month Award, and the Positive Referral Program** will be utilized to reward and to promote school unity.

Classroom Interventions

Within the classroom children are taught the behaviors necessary to be a successful student. This is all done as part of the learning climate and incorporated into the curriculum.

- *At the beginning of the year, all students and teachers, , will generate a list of acceptable behaviors that are focused on the positive.*
- ***Character building is essential*** to helping the students learn the principles of respect, fairness, trust, caring, responsibility, and citizenship.

Consequences of Student Misconduct

Consequences tell students what will happen to them if they break the rules. The first time a student breaks a rule there is usually a warning, subsequent misbehavior will receive more serious consequences according to the Levels listed below. Rule breaking is broken into four levels of misconduct. As the gravity of the misconduct increases, the severity of the consequence also increases. All discipline imposed by the Administration and Board of Trustees of The Queen City Academy Charter School is pursuant to state law and regulation, see N.J.S.A. 18A:38-1, et seq., and N.J.A.C. 6A:16-1, et seq.

Detention Policy

The Queen City Academy Charter School believes strongly in the development and growth of our children. One aspect in the process of development is the understanding of the effect that one's actions may have upon the individual, the classroom (as a whole), the community (the school) and the world. There is also the belief that the knowledge of breaking a rule or regulation also results with a natural or logical consequence. (The natural consequence of defacing property is to clean it up; the logical consequence of disobedience is some type of activity that will cause one to reflect and change one's behavior.)

These are life lessons that together with the philosophy of education of The Queen City Academy Charter School, the Code of Conduct and the individual classroom rules (age and

grade appropriate), provide a common understanding and fair process by which our student shall function and be held accountable for their own actions.

It is with these principles in mind that the Faculty of The Queen City Academy Charter School and the Board of Trustees, have installed a daily detention program running Monday through Thursday.

****Please note, four (4) disciplinary detentions, not homework or uniform detentions, will result in three (3) days out of school suspension.****

Detention Procedure: See Detention Procedure Policy

When students break the code of conduct, they will face a series of consequences as outlined below.

Level I Misconduct is behavior on the part of the student that can be easily changed by parental and teacher intervention. It is behavior that is not in keeping with our school community expectations. When parents fulfill the requirement that children must be sent to school ready and able to participate in school each day, misconduct of this sort is minimized.

Level I Examples	Level I Consequences
Bringing radios, toys, cell phones, or electronics to school	<ol style="list-style-type: none"> 1. School personnel will take toy/electronics away from child. Parents will be notified. 2. Student will receive an after-school detention on second offense (Grades 5-8). 3. Recess detention on second offense (Gr. 2-4)
Missing Homework	<ol style="list-style-type: none"> 1. Phone call to parent from teacher 2. After-school detention on 1st offense (Gr. 5-8) 3. Recess detention on 1st offense (Gr. 2-4)
Unprepared for Class	<ol style="list-style-type: none"> 1. Phone call to parent from teacher 2. After-school detention on first offense (Gr. 5-8) 3. Recess detention on first offense (Gr. 2-4)

Level II Misconduct is behavior on the part of the student which impedes orderly classroom procedures, interferes with the orderly operation of the school, or is not in keeping with our school community expectations. Such behavior, as listed below, will be handled by the child's teacher or other school personnel and the parent will be notified.

Level II Examples	Level II Consequences
Continuation of unmodified Level I behaviors	The following apply to all behaviors: 1. Time Out/Detention 2. Discussion with teacher or other school personnel 3. Denial of school privileges 4. Phone call to parent by school personnel 5. Parent/Teacher/Student will conference to discuss behavior if second offense occurs
Disrespect of an adult or peers	
Disrespect of school property or the property of others	
Improper language-profanity	
Cheating	
Talking during a fire drill	
Uniform Violation	

A student may be referred to the Intervention and Referral Services (I&RS) Team if consistent Level II misbehaviors are present.

Level III Misconduct reflects serious breaches in the discipline policy. Such behavior whose frequency or seriousness disrupts the learning climate of the school and the safety of the school community must be handled by school personnel, parental involvement, and student suspension for a period of one to two days.

Level III Examples	Level III Consequences
Continuation of unmodified Level II misbehaviors	Discussion with Administration/Suspension Discussion with Administration/Suspension
Two previous suspensions	
Willful disrespect to staff	
Sexual Harassment not rising to the level of a crime or offense	
Bullying not rising to the level of a crime or offense	
Failure to serve/reschedule detention within 3 days of notification	

A behavioral action plan will be developed at this stage.

Level IV Misconduct is conduct on the part of the student that constitutes a danger to the well being of the student or others. This type of misconduct includes but is not limited to, bringing weapons to school, assaulting another student or a staff member. A single infraction of

this level of behavior, if it constitutes a crime or offense, will be reported to law enforcement authorities. State law and regulation pertaining to the suspension and expulsion of a student will be followed.

Level IV Consequences: Almost always involve suspension or expulsion, consistent with the statutes and regulations of the State of New Jersey pertaining to school discipline. When the Academic Director recommends long term suspension or expulsion a due process hearing will be conducted by the Board of Trustees or a Disciplinary Committee comprised of Trustees, and the final determination will be made by the Board of Trustees. All students subject to long term suspension or expulsion will receive home instruction pursuant to New Jersey statutes and regulations. If instruction is delivered in the student’s home, a parent or other adult 21 years of age or older who has been designated by the parent shall be present during all periods of home instruction. Willful failure to cooperate or participate in home instruction can constitute a violation of the compulsory education laws and result in a complaint being brought against a parent.

Level IV Examples	Level IV Consequences
<p><i>The following school infractions are defined by New Jersey Statute (N.J.S.A 18A:37.) and will incur the following prescriptive actions.</i></p> <ol style="list-style-type: none"> 1. Bringing a weapon to school 2. Fighting or physical assault on staff or students 3. Sexual inappropriateness, acts, contact, conversations, and/or assault 4. Deliberate/excessive damage to school property (Parent will be responsible for damages) 5. Taking or attempting to take money or property from another student---extortion 6. Constant disruptive behavior or continued and willful disobedience 7. Excessive disrespect to staff 8. Harassment of violent threats (Bullying/Harassing) 9. Open defiance of authority 10. Willful truancy on part of student. 11. Possessing, using, or dispensing 	<ul style="list-style-type: none"> ▪ <i>Parent/guardian will be contacted by the Academic Director</i> ▪ <i>Student suspension from school</i> ▪ <i>If a student is suspended from school, he/she will be referred to the Intervention and Referral Services (I&RS) Team</i> <p><i>When a suspension occurs, the length of student suspension is outlined below:</i></p> <p>Suspensions up to 10 days are in the discretion of the Academic Director. Suspension of more than 10 days constitutes long term suspension. Long term suspension or expulsion triggers a due process proceeding before the Board of Trustees. Pursuant to state law, the Board of Trustees will determine the facts of the underlying misconduct and the discipline to be imposed. The severity of the consequence will be a determined by the severity of the misconduct, while taking into consideration any mitigating circumstances.</p>

illegal substances such as drugs, alcohol, cigarettes, firecrackers. (Any illegal substances will be reported to the police, as required by law.)	
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Suspension and reentering procedure:

1. *During suspension all classroom assignments and homework must be completed. It is the responsibility of the parent and student to obtain this information.*
2. *Parents must bring student to school and conference with the Academic Director BEFORE the student returns to class.*

Detention Procedure

When a detention notice is sent to the office during the regular school day, the following steps will take place:

1. **Parent will be called using the Global Connect system notifying the parent/guardian regarding the detention and the reason. Please note, when Global Connect system is not working, a personal phone call will be made by the office.**
2. **An email will also be sent to those who have provided an email address.**
3. **Child will serve detention either the same day or following day.**

Failure to Serve Detention

1. Failure to serve an assigned detention will result in the student receive one additional detention.
2. The teacher in charge of detention will inform the Director, in writing, of any student who was absent from detention.
3. The Director will call the parent to inform them the student did not serve the detention.
4. The student will be suspended for one (1) day, pursuant to Level III Misconduct guidelines if detention is not served/re-scheduled within three days. Extraordinary circumstances will be taken into account.
5. The parent will need an in-person conference with the Director, before the child is readmitted to school.

Extraordinary Circumstances

1. On rare occasions a circumstance may arise in which the serving of a detention on the assigned day presents a threat to the physical and/or psychological well being of the student.
 - a. Examples are a doctor/dentist appointment or extremely important family event.
2. In such rare situations, the parent will request, in writing, that the detention be served next scheduled detention day.
3. The teacher will refer the matter to the Director.
4. Only the Director can approve the request for a postponed detention, and he/she will inform the parent and teacher of his/her decision.

5. Failure to serve the postponed detention will follow the rules for un-served detentions (above), and will be treated as a Level III Misconduct

Please also refer to the Global Connect Agreement Form below that should have been filled out in the beginning of the school year.

Global Connect
Information and Agreement

Dear Parents/Guardians,

Global Connect is a new system QCA will be using to reach out to you daily. This is an online system that allows the school to send voicemails to various phone numbers, as well as emails, at a moment's notice. The system will be utilized for various announcements, but will mainly be used to advise parents/guardians of detentions.

The new behavior/detention policy included in the Student/Parent Handbook outlines the use of this system. If students are in violation of the homework, uniform, or behavior policy and the office is notified by 12:00pm, the student will serve detention the very same day. An announcement through Global Connect will then be sent to parent/guardian telephones & emails advising them of the detention by 1:00p.m. Afternoon infractions must be sent to the office by 3:00p.m. The office will then notify the parent/guardian through Global Connect by 4:00p.m. that their child will serve detention the very next day.

The child will serve an hour detention from 4:00-5:00pm. in the school auditorium. If the child does not serve detention that day, for any reason, the child will have to serve two detentions beginning the following day. If the child is not part of the After-Care program OR takes the bus, it is the responsibility of the parent to provide transportation at 5:00p.m.

The information below must be filled out for EACH child in the family. An agreement must be signed and returned to the student's homeroom teacher the first day of school. If there are any special circumstances we need to know, please advise the homeroom teacher or the main office.

Mr. RaShawn M. Adams

(Detach Here)

Student Name: _____

Homeroom Teacher: _____ Grade: _____

Parent(s)/Guardian(s) Name: _____

Phone #1 (where you can be reached first) _____

Phone #2 (alternate, messages can be sent to both) _____

Email: _____

I, _____, agree to follow the Global Connect procedure
(Parent/Guardian Signature)
outlined above.

*****All parents are required to read and discuss this Handbook with their children.*****