

The Queen City Academy Charter School



Parent/Student Handbook 2014-2015

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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, home phone numbers, 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 8 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, all parent meetings specified as mandatory, monthly PAC 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 understand that attendance at Parent Advisory Council Meeting, Parent/Teacher Conferences, and all other meetings called by the Director are crucial to the success of the child and the school. Attendance at these meetings is expected. An adult representative of the child (i.e., grandparent, aunt/uncle, etc.) may attend when a parent/guardian is not available.

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 Statement

"The Queen City Academy Charter School will be a model Charter School demonstrating excellence. We will meet and exceed all performance standards."

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

Brian C. Kramer, Ph.D., President
Gail Bennett-Tafaro, Vice President
Cornethia McCloud, Corporate Secretary
Mark Sharp
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TBA, Student Council Representative
Schwartz Simon Edelstein & Celso LLC

School Life

School Hours

School starts promptly at 8:00 a.m. and ends at 3:30p.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.

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 3:30p.m. All parents are requested to park their cars on the street 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 4:15p.m. 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 scheduled dismissal time. This procedure shall insure that:

1. The child will be supervised at all times by a staff member of The Queen City Academy Charter School.
2. Every effort will be 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 or 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. The school day begins promptly at 8:00a.m.

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 9:00a.m. 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 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, the parent/guardian must sign out their child at the front desk with the school secretary. No student is allowed to leave the school on their own and must be accompanied by the parent/guardian.

Tardiness Policy

*The Queen City Academy Charter School's hours are 8:00am-3:30pm. 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 or his/her designee.

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.

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 The 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 doctor 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.

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, entry into our building is only allowed on the West 7th street side of the building. 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/Emergency Procedure Drills

There will be one fire drill each month under the supervision of The Plainfield Fire Department. The fire signal is a loud bell sound with flashing lights. 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.

There will be an emergency procedure drill practiced each month per state regulations. This drill will follow the school's Crisis Management Plan.

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 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. Students participating in the school lunch program will receive a menu listing the daily lunches for the month. Parents/guardians circle the days your child will have lunch on this menu. Your child returns the menu with payment to his/her homeroom teacher the next day. If you have paid on-line at mypaymentsplus.com, check paid on-line at the bottom of the menu. If a student does not have lunch, he/she will be served the school lunch and the parent/guardian will be charged.

Free and reduced lunches are available to those families who meet the federal income guidelines.

STUDENTS WILL NOT BE PERMITTED TO CALL HOME FOR LUNCH, NOR SHOULD A PARENT BRING "FAST FOOD" FOR THEIR CHILD DURING THE SCHOOL DAY. A CHILD WILL NOT BE PERMITTED TO WAIT FOR LUNCH AND EAT AFTER THEIR SCHEDULED LUNCH PERIOD.

Good manners and proper table conversations are expected. Students are to remain seated and socialize with students 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.

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. The teacher reserves the right to revoke dress down privileges for poor academics or behavioral issues.**

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. Birthday celebrations in Grades K-4 are permitted, however; refreshments provided must be healthy. Birthday celebrations in grades 5-**

8 are permitted but must take place during the child's lunch. All celebrations should be communicated to the homeroom teacher at least two days prior to the child's birthday.

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 a morning detention on second offense (Grades 5-8).

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. The Summer Reading List will be provided to Scholastic, Inc. for the Spring Book Fair. If available, Scholastic, Inc. will provide copies of the books for purchase. Furthermore, Plainfield Public Library receives the list of books and makes them available to students to borrow. 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 15th and continues until the close of school, June 2015. Morning Care is open from 7:00 AM until 8:00 AM.

After-Care

TBD

Uniform Policy

Dress Code and Policy for All Students

	<u>Regular School Days</u>	<u>Gym/Dance Days</u>	<u>School Spirit Fridays</u>
<u>Boys</u>	<p><u>Tops</u></p> <ul style="list-style-type: none"> • Short/Long Sleeve White Polo tucked into pants at all times • Red Sweater Vest or Cardigan with logo should be worn everyday; no exceptions • No hoodies, sweatshirts, jackets, or coats to be worn during school hours without permission from the CAO/Director <p>Boys Grades 6-8</p> <ul style="list-style-type: none"> • Red Sweater with logo / Red Sweater vest with logo • White Oxford Shirt / White button down Shirt • Red Tie • Khaki Pants (no cargo pants) / Khaki Shorts knee Length shorts (summer months) <p><u>Bottoms</u></p> <ul style="list-style-type: none"> • Khaki pants (no cargo pants) • Plain Black or Brown Belt • No low or sagging pants permitted • Khaki shorts not to fall below the knees (From September through October 15 and May 1st through end of school) <p><u>Shoes</u></p> <ul style="list-style-type: none"> • Plain black or brown dress shoes or sneakers • Black or brown Dress Socks • Work or snow boots may be worn to school on inclement weather days but students must change into appropriate school shoes. 	<p><u>Tops</u></p> <ul style="list-style-type: none"> • Grey T-shirt under grey sweatshirt • Grey sweatshirt must have QCA logo <p><u>Bottoms</u></p> <ul style="list-style-type: none"> • Grey shorts under grey sweatpants • Grey sweatpants must have logo <p><u>Shoes</u></p> <ul style="list-style-type: none"> • Any sneaker may be worn on this day 	<ul style="list-style-type: none"> • Students must follow the theme on School Spirit Fridays listed on Sycamore • No sagging pants • Clothing with inappropriate language/graphics not permitted • No sleeveless shirts
<u>Girls</u>	<p><u>Tops</u></p> <ul style="list-style-type: none"> • Short/Long Sleeve White Polo or Peter Pan Blouse tucked into pants at all times • Red Sweater Vest or Cardigan with logo should be worn everyday; no exceptions • No hoodies, sweatshirts, jackets, or coats to be worn during school hours without 	<p><u>Tops</u></p> <ul style="list-style-type: none"> • Grey T-shirt under grey sweatshirt • Grey sweatshirt must have 	<ul style="list-style-type: none"> • Students must follow the theme on School Spirit Fridays listed on Sycamore • No sagging pants • Clothing with inappropriate

<p>permission from the CAO/Director</p> <p><u>Bottoms</u></p> <ul style="list-style-type: none"> • Plaid or Khaki Jumper knee length • Plaid or Khaki Skirt knee length • Both jumper and skirt must be worn with red/black/white knee-high socks or tights. Socks are not to be worn over tights. • Khaki pants (no cargo pants) • Plain Black or Brown Belt <p><u>Shoes</u></p> <ul style="list-style-type: none"> • Plain black or brown dress shoes or sneakers • Work or snow boots may be worn to school on inclement weather days but students must change into appropriate school shoes. <p><u>Jewelry/Handbags/Makeup/Accessories</u></p> <ul style="list-style-type: none"> • Small, stud earrings only. No hoops • Wristwatch is permitted • No rings, bracelets or necklaces • No makeup or long false nails • No facial piercings permitted • A small purse, no larger than 8 X 5, may be carried • Small, thin headbands are permitted • No large barrettes or flowers permitted • No colored (blue, purple, green, pink, etc.) hair extensions or clips 	<p>QCA logo</p> <p><u>Bottoms</u></p> <ul style="list-style-type: none"> • Grey shorts under grey sweatpants • Grey sweatpants must have logo <p><u>Shoes</u></p> <p>Any sneaker may be worn on this day</p>	<p>language/graphics not permitted</p> <ul style="list-style-type: none"> • No leggings permitted as bottoms unless under a long shirt, skirt, or dress • Girls must wear loose tops/pants that are non-revealing • No sleeveless shirts
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Current Uniform Suppliers

- Cookies--please go to www.queencity.edu--Home page for QCA's personalized website
 - The office holds the LOGO patches in the main office for purchase (\$5 per patch)
- The Black University Supplies Shop—410 Leland Avenue, Plainfield, NJ 07062
- KidzTown-Jersey Gardens Mail

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-6 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 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.
- All exceptions to the homework policy must have PRIOR written permission of the principal.

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

Power School

At the beginning of each school year, parents will receive a letter with their log-in information for our web-based grading system, PowerSchool. It is imperative that parents check this system regularly. Such information as grades, notes from the teacher, homework, etc. may be included. This system is used to communicate school news and upcoming events as well.

If, at any time, log-in information is lost, please call or email the Director.

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.

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:

- 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
- 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 through a meeting with the Director, Teacher(s), and School Social Worker. A meeting will be held to create an Action Plan to meet the child's needs. An I&RS meeting will also take place. A follow-up letter will be sent to the parent/guardian outlining the plan and subsequent actions to be taken. 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 three is as follows:

A+ 100-97	B+ 89-87	C+ 79-77	D+ 69-67	F 59 & Below
A 96-93	B 86-83	C 76-73	D 66-65	
A- 92-90	B- 82-80	C- 72-70	D- 64-60	

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.

National Elementary Honor Society & National Junior Honor Society

The National Elementary Honor Society is for Grades 4 and 5 and the National Junior Honor Society is for Grades 5-8. In order to be selected a student must exemplify outstanding scholarship, leadership, service, character, and citizenship. Students in grades 4-8 will be able to apply for membership in the Second Semester. A faculty council has been formed to vote on admittance to the societies. Each member will be inducted at a beautiful candle lighting ceremony. Elected students will become members of an elite society of students lead by the chapter adviser. Students will meet once a month and will conduct community service learning projects. Members of this society must receive at least a B+, 87% or higher, average and meet the standards stated above.

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.
- 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.
- A review and monitoring of those students receiving and/or eligible for Title I services and their progress will be noted and updated.
- In order for a student to be released from Recess Study Hall he/she must receive a "C" or higher on the next Report Card or Progress Report. 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.

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 encouraging 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 interventions before student difficulties occur are 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.

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 a morning 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. Morning detention on 3rd offense (Gr. 5-8) 3. Recess detention on 3rd offense (Gr. 2-4)
Unprepared for Class	<ol style="list-style-type: none"> 1. Phone call to parent from teacher 2. Morning detention on third offense (Gr. 5-8) 3. Recess detention on third 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: <ol style="list-style-type: none"> 1. Time Out/Detention 2. Discussion with teacher or other school personnel 3. Denial of school privileges 4. Phone call to parent by teacher 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
Two previous suspensions	
Willful disrespect to staff	
Sexual Harassment not rising to the	

level of a crime or offense	Discussion with Administration/Suspension
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 or his/her designee 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 	<ul style="list-style-type: none"> ▪ <i>Parent/guardian will be contacted by the Academic Director or his/her designee</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 or his/her designee. Suspension of more than 10 days constitutes long</p>

<p>student---extortion</p> <p>6. Constant disruptive behavior or continued and willful disobedience</p> <p>7. Excessive disrespect to staff</p> <p>8. Harassment of violent threats (Bullying/Harassing)</p> <p>9. Open defiance of authority</p> <p>10. Willful truancy on part of student.</p> <p>11. Possessing, using, or dispensing illegal substances such as drugs, alcohol, cigarettes, firecrackers. (Any illegal substances will be reported to the police, as required by law.)</p>	<p>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>
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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 or his/her designee BEFORE the student returns to class.*

Detention Procedure

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..

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

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

- 1. Staff member will call parent/guardian to discuss infraction before detention is served.**
- 2. 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.**
- 3. An email will also be sent to those who have provided an email address.**
- 4. Child will serve detention either the same day or following day.**
- 5. The child will serve a detention from 7:00-7:55am.**
- 6. If the child takes the bus, it is the responsibility of the parent to provide transportation**

Failure to Serve Detention

1. Failure to serve an assigned detention will result in the student receiving one additional detention.
2. The teacher in charge of detention will inform the Director or his/her designee, in writing, of any student who was absent from detention.
3. The Director or his/her designee 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 or his/her designee, 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 or by phone call, that the detention be served next scheduled detention day.
3. The teacher will refer the matter to the Director or his/her designee.
4. Only the Director or his/her designee 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

Global Connect
Information and Agreement

Dear Parents/Guardians,

Global Connect is a 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 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, the student will serve detention. An announcement through Global Connect will then be sent to parent/guardian telephones & emails advising them of the detention

The child will serve a detention from 7:00-7:55am. 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

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.

Danielle M. West

(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.