

# **The Queen City Academy Charter School**



## **Parent/Scholar Handbook**

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# TABLE OF CONTENTS

## INTRODUCTION

Mission Statement.....	6
Vision.....	6
History of the School.....	7
The Logo and School Colors.....	7
The Queen City Academy Charter School Song.....	8

## CALENDAR AND CONTACT INFORMATION

School Calendar and Holidays.....	9
School Closings and Delayed Openings.....	9

## STUDENT EXPECTATIONS AND PROCEDURES

Arrival, Morning Care and Dismissal .....	9-10
Attendance.....	11
Tardiness & Excused Lateness .....	12-13
Transportation, Bus Safety and School Trips.....	13
School Security & Visitors.....	13
Uniform Policy.....	14-15
Homework Policy.....	15-16
PowerSchool.....	16
Projects.....	16
Reporting Procedures.....	17
Promotion and Retention.....	17
Summer Reading.....	18
Scholar’s Responsibilities & Oath.....	18

## STUDENT SERVICES

Health & Medications.....	19
Medical Reports and Emergency Cards.....	19
Breakfast & Lunch.....	19-20
Healthy Snack Program .....	20
Birthdays / Celebrations.....	21
Lost and Found .....	22
Fire Drills.....	22

**GET INVOLVED**

Parents Advisory Council  
Parent/ Guardian Responsibilities.....23

**LEARNING JOURNEY**

Honor Roll Policy.....24  
Awards.....24  
National Elementary Honor Society & National Junior Honor Society..... 25  
Recess Study Hall Policy.....25-26  
Textbooks..... 26  
Technology.....26  
Electronic Devices.....26  
Physical Education.....26

**STUDENT CODE OF CONDUCT**

Behavioral Expectations.....27  
Rewards .....28  
Classroom Interventions.....28  
Consequences of Scholar Misconduct.....29-32  
Detention Procedure.....32-33

Signature Page..... 33

## **Mission Statement**

*The mission of The Queen City Academy Charter School is to provide a nurturing and cooperative learning community where each scholar 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.*

## **Core Values**

Excellence  
Life-Long Learning  
Caring  
Responsibility  
Self-Discipline  
High Ethical Standards

## **Vision Statement**

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

## **Rationale for Mission**

QCACS was created to provide our scholars with the optimal learning experience. We have created a safe and secure environment to insure that 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.

## **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 scholars in newly renovated facilities at 7-9 Watchung Avenue 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 scholars to acquire more knowledge than it was commonly assumed they were capable of achieving.

## **The Logo and School Colors**



The original school logo was created as the result of a school-wide contest held during the initial year of operation. This logo was a crown signifying the school's name and the nickname for the City of Plainfield on top of buildings, which represented the immediate surroundings when the school was located Downtown Plainfield.

In 2014 the logo was updated to encompass the original design while being reflective of the academic prowess that QCACS has and continues to become by producing scholars prepared to flourish in the 21<sup>st</sup> century and beyond. Therefore, the updated logo is a shield that encompasses the original crown and building.

### **School Colors**

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*

## CALENDAR AND CONTACT INFORMATION

### School Calendar and Holidays

The yearly calendar identifies all days that school is in session. At times the calendar may be amended during the year to accommodate scheduling conflicts or adjusting for weather related changes. We 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 scholar.

### 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 our robo call system, email 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 numbers will be used to notify parents/guardians to pick up their children early or to advise them of an early bus drop off.

## STUDENT EXPECTATIONS AND PROCEDURES

### Arrival and Departure

#### Arrival:

Elementary: The school instructional day starts promptly at 8:00 a.m. and ends at 3:30p.m. All scholars must report to the playground between 7:50a.m. and 7:55a.m. **Scholars are not permitted on the school grounds prior to 7:50am unless they are registered for morning care.** During inclement weather scholars will be allowed inside the building at 7:50am to await the beginning of the school day. Scholars consistently arriving prior to 7:50am will be registered for morning care at the parents expense.

High School: Scholars can report beginning at 7:45am.

#### Morning Care

The Queen City Academy Charter School morning care program is operated by an outside vendor and a monthly fee is assessed for all enrolled scholars. All children must be pre-registered to be able to attend the program. A fee schedule is available from the vendor but a copy can be obtained through the main office. All fees are to be paid by the 1st of each month in advance.



The Queen City Academy Charter School Morning Care will operate for all scholars from 7:00AM to 7:50 AM. The program begins in late September and runs through June. (This Program is contingent on the outside vendor availability)

### **Departure:**

#### **Elementary**

- Dismissal will be from the rear of our building and all scholars may be picked up promptly at 3:30p.m.
- Scholars are not allowed to be picked up between the hours of 3:00pm and 3:30pm as it is disruptive to the school environment.
- All parents must pick up their children in the parking lot from the scholars classroom line.
- Scholars in grades K-4 Must have a parent/ adult sign them out with the homeroom teacher.
- Walkers may sign themselves out or an older sibling may do so.

#### **High School**

- Scholars dismissal is at 3:20pm
- All scholars are released from the front of the building
- Parents picking up may park on Watchung Ave or in the back lot
- We encourage all scholars to go straight home at dismissal

At dismissal, 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 at the elementary school begin at 3:45p.m. The fee is \$1.00per minute.** 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 email the classroom teacher before 3:00pm informing us of 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 scholar at the scheduled dismissal time;

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 Child Protection and Permanency (CP&P) at their Child Abuse Hotline (1-877-652-2873) 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, consistent with CP&P:

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 Child Protection and Permanency (CP&P) Child Abuse Hotline number to seek assistance in caring for the child.

## **Attendance**

Each scholar attending The Queen City Academy Charter School is expected to be at school every day and on time as long as health circumstances allow.

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 temperature above 100 degrees. 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 scholars 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 and/or a school holiday.**

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 scholars allowed to leave the school on their own and must be accompanied by the parent/guardian

### **Tardiness**

Scholars are considered late after 8:00am 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 scholars who are habitually late (3x/marking period) and on the scholars who are in the classroom. Therefore, habitual tardiness must be addressed. A scholar in 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 scholars 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 Scholar 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 scholars properly in attendance, and denotes school time loss by the tardy student. Beginning in Kindergarten, parents/guardians and scholars 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 scholars 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**

Scholars 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.

## **Transportation, Bus Safety and School Trips**

Following the Plainfield Public Schools District transportation policies scholars are eligible for transportation if they live more than 2miles from QCACS but within the Plainfield city limits. Scholars that do not live in Plainfield may complete a Request for Transportation Aid Application which can be obtained from the main office. Scholars in grades K through 5 must live within two (2) miles away while scholars from grades 6 through High School must live with two and one half (2.5) miles away to receive reimbursement from the sending district of residence. If a scholar has an IEP and transportation is part of the IEP then the sending district is responsible for providing the service.

Scholars riding the bus on a daily basis and all scholars 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 scholar that normally rides the bus does not ride the bus for a specific time, a written note MUST be sent to the office. Only in emergency situations will a phone call be permitted to state that the scholar is not to ride the bus.

## **School Security & Visitors**

It is the responsibility of every staff member at Queen City Charter School to ensure the safety and security of the students. The Queen City Academy Charter School values our community friends and parents. To that end, we are committed to the safety of our scholars, staff and all that visit our school. 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 an added safety measure, entry into our buildings are only allowed through the front doors. For our elementary campus the front door is on the W. 7<sup>th</sup> Street side and at our High School the main entrance is located on Watchung Ave. 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.

It is the policy at Queen City Charter School that no student will be left unattended or unsupervised while in the building, on school grounds or at any school sponsored event.

**Uniform Policy**

**Dress Code and Policy for Scholars**

	<u>Regular School Uniform Elementary</u>
<u>Boys</u>	<p><u>Tops</u></p> <ul style="list-style-type: none"> <li>• Short/Long Sleeve White Polo tucked into pants at all times</li> <li>• Red Sweater Vest or Cardigan with logo should be worn everyday; no exceptions</li> <li>• No hoodies, sweatshirts, jackets, or coats to be worn during school hours</li> </ul> <p><u>Boys Grades 6-8</u></p> <ul style="list-style-type: none"> <li>• Red Sweater with logo / Red Sweater vest with logo</li> <li>• White Oxford Shirt / White button down Shirt</li> <li>• Red Tie</li> <li>• Flynn O’Hara Khaki Pants (no cargo pants) / Khaki Shorts knee Length shorts (summer months)</li> </ul> <p><u>Bottoms</u></p> <ul style="list-style-type: none"> <li>• Khaki pants (no cargo pants or jogger pants)</li> <li>• Plain black or brown belt</li> <li>• No low or sagging pants permitted</li> <li>• Flynn O’Hara Khaki shorts not to fall below the knees (From September through October 15 and May 1<sup>st</sup> through end of school)</li> </ul> <p><u>Shoes</u></p> <ul style="list-style-type: none"> <li>• Plain black or brown dress shoes and black or brown dress socks</li> <li>• Work or snow boots may be worn to school on inclement weather days but scholars must change into appropriate school shoes once in the building</li> </ul>
<u>Girls</u>	<p><u>Tops</u></p> <ul style="list-style-type: none"> <li>• Short/Long Sleeve White Polo or Peter Pan Blouse tucked into pants or skirt at all times</li> <li>• Red Sweater Vest or Cardigan with logo should be worn everyday; no exceptions</li> <li>• No hoodies, sweatshirts, jackets, or coats to be worn during school hours without permission from the CAO/Director</li> </ul> <p><u>Bottoms</u></p> <ul style="list-style-type: none"> <li>• Plaid or Khaki Jumper knee length</li> <li>• Plaid or Khaki Skirt knee length</li> </ul>

	<ul style="list-style-type: none"> <li>Both jumper and skirt must be worn with red/black/white knee-high socks or tights. Socks are not to be worn over tights.</li> <li>Flynn O'Hara Khaki pants</li> <li>Plain Black or Brown Belt</li> </ul> <p><u>Shoes</u></p> <ul style="list-style-type: none"> <li>Plain black or brown dress shoes Work or snow boots may be worn to school on inclement weather days but scholars must change into appropriate school shoes.</li> </ul> <p><u>Jewelry/Handbags/Makeup/Accessories</u></p> <ul style="list-style-type: none"> <li>Small, stud earrings only. No hoops</li> <li>Wristwatch is permitted</li> <li>No rings, bracelets or necklaces</li> <li>No makeup or false nails</li> <li>No facial piercings permitted</li> <li>A small purse, no larger than 8 X 5, may be carried</li> <li>Small, thin headbands are permitted</li> <li>No large barrettes or flowers permitted</li> <li>No colored (blue, purple, green, pink, etc.) natural hair or hair extensions</li> </ul>
	<b><u>Gym</u></b>
<u>Boys</u>	<ul style="list-style-type: none"> <li>Grey/ Black T-shirt under grey/black logo sweatshirt</li> <li>Grey / Black Sweatpants with logo</li> <li>Black or white sneakers on Gym / Dance Days only</li> </ul>
<u>Girls</u>	<ul style="list-style-type: none"> <li>Grey/ Black T-shirt under grey/black logo sweatshirt</li> <li>Grey / Black Sweatpants with logo</li> <li>Black or White Sneakers on Gym / Dance Days only</li> </ul>

**Dress Code High School Grades 9-12**

Shirts/Tops	Pants/Bottoms	Other	Gym	Shoes/Accessories
Short Sleeve Oxford Shirt – White	Twill/ Classic Pants – Black, Gray/Graphite, Khaki	QCACS Full-Zip Fleece Jacket	QCACS Logo Short Sleeve T-Shirt – Red, Black	Striped Tie
Long Sleeve Oxford Shirt – White	Box Pleat Skirt – Black, Black and White Plaid	Heavyweight QCACS Logo Hooded Sweatshirt - Black	Micro Mesh Gym Shorts - Black	Reversible Leather Belt – Black, Brown
Short Sleeve QCACS Polo Shirt – Red, White, Black	Girls' Flat Front Slacks – Black, Gray		QCACS Logo Crewneck Sweatshirt - Black	Black / Brown Dress Shows with rubber Soles Men's Penny Loafer – Black Men's Eastland Oxford Shoe - Black

				NO SNEAKERS, NO CROCS
Long Sleeve QCACS Polo Shirt – Red, Black, White				Ribbed Tights – Red, White, Black Crew Socks – Black, White, Charcoal
Short Sleeve Oxford Blouse - White		V-Neck Pullover Sweater		Knee-Hi– Red, White, Black Socks
Long Sleeve Oxford Blouse - White		Hooded Sweatshirt - Black		Women's Oxford Shoe - Black
				Gym Shoes - All Black

**Current Uniform Suppliers**

- Flynn O’Hara (Official Uniform Supplier )

**Dress Down Days:**

Dress down days will be themed based occurring throughout the school year to award community accomplishments. Dress down days are also used as a fund raising event. Fees are required at times for themed dress down days. Dress down days will be voluntary for scholars and will be noted on a yearly calendar. **If a scholar has been in violation of the dress code during that previous time period, that child will not be permitted to dress down.** Scholars in with detentions will not be permitted to dress down. The teacher reserves the right to revoke dress down privileges for poor academics or behavioral issues

**Homework Policy**

All scholars (K-12) 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 scholar 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:	60-120 minutes

## **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 distributed through the PowerSchool platform. 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 main office.

## **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 or to the Public Library in the municipality in which the scholar resides. The library visits are to provide opportunities for the scholar to acquire additional research materials for their projects.

## **Reporting Procedures**

Report Cards are issued four times each year at our Elementary School Grades K-8 and two times per year at our High School 9-12. In keeping with our philosophy of close parent-teacher- scholar 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 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 scholars. 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. Please refer to our calendar, website and robo calls for the times that report cards and progress reports are disseminated.

### **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 scholars in attendance, codes of behavior, and in academic achievement.

The Director shall direct development of pupils. The regulations shall include:

- A. Standards of proficiency related to district goals and objectives and provision for the review of mastery as they relate to grade level proficiency
- 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 scholars advance through the grades by demonstrating proficiency of required key skills at each grade level. To help all scholars attain these skills, their promotion/retention is based on the following criteria in grades K-8:

Scholars 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 (K-2), in Elementary grades (3-5) Middle (6-8) and High school, 70 or above in grades, in Reading/English/Language Arts Literacy, Mathematics and Science
- All High Scholars with a grade of D or lower will require a credit recovery course
- Attendance.
- In grades K-2, the appropriate district standardized assessment in Reading, Language and Mathematics, and in grades 3-12, 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 Administration, Teacher(s), and School Guidance Counselor. A meeting will be held to create an Action Plan to meet the child's needs. An Intervention and Referral Services 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.

## **Summer Reading Policy**

All scholars 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 lifelong 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 scholars to borrow. Projects and reports completed by the scholars 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

## **Scholar Responsibilities**

It is required that I actively participate in learning to ensure for my future success.

The Queen City Academy requires that scholars are active participants in their education through their prompt and careful cooperation as follows;

### **As a Scholar I will:**

1. Arrive to school on time daily in my appropriate attire
2. Put forth my best effort daily
3. Maintain the QCACS Core Values
4. Complete all assignments timely and neatly
5. Seek help from others when needed
6. Accept responsibility for my actions
7. Respect the school by caring for the materials and building while I am here
8. Work and study hard
9. Strive for success
10. Be an active member of the QCACS school community
11. Be respectful of myself, classmates, teachers and all QCACS staff

## **STUDENT SERVICES**

### **Health & Medications**

We are required to have complete records of immunizations by state regulations. For safety reasons, all scholars are required to have completed emergency cards on file.

Parents/guardians are asked to update records at the school when changes are made.

Some scholars 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 scholar is not permitted to keep medication in his/her locker, desk, or on the person without permission by the school nurse.

### **Breakfast & Lunch**

The Queen City Academy Charter School offers breakfast after the bell, which allows scholars to eat breakfast in homeroom. Scholars are provided a nutritious breakfast item that may consist of a muffin, fruit, cereal or other similarly nutritious items. Scholars who are entitled to a free lunch shall also be entitled to a free breakfast. Scholars who pay for lunch or pay a reduced rate will be charged a predetermined fixed rate for breakfast. If a scholar has been provided breakfast home, the scholar should be instructed by the parent not to participate in the morning breakfast program.

Additionally, The Queen City Academy Charter School provides, a hot lunch program or the scholar may bring in a bag lunch. All scholars will receive a menu listing the daily lunches for the month. The following procedure has been put in place for those scholars wishing to participate:

1. Parents/guardians review the monthly menu and determine the days that lunch will be eaten.

2. Your child returns the menu with payment to his/her homeroom.
3. If you have paid on-line at mypaymentsplus.com, check paid on-line at the bottom of the menu.
4. If a scholar has failed to bring lunch from home, he/she will be served the school lunch and the parent/guardian will be charged the established lunch rate.

All lunches that scholars bring from home must meet nutritional guidelines as established by the Department of Agriculture. Therefore, a pre-approved lunch snack listing has been established. **The allowable lunch snacks are: pretzels, yogurt, baked chips and popcorn.**

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

**SCHOLARS 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.**

### **Cafeteria Procedures:**

Good manners are expected while the scholars are at lunch. As such, there are procedures that must be followed in the lunch room to ensure an orderly and enjoyable lunch period for all scholars. All scholars are escorted into the cafeteria by their teacher. Those scholars with their lunch may go immediately to a table. Scholars that are purchasing school lunch are directed by the lunchroom teachers to the line for receiving their lunch. For safety reasons, scholars are not allowed to use the school's microwave or refrigerators. Please include all utensils, plates and napkins with your scholar's bag lunch. Scholars are expected to adhere to the following rules:

1. Scholars are to eat orderly;
2. Scholars are to stay seated at all times until permission has been given to empty their respective lunch trays;
3. Scholars are to speak with appropriate volumes while eating lunch;
4. Scholars are to show respect to everyone;
5. Scholars are to keep hands and feet away from other people;
6. Scholars will always have recess with the exception of inclement weather.

### **Healthy Snack Program**

Each classroom, Grades K-4, will determine a snack time for their class. All snacks brought to school must be healthy and may consist of fruit, vegetables, fruit roll-ups, and crackers to name a few items. **No candy, chips or soda will be permitted, but the scholars may bring 100% fruit juice or water.** Glass bottles will not be permitted.

### **Birthday Parties / Class Celebrations**

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 and only popcorn, pizza, juice, fruit, yogurt and pretzels are allowed.***

### **Lost and Found**

**FIRST and foremost, all articles of clothing should have the scholars name.** Not only should the uniform be identifiable, but all lunchboxes and backpacks should also have the scholars name. **The lost and found is located near the main office. All unclaimed items will be maintained for one year and then donated.**

### **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 scholar is to walk quickly and with absolute silence with the class to the designated areas and line up where attendance will be taken. Scholars will return to the building when the all clear is issued by the Fire Department.

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

## GET INVOLVED

### Parent/Guardian Responsibilities

It is required that parents/guardians will be an active participant in their scholar's education to ensure future success.

The Queen City Academy requires parents to participate as a partner in the education of their scholar (s) 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 scholar.
2. Scholars arrive for school on time daily 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 judicial proceedings against a parent/guardian.
3. Scholars are dressed pursuant to the school uniform policy as described in the handbook.
4. Scholars 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 scholars to the high expectations 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, School Productions, 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 scholar's educational experience at The Queen City Academy Charter School. A positive partnership between the school and the parents/guardians is essential to fulfilling our mission that each scholar is challenged, and educated to their highest abilities.
8. Parents/Guardians understand that attendance at Parent Advisory Council Meetings, Parent/Teacher Conferences, and all other meetings called by Queen City Academy Charter school personnel are crucial to the success of the scholar 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.

## LEARNING JOURNEY

### Honor Roll Policy

In an effort to acknowledge high academic achievement, the following is the Honor Roll Policy for scholars in grades 3 – 12:

High Honors	A's
Honors	A's and high B's

In addition, to be eligible for the Honor Roll the scholar 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 scholars Kindergarten through Second Grade and are based upon grades and teacher recommendation:

#### **Achievement Award**

This award is given to scholars 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 scholars who exhibit the behaviors of our Core Values. These scholars 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 scholar and learner.

### **Excellence Award**

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

### **Participation Award**

This award is given to scholars 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 scholars in *Grades 3 through 8* and are based upon grades and teacher recommendation:

### **Good Citizenship**

This award is given to scholars who exhibit the behaviors of our Core Values. These scholars 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 scholar and learner.

### **Leadership Award**

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

### **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 scholar must exemplify outstanding scholarship, leadership, service, character, and citizenship. Scholars 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 scholars will become members of an elite society of scholars lead by the chapter adviser. Scholars 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 Intervention and Referral Services (I&RS) Coordinator along with the Teacher will review the progress reports and report cards each marking period to determine if your child has received either a “D” or “F” in one or more classes. If so, they will be required to attend Recess Study Hall.
- Recess Study Hall: The scholars 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.
- Scholars 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.
- A review and monitoring of those scholars receiving and/or eligible for Title I services and their progress will be noted and updated.
- In order for a scholar 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 scholar does not pass, he/she will remain in Recess Study Hall until a grade of “C” or higher is achieved.

### **Textbooks**

All textbooks distributed to the scholars 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 scholars must cover all books immediately. Damaged textbooks will also be assessed at the cost of replacement

### **Technology**

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

### **Electronic Devices**

Cellular phones, Ipods, mp3 players, PSP, and other video games are not permitted. If a scholar 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 scholar is found to be using it during the school day, it will be confiscated and returned to a parent/guardian. The scholar will receive a morning detention on second offense (Grades 3-12)

### **Physical Education**

All scholars will have Physical Education and Health regularly. Both physical education and health are in line with the New Jersey Core Curriculum Content Standards.

## STUDENT CODE OF CONDUCT

### Behavioral Expectations

All parents are asked to read the following Code of Conduct and Discipline Policy with their scholar. 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 scholar 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 Charter School endeavors to create and maintain a supportive, cooperative, and collaborative learning community that values each child for his individuality. 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 scholars to behave. There are many ways we let scholars 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 scholar 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 scholars and teachers will address each other with normal voice and tone.
- Teacher/staff interventions before scholar difficulties occur are accomplished by stand up teaching and circulating throughout the class and scholar areas.
- Dress down days will celebrate scholar achievements
- Quarterly school assemblies honoring academic achievement will be held after each reporting period.
- Parenting skills workshops.
- Entire school programs, such as the **Scholar of the Month Award** 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 scholars and teachers will generate a list of acceptable behaviors that are focused on the positive.*
- **Character building is essential** to helping the scholars learn the principles of respect, fairness, trust, caring, responsibility, and citizenship.

## Consequences of Scholar Misconduct

Consequences tell scholars what will happen to them if they break the rules. The first time a scholar breaks a rule there is usually a warning, subsequent misbehavior will receive more serious consequences according to the Levels listed below. Unacceptable behavior is divided 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 scholars 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 scholar 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"> <li>1. School personnel will take toy/electronics away from child. Parents will be notified.</li> <li>2. Scholar will receive a morning detention on second offense (Grades 3-12).</li> <li>3. Recess detention on second offense (Gr. K-2)</li> </ol>
Missing Homework	<ol style="list-style-type: none"> <li>1. Phone call to parent from teacher</li> <li>2. Morning detention on 3<sup>rd</sup> offense (Gr. 3-12)</li> <li>3. Recess detention on 3<sup>rd</sup> offense (Gr. K-2)</li> </ol>
Unprepared for Class	<ol style="list-style-type: none"> <li>1. Phone call to parent from teacher</li> <li>2. Morning detention on third offense (Gr. 3-12)</li> <li>3. Recess detention on third offense (Gr. K-2)</li> </ol>

**Level II Misconduct** is behavior on the part of the scholar 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 teacher 5. Parent/Teacher/Scholar 0will 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 scholar 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 scholar 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 scholar that constitutes a danger to the well being of the scholar or others. This type of misconduct includes but is not limited to, bringing weapons to school, assaulting another scholar 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 scholar 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 scholars 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"> <li>1. Bringing a weapon to school</li> <li>2. Fighting or physical assault on staff or students</li> <li>3. Sexual inappropriateness, acts, contact, conversations, and/or assault</li> <li>4. Deliberate/excessive damage to school property (Parent will be responsible for damages)</li> <li>5. Taking or attempting to take money or property from another student--- extortion</li> <li>6. Constant disruptive behavior or continued and willful disobedience</li> <li>7. Excessive disrespect to staff</li> <li>8. Harassment of violent threats (<b>Bullying/Harassing</b>)</li> <li>9. Open defiance of authority</li> </ol>	<ul style="list-style-type: none"> <li>▪ <i>Parent/guardian will be contacted by the Academic Director or his/her designee</i></li> <li>▪ <i>Scholar suspension from school</i></li> <li>▪ <i>If a scholar is suspended from school, he/she will be referred to the Intervention and Referral Services (I&amp;RS) Team</i></li> </ul> <p><i>When a suspension occurs, the length of scholar 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 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>

10. Willful truancy on part of student.	
11. Possessing, using, or dispensing illegal substances such as drugs, alcohol, cigarettes, firecrackers. <b>(Any illegal substances will be reported to the police, as required by law.)</b>	

**Suspension and reentering procedure:**

1. During suspension all classroom assignments and homework must be completed. It is the responsibility of the parent and scholar to obtain this information.
2. Parents must bring scholar to school and conference with the Academic Director or his/her designee BEFORE the scholar 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 scholar 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 Blackboard Connect system notifying the parent/guardian regarding the detention and the reason. Please note, when the Blackboard 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 7:00-7:50am.
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 scholar receiving one additional detention.
2. The teacher in charge of detention will inform the Director or his/her designee, in writing, of any scholar who was absent from detention.
3. The Director or his/her designee will call the parent to inform them the scholar did not serve the detention.
4. The scholar 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 is not possible.
  - 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



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## Parent / Scholar Handbook Signature Page

**This page must be returned to your child's homeroom teacher by September 30<sup>th</sup>. Failure to return this form will cause your child to be issued a morning detention. 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 \_\_\_\_\_