



SCHOLAR & FAMILY HANDBOOK

2014-2015

THE MISSION OF NEWARK LEGACY CHARTER SCHOOL IS TO LAY THE FOUNDATION FOR OUR SCHOLARS TO GAIN ENTRY TO, SUCCEED IN, AND GRADUATE FROM COLLEGE.

823 S. 16th Street
Newark NJ 07108
973.374.7000

Ken Schultz, Executive Director
Mrs. Lisa Powell, Chief Academic Officer
Ms. Annette Riffle, Chief Operating Officer
Ms. Darice Gonzalez, School Business Administrator/ Board Secretary

TABLE OF CONTENTS

1. Mission, Vision & Core Values
 3
2. General Information and Procedures
 4 - 5
 - a. *Length of School Day for Scholars*
 - b. *Arrival Procedures & Serving of Breakfast*
 - c. *Dismissal Procedures*
 - d. *Bus Transportation*
 - e. *Bus Rules & Procedures for Scholars*
 - f. *School Closings*
 - g. *Visitor Policy & Procedures*
 - h. *Fire, Safety, & Evacuation Procedures*
 - i. *Lost & Found*
 - j. *School Publications*
3. Health and Wellness
 6 - 7
 - a. *Nutrition*
 - b. *Lunch*
 - c. *Birthday or Holiday Celebrations*
 - d. *Recess*
 - e. *School Nurse*
 - f. *Immunizations*
 - g. *Health Education*
4. Responsibility & Accountability
 8 - 9
 - a. *Attendance*
 - b. *Punctuality*
 - c. *Early Dismissal*
 - d. *Scholar Supplies*
 - e. *Electronics & Other Non-Academic Items*
 - f. *Scholar Dress Policy*
5. Academics
 10 - 12
 - a. *Schedule*
 - b. *After School Program*
 - c. *Homework*
 - d. *Report Cards & Grading System*
 - e. *Testing*
 - f. *Promotion Policy*
6. Code of Conduct
 13 - 17
 - a. *Standard for discipline*

- b. *Harassment, Intimidation, & Bullying*
- c. *Behavior*
- d. *Discipline Categories*
- e. *Detention*
- f. *Suspension & Expulsion*
- g. *Scholar Restraint*
- h. *Discipline of Special Needs Scholars*
- i. *Complaints Process*
- j. *Understanding and Acknowledgment*

MISSION, VISION, AND CORE VALUES

Our Mission

The mission of Newark Legacy Charter School is to develop in pre-kindergarten through eighth grade scholars the scholarship, discipline, and character necessary for them to gain entry to, succeed in, and graduate from demanding college-preparatory high schools.

Our Vision

Newark Legacy Charter School will maintain a focus on developing in scholars the competencies necessary to meet the demands of college preparatory study. Our program focuses on serious academic scholarship combined with mastery of personal discipline and development of good character. Anchored by an enrichment program in oral literacy, the rigor of our academic program equips scholars with the tools they need to excel.

Five Instructional Imperatives drive the school:

- 1) Place a premium on literacy instruction;
- 2) Hire and retain a cadre of high quality, mission-aligned teachers;
- 3) Provide substantially more time for scholars to learn;
- 4) Use a data-driven approach to plan and implement lessons; and
- 5) Employ a variety of customized daily scholar supports.

Our Core Values

Love & Literacy – Our goal is to nurture in children, a love for themselves, their families, their community and eventually, the world. We believe that love will provide scholars with self-esteem along with a healthy respect and empathy for others. As the gateway skill to college education and the hallmark of informed, productive citizenship, we actively promote and celebrate literacy each and every day.

Enthusiasm – We approach learning with lots of energy and a positive attitude. We believe that enthusiasm leads to higher achievement and a sense of joy at school.

Generosity – We believe that people thrive in places where everyone shows concern for each other’s well being. We expect scholars to be helpful to each other and to offer support whenever possible.

Ambition – We believe that ambition leads to excellence, so we insist that scholars “go the extra mile” to achieve great success. We value the ambition necessary to achieve big goals.

Committed Citizenship – The best citizens take the initiative to improve their communities, and they think about how their actions will affect others before deciding to act. We expect Newark Legacy Charter School scholars to work at ensuring the school is a safe, clean, happy place to learn, and to eventually expand citizenship ideals to allow them to make a contribution to the larger community in which they live.

Yearning (for knowledge!) - We believe that a yearning for knowledge creates and sustains a culture of continuous improvement. We care about developing scholars who want to learn more and more each day.

GENERAL INFORMATION & PROCEDURES

Newark Legacy Charter School was approved by the New Jersey Department of Education in September 2009. We offer:

- Extended Day and School Year/Monday to Thursday: 7:45a.m. – 4:00 p.m. Friday: 7:45a.m. – 2:30 p.m.
- 31/2 hours of Daily Literacy Instruction
- Teacher / Student Ratio: 12:1
- Teachers per class: 2
- Student/Computer Ratio: 3:1

The shared goal of the Board of Trustees, faculty and staff is to contribute to the expansion of high-quality educational opportunities for children in Newark, New Jersey. We all agree that an excellent education is the best weapon to combat societal inequity and the best way to provide a bright future for each of Newark's citizens. Our school's rules, policies and procedures are designed for each scholar to have a rigorous education in a disciplined, orderly environment.

Who do I call?

Our goal is to provide timely, accurate responses to all of your concerns. Please use this chart to help you to determine the best person to speak with to address a particular issue. Please call the main office at 973.374.7000. Your call will be returned within 24 hours!

Who do I call?	For what?
Ms. Tiffany Davis, Office Manager	<ul style="list-style-type: none"> ● Change in dismissal arrangements ● Bus transportation concerns or questions ● NJ Transit bus tickets ● Required forms (medical, enrollment, etc.) ● Updates in contact/escort information ● Student attendance
Mrs. Robyn Kohen, Dean of Culture PK-2 Ms. Manasse, Dean of Culture 3-5	<ul style="list-style-type: none"> ● Uniform ● Discipline ● Parent/Community Relations
Mrs. Robertson, Director of Operations	<ul style="list-style-type: none"> ● Student enrollment ● School operations (openings, closings) ● Breakfast or Lunch questions or concerns ● After School Program questions or concerns
Ms. KeLee Brown, School Leader PK-2	<ul style="list-style-type: none"> ● Questions about scholar learning ● Questions about promotion ● Questions about curriculum
Mrs. Powell, Chief Academic Officer	<ul style="list-style-type: none"> ● Questions about scholar learning ● Questions about promotion requirements ● Questions about curriculum
Ms. Hebe Schafer, School Social Worker (Pre-K -2) Ms. Elyse Ruth, School Social Worker (3- 5)	<ul style="list-style-type: none"> ● Special needs and services

	<ul style="list-style-type: none">● Student evaluations● Arranging learning resources● Direct social support for students● Family support (parenting, housing, income, health, safety, food)
<p>Mr. Ken Schultz, Executive Director As the Executive Director, Mr. Schultz oversees all aspects of the school. He is eager to communicate with families and can be reached by calling the main office at 973.642.7000.</p>	

Length of School Day for Scholars

The school day is from 7:45a.m. – 4:00 p.m. from Monday – Thursday, and 7:45 – 2:30 p.m. on Friday.

Drop-Off & Pick-up of Scholars

From 7:15a.m. to 7:45a.m., scholars should be dropped off at two locations. Pre-K4 through 2nd grade should be dropped off at our South 17th Street entrance. 3rd through 5th grade scholars should be dropped off at our S. 16th Street main entrance. Please note that school begins at 7:45a.m. *sharp*. ALL Scholars that arrive to school late, after 7:45a.m. should come in through the front of the building to the school's main entrance, **accompanied by their parent/guardian** in order for the scholar to be signed in by an adult. Those late scholars will receive an admittance pass to class with the time and date.

In efforts to improve dismissal and decrease the amount of congestion, we made several changes. For the system to work most effectively, it is vital that parents/guardians properly follow the new dismissal times. Scholars who are not enrolled in the school's afterschool programs (Targeted Academic Support (TAS) or the Lion's Den) should be picked up from the cafeteria.

Dismissals are as follows: Monday through Thursday

- Pre-K4 & Kindergarteners - 3:40 p.m.
- 1st & 2nd graders - 3:55 p.m.
- 3rd - 5th graders - 3:45 p.m.

Dismissals are as follows: Fridays

- Pre-K4 & Kindergarteners - 2:20 p.m.
- 1st & 2nd graders - 2:30 p.m.
- 3rd - 5th graders - 2:20 p.m.

After these times, families with scholars enrolled in the afterschool program may ring the bell at the main door.

All scholars will be escorted directly to or from their cars by the person picking them up from school or by Newark Legacy employees. **Scholars should never walk to their cars without an escort.** Cars should not be left unattended in front of the school nor should cars be parked in the school bus/fire lanes during dismissal.

All persons picking up a child from school must be on the child's approved dismissal list, must be at least 14 years old, and must be prepared to present identification, upon request, to school personnel.

Scholars need to be picked up in a timely manner. All scholars, who are not enrolled in the afterschool program must be picked up ***no later than 4:20 p.m.*** Scholars must be supervised at all times, staff are relieved of their duties at 4:30 p.m. *Any scholar that is picked up after 4:30 p.m. will be automatically sent to the afterschool Lion's Den program at a rate of \$10.* The Lion's Den runs until 5:30 p.m. Monday through Friday. Failure to pick up your child by the end time will result in ***charge \$1 per minute penalty*** (this will be strictly enforced). Failure to pay the afterschool charge will automatically disqualify your scholar from being sent to the program. If continuous failure to pick up your child in a timely manner, we will have to take appropriate actions.

Arrival Procedures

Doors open at 7:15a.m. Scholars should place their homework folder in the bin for their class then pick up their Food For Thought (FFT) folder or the book they are reading, and place it at their seat. They will join a line to get breakfast if they wish, and after eating they should continue their FFT packet and wait for directions for unity circle. If scholars are not eating breakfast at school, they should sit down and begin working on their FFT packet or read their book immediately.

Breakfast Procedures

BREAKFAST IS SERVED FROM 7:15AM UNTIL 7:35AM. SCHOLARS WHO ARRIVE AFTER 7:35A.M WILL NOT BE ABLE TO EAT SCHOOL BREAKFAST. PARENTS WHO INTEND FOR THEIR CHILD TO EAT BREAKFAST AT SCHOOL MUST MAKE SURE S/HE ARRIVES IN THE BUILDING BY 7:35AM.

Notification of Changes in Dismissal Arrangements

To ensure proper communication and supervision, requests for changes to dismissal arrangements should be received no later than **2:00p.m.** Monday through Thursday, or by **noon** on Friday. Last minute dismissal arrangements are a disruption to school operations and should be reserved only for genuine emergencies.

Bus Transportation

All scholars who are Newark residents residing *more than two miles* away from the school are eligible for transportation provided by Newark Public Schools, through the provision of bus tickets. Scholars who live more than 3 miles away from the school will be eligible for private school bus transportation provided by Newark Legacy "if space permits", as long as they adhere to proper bus conduct, i.e. obeying the bus driver and bus chaperones, and abiding by bus rules and procedures established by the school. **Possible consequences for bus violations: 1) Oral warning, 2) Written warning, 3) 1-Day bus suspension, 4) 3-Day bus suspension, 5) 5-Day bus suspension, 6) Permanent loss of bus rider privileges. Please note that consequences are based on severity of behavior.**

Due to the unpredictable nature of traffic and weather, bus pickup and drop-off times are approximate, though typically accurate within a 5-minute window (later or earlier than scheduled). Parents or guardians must be on time to pick up their child at their designated stop, or risk revocation of the school's bus privileges. Maximum student capacity for bus transportation is limited to 54 scholars (no exceptions).

Bus Rules & Procedures for Scholars

Procedures

1. Upon boarding the bus, greet the bus driver by saying "Good morning" or "Good afternoon".
2. Sit in the same assigned seat every single day.
3. Place your book bag (and any other belongings you have with you) in your lap as soon as you sit down.
4. Speak softly only to the person seated beside you – no one else should be able to hear your voice.
5. Remain seated on the bus until it arrives at your stop AND comes to a complete halt.
6. As you are leaving the bus, say "Thank you" or "Have a good evening" to the bus driver.

School Closings

In case of inclement weather or other conditions that may warrant school closure, local television or radio stations will provide information regarding school cancellation. Newark Legacy Charter School typically, though not always, follows the same school cancellation policies as Newark Public Schools. Newark Legacy will post updates on our website and send automated telephone messages to families regarding school closure.

Visitor Policy & Procedures

Newark Legacy Charter School welcomes visitors to our school to see our scholars at work, or to observe our teachers in action. We have an open door visitor's policy, tempered only by concerns of scholar safety and academic disruption. Any person not employed by the school or not enrolled in the school as a scholar is considered to be a visitor. For safety reasons, all visitors – including parents and guardians – are required to report directly to the Main Office to sign in and obtain a pass before moving throughout the building. Any visitor who does not report to the office, or is found in the building without authorization and a visitor's pass, will be asked to obtain a pass, or leave immediately. ***Visitors should not attempt to engage teachers, teacher's assistants, or scholars in conversation while school is in session.*** Visitors should deactivate all cell phones or other noise-making devices upon entering the building.

All visitors to the school are expected to conduct themselves in a civil manner while on the premises. Loud speech, vulgar language, or threats are considered uncivil, and offenders will be asked to leave the building voluntarily. If necessary, the School will seek assistance from law enforcement to manage any situation where a school visitor becomes particularly unruly or uncivil.

Fire Safety and Evacuation Procedures

Newark Legacy has an evacuation plan that clearly outlines appropriate procedures for safety in case of building evacuation. Evacuation drills are conducted regularly to ensure that the entire school community is familiar with the way to respond in the event of an emergency. In case of an emergency – if a scholar sees fire or smells smoke—he or she should notify an adult immediately who will take the appropriate steps to ensure the safety of all. School staff will adhere to the safety plan created in conjunction with the Newark Fire Department and posted in each room. Scholars should follow the direction of staff members who will lead scholars outside the building to a designated location, where school staff will line up scholars by class and take attendance.

Extra Change of Clothes, Lost and Found

Scholars in grades PK4-1 should have a change of clothing at school, to be used in the event that there is an accident that requires a wardrobe change. A large plastic bag with sealable opening will be provided to each scholar's family for this purpose. Failure to provide this may result in temporary, unnecessary discomfort for a scholar.

Each scholar's belongings, including clothing and books, should be marked with her/his name written with a permanent marker. Misplaced items not clearly identified will be placed with the office manager in a box in the main office where families may retrieve them. Twice yearly, unclaimed items may be donated to charity.

School Publications

Classroom Newsletters: Pre-K4-2nd Grade will be sending home weekly newsletters. 3rd Grade-5th Grade will be sending home monthly newsletters. Newsletters will include the week's/month's syllabus and classroom news.

HEALTH & WELLNESS

Newark Legacy Charter School believes that children with healthy minds and bodies are best prepared to be high achievers. As such, we have created policies that promote the health and wellness of each scholar.

Nutrition

The U.S. Department of Agriculture and the state of New Jersey have enacted policies to restrict the kinds of foods that can be distributed or served during the school day. As such, foods with little or no nutritional value should not be consumed at school during regular school hours.

Snacks & Lunches

Scholars are given a snack daily, provided by the school. These snacks meet USDA standards and are chosen based on the dual criteria of taste AND nutritional value. We expect snacks (and lunches) brought from home to meet the same criteria (please see chart below). We have contracted with **Maschios Food Service**, a food service provider committed to providing the best quality food possible prepared in a healthy manner.

**Please note that all school lunches are nut-free.*

A child may be eligible for free or reduced cost lunches. Eligibility will be determined after the appropriate form is completed, and parents will receive notification of their child's lunch status. All matters regarding free or reduced lunch are kept strictly confidential.

SNACKS ALLOWED AT SCHOOL	SNACKS NOT ALLOWED AT SCHOOL
<ul style="list-style-type: none"> ● Fruit ● Vegetables ● 100% juice (no juice drinks with corn syrup or added sugar) ● Granola bars ● Breakfast bars ● Yogurt ● Crackers ● Fruit snacks ● Applesauce ● Popcorn ● Rice cakes 	<ul style="list-style-type: none"> ● Candy ● Pastries (honey buns, donuts, Little Debbie snacks, etc) ● Cookies ● Chips (potato, tortillas etc.) ● Drinks that are NOT 100% juice ● Soda

Policy enforcement regarding foods allowed at school will occur by:

1. Confiscation of the food item (will be sent home at the end of the day).
2. Written advisory sent home to parents or guardians.

Birthday or Holiday Celebrations

During the daily Unity Circle, scholars receive special recognition on their birthday, or on the closest school day prior to their birthday. Parents may provide class treats for birthday celebrations according to the following guidelines:

- the school must receive 72-hour advance notice,
- store bought cake must be pre-cut, or single serve cupcakes and no goodie bags.
- the celebration will occur at the end of the day at 3:40 pm.
- there should be enough treats for at least *thirty* scholars in the classroom.

To minimize any health challenges that may arise from scholars eating unfamiliar foods, parents or guardians must sign a form if they wish to grant permission for their child not to partake of birthday treats or other foods brought in to the school. Please note that we cannot vouch for the ingredients in, or mode of preparation of these foods, thus parents should consider any dietary restrictions that their child (ren) might have as they make this decision.

Recess

The school values the social and physiological benefits that regular physical activity provides. As such, the school conducts a 15-20 minute daily recess period. If the temperature outside ranges between 32 degrees Fahrenheit and 85 degrees Fahrenheit, recess will be conducted outdoors. When temperatures are extremely warm or cold, or when there is inclement weather, i.e. excessive snow, rain - not mist, or hail, recess will be conducted indoors.

Please note that recess privileges are withheld for willful, significant behavioral infractions. In addition, students who do not complete the previous night's homework will be obligated to use the recess period to complete these crucial academic tasks.

School Nurse

A certified school nurse is employed by the school to conduct health screenings, promote health and wellness, dispense medications, and administer basic first aid for scholars in case of minor cuts, scrapes

or bruises at school. If a scholar exhibits serious symptoms of illness, a parent will be contacted to pick up his/her child. **It is vital that all contact information is current and accurate in order to ensure that families can be quickly contacted in case of a medical emergency.**

If medication is to be dispensed at school, we require:

- written permission from a parent or guardian,
- a detailed written statement from the prescribing physician,
- dosage amount and frequency as prescribe by the physician,
- parents to bring medications directly to the nurse's office.

Scholars with asthma or those who have the potential to experience severe allergic reactions may be able to carry and dispense their own medication. This will be determined on a case-by-case basis. Any abnormalities found during the screening process will be reported promptly to parents so that they can follow up with other health professionals as necessary.

Immunizations

New Jersey State Law mandates immunizations as a safeguard against certain communicable diseases. The law allows exemptions based on specific criteria pertaining to medical or religious reasons. Official documentation of immunization, or exemption from immunization is required upon enrollment.

Health Education

The school's health education curriculum provides scholars with the knowledge and skills to make well-informed health decisions. The curriculum covers a wide variety of topics, including human sexuality; the content of this portion of the curriculum is developmentally appropriate and is taught solely in alignment to the Common Core Curriculum Content Standards.

Parents or guardians have the right to exempt their children from any portion of a curriculum that primarily involves human sexual education or human sexuality issues by submitting written notification. A child who is exempted will not be penalized because of the exemption. The school will provide an alternative assignment for exempted scholars. Information regarding the health education curricula and related materials is available at the school.

RESPONSIBILITY AND ACCOUNTABILITY

Scholars, Parents, and Teachers

T

he success of Newark Legacy scholars will be the culmination of hard work, high expectations, and the provision of ongoing support. The school places your child at the beginning of a serious, deliberate process that will ensure them access to a promising academic future.

Attendance, Punctuality & Incomplete Days (Early Dismissal)

Regular attendance is crucial to scholar success. Scholars must be present at school, and on time to benefit from the academic program. Also, lateness robs scholars of important learning time, and is disruptive to other scholars already at school. For similar reasons, early dismissals are also of serious concern. The school expects scholars to be present and punctual *ALL day, every day*, unless there are **serious, unavoidable** circumstances preventing attendance. The school will follow up with families after every single absence, to provide help with curbing attendance problems, and to communicate the implications of poor attendance.

A scholar with more than 10 absences may be retained.

Though we code absences as “excused” or “non-excused”, please note that if your child misses school for any reason, it counts as an absence, unless the scholar is attending a school-sponsored trip away from the school’s campus. This includes absences for illness, religious observance or suspensions. We publish our school calendar well in advance of the school year, so families should use the calendar as a guide to plan medical appointments, and family outings and trips during school vacation times, teacher professional development days when there is no school for students, or at other times outside of school hours.

EXCUSED ABSENCES
● Parent phone call or written note for 1-2 days of absence.
● Student illness with official documentation from a doctor or medical facility needed when scholars are absent 3 or more days.
● Family illness or death in family with official documentation (obituary, death certificate).
● Religious observance (written explanation).
● Medical appointments (families should SPECIFICALLY REQUEST AFTERNOON APPOINTMENTS so that their child will receive their literacy and math instruction in the morning).

The school should be notified as soon as it is known that a scholar will be absent from school. If an absence is planned or anticipated, families should notify the school at least twenty-four hours in advance. When scholars return to school after an absence, they should bring documentation of the reason for the absence. Scholars are expected to make up missed work within 24 hours of returning to school.

For child safety reasons, we investigate any scholar absence for the first five days of school, or for 3 or more consecutive days during the year, if we are unable to contact the scholar’s family or obtain a

satisfactory explanation for the absences. Pending the outcome of the school’s investigation, we will consider that scholar to have withdrawn from Newark Legacy Charter School and s/he will be subsequently un-enrolled.

Number of Absences/Tardies in 1 Academic Quarter	SCHOOL’S ACTIONS
2 unexcused absences OR 4 tardies	<ul style="list-style-type: none"> ● Phone conference with Deans
3 unexcused absences OR 6 tardies	<ul style="list-style-type: none"> ● Meeting with Dean of Culture
5 +unexcused absences OR 8+ tardies	<ul style="list-style-type: none"> ● Referred to Social Worker ● Possible referral Division of Child Protection and Permanency (DCP&P (formerly DYFS)) for truancy and/or educational neglect

Scholar Supplies

Newark Legacy Charter School will provide the necessary school supplies for scholars at the beginning of the year.

Electronics and Non-Academic Items

School personnel will confiscate non-academic items brought to school, such as toys or electronic devices. School staff will confiscate phones from scholars who display, use or attempt to use a cell phone at school. A parent or guardian will have to meet with the Dean of Culture to retrieve any confiscated items.

Scholar Dress Policy

To promote an effective environment for learning and foster school unity and pride, the school has a dress policy for scholars for all regular school days. Parents should contact the school if there are ANY challenges in obtaining the school uniform. Our goal is to be as supportive as possible in this regard, as evidenced by the school’s provision of a Uniform Closet, where parents can access gently used, donated uniforms. Once school has begun, ALL students are expected to adhere to the uniform policy at all times.

UNACCEPTABLE UNIFORM OPTIONS FOR GIRLS	UNACCEPTABLE UNIFORM OPTIONS FOR BOYS
<p>The following items are not permitted to be worn to school:</p> <ul style="list-style-type: none"> ● NO headbands ● NO hats ● No dangling ● NO visible jewelry ● NO decorative wristbands ● NO neckties (red) ● NO sparkly shoes or boots 	
Females	Males

<ul style="list-style-type: none"> ● Newark Legacy Polo shirt <i>with school logo</i> (no other shirts allowed) ● Khaki pants OR Khaki skort (skirt with built-in shorts underneath) ● Black belt (shirt MUST be tucked in) ● Navy blue or black socks/tights ● Black or navy blue shoes – plain, i.e. NO additional colors, designs, lights, etc. 	<ul style="list-style-type: none"> ● Newark Legacy Polo shirt <i>with school logo</i> (no other shirts allowed) ● Khaki pants OR Khaki shorts ● Black belt (shirt MUST be tucked in) ● Navy blue socks ● Black shoes – plain, i.e. NO additional colors, designs, lights, etc.
<p>OPTION 2 – ON Physical Education Days ONLY</p> <p style="text-align: center;"><u>BOYS & GIRLS</u></p> <ul style="list-style-type: none"> ● Newark Legacy t-shirt or Newark Legacy sweatshirt ● Newark Legacy shorts or Newark Legacy sweatpants ● Black sneakers – plain, i.e. NO additional colors, designs, lights, etc. 	

RESPONSE TO NON-COMPLIANCE WITH UNIFORM POLICY
<ul style="list-style-type: none"> ● The scholar will be asked to remove forbidden items (e.g. headbands) and place it in her/his bookbag.
<ul style="list-style-type: none"> ● If an item is missing, the school will contact the scholar’s parent/guardian to bring the item to the school and they will receive a uniform violation/paycheck deduction.
<ul style="list-style-type: none"> ● The scholar will be kept out of class until such item is brought to the school and the scholar puts it on.

ACADEMICS

High standards for scholarship

Sample Schedule for Pre-Kindergarten

Pre-School Curriculum	Tools of the Mind- Promotes the development of Self regulation
Subject	Activity
Unity Circle	Scholars gather together
Opening Group	Timeline Calendar, Weather Mapping, Message of the Day, Share the News, F Fingerplays, and Songs
Story Lab	Read Aloud
Literacy/Math/Science Large Group	Teacher models activities with whole group.
Literacy/Math/Science Small Group	Teacher supports scholars in a small group to complete their independent work
Play Plan	Scholars plan their play by writing with support from the teacher and their peer
Themed Centers	Centers are aligned with the theme and scholars have a choice to play in center
Jolly Phonics/ETC-Explode the Code	Jolly Phonics is a fun and child centered approach to teaching literacy through and intervention instruction phonics program

Snack	Scholars will eat a healthy nutritious snack.
Breakfast/Lunch	Scholars will be served “family style” with an emphasis placed on creating a p promotes language development and peer-to-peer interactions.
Outside Play	Self-regulation Movement Games, Fingerplays, Music & Move Movement, Fr
Quiet Time	Scholars rest
Free Choice Play	All centers are open for play.
Dismissal	3:30

Sample Schedule for Kindergarten – 2nd Grade:

Monday-Thursday	
7:15am -7:45am	Breakfast, homework collection, Food for Thought (FFT) work
7:45 – 8:00	Unity Circle - Community rituals, announcements, curriculum review, birthday recognitions
8:00-10:00	Literacy Instruction: Phonics, Comprehension, Fluency, Vocabulary
10:00-10:20	Break - Snack & Restroom
10:20-11:30	Mathematics
11:30am-12:10pm	Lunch & Recess
12:10-12:40	Writing
12:40-1:00	Back Work/Small Group Remediation
1:00-1:30	Spanish (excluding Kindergarten)
1:30-2:00	Science
3:00-3:35	Remediation, Exploratory Activities, Academic Games & Enrichment Clubs
3:35-4:00	SMART Time/Sustained Measureable Academic Reading Time/Dismissal

Friday	
7:15am -7:45am	Breakfast, homework collection, Food for Thought (FFT) work
7:45 – 8:00	Unity Circle - Community rituals, announcements, curriculum review, birthday recognitions
8:00-10:00	Literacy Instruction: Phonics, Comprehension, Fluency, Vocabulary
10:00-10:20	Break - Snack & Restroom
10:20-11:30	Mathematics
11:30am-12:10pm	Lunch & Recess
12:10-12:30	Class Council Meeting
12:30-2:00	Social Studies
2:00-2:20	Celebration Circle
2:20-2:30	Dismissal Procedures

Grades 3-5 Each block is 75 minutes and Fridays are assessment days

Mon-Thurs.		Friday	
75 mins	Literacy Instruction	75 mins	Literacy Assessments
75 mins	Special	75 mins	Mathematics Assessments
75 mins	Mathematics	75 mins	Science Assessments
11:45am - 12:25pm	Lunch & Recess	11:45am-12:25pm	Lunch & Recess
75 mins	Writing	75 mins	Writing

75 mins	Science		2:30	Dismissal
3:30pm -3:55pm	SMART Time/Sustained Measureable Academic Reading Time			
3:55pm - 4:05pm	Dismissal			

Field Trips

A combined total of 2-4 weekday field trips will occur for each grade level each year. These off-campus excursions provide opportunities for children to engage in experiences that broaden their knowledge of the world in general, and of specific topics being studied as part of the instructional program. As part of the school’s college-preparatory mission, a college trip is always included in every grade’s schedule of excursions.

Occasionally, a child’s conduct may present such a threat to order and/or safety that the child may not be able to attend the trip. In addition, scholars may not be able to attend a field trip if he or she has excessive absences.

If a child cannot attend a trip for any reason, s/he is required to be in attendance at school to complete academic work and continue the learning process.

Chaperones

Chaperones are greatly appreciated for the contribution they make to our scholar’s learning experiences. To ensure safety, chaperones are expected to be attentive and aware, while on the bus, during transitions and at the trip’s venue. As such, chaperones may not smoke, wear headphones, have extended conversations on cellphones, or leave the group to which they are assigned.

Teachers will contact parents to request their presence as a chaperone on their scholar’s field trip. Parents have the option of accepting or declining invitation to join. In the circumstance that a scholar needs a chaperone due to the safety and well-being of that particular child, their parent **MUST** accompany them in order for them to participate. If for any reason the parent cannot accompany the scholar, the scholar may not attend the trip.

After School Programs

Scholars who are struggling significantly in Literacy or Mathematics will be asked to enroll in the **Targeted Academic Support (TAS)** program so that the school can provide the scholar with extra academic support. TAS is free of charge; it occurs daily from 3:30 p.m. to 5:00 p.m., EXCEPT for Fridays.

Subject to space availability, all Newark Legacy families may elect to place their child(ren) in **The Lion’s Den**, the school’s fee-based afterschool program. On Mondays, Tuesdays, Wednesdays and Thursdays, the program runs from 4:00p.m. – 5:30 p.m. On Fridays the program runs from 2:30p.m. – 5:30 p.m. This program **will include homework support if your scholar is not in any afterschool activity such as karate or drum**. You will receive an aftercare program schedule at the beginning of the program.

Homework

Newark Legacy Charter School assigns developmentally appropriate amounts of homework nightly and on weekends. *All homework is purposeful and important.* Scholars receive daily assignments in Literacy and Mathematics and are required to do independent reading, accompanied by a journal entry response each night. We recommend that scholars take a break in between assignments when completing homework. All homework is a week behind so that our scholars have enough classroom exposure and practice in order to complete their assignment independently or with as little assistance as possible.

Homework packets for the entire week are given to scholars Monday for grades Pre-K to 2nd and daily for grades 3rd - 5th.

Homework Considerations and Consequences:

- Monitored daily for neatness, completion and effort.
- Parent(s) will be contacted if homework does not meet the school's standard.
- Students will be required to miss recess or other discretionary time (enrichment clubs, choice time) in order to have the opportunity to complete homework.
- Homework missed due to absence remains the responsibility of the scholar. In case of absence, scholars' homework packet will be available after 10:30a.m. in the office for pickup.

The chart below shows the **approximate** workload for scholars. Weekend homework will be given; it is typically focused on literacy development and mathematics practice or on long-term projects, and study for upcoming tests.

GRADE LEVEL	READING	LANGUAGE ARTS	MATH	SCIENCE/ SOCIAL STUDIES	ENRICHMENT	TOTAL AMOUNT PER NIGHT
	POSSIBLE NUMBER OF MINUTES OF HOMEWORK PER NIGHT					
Pre-K	10	5	5	5	0	20-25 mins
Kindergarten	15	10	5	5 (2x/week)		30- 35 mins
Grade 1	15	10	10	5 (2x/week)		35- 40 mins
Grade 2	20	15	10	10	5	1 h 00 mins
Grade 3	20	15	15	10	10	1 hour 10 mins
Grade 4	30	30	30	20	10	2 h 00 mins
Grade 5	40	40	35	25	15	2 h 35 mins

Report Cards and Grading System

Sample Structure:

In Pre-School, a check system is used for reporting on acquisition of social and emotional skills:

Social/Emotional/ Physical/Academi c Skills	Meets	Approaching	Does Not Meet	Comment
	X			

In Kindergarten, a narrative system is used for reporting on acquisition of academic skills:

A – Advanced (90 – 100) **P** – Proficient (75 – 89) **APP** – Approaching (70 – 74)

NP – Not Proficient of Skill (below 70)

The school uses the following numerical grading system to report academic achievement in grades 1 through 8:

A+ 95 - 100

B 80 - 84

A 90 - 94

C+ 75 – 79

F 0 - 69

B+ 85 - 89

C 70 - 74

Effort and behavior grades are given to scholars in all grades based on the following scale:

E – Excellent **S** – Satisfactory **N** – Needs Improvement **U**- Unsatisfactory

Report cards will be distributed four times per year. Each of the four grading periods has 48 - 50 instructional days. Report cards for the 1st and 3rd semesters are issued during scheduled parent-teacher conferences. Mid quarter progress reports will be issued halfway through each grading period; they will be sent home with scholars, with the expectation that they will be signed by parents and promptly returned to the classroom teacher.

Testing

1. **STEP Assessments-** Strategic Teaching and Evaluation of Progress. Pre-K- Kindergarten through third grade scholars will be given literacy assessments at least once a quarter, or more, depending on their level of progress. Scholars in third grade or above who are reading below grade level may also be required to take these assessments.
2. **F&P Assessments-** The Fountas & Pinnell Benchmark Assessment System (BAS) seamlessly and gracefully links assessment to instruction along The Continuum of Literacy Learning. This comprehensive system for one-on-one assessment reliably and systematically matches students' instructional and independent reading abilities to the F&P
3. **Interim Assessments.** To demonstrate regular scholar progress throughout the year, and to address scholars' on-going academic needs, Newark Legacy Charter School administers interim assessments at the end of each quarter. These assessments are developed internally based on the school's expectations for what each scholar should know and be able to do at the end of each grade level.
4. **NJ ASK- New Jersey Assessment of Skills and Knowledge.** In accordance with state law, Newark Legacy Charter School scholars will take the NJ ASK in Reading, Mathematics in third through eighth grade. Scholars in fourth and eighth grades will also take the NJ ASK in Science.
5. **MAP- Measures of Academic Progress.** Is a computer adaptive assessment **test**, provides educators with the detailed information they need to build curriculum and meet their students' needs

6. **ANET- The Achievement Network.** (ANet) is a nonprofit that helps schools strengthen their practice and culture of using standards and data to accelerate student learning in underserved communities. We work alongside school leadership teams to establish the structures and practices necessary for a successful transition to the Common Core.

Promotion Policy

Newark Legacy considers various indicators to determine your child’s readiness for the next grade. Reading proficiency at grade level standard, attendance record, and overall academic performance are the primary considerations in this regard.

Regardless of grade level, Newark Legacy scholars with more than 10 absences over the course of one academic year may be retained. Ten absences equate to 5% of the academic year. This level of absence undermines our academic program, detracts from disciplined work habits and prevents scholars from becoming fully committed to their own education. For these reasons, Newark Legacy places a premium on regular, punctual attendance.

For scholars in kindergarten through fifth grade, Newark Legacy Charter School will use two different measures to assess readiness for the next grade. Progress on the STEP assessment and on the Fountas & Pinnell grade level equivalencies for A-Z leveled readings will be used to measure adequate scholar progress. If a scholar shows inadequate progress on these measures, s/he will be required to attend our Summer Academy. Scholars will be assessed at the end of Summer Academy to determine if adequate progress has been made.

Specific provisions of an Individual Education Plan may amend promotion or retention criteria, on a case-by-case basis.

CODE OF CONDUCT

Standards for discipline

Newark Legacy Charter School is committed to providing a safe and orderly environment in which scholars can improve their academic achievement. The school celebrates positive behavior at every opportunity, including public recognition of scholars and “Kudo Calls” home to families. Behavior that violates the school community’s clearly defined standards for acceptable conduct will not be tolerated. There will be an age-appropriate consequence intended to redirect behavior and to promote safety and order.

Scholars will sign and the contract noted below on the first day of school. Contracts will be kept on file and referred to by Deans and/or teachers to ensure scholar reflection of expected behaviors, according to the school’s LEGACY values.

School Wide Contract	Classroom Contract: <ul style="list-style-type: none">• Developed with teachers and scholars
-----------------------------	---

<p>LOVE</p> <ul style="list-style-type: none"> ● I <u>use</u> my words and my smile to send warm, caring messages to others. ● I <u>use</u> my hands to help, not to hurt. 	<p>LOVE</p> <ul style="list-style-type: none"> ●
<p>LITERACY</p> <ul style="list-style-type: none"> ● I <u>read</u> each day at school, and at home. ● I <u>write</u> carefully to express my ideas in my journals and notebooks. ● I <u>speak</u> clearly and I use new words from my growing vocabulary. 	<p>LITERACY</p> <ul style="list-style-type: none"> ●
<p>ENTHUSIASM</p> <ul style="list-style-type: none"> ● I show that I am eager to learn. ● I focus on my assigned work; I am not disruptive. 	<p>ENTHUSIASM</p> <ul style="list-style-type: none"> ●
<p>GENEROSITY</p> <ul style="list-style-type: none"> ● I help my classmates without asking for anything in return. ● I say kind words to my teachers and do kind things for them. 	<p>GENEROSITY</p> <ul style="list-style-type: none"> ●
<p>AMBITION</p> <ul style="list-style-type: none"> ● I excel in school; I don't just "pass". ● I strive to improve on my work each day. 	<p>AMBITION</p> <ul style="list-style-type: none"> ●
<p>COMMITTED CITIZENSHIP</p> <ul style="list-style-type: none"> ● I keep my work area and my cubby neat and clean. ● I will try to fix a problem to make it better, EVEN if I'm not the one who messed it up. ● I treat others as I would like to be treated. ● I follow the behavior rules of my school/bus, EVEN when no one is watching. 	<p>COMMITTED CITIZENSHIP</p> <ul style="list-style-type: none"> ●
<p>YEARNING (for knowledge!)</p> <ul style="list-style-type: none"> ● If I'm absent, I make up missed work. ● If I don't understand my work, I keep trying until my teacher comes to help me. ● I try to learn new things each day. 	<p>YEARNING (for knowledge!)</p> <ul style="list-style-type: none"> ●
<p>Scholar Signature: _____</p>	<p>Scholar Signature: _____ Teacher Signature: _____</p>

Harassment, Intimidation and Bullying

Harassment, intimidation and bullying create an unsafe learning environment and violate the tenets of good character – a core pillar of our school. We enact Newark Legacy’s discipline policy to combat this behavior, in compliance with all applicable New Jersey statutes and laws. Bullying acts may take the form of gestures, speech, written communication, physical acts or electronic communication. These

acts are punishable if they take place on the main school campus, at a school event or function away from school grounds, on a school bus, or through an electronic medium. Further, the school will issue a consequence for scholars who are aware of acts of harassment, intimidation or bullying and fail to notify school personnel.

Behavior

Behaviors vary in intent and impact. The impact of any behavior, coupled with the behavior’s intent drives the scholar discipline policy. The discipline policy is developmentally appropriate, recognizing that children in the elementary grades are developing self-discipline and self-control. So, behaviors are classified in categories using a tiered structure of behavior classification, in conjunction with progressive sanctions.

Discipline Categories

● **Violations:**

These are minor disruptive behaviors that are silly or immature or in nature or moderately disruptive behaviors that are rude or malicious and show disregard of established school rules. These behaviors may reflect a scholar’s failure to remember an established school rule. They have the potential to cause physical or emotional harm. Examples of these behaviors and possible consequences are included on the Disruptive Behavior Classification Grid ©.

● **Referrals:**

These are major behavior infractions that present a serious threat to the physical or emotional safety or wellbeing of any member of the school community. These behaviors warrant a serious consequence such as suspension, as well as counseling and a mandated parent conference. Examples of these behaviors and possible consequences are included on the Disruptive Behavior Classification Grid ©.

Newark Legacy Charter School instills a rigorous core curriculum and high expectations for performance and behavior; to make students believe they should attend college and can succeed there.

Kickboard Paycheck System:

The Paycheck Program is a system of rewards, incentives and punishments that shape scholars behavior by issuing weekly “paychecks” good for field trips, field day, prep rally, and any incentive based activity. “Pay” is debited for misbehavior; parents must endorse the checks before they can be spent, thus ensuing they’re aware of their child’s conduct.

The school credits the Paycheck Program with helping to create the school’s high expectation for scholar behavior, which underlies academic progress.

Below you can find the violations and referrals that will result in paycheck deductions:

	Behavior Grid:	
NLCS	#’s:	Progressive Consequences:

<p>Violation:</p>	<ol style="list-style-type: none"> 1. Making noise (talking, laughing, humming, singing, banging or other sound) during a designated silent period. 2. Non-verbal communication during a designated silent period (pointing, winking, eye-balling etc.). 3. Consuming food during class, or hiding food (in desk). 4. Getting up from a seat without permission. 5. Off-task behavior during academic time. (Not participating in class assignment, distracted by self/other) 6. Passive observances or knowledge of bullying. 7. Laughing at a scholar or staff. 8. Horseplay. 9. Engaging in inappropriate behavior in the restroom (e.g. playing, crawling around, using excessive soap). 10. Refusal to work, or deliberate poor-quality completion. 11. Anger displays (pouting, teeth sucking, eye-rolling, foot stomping, making fists, heavy breathing, spitting, sticking tongue out, throwing items, etc.) 12. Speaking rudely to other scholars or staff. 13. Using a computer inappropriately by playing or being inattentive to the assigned task. 14. Lying. 15. Refusal to respond to teacher’s directives. 16. Unprepared for class. 17. Passing notes to another scholar during academic time. 	<ol style="list-style-type: none"> 1. Non-verbal warning (2 for K-2/ 1 per teacher for 3-4) 2. Check 3. If scholar receives a color change before lunch – lunch detention (no recess) 4. If scholar receives color change after lunch – detention
<p>Referral:</p>	<ol style="list-style-type: none"> 18. Leaving adult supervision without permission (not arriving where scholar was sent, wandering around building) 19. Any violation that occurs on a school bus. 20. Copying someone else’s work. 21. Use of electronic devices on school grounds or school bus (i.e. cellular phones, games, etc.) 22. Inappropriate touching, gesturing, looking, speaking, drawing, or writing that causing any person to feel uncomfortable. 23. Using abusive, profane or vulgar language. 24. Theft of scholar, school, or staff property. 25. Defacing or damaging school property. 26. Any deliberate act of a verbal or motioning threat, or other act that causes harm to an adult. 27. Any act of bullying directed to another scholar – verbal or motioning threat, jeering, etc. 28. Using a computer inappropriately by accessing prohibited websites. 29. Intentional exposure of a private body part. 30. Participating in a fight, as aggressor or respondent. 31. Possession of any weapon, ammunition, prohibited or controlled substance. 32. Harassment or negative differential treatment based on race, color, religion, disability or any other category protected by the New Jersey Law Against Discrimination. 33. Use of any weapon, form of ammunition, prohibited or controlled substance. 	<p>*All offenses in the Referral category will result in the scholar receiving an automatic <u>red</u>. NLCS School administration may be obligated to notify law enforcement or immediately expel scholars depending on the severity of the infraction in this category.</p>

Lunch Detention or In School Suspension

Scholars may be required to serve lunch detention or In School Suspension if they fail to meet school expectations. Scholars will be completing classwork or independent work during the time they are serving detention or suspension.

Out of School Suspension & Expulsion

The scholar will be removed from class, following which the scholar's parent or guardian will be notified of the incident by a representative of the school. Families will receive written notification of suspension, and a family representative may be asked to meet with the Dean of Culture before the scholar's reentry.

The role of the Board of Trustees in Suspension and/or Expulsion

The Dean of Culture or the designee has the authority to suspend and/or expel scholars in the following four circumstances:

1. Scholar possession of a dangerous weapon;
2. Scholar possession of a controlled substance;
3. Scholar assault of educational personnel; or
4. Scholar charged with or convicted of a felony.

Expulsion for all offenses except for the four listed above, must involve the Board of Trustees. Expulsion shall be defined as permanent exclusion from Newark Legacy Charter School. Upon receipt of the expulsion decision from the Executive Director, the Board of Trustees will consider the expulsion of a scholar to ensure procedural compliance. In addition to procedures approved by the Trustees, the following will apply:

1. The Executive Director may commence an expulsion proceeding before the Trustees by providing the Board with notice of the reasons for the expulsion.
2. Prior to any decision by the Trustees to uphold the expulsion of the scholar, the scholar will be provided with written notice of the following:
 - a. Charges and a statement of the evidence;
 - b. Date, time, and place of a hearing;
 - c. Notice of the right at the hearing to:
 - i. be represented by legal counsel (at the scholar's/parent's own expense)
 - ii. present additional or new evidence not already presented or reflected in the record
 - iii. confront and cross-examine witnesses
3. Hearings to consider the expulsion of a scholar will be held in executive session unless the scholar or parent requests an open hearing.
4. A scholar and/or parent, upon request, will have the right to review the scholar's records in accordance with the New Jersey Scholar Records Regulations or other applicable law.
5. The decision by the Trustees will be in writing and the controlling facts upon which the decision is made will be stated in sufficient detail to inform the parties of the reasons for the decision.

Scholar Restraint

Newark Legacy’s Code of Conduct prohibits corporal punishment. Use of force is allowable only if it is necessary for school personnel to protect scholars, other persons, and themselves from harm by a scholar. When such harm has occurred, the Executive Director shall file a detailed report of the incident. All personnel authorized to administer any forms of restraint shall be trained annually.

Discipline of Special Needs Scholars

Federal and state law provide certain procedural rights and protections relating to discipline of scholars who have been identified under such laws as having special needs based upon a disability. A copy of these rights may be obtained from the Executive Director.

Complaint Process

Both the School and the Board work in conjunction with one another to hear and resolve any complaints. If a problem arises, both the School and the Board encourage the complainant to address the problem directly with the staff member(s). If the complainant is dissatisfied with the proposed resolution by the appropriate faculty or staff member, a meeting should be scheduled with the Dean of Culture. If no resolution has been reached, the Board requests a written complaint be submitted to the Board Chairperson who will try and resolve the situation.

If an individual believes that the school has violated any provision of the charter school law or regulations, he or she may file a formal complaint with the Board of Trustees. After receiving the complaint, the Board will send a written response to the individual within 30 days. If the Board does not address the complaint to the individual’s satisfaction, the individual may submit the complaint to the Commissioner of Education.

STATEMENT OF UNDERSTANDING AND ACKNOWLEDGEMENT OF RECEIPT
Newark Legacy Charter School

I have received and read a copy of Newark Legacy Charter School’s Scholar and Family Handbook for 2014-2015. I understand the procedures, rules and regulations of the school. I understand that over the course of the year, there may be amendments made to the handbook; the school will provide details of any such amendments in writing, and I will be expected to acknowledge receipt of such amendments. I also understand that I may contact the school’s main office during regular business hours, to speak with the Executive Director, or his/her designee regarding the school’s procedures, rules and regulations.

1st Scholar’s Name & Grade in 2014-2015 Parent’s/Guardian’s Name

2nd Scholar’s Name & Grade in 2014-2015 Parent’s/Guardian’s Signature

Date

Date

