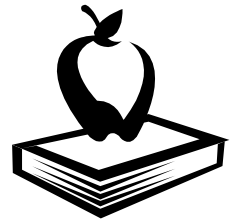


STUDENT/PARENT HANDBOOK & SCHOOL/PARENT/STUDENT COMPACT



Revised
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ACKNOWLEDGEMENT PAGES ARE ATTACHED TO THIS HANDBOOK FOR YOU TO SIGN AND RETURN TO THE SCHOOL INDICATING THAT YOU HAVE READ AND AGREE TO ABIDE BY SCHOOL PROCEDURES.

PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to the Robert Treat Academy. The faculty and staff join me in saying we're happy to have you as part of the Robert Treat family. We hope this will be a successful and satisfying year for all of you.



The pages of the handbook are filled with important information regarding school policies and procedures. I suggest that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. We feel that open and clear communication between school and home is important to the success of our educational program.

We expect your participation and adherence to school policy during the school year. Your child's enrollment in the Academy requires your membership in the Parent Council and your attendance at monthly meetings. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

Theresa Aduvato

Theresa Aduvato

Principal

What is a charter school?

Charter schools are privately-run public schools established by founders under a mission statement and are governed by a board of trustees.

"In January 1996, Governor Whitman signed the *Charter School Program Act* into law and the first applications were submitted that August. The Commissioner of Education grants charters to successful applicants every January. New Jersey became the 20th state to allow for the establishment of charter schools. As of January 2009, there were 62 approved charter schools operating in the state serving more than 20,000 students in kindergarten through grade 12.

Charter schools have proven to be a welcome option for many parents. The charter school program enables teachers, parents, community leaders, private entities, and institutions of higher education to take the lead in designing public schools that will provide unique and innovative approaches toward achieving high academic success."

From the New Jersey State Department of Education website.

AN OVERVIEW

Robert Treat Academy Charter School has two facilities. The original building is located in the North Ward of Newark, New Jersey, and the second facility, Robert Treat Academy CENTRAL, which opened in August of 2009, is in Newark's Central Ward. The concept for the Academy originated with The North Ward Center, Inc., its "Founding Organization". The Academy operates as a public school under a charter from the New Jersey Commissioner of Education. Robert Treat Academy is governed by a Board of Trustees and administered by Principal Theresa Adubato.

In 2010-2011 there will be 525 students attending Robert Treat Academy's two facilities in grades kindergarten through eight. There will be three kindergarten classes, three first grade classes and three second grade classes in 2010 and one additional class will be added each year at RTA CENTRAL. This year, grades 3 through 8 will consist of two classes of approximately 25 students. The Academy is organized with a seven-hour day and an eleven-month school year. Our high quality program follows the Common Core Standards in Language Arts and Mathematics and the MK Core Curriculum Content Standards in Science, Social Studies, the Arts, Physical Education/Health, technology and World Language (Spanish as a foreign language). Additionally, before school care from 7:30 A.M. and an extended school day (until 5:30 P.M.) accommodate working parents and provide time for extra curricular activities.

MISSION STATEMENT

The Robert Treat Academy offers children an opportunity to learn and grow in a safe and stimulating academic environment in which the core subjects of language arts, mathematics, science, technology, social science and world language are bonded to the values of self-worth, respect for one another, one's community, state and nation.

Students, parents, staff and adult community members all play critical roles in the Academy, a total involvement institution. Parent participation, year-round learning and cultural experiences demonstrate to all that success, hope and perseverance are habits just as caring, compassion and fairness are habits.

The Academy nurtures total commitment to high academic standards, socially acceptable behavior and a recognition that all individuals are created equal and must be given an equal educational opportunity.

ADMISSION POLICY

Robert Treat Academy Charter School is open to all students on a space-available basis and does not discriminate in its admissions policies and practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as an individual with a disability, proficiency in the English language, gender, color, race, creed, national origin, religious persuasion, sexual preference or political belief. Robert Treat Academy Charter School complies with applicable state and federal anti-discrimination statutes and seeks the enrollment of a cross section of the community.

To be admitted to kindergarten, a student must be five years of age by October 1st. Entering students must present evidence of having all required inoculations and meet any other requirements of law. Students must show evidence of Newark residency and be enrolled in the Newark Public Schools to be eligible for enrollment at Robert Treat Academy.

A lottery is required if the number of applicants exceed the number of seats available for kindergarten. In accordance with the New Jersey Charter School Act, siblings of existing Academy students may apply for preference in the enrollment process prior to the lottery. The maximum number of new kindergarten students is dependent upon the number of graduating eighth graders each year. If fewer children apply than there are seats available, all eligible students will be accepted. If the number of applications exceeds the number of available seats, a lottery must be administered and names will be drawn randomly to fill the kindergarten openings not filled by siblings. If more siblings apply than seats exist for enrollment in the Academy, a lottery will be held to determine which siblings gain entrance.

ADMISSION POLICY— CONTINUED

A waiting list will be formed at the time of the drawing from the students whose numbers were not chosen in the lottery. These students, taken in numerical order, will fill any openings which occur after the lottery is held. Admissions are limited to grades kindergarten through eight. Once admitted to Robert Treat Academy Charter School, a student has the right to continue to attend in the following years until grade eight.

AFTER SCHOOL SNACK PROGRAM

Students who are enrolled in the Extended School Day Program will receive a healthy snack which includes milk or juice and fruit, yogurt or cookies each day at the beginning of the program.

ATTENDANCE

Students build lifelong habits during their elementary school years. Young children must depend upon their parents to bring them to school on time each day. Having a good attendance record and being on time are habits which the Academy encourages and expects of all students— but we need your help.

Students are required by New Jersey State law to be in school on time unless they present legal excuses such as illness, death in the family, special religious observance, special medical or court appointment, etc. They may not be absent for reasons such as babysitting, going shopping or similar excuses.

All children who have been absent must present an excuse written by a parent or guardian when they return to school. Absences of three or more days require a doctor's note. The excuse must state the student's full name, the date(s) of absence and a specific reason for the absence. Parents should call to notify the school office by 8:30 a.m. on the day of absence. The school secretaries will contact the families of those children who are not present and who have not notified the school of absence.

It is imperative that all parents keep their personal information (telephone numbers-home, work, cell, beeper and the number of an alternate contact person) up to date. Emergency Information Forms are submitted to all families at the beginning of each school year. Parents must complete and return these forms even if there have been no changes. Parents are also required to notifying the office when there are changes made during a school year to their address or telephone number or the numbers listed for their emergency contact people.

BEFORE CARE & BREAKFAST PROGRAM

The founders of the Robert Treat Academy understood that many parents work today and that they require a safe place for their children both before and after school. The Academy makes an extended school day program available to its families at reasonable rates. These programs are for Robert Treat Academy students only and are not open to the public. The cost for the Before Care Program is \$2.00 per day. Prior to the start of each year, parents receive an enrollment form for Before Care. Payments are due **by the first day of each month in advance**.

The school day begins promptly at 8:30 a.m. Students may begin arriving at 8:15 a.m. If you drop your child off before 8:15 a.m., you must enroll him/her in the Academy's Before Care Program. Students in the program may arrive as early as 7:30 a.m. **NO STUDENT SHOULD EVER BE DROPPED OFF BEFORE 7:30 A.M.**

No one is here to care for them before that time. Robert Treat Academy offers breakfast each morning. Student eligibility for the free and reduced breakfast program is determined when parents complete the National School Lunch Program application. Full cost breakfast is \$1.75 and reduced cost breakfast is \$.30 per day.

CELLULAR TELEPHONES AND PAGERS

The Board of Trustees' policy prohibits students from bringing cellular telephones and pagers to school. Cellular telephones and pagers will be held in the main office and will be released only to parents.

DRESS CODE

All uniform components (including pants) must be purchased from the vendor designated by the Academy.

The founders of the Academy believed that requiring students to wear school uniforms would contribute to the desired culture of the school. Therefore, it is **mandatory** that uniforms be worn by all students daily. Student uniforms should be clean, pressed and well cared for and students should observe the practices of good personal hygiene.

ROBERT TREAT ACADEMY SCHOOL UNIFORM

Boys' Uniform, Grades K—3	Green trousers, green sweater with school logo, white polo shirts (both long/short sleeved) with school logo, green socks, green belt, approved black school shoes.
Boys' Uniform, Grades 4—8	Khaki trousers, green sweater vest with school logo, white long or short sleeved button down oxford cloth dress shirt, plaid necktie, green socks, black belt, approved black school shoes.
Girls' Uniform, Grades K—3	Green plaid jumper with school logo, white long or short sleeved blouse, green bow tie, green sweater with school logo, green socks or tights, approved black school shoes. Optional: Khaki pants and sweater vest with white shirt and tie may be worn from November to March only.
Girls' Uniform, Grades 4—8	Green plaid skirt, white long or short sleeved blouse, plaid necktie, green weskit (vest), green cardigan sweater with school logo, green socks or tights, approved black school shoes. Optional: Khaki pants and sweater vest with white shirt and tie may be worn from November to March only.
Gym Uniform — All Students	White school t-shirt with logo, green shorts with logo, school approved socks. All students are required to wear sneakers with laces or hook and loop (Velcro) closures. Sneakers with platform soles or mule type (backless) sneakers are not permitted.
Footwear	All students are required to wear school approved footwear - black tie or buckle shoe. Shoes are available from the school uniform supplier.

Students may not make any changes to the Academy's uniform. **Hats or head coverings are not permitted in school.** Exceptions required for religious or medical reasons must be discussed with the Principal. **Jewelry, perfume, and make up are not permitted in school.** All students will need a book bag or backpack. Students who bring their lunch to school will require a lunch box or lunch bag.

All student property including clothing, outerwear (coats, hats, scarves, gloves, etc.) should be clearly marked with the student's name. Although, the school maintains a lost and found, items can be kept only for a limited time. **Students should not bring toys or games to school.** **The Academy is not responsible for lost or stolen personal property.**

EXTENDED SCHOOL DAY PROGRAM

The Robert Treat Academy provides many services to students during the Extended School Day. We believe that students should not miss classroom instruction because they require an enhanced learning program or services like speech or occupational therapy. These services are provided at the end of the regular school day. If your child is a candidate for an enhanced learning program, you will be contacted by your child's teacher or the principal and a schedule will be worked out with you for your child's participation in the extended school day.

We also conduct many enrichment activities during the extended school day. Parents who require after-school care for their children, must enroll them in this program. Some of the remedial services are listed below.

SPEECH THERAPY	OCCUPATIONAL THERAPY	PHYSICAL THERAPY	READING RECOVERY
GUIDED READING	TUTORING	COUNSELING	WILSON READING
LANGUAGE ARTS ENHANCED LEARNING PROGRAM		MATHEMATICS ENHANCED LEARNING PROGRAM	

If your child is participating in one of the after school enhanced learning programs, he or she must be picked up at the end of their session or the child must be enrolled in the Extended School Day Program.

Students who are participating in an enrichment activity or club should not be picked up until 5 p.m. when the club ends. The cost of the Extended School Day Program is \$9 per day. At the beginning of the school year, you will receive an enrollment form for the Extended School Day Program. **Payments are due before the first day of each month in advance.** Parents will be called to pick up their children if they have not submitted an enrollment form and/or payment.

THE PROGRAM ENDS PROMPTLY AT 5:30 P.M. EACH DAY. PARENTS WHO ARE UNABLE TO BE HERE BY 5:30 P.M. SHOULD NOT ENROLL THEIR CHILDREN IN THIS PROGRAM OR SHOULD MAKE ARRANGEMENTS TO HAVE THE CHILD PICKED UP BY SOMEONE WHO CAN BE HERE BY CLOSING TIME.

STUDENTS ENROLLED IN REMEDIATION CLASSES ARE NOT TO BE PICKED UP BEFORE 5:00 P.M.

A LATE FEE OF \$5 FOR EACH 15 MINUTES WILL BE CHARGED TO PARENTS WHO ARE LATE. CHILDREN WHO ARE HABITUALLY PICKED UP LATE WILL NOT BE PERMITTED TO REMAIN IN THE PROGRAM. PLEASE BE COOPERATIVE—REMEMBER, OUR STAFF MEMBERS HAVE FAMILIES, TOO AND THEY NEED TO LEAVE ON TIME.

GRIEVANCE PROCEDURE

The administrative staff of the Academy encourages communication with parents through its open door policy. Parents have access to the staff through personal visits, telephone and e-mail contact. We believe that parent concerns should be addressed immediately and have made every effort to provide Academy families with a variety of other methods of communication including our monthly school-wide and classroom newsletters, monthly parent meetings, and classroom visitations and parent conferences. The monthly school newsletter includes a form for communicating directly with the principal about any issue of concern.

In the event that a parental concern or issue cannot be addressed through any of these methods, the founders of the Robert Treat Academy included the following procedure for handling of grievances in its charter application.

Three parents (and one alternate) and three teachers (and one alternate) serve as a grievance committee. Forms for the submission of a grievance are available in the school office and may be mailed or turned in to the school secretary. Grievances will be submitted first to the Academy principal. If a grievance cannot be settled at this level (by the principal), the Grievance Committee will be convened within 15 days of the date of the submission of the grievance. The committee must prepare its recommendation (which may include testimony from the complainant as well as from the person about whom the grievance has been made) and submit it to the Board of Trustees within 15 days. At the next meeting of the Board of Trustees, the grievance will be placed on the agenda by the Board Secretary for disposition by the Members of the Board. The person filing the grievance will be notified of the meeting date and time and, if they do not attend the meeting, of the disposition of the grievance.

HEALTH REQUIREMENTS

Immunizations: "No Shots, No School!" All students entering school for the first time are required to have proof of immunization against diphtheria, pertussis (whooping cough), tetanus, polio, measles, mumps, rubella, and Hepatitis B. A vaccine for Meningitis is required for all students entering grade 6.

Students will be screened annually by the Academy's full-time school nurse. Their vision, hearing and blood pressure, will be checked and their height and weight will be measured. They will also be checked for dental and oral health and screened for scoliosis at age ten. Appropriate forms are submitted to parents in advance for approval of these procedures. Each child must be examined by a physician once a year. You must submit proof of a physical exam by your family doctor each year.

HOMEWORK

The following guidelines are used in determining the minimum length of nightly homework assignments:

Grade K	5-10 minutes
Grade 1	10-20 minutes
Grade 2	20-30 minutes
Grade 3	30-35 minutes
Grade 4	40-45 minutes
Grade 5	50-60 minutes
Grade 6-8	60-90 minutes

HONOR ROLL AND PRINCIPAL'S LIST

Being named to the Principal's List is the epitome of academic achievement at the Robert Treat Academy. However, not everyone can achieve this high honor. Student's are required to attain all A's in the Major Content Areas consisting of Reading and Language Arts, Mathematics, Science and Social Studies. They must earn only A's and B's in all other subjects. The Personal Development area of the report card must contain all 1's.

Making the Honor Roll is attainable by most if not all of our students. All children are encouraged to try to make the Honor Roll every marking period. Students must earn only A's and B's in the Major Content Areas, consisting of Reading and Language Arts, Mathematics, Science and Social Studies. They must also earn mostly A's and B's in all other subject areas. Only one C may be earned in a minor subject. The Personal Development area of the report card must contain only 1's and 2's.

INCLEMENT WEATHER/SCHOOL CLOSINGS

Robert Treat Academy makes a decision to close for inclement weather based only on severe conditions. School Closing Announcements are made in the following manner between 7 a.m. and 9 a.m.

If you have Internet access, check our website at www.RobertTreatAcademy.org for information.

You can also watch the School Closing information for Robert Treat Academy at one of the following:

On Network Television—Channels 2, 4, and 5

On Cable Channel 12—On the NJ News Program

You may also call the Academy although no one will be at school to take your call, a recorded message will tell you that school is closed.

INTERIM AND PROGRESS REPORT CARDS

In keeping with our belief that parents need access to information and contact with the school on an ongoing basis in order for their children to succeed, Interim Reports and Progress Report Cards are distributed a total of ten times per year. A schedule for distribution of report cards is set by the Principal at the commencement of each academic year and is sent home to parents during the first week of school each August.

LIBRARY RULES

Robert Treat Academy has a fully equipped library for the use of its students. Pupils may take books out of the library for a period of up to two weeks. To encourage students to be responsible for returning books on time, fines are charged for books returned after their due date .

Students are also held responsible for making sure that the books they borrow are returned in good condition. If a book is lost or returned in damaged condition, the parent of the student who checked out the book will be charged for its replacement cost.

Library fines are currently \$1 per day per book. Charges do not accrue on days when school is closed.

MEDICATION

Robert Treat Academy teachers and staff members are prohibited from providing or administering medication, including aspirin or other over-the-counter medicines, to any student even with parental permission. The school nurse/or an administrator must administer or oversee the self-administration of all medications. Students are not permitted to bring over-the-counter medications to school.

Students needing occasional prescription medications, such as penicillin, etc., for colds, ear aches and sore throats, are to take these medications at home if at all possible. Medication that is prescribed for three (3) doses per day can be given before the student comes to school, after school, and again at bedtime.

If a **prescription medication** MUST be given at a time when the child is in school, it must be delivered personally by the parent to the school nurse, and accompanied by written authorizations from both the parent or guardian and the prescribing physician. This authorization must include the name of the medication, instructions for its administration (times, dosages, etc.) and any possible side effects.

PROGRAMS AND SERVICES

Full-Day Kindergarten
Before Care Program
Children's Literacy
Computer Assisted Assessment
Early Literacy
Instrumental Music Lessons
Physical Education
Speech Language Services
Guided Reading
Johns Hopkins Center for Talented Youth

Art
Healthy Lifestyles Program
Child Study Team Services
Counseling
Extended School Day
Parent Council
Project Pride
Just One Soccer
Student Newspaper
Language Enrichment

Saturday Academy
Orton-Gillingham Reading
Computer Assisted Instruction
Chorus
Orchestra
Basketball—Boys & Girls
Reading Recovery
Technology Club
Wilson Reading

PROMOTION/RETENTION POLICY

In all matters pertaining to promotion/retention, the best interest of the student will be the only consideration. A student may be considered for retention whose school performance does not qualify him/her for promotion. Areas to be considered when making the decision include but are not limited to:

- a. Report card grades-academic
- b. Report card grades-social/behavioral
- c. Attendance
- d. Assessment results
- e. Maturation indicators
- f. Teacher judgment

The parent/guardian of a student being considered for retention will be informed of such consideration during a formal parent conference prior to April 1st of the academic year. If a probationary period is established by which time a final decision is to be made, the date will be conveyed to the parent/guardian. If improvement is to be monitored during this period, the activities to be monitored will be shared with the parent/guardian. A conference will be scheduled with the parent/guardian following this date. In certain circumstances, a child study team consultation may take place to assist with the decision.

Probationary promotion is an option that may be considered for certain students. Following the scheduled remediation and reassessment of progress, a decision would be made to reconfirm the promotion or retain the student in the previous grade. While every effort will be made to involve the parent/guardian in the discussions leading to a decision regarding retention/promotion, the final decision lies with the Academy.

SATURDAY ACADEMY

Robert Treat Academy provides instruction on Saturday mornings for grades 3 through 8. These classes begin in the fall and run through spring. Parents will be notified when classes will begin and end. Attendance is required for all students in the participating grades.

SCHOOL BREAKFAST & LUNCH PROGRAMS

The Robert Treat Academy Charter School participates in the National School Breakfast and Lunch Programs. These programs make nutritious breakfasts and lunches available to students at reasonable prices. At the beginning of **each** school year, parents must complete an application for these programs. Each household must complete one form listing all of their children who are students at the Academy even if you do not want to apply for the breakfast or lunch programs.

These forms are reviewed by the administrative staff to determine if your family qualifies for free or reduced price meals. You will be notified of this determination in October of each school year. You will also be notified of the price structure for meals each year.

As the school year begins you will receive an enrollment form for the breakfast/lunch program. Once you complete this form your child will remain enrolled in the program(s) until you notify the office that you wish to make a change. Each month you will receive a menu for the next month along with an invoice. Your payment must be received before the first day of each month so that we can order meals for your child.

Once your payment is received, it is entered in your child's account. Meal service is tracked using a biometric scanner. The cost of meals is deducted from your payment every time your child eats. Letters are sent home monthly to notify you of your child's participation and of any balance you owe for meals consumed.

If your child has any food allergies, you must notify the school nurse and the office. There is also a place for you to record this information on the Academy's Emergency Information Form. If you have any questions or problems filling out the application for the National School Lunch Program, or making your lunch order, please call the office.

Of course, students may also bring their lunch to school. All lunch boxes or bags should be marked with the student's name and classroom. Do not send glass bottles, jars or containers or metal utensils. The school does not have the personnel or equipment needed to prepare frozen food or heat up lunches for the children. Please send nutritious food, like a sandwich, fruit, and juice. Lunches should not be delivered during the school day. Children should bring lunch with them when they come to school. **Federal nutrition standards for children discourage fast food meals for children. Please do not bring these meals to school either.**

SCHOOL HOURS

School begins each day promptly at 8:30 A.M. Students may arrive between 8:15 and 8:30 unless they are enrolled in the Before Care Program. **No student may ever come earlier than 7:30 a.m.** Students who arrive after 8:30 will not be admitted to Morning Exercises and will be marked tardy on their Report Card. The Academy's school day includes a staggered dismissal time. Classes end as follows:

Kindergarten & 1	Dismissal is at 3:00 p.m.
Grades 2 and 3	Dismissal is at 3:15 p.m.
Grades 4 through 8	Dismissal is at 3:30 p.m.

STUDENT DISCIPLINE

This policy is sent home at the beginning of each academic year so that it can be reviewed by both parent and student. Parents are asked to discuss the policy with their children. Both parents and children are required to sign and return the acknowledgement sheet to school in a timely fashion. This policy was written so that it affords every student guidance in making good decisions about his or her behavior and offers them an opportunity to learn in a positive, nurturing classroom environment. Your child deserves the most positive educational climate possible for his or her growth, and I know that together we will make a difference in this process. The plan below outlines our classroom rules, positive rewards and consequences for appropriate and inappropriate behavior.

Classroom Rules:

1. Follow directions
2. Keep hands, feet and objects to yourself.
3. Raise your hand and wait to be called upon before you speak.
4. Stay in your seat unless you have permission to get up.
5. Use "indoor voices" when speaking.

Cafeteria Rules

1. Come on time to the lunchroom.
2. Enter and leave in an orderly manner.
3. Sit in your seat while eating.
4. Do not take food or drink out of the cafeteria.
5. Clean your table and place trash in the proper area.

Outdoor Rules:

1. Take part in some activity.
2. Take turns.
3. Be friendly.
4. Line up when it is time to go inside.

School Rules:

1. Take care of school property.
2. Walk quietly in the halls, do not run or push.
3. Hitting, punching or fighting are not permitted under any circumstances.
4. Follow all classroom, cafeteria and outdoor rules.

To encourage students to follow the rules, we recognize appropriate behavior. However, if a student chooses to break a rule, the following steps will be taken:

First time a student breaks a rule	Warning
Second time	10 minutes time out
Third time	15 minutes time out
Fourth time	Parent is Called
Fifth time	Child is sent to the Principal

Severity clause—If any act or disruption is severe, the student is immediately sent to the Principal bypassing the other steps.

STUDENT PERFORMANCE AND EVALUATION

Student Performance and Evaluation is reported to parents ten (10) times during the academic year. Interim Reports are issued in September, November, January, March and May for all students. Report Cards are issued in October, December, February, April and June in grades one through eight. Kindergarten students receive report cards in December, February, April and June.

Interim Reports are narratives that highlight your child's mid-cycle performance. Their purpose is to provide information about a child's progress, and give a basis for home-school communication that will best meet the needs of each child. Parent / Teacher conferences are encouraged whenever needed.

Report Cards bear letter grades based on each child's performance during the marking period. As well as reporting the grades in each academic area, the student's Social and Behavioral Development are also reported. Attendance and tardiness are reported for each cycle as well.

Every component of the report card is important and each impacts on the other. The following grading system is used by the Robert Treat Academy:

A = 93—100
B = 84—92
C = 75—83
D = 68 = 74
U = Below 67

1 = Satisfactory
2 = Improving
3 = Needs Improvement

STUDENT RECORDS

The Principal of the Robert Treat Academy Charter School is responsible for the security of all pupil records maintained in the Academy. Parents/guardians have the following rights in regard to pupil records:

- A. Notification of rights in writing, in dominant language of parent/guardian, if possible. When the parent/guardian's dominant language is not English, or the parent/guardian is deaf, the Robert Treat Academy Charter School shall provide interpretation of the record in the dominant spoken or sign language;
- B. Copies of applicable state and federal laws and local policies made available on request;
- C. Should the parental rights of one or the other parent/guardian be terminated by a court of appropriate jurisdiction, it is the responsibility of the person/agency having legal custody to notify the district that the right to review pupil records should be denied the person whose rights have been terminated;
- D. Parents/guardians or adult pupils have the right to seek to include in the records material they think pertinent or to seek exclusion from the records of material that is untrue, irrelevant to the pupil's present educational situation or otherwise improperly contained in the pupil's record. Parents/guardians' have the right to request an immediate stay of disclosure pending final determination of the challenge procedure. They also have the right to challenge the charter school's granting or denial of access to the pupil's records;

Students' cumulative files are maintained in the main office. This cumulative file includes the pupil's master file and scholarship records (report cards), their scores on standardized tests, attendance and emergency information, etc. Additional student records may also be maintained in one or more of the following locations:

LOCATION

Principal's Office
Nurse's Office
Classroom Teachers' Files
Child Study Team Office

TYPE OF RECORD

Disciplinary records
Medical records
Daily attendance and examples of student work
Special Education and Related Services,
Counseling, Speech

The Robert Treat Academy Charter School maintains a record of any parties who review a student's record. Persons other than parents, students or other individuals who are assigned educational responsibility who wish to obtain access to a student's record (N.J.A.C. 6:3-6.6(a)3) must make their requests to review student records in writing and provide any required authorization to the Principal, who is responsible for ensuring that records are not altered, damaged or lost during such review.

SUSPENSION/EXPULSION

Suspensions are authorized by the principal following criteria established by the Academy's Board of Trustees. Behavior that jeopardizes the health or safety of students and staff or interferes with the good order of the school or classroom is cause for suspension. Suspension follows consultation with the student's teacher and other appropriate staff members.

Notification of parents precedes suspension, which in most cases is imposed the day following an incident, to protect the health and safety of the student by permitting the parent/guardian to make proper arrangements for care of the child.

All suspensions are authorized by the principal. Reinstatement requires a parent/guardian conference. All suspensions are reported to the Board of Trustees at the next regularly scheduled meeting. Suspensions of more than ten (10) days require Board authorization. Such authorization may be given through a phone poll of the members. Expulsions follow a recommendation of the principal in consultation with appropriate staff members and requires a hearing before the Board after which the Board acts on the recommendation.

Continuous behavior that seriously jeopardizes the health and safety of the staff and/or students or the good order of the school or classroom are cause for expulsion.

TELECOMMUNICATIONS/INTERNET USAGE

The Robert Treat Academy is committed to the utilization of telecommunication networks in a responsible, efficient, courteous and legal manner. Internet access and other on-line services, available to both students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

In order to further this goal, all users must acknowledge their understanding of this policy as a condition of using telecommunication facilities. The acceptable uses of telecommunications are devoted to activities which support teaching and learning. The school account is restricted to the purpose of completing assignments or doing research for school-related activities.

Our students will be monitored whenever completing assignments or working on any activities in school. It is our hope that this same caution is being taken in the home.

Unacceptable uses of telecommunications include, but are limited to, the following:

- Plagiarism.
- Using profanity, obscenity or language which may be offensive to other users.
- Re-posting communications without proper consent.
- Copying software in violation of copyright law.
- Using telecommunications for profit, political, commercial or illegal activity.
- Developing or spreading computer viruses.
- Using or accessing sites that include threatening, pornographic or obscene material.
- Using or accessing music sites, game sites, chat rooms, e-mail accounts, or social networking websites (like MySpace, Facebook, Twitter or MiGente).

Our staff members will teach proper techniques, standards and etiquette for participation. We will guide students' access to appropriate sites on the network and ensure that students understand that failure to abide by school policy may result in suspension and/or revocation of telecommunication privileges.

TEXTBOOKS

The Robert Treat Academy provides students with all required textbooks. Books are distributed at the start of each school year and collected at the end of the final marking period. Maintaining their texts in good order is the responsibility of each student. If a student loses or damages a textbook, a replacement will be ordered but it is the responsibility of the parent or guardian of the pupil to pay for the replacement book.

TITLE I PROGRAM

Robert Treat Academy participates in the No Child Left Behind Title I Program. Funding provides eligible students with enhanced learning programs in Language Arts, Math and Reading based upon the recommendation of their teacher and their scores on statewide and/or standardized tests. You will be notified by letter if your child will be receiving Title I services at the start of the school year. A meeting will also be held each year to explain the program to parents.

TRAFFIC SAFETY PLAN AND AGREEMENT

ROBERT TREAT ACADEMY CHARTER SCHOOL, INC.

TRAFFIC SAFETY AGREEMENT BETWEEN PARENTS AND THE ACADEMY Revised July 30th, 2004

Traffic caused by dropping off and picking up the children continues to cause concerns about student safety. In order to keep our children safe, we have a Traffic Safety Plan in effect. The plan includes:

- 1. A staggered dismissal time for students**
- 2. A Traffic Safety Plan and Agreement with Parents**

Dismissal Times:

Students will be dismissed at the following times:

<u>Grade</u>	<u>Dismissal Time</u>
Kindergarten - 1	3:00 p.m.
2 and 3	3:15 p.m.
4, 5, 6, 7 & 8	3:30 p.m.

Parents who have children in more than one grade should pick up all of their children at the latest dismissal time. For example, If your children attend kindergarten, and second grade, you would come at 3:15 p.m. If your children attend kindergarten, second and sixth grade, you would come at 3:30 p.m.

Traffic Safety Agreement:

The Board of Trustees of the Academy has been diligent in its attempts to make the Academy as safe as possible for our children in every way. When we built RTA North, a traffic study was commissioned and a series of meetings were held with local officials, city engineers, parents, concerned neighbors and members of the community. As a result of the findings of the traffic study and these discussions, a plan was approved by the Board and a Traffic Safety Agreement with Parents was designed to clarify the details of the plan.

We are asking that every family sign and return the last page of this agreement to indicate that they understand and agree to the terms of this revised Traffic Safety Agreement.

An area for dropping off and picking up the students, the "Safety Zone" was created in front of the Academy which extends along the front of the school and can accommodate 20 or more cars during the peak drop off and pick up times. However, for the zone to operate effectively, we must all continue to cooperate and follow a few simple rules.

- **AT NO TIME SHOULD YOU PARK IN THE SAFETY ZONE. THE POLICE WILL TICKET ANY VEHICLE LEFT THERE. THIS ZONE WAS CREATED TO PROTECT THE CHILDREN AND IT MUST BE KEPT FREE OF PARKED CARS.**
- During the morning drop off period (7:30 to 8:45 am) parents who are bringing their children to school ***must not leave their cars unattended in the Safety Zone even for a moment.*** If you are using the Safety Zone, you should follow the directions of the person directing traffic. Pull your car in between the cones and the curb and pull up towards the Academy's driveway as far as possible so that other vehicles can pull in behind you. **DO NOT STOP IN FRONT OF THE GATE TO LET YOUR CHILD OUT OF THE CAR.**
- ***Do not get out of your car to take the child into the Academy.*** There will be Academy staff in front of the school every morning to watch your children as they go from your car into the Academy.
- After your child has exited your car, please pull out onto Clifton Avenue carefully, and drive towards Abington Avenue. **DO NOT MAKE K-TURNS OR U-TURNS IN FRONT OF THE SCHOOL.**
- If you must walk your child into the Academy or if you need to come inside on school business, ***you must park elsewhere.*** There are parking spots available for this purpose on the opposite side of Clifton Avenue and on Abington Avenue. The crossing guard will assist you and your child as you cross Clifton Avenue.
- **NEVER DROP YOUR CHILD OFF ON THE OPPOSITE SIDE OF THE STREET.** There is no crosswalk in front of the Academy. If it is not possible for you to park on the Academy side of Clifton Avenue, please walk with your child to the corner of Abington Avenue where our Crossing Guard will assist you in crossing Clifton Avenue. This is the only crosswalk approved by the Police Department for Academy students. Crossing anywhere else is a violation of the Jay Walking law for which you can be ticketed by the Police.
- **During afternoon pick up time (3:00 to 4:00 pm) the Police Department has mandated that Clifton Avenue be closed to Through Traffic. Police barricades are put up between 3:00 p.m. and 4:00 p.m. on school days. Clifton Avenue also becomes a ONE WAY STREET from Second Avenue to Abington Avenue during this time.**
- ***Please enter Clifton Avenue at Second Avenue and exit at Abington Avenue.***

TRAFFIC SAFETY PLAN—CONTINUED

- ***In order to enter Clifton Avenue during this time, you must have an official Identification tag (which the Academy provides). The last page of this agreement contains a form you must complete in order to receive your ID tag. The ID tag should be hung from your rearview mirror so that it is visible from a distance to the Traffic Officers.***
- During pick-up time, you may pull into the Safety Zone and wait in your vehicle for your child. ***Do not leave your car unattended.*** Teachers and other Academy staff members will be on hand to make sure the children get to your car safely. Once your child has entered the car, please pull out carefully onto Clifton Avenue, obeying the directions of the traffic personnel and the crossing guard.
- If you need to come into the school, please ***park on the opposite side of Clifton Avenue or on Abington Avenue.*** The crossing guard will help you and your child cross the street at the corner of Clifton and Abington Avenues.
- ***AT NO TIME SHOULD YOU DOUBLE-PARK IN FRONT OF THE SCHOOL.***
- ***AT NO TIME SHOULD YOU PARK IN THE SCHOOL'S PARKING LOT OR DRIVEWAY OR BLOCK THE SCHOOL'S DRIVEWAY.***
- At ***no time should you make K-turns or U-turns*** in front of the school.
- At ***no time should you pull into the Academy's driveway or parking lot*** to turn around or to drop off or pick up children.

We believe that by obeying these simple rules we will all insure that the Safety Zone operates effectively and that our children are as safe as possible.

It is of the utmost importance that every parent be aware of and abide by these new procedures for dropping off and picking up children. If you send others to drop off or pick up your child, it is your responsibility to inform them of the rules. You are responsible for anyone you send to the school to drop off or pick up your child.

If the safety rules, outlined in this Agreement, are not obeyed by parents, guardians or students, consequences may include enforcement through the issuance of citations, suspensions, or any other action deemed appropriate to ensure the health and safety of our students.

A copy of this agreement is being sent home to each family. We require parents to sign and return the form indicating their understanding of and commitment to the plan outlined in this agreement.

Thank you for your cooperation.

STUDENT TRANSPORTATION

ROBERT TREAT ACADEMY CHARTER SCHOOL PUPILS DO NOT RECEIVE SCHOOL BUS TRANSPORTATION OR TRANSPORTATION REIMBURSEMENT FROM THE NEWARK PUBLIC SCHOOLS.

PARENTS/GUARDIANS HAVE SOLE RESPONSIBILITY FOR BRINGING THEIR CHILD TO SCHOOL AND PICKING THEIR CHILD UP EVERY DAY. CHILDREN ARE DISMISSED ONLY INTO THE CUSTODY OF THEIR PARENT OR THEIR PARENT'S ADULT REPRESENTATIVE.

PARENTS MUST ALSO AGREE TO FOLLOW THE PROCEDURES OUTLINED IN THE ACADEMY'S TRAFFIC SAFETY PLAN.

THE ROBERT TREAT ACADEMY SCHOOL DAY BEGINS AT 8:30 A.M. AND ENDS AT 3:30 P.M. PARENTS ARE RESPONSIBLE FOR HAVING THEIR CHILD IN SCHOOL ON TIME EACH DAY.

IF A CHILD MUST LEAVE THE ACADEMY BEFORE 3:30 P.M., THE PARENT OR GUARDIAN MUST CALL FOR THEM AT THE SCHOOL OFFICE AND COMPLETE AN EARLY DISMISSAL FORM.

Robert Treat Academy Charter School is open to all students on a space-available basis and does not discriminate in its admissions policies and practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as an individual with a disability, proficiency in the English language. Gender, color race, creed, national origin, religious persuasion, sexual preference or political belief. Robert Treat Academy Charter School complies with applicable state and federal anti-discrimination statutes, seeks the enrollment of a cross section of the community and does not discriminate on the basis of age, sex, color, race, creed, national origin, religious persuasion, marital status or political belief.

Robert Treat Academy has developed a Comprehensive Equity Plan to assure compliance with all applicable laws, codes, regulations and guidelines governing equity in education. Vice Principal Theresa Aduato has been appointed by the Board of Trustees to serve as the Academy's Affirmative Action Officer, its Title IX Coordinator and its Section 504 Officer. Ms. Aduato can be reached at the main number—973-482-8811- by any parent, student or staff member. The Academy's Comprehensive Equity Plan, its policies, and annual reports are on file in the main office.



Robert Treat Academy Charter School, Inc.

**Stephen N. Aduato
Founder & Executive Director
The North Ward Center, Inc.**

**Theresa Aduato, Principal
Marcelino Trillo, Vice Principal
Dr. James Caulfield, Educational Consultant**

Board of Trustees

**Robert R. Detore, President
Adrienne Davis, Vice President
Philip C. Alagia
Karen Calderon, Parent
Wilfredo Caraballo
Emil Garruto
Jesus Padilla
Tahira Strand, Parent
Zarala Zabala de Kelly, Parent**

**Sung Yi, Board Secretary/School
Business Administrator
Nicholas Grieco, Board Attorney
Thomas W. Maresca, Treasurer of School Monies**

Established 1997

**PARENT ACKNOWLEDGEMENT OF RECEIPT
OF PARENT HANDBOOK & AGREEMENT TO ABIDE BY
SCHOOL POLICIES AND PROCEDURES**

DEAR MS. ADUBATO:

I, _____,
Parent's Name

ACKNOWLEDGE RECEIPT OF THE ROBERT TREAT ACADEMY CHARTER
SCHOOL'S PARENT HANDBOOK, WHICH OUTLINES THE SCHOOL'S POLICIES
AND PROCEDURES.

I HAVE READ AND AGREE TO ABIDE BY ALL OF THE RULES AND REGULATIONS
DETAILED IN THE PARENT HANDBOOK.

I ALSO AGREE TO PARTICIPATE IN THE PARENT COUNCIL AND ATTEND
MONTHLY PARENT MEETINGS.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO BRING MY CHILD TO
SCHOOL ON TIME EVERY DAY AND TO PICK HIM/HER UP AT THE END OF
EACH SCHOOL DAY.

I ALSO UNDERSTAND THAT SENDING MY CHILD TO ROBERT TREAT ACADEMY IS A
CHOICE AND THAT IT REQUIRES ADHERENCE TO SCHOOL POLICIES AND PROCEDURES.
FAILURE TO ABIDE BY THIS AGREEMENT MAY RESULT IN THE DISMISSAL OF MY CHILD.

Name of Student

Grade/Class

Signature of Parent

Date

**PLEASE SIGN, TEAR OUT AND RETURN
THIS PAGE TO THE ACADEMY**

Robert Treat Academy
Charter School
School-Parent Compact
Parent Involvement Policy

Robert Treat Academy Charter School is committed to achieving high levels of success for all students. In order to do this, we recognize the importance of parental involvement in the educational community of the Academy.

We will assist parents, whenever possible, to learn to work with their child to accomplish their child's educational goals. We will keep lines of communication open so that parents will have access to clear information presented in a timely fashion.

Above all, we will strive to work together with parents to help their children be the "Best That They Can Be."



Parents—Ms. Adubato has signed this agreement on behalf of the Robert Treat Academy.

Please indicate your commitment and your child's commitment to the School-Parent-Student Compact by signing and having your child sign this agreement on Page 20. Then please tear out Page 20 (along the dotted line) and return it to the Academy. The copy of the agreement on Page 19 is for your records.

Thank you.

Robert Treat Academy Charter School School-Parent-Student Compact

The Robert Treat Academy will:

- Share the role of responsibility between the Academy and parents.
- Work to achieve high academic standards.
- Frequently report on a student's progress through report cards, interim reports, and teacher conferences.
- Provide parents with reasonable access to staff during the school day and before and after school, when necessary.
- Provide a clean and safe learning environment.
- Treat children with dignity and respect.
- Provide a quality curriculum and instruction.

Signature _____ Theresa Adubato _____ Date November 8, 2011 _____

I, _____, as the **Parent** of a Robert Treat Academy student,

- Will attend all monthly Parent Council Meetings.
- Will attend all scheduled Parent-Teacher conferences, school visitations, and workshops.
- Will monitor the content of television viewing and Internet access.
- Will assure my child's arrival at the Robert Treat Academy by 8:30 a.m. everyday and adhere to the annual school calendar and attendance policy.
- Will make certain my child attends Saturday Academy in the required grades.
- Will follow the Robert Treat Academy Transportation Plan for the safety of all children.
- Will review school communications each day and respond to them promptly.
- Will abide by the policies and procedures of the Robert Treat Academy.
- Will read to, praise, and support my child's learning.

Signature _____ Date _____

I, _____, as a **student** of Robert Treat Academy;

- Will follow directions and participate in learning.
- Will work and study hard.
- Will complete all assignments.
- Will seek help from others, when needed.
- Will be responsible for my own actions.
- Will care for materials and for the school building.
- Will treat others with respect and kindness.
- Will strive for success.

Signature _____ Date _____

Please keep this page for your records

School-Parent Compact Parent Involvement Policy



I, *Theresa Adubato*, as **Principal**

of the Robert Treat Academy, agree to all the terms of this compact.

I, _____, as the **Parent** of a
Robert Treat Academy student agree to all terms of this compact.

I, _____, as a **student** of
Robert Treat Academy agree to all the terms of this compact.

**PLEASE SIGN, TEAR ALONG DOTTED LINE
AND RETURN THIS PAGE TO THE
ROBERT TREAT ACADEMY.**

