

# SPEEDWAY ACADEMIES

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*Commitment To Safety*  
Student/Parent Handbook

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### **Letter to Speedway Academies' Community**

Dear Students and Parents,

Welcome to Speedway Academies for the 2017-2018 school year! We hope that this summer has given you the ability to spend quality time with your families, relax, and make lasting memories. As we begin a new school year, we are eager to give our students lasting memories that reflect their time at Speedway Academies.

This year at Speedway brings many exciting new changes. Like our updated mascot, the Phoenix Bird, we will continue our path to rise from our past and set forth a focused future for the students of Speedway Academies.

The Speedway Academies Student/Parent Handbook has been prepared to reacquaint you with rules, procedures and activities of Speedway Academies. Take the time to read the entire handbook in order to refresh your memory with the rules and to become aware of some new rules and procedures for the new school year. It is important that you understand and follow these procedures and rules for the well-being of the entire school community.

As we continue to enhance our instructional program and ensure the safety and well-being of our students, school start time will continue to be 8:10 AM and children will be dismissed at 3:30 PM. No one other than school faculty will have access to the school grounds until 8:05 AM. Please be aware that your child will be marked tardy immediately if arriving after the first morning bell.

The greatest partnership that we can forge is working together for the success of our children's education and overall well-being. By working together and supporting one another through our endeavors, we will be successful in providing our students with the quality of education that they deserve. Thank you for "soaring to success" with us. We look forward to an exciting year ahead continuing to rise as the Phoenix.

In Service with Kids,

The Speedway Academies Leadership Team



## **School Vision**

To cultivate a school community that honors the talent and differences of each student, culminating in lifelong learners and productive citizens, competitive in a global economy.



## **Mission**

Speedway Academies will collaborate with our parents, community members, staff, and students to create a safe, supportive, and diverse environment, promoting high expectations and standards through professional development, workshops and rigorous tasks, ensuring that all students meet their potential.

## **SECURITY**

Speedway Academies has full time security personnel. All visitors, parents and family members must interact with security guards in a courteous, respectful and professional manner. All visitors, parents and family members must comply with Security Guard requests at all times as they relate to the safety and security policies and procedures of the building and its occupants.

## **SAFETY**

Speedway Academies has filed the school safety plan with the New Jersey Department of Education and maintains a Safety Plan in the Main Office as well.

## **SAFETY REMINDER**

We encourage parents and guardians to remind your child of safety tips for interacting with strangers, including, but not limited to the following:

1. Students should never go home with strangers.
2. Students should never talk to strangers.
3. Students should not take things from strangers.
4. Young students should be escorted to and from school.
5. If students are approached by strangers and are near the school, they should return to the school and inform a staff member.

## **VISITOR'S POLICY**

- To maintain safety and security, only authorized visitors are allowed in Speedway Academies.
- All visitors, parents and family members must enter the school building through the main entrance only.
- All visitors, parents and family members **must provide valid legal photo identification every time they arrive** at the security station, regardless of how familiar a security guard may be with the visitor or parent/guardian.
- All visitors, parents and family members must complete the sign-in log at the Security Station. A "Visitor's Pass" will then be given to the visitor to attend a scheduled meeting with a teacher, staff member, or to pick up a child. Without a Visitor's Pass, only school personnel are authorized to go to the classrooms when school is in session. The safety of all of our children is our primary concern.
- All visitors, parents and family members must complete the Security Station Sign-in Log in legible writing.
- Parents who wish to observe in a classroom are welcome, but need to first schedule their visit with the classroom teacher. Unless staff has planned visits in their schedules, the presence of visitors may cause unwarranted disruption and possibly

diminish productivity. We ask that visitors minimize talking while observing classrooms.

- All visitors, parents and family members must show their “Visitor’s Pass” to security guards and staff members when walking through the hallways. The Visitor’s Pass must be returned to the Main Office staff or security guard station upon the visitor’s departure at the front entrance.

Please be on notice that if a visitor, parent/guardian or family member is unable to comply with any visitor procedure or policy, as noted herein, they can be barred from the building.

### **EMERGENCY FORM**

Please notify the Main Office of any change of address or telephone number immediately. The Emergency Form contact persons are authorized by the parent/guardian to pick up your child from school. **We will not release your child to any person who is NOT on the Emergency Card under any circumstance.** If you need to add or delete someone from your child’s Emergency Form, you must come to the Main Office in person. We will not accept oral communication over the phone to add or delete persons on the Emergency Form. If you have a court document barring any person from having contact with your child, a copy of said document must be provided to the Main Office. A copy of the document will be stapled to the Emergency Form.





STUDENT MANTRA

Good, Better, Best

Never let it Rest

Until your Good is Better

And your Better is your

Best!

THE PHOENIX POEM



*P*ersevering through  
*H*ard work  
*O*penly and fairly  
*E*nsuring  
*N*o one is left behind  
*I*n our pursuit of Academic  
*X*cellence

## BOOKS

Students are responsible for the care of their textbooks and other learning materials, such as calculators. A fee will be charged for books that are lost or damaged. Books should be carried to school in a book bag. It is required that books be covered to prevent damage.

- ❑ Marks/graffiti \$5.00
- ❑ Torn pages/cover \$10.00
- ❑ Destroyed/lost book \$35.00

## HOMEWORK, TESTS, AND ASSIGNMENTS

As outlined in the district's policies and procedures, the amount of homework assigned will vary by grade level. Each grade is assigned a minimum of ten minutes per night per grade. For example: a student in grade 6 would have a minimum of 60 minutes of homework.

Grade 6 x 10 minutes = 60 minutes

Grade 1 x 10 minutes = 10 minutes

Homework packets will be sent home on Monday, reviewed daily, and collected Friday morning. Assignments that need assistance can be completed during 9<sup>th</sup> period daily. Students should have their assignments and homework completed on time. Homework will receive a completion grade and an accuracy grade, based on on-grade level and rigor. There are three tiers to each assignment—Tier 1 (Remedial), Tier 2 (On-Grade Level), and Tier 3 (Above Grade Level). **Students must attempt (with accuracy) on or above grade level assignments in order to be eligible for a passing grade.**

Homework provides parents an opportunity to follow their child's progress in school. Homework is used for enrichment, remediation, repetition, and evaluation or to complete work that was not completed during the regular school day. Parents are asked to cooperate with teachers concerning homework. This rule does not include long-term assignments.

During school breaks (November, Christmas, Spring, etc.) homework is assigned for each day of the break. Students are expected to read each night as directed by their teachers. (See below)

If homework is ever not provided, please contact the Main Office to obtain a copy.

Grade	Reading Time Sept. – Nov.	Reading Time Dec. – Feb.	Reading Time Apr. - June
6-8	60min.	75 min.	90min.
3-5	50min.	65min.	80min.
1-2	20min.	35min.	45min.
K	10min.	15min.	25min.

## **PROMOTION AND RETENTION**

Promotion is never to be taken for granted. In order to maintain a high standard of education, students who do not meet the minimum academic and social requirements for their grade level may be in jeopardy of not being promoted. Students must strive to attend school every day. **Failure to attend school for more than three days will result in an attendance intervention plan for your student.** Failure to abide by this plan may result in further disciplinary action, including referral to Family Court and/or DCPD (formerly DYFS).

Retention will only be proposed after the following procedure is completed:

- Parent and principal are notified that a concern or need exists that will warrant some form of remedial action.
- Parent meeting(s) is set up and problems or concerns are discussed. The teacher is to document the meeting, note interventions agreed upon, implement the interventions, and provide a copy for him/herself, the parent, and administration.
- Retention can be considered as an option only, after SST intervention strategies, summer school, and after school have been implemented.

## **PROGRESS REPORTS AND REPORT CARDS**

Mid-cycle progress reports (warning notices) will be sent home two times a year during each cycle. At the end of the marking cycle, each student will receive report cards. The report card shows the progress of your child and the progress in character formation. If the report card results raise concerns, please contact the teacher and arrange a parent-teacher conference. Appointments to see a teacher may be made by calling the main office and leaving a message for the teacher. If satisfaction is not gained or a problem remains unsolved, the Principal, Mrs. Buckman, should be notified. Report cards must be signed by the parent/guardian and returned within one week.

### ***REPORT CARD CYCLE DATES***

<b>Progress Report Card Distribution</b>	<b>Report Card Distribution</b>
Oct.5, 2017	Nov. 28, 2017
Dec. 15, 2017	Feb. 15, 2018
Mar.5, 2018	April 26, 2018
May 15, 2018	June 18, 2018

## **PARENT-TEACHER PARTNERSHIPS**

It is very important for you, as the parent/guardian, to meet with your child's teacher on a regular basis. Please attend the following dates that have been established for you to have time to meet with your child's teachers one-on-one and see your child's work artifacts.

If you want to join the PTO, please contact the school at [speedway.academies@gmail.com](mailto:speedway.academies@gmail.com)

### ***Tentative Community Engagement Events***

These dates are subject to change. Please contact the school or see the school website for official dates.

**Open Access Day** – September 21, 2017 (9 AM - 10:30 AM)

**Back to School Night** - September 21, 2017 (4 PM – 6:30 PM)

**Quarter 1 Parent-Teacher Conference** – November 28, 2017 (1:30pm – 7 pm)

### ***Assemblies***

All assemblies will have a parent-engagement component. In order for your child to participate in an assembly, you or a parent representative must participate in the assembly. These assemblies typically happen on the Third Thursday at 2:45 PM; however, these dates are subject to change. Please contact the school or see the school website for official dates.

- October: 4<sup>th</sup> Grade presents “Love That Dog”
- November: 6<sup>th</sup> Grade presents “Greek Gods”
- December: Winter Arts Recital
- January: 5<sup>th</sup> Grade presents “Esperanza Rising”
- February: 7<sup>th</sup> and 8<sup>th</sup> Grade present “Black History”
- March: Kindergarten presents “Nursery Rhymes”
- April: 1<sup>st</sup> Grade presents “Animal Awards”
- May:
  - 2<sup>nd</sup> Grade presents “Chinese Legends”
  - Spring Arts Recital
- June: 3<sup>rd</sup> Grade presents “Peter Pan”

### **State Assessments: PARCC & NJ ASK**

In the State of New Jersey, all students in grades 3 to 8 are scheduled to take assessments in Language Arts Literacy and Mathematics. During Extended Day sessions, we fully expect your assistance. You can help by making sure the following activities are done nightly:

- Weekly homework is completed and returned on time
- Students read to you or someone else in the home, each and every night
- Assignments and projects are completed and returned on time
- Students review their class notes for the next day
- Students must be present at for extended day programs, when applicable

Without your direct support, our efforts are more difficult. Help us in assisting in your in child's future.

PARCC EOY (end of year assessment): April – May

NJ ASK Science (4<sup>th</sup> & 8<sup>th</sup> Graders): End of May

These dates and assessments may change. An announcement will be sent home with any changes.

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### **PARENT COMMUNICATION**

#### **Strategies for Effective Home-School Communication**

Communication between home and school is essential to support and encourage your child's success. Parents should call the Main Office if there is an emergency or if information is of a timely nature. Please understand that teachers cannot always respond to messages until later in the day or perhaps the next day, but will reply as soon as possible. Speedway Academies encourages parents and guardians to be actively engaged as partners with teachers in their child's learning. Among the specific ways Speedway Academies communicates with parents and guardians are:

- Parent interview during the registration process for new admits.
- Parent interview to facilitate the completion of the Home Language Identification Survey
- Parent orientation general session for parent/guardians of new admits.
- Parent orientation sessions for children identified as English Language Learners.
- Parent orientation sessions for children with special needs.
- As needed, Main counter and "face-to-face" interactions.
- As needed, telephone conversations and email transactions.

- As needed, informal or formal conferences.
- “Backpack” parent notifications.
- “Message from the Principal” email and telephone blasts.
- One Call Automated Message service to inform about events and school closings, etc.
- Speedway Academies Website: [www.nps.k12.nj.us/spd](http://www.nps.k12.nj.us/spd).
- Twitter: @speedway\_acad and Instagram: @speedway\_academies
- Teacher Emails: <http://www.nps.k12.nj.us/domain/1527>
- Parent Teacher Organization general membership meetings.
- Parent Teacher Organization activities (movie night, fundraisers, etc.)
- As needed, classroom visits or school tours.
- “Principal’s Breakfast” session once a year.
- Individual parent/guardian conferences with teachers to review your child’s progress four times per year, including two conferences for progress report distribution and two conferences for report card distribution.
- Your child’s daily attendance, preparation, behavior and character.
- Parent volunteers in classrooms, on school trips or school-wide events.
- School-wide events and activity sessions, such as Math Night, Field Day, Music Concerts, BBQs

### **PARENT SATISFACTION**

We encourage regular and frequent feedback from parents, so that we can make ongoing enhancements to the school’s learning environment. Your eyes may “see” something we cannot see, and we are enhanced by your input and support of our learning environment. You may contact Speedway Academies’ Main Office at any time to discuss any of your concerns. If you would like to meet with an administrator, please call the Main Office or email administration at [speedwayacademies@gmail.com](mailto:speedwayacademies@gmail.com). Additionally, visit the school as needed. If your schedule is limited, please call to schedule an appointment to meet with the Vice Principals who will facilitate the meeting as needed. Please communicate directly with your child’s teacher about their instructional program.

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### **TRANSFER PLAN**

Speedway Academies is a public school of choice, both for application and withdrawal. At any time, a parent or guardian may wish to transfer their child to a different school. A parent or guardian wishing to withdraw one’s child from Speedway Academies will be asked to complete a request for student withdrawal form. Speedway Academies’ personnel will offer to meet with the family and discuss their reasons for withdrawing from Speedway Academies, as well as, to seek solutions to any concerns that arise from these discussions. If the parents or guardians still wish to transfer their child to another school, the Speedway

Academies' staff will make every reasonable effort to help the student find a school that better serves the family's desires. Speedway Academies will ensure the timely transfer of any necessary school records to the student's new school.

### **REGISTRATION**

Parents/guardians must bring identification and document, per District guidelines.

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### **HOLIDAYS / NO SCHOOL**

#### **2017**

September 27	Early Dismissal (1 PM)
October 9	No School - Columbus Day
October 25	No School - Staff Development Day #4
November 7	No School - Election Day
November 9	No School – Puerto Rico Day Observance
November 10	No School – Veterans Day Observance
November 22	Early Dismissal (1 PM)
November 23-24	No School – Thanksgiving
November 28	Q1 Parent Teacher Conference (Early Dismissal 1 PM)
December 13	Early Dismissal (1 PM)
December 21	Early Dismissal (1 PM)
December 22-29	No School – Winter Recess

#### **2018**

January 1	No School – New Year's Day
January 15	No School – Dr. Martin Luther King, Jr.'s Birthday
January 31	No School – Staff Development Day #5
February 15	Q2 Parent Teacher Conference (Early Dismissal 1 PM)
February 19	No School – President's Day
February 28	Early Dismissal (1 PM)
March 21	Early Dismissal (1 PM)
March 26-30	No School – Spring Break
April 25	Early Dismissal (1 PM)
May 23	Early Dismissal (1 PM)
May 28	No School – Memorial Day
June 18	Early Dismissal (1 PM)

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## **SCHOOL CLOSINGS**

### ***Closing of School Due to Inclement Weather***

The regular school schedule must be suspended during severe weather conditions because of hazardous conditions. When there is an authorized school closing or delayed school opening, all field trips, after-school programs and bus transportation will be cancelled. Speedway Academies will follow the Newark Public Schools policy for school closings and school delays. In the event that schools must be closed for inclement weather, days will be made up, if necessary during Spring Recess. Please access the Newark Public Schools website at <http://www.nps.k12.nj.us> for any and all updates regarding school closing during inclement weather. The Speedway Academies website, [www.nps.k12.nj.us/spd](http://www.nps.k12.nj.us/spd), will have information about the school calendar and scheduled closings.

### ***Automated Message System***

Speedway Academies will send an automated message regarding any school closings. Speedway will also use automated phone messages to contact parents/guardians regarding important school events, such as workshops, class trips or delays in busing and your child's absence for that day to remind you to send a note explaining the absence. Please take the time to listen to these messages as they are directly related to your child's learning experience at Speedway.

It is the responsibility of the parent to monitor news reports via radio stations, television stations and the 311 citywide telephone services regarding any school closings due to inclement weather or emergencies. Please access the following sources to receive up-to-date information about school closings and delays.

## **ATTENDANCE POLICY**

It is very important that your child comes to school every day. It is equally important that your child come to school on time every day. Coming to school every day and coming to school on time raises self-esteem and results in your child succeeding both academically and socially. Research studies show that there is a direct correlation between good attendance, being on time and good grades. It is for this reason that Speedway Academies has a target of 95% daily attendance school wide. Consistent attendance plays an integral part in the scholastic success of our students.

### ***Attendance Intervention Plans***

- 3 or more absences: Attendance Plan opened with School Operations Team
- 6 or more absences: Referral to Family Court and/or Division of Child Protection and Permanency (DCPP, formerly DYFS)
- Tardies and early out's also contribute to your overall absence count.

If your child does not attend school for any reason, please call the main office by 9:00 AM, so that we can note the absence to your child's teacher. Please send a notarized note explaining the absence with your child upon their return. If your child was absent due to illness during the period of absence, a note from the physician is required upon return to school.

A student is considered tardy if he/she is not in their homeroom by 8:10 AM. If **tardy**, the student must obtain an admit pass from the main office before going to class. If a student is repeatedly absent or tardy in any cycle, parents will be notified by the **Teacher, School Clerk or Community Engagement** and asked to see that their child arrives to school on time. **Students must be in attendance a half-day to be eligible to participate in any athletic, scholastic practices, field trips, or performing events.** All work missed is due by the end of the week upon the students' return; when the absence is due to any reason other than illness or death of an immediate family member. Students will be responsible for any tests being given on the day of their return. It is not necessary to pick up any work missed for a one-day absence. The student can collect it the next day.

**Dental and doctor appointments** should be kept to after-school hours whenever possible. If it is necessary to make an appointment during school hours, please send a note to the **School Nurse**. To ensure student safety, parents or a designee must pick up their children at the main office.

Children should never be sent to school ill. Requests for students to stay indoors during recess, or PE periods because of illness are not allowed unless prescribed by a physician. If a child is too ill to follow the normal schedule he/she should be kept home until well. It is recommended that students with a temperature should be kept home for 24 hours.

If the parent/guardian cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the school nurse or administration will arrange for the student to be taken to the hospital for treatment. This action on the part of any school personnel does not obligate the person, school, or district to assume financial responsibility for the treatment of the student.

## **EARLY PICK UP**

Only parents or other adults designated on the Emergency Contact Form may sign a student out of school early. The adult must present proper identification and sign in with security and the Main Office. The adult or parent must sign the “Sign Out” book. No parent or adult is authorized to go to a classroom to pick-up a child. School personnel will bring the child to the security desk. **Early Pick up cut-off is 2:00 PM**

**Although it is the right of every parent to take their child out of school early, please consider that for every 10 minutes that your child is NOT in their classroom learning, your child is losing 10 minutes of instruction, which he/she will not be able to get back. Therefore, please ensure that these early pick-ups are absolutely necessary and far and few between.**

## **LATE PICK UP**

Dismissal is at 3:30 PM daily. On a schedule half day of school, Speedway will have a 1:00 PM dismissal. It is important that you arrange for your child to be picked up on time each day at dismissal to avoid your child being taken to the Police Precinct for pick up and the Division of Child Placement and Permanency notified.

## **LONG-TERM ABSENCES**

We recognize that at times students experience long-term absences (“LTA”) due to extended illness or extenuating circumstances. We use the New Jersey Department of Education process for documenting and ensuring support for students who experience LTAs. The circumstances under which these types of absences are: (1) When a student has been absent for 10 consecutive days, 20 aggregate days over a four-month period, or eight consecutive days; (2) Any time a child is discharged due to “Address Unknown.” A second notice will be generated if, after 30 days, the issue has not been resolved; (3) When a suspended student does not return following suspension; (4) When a district assigned special needs student does not enroll; (5) When a student has been excluded from school for lack of immunization; and (6) When the Principal determines an investigation is required. Cases are followed up on by the Principal or designee and monitored regularly with written reports submitted every 20 days.

## **VACATION POLICY**

While vacations are a valuable part of family life and student development, vacations during instructional time are not an “excused” absence. We ask that families plan their vacations around the school-year schedule, which is available in this handbook, the Main Office, or at the <http://www.nps.k12.nj.us/SPD/calendar/>.

## **MEDICAL POLICY**

### ***General Medical Procedures and Information***

The school nurse is on post from 8:25 AM to 3:05 PM. If a student is injured, the faculty member in charge must bring the student to the school nurse. In a medical emergency in school, the school nurse should be notified immediately. Only the school nurse may determine if a child must go home for medical reasons. In the event that a school nurse is not present, the school must receive permission from the child's parent or legal guardian to allow the child to go home for medical reasons.

### ***Medication Administration***

All medications are handled by the school nurse. Written order from the physician (detailing the name of the drug, dosage, and time-interval medication is to be taken as required. Also required is a school form providing a written request and permission from a parent/guardian for the school to comply with the physician's orders. These forms must be completed each school year. Medication must be brought to the school nurse in a container labeled by a physician or pharmacy and locked in the nurse's office. Non-prescription medication, such as aspirin, antacids, or others cannot be dispensed by school personnel. If a student needs a non-prescription medication, it must be administered by a parent or guardian. All other medical questions or concerns must be directed to the school nurse.

## **UNIFORM POLICY**

The wearing of uniforms has been mandated by the Newark Public Schools and the New Jersey Department of Education for all elementary students. Speedway Academies strongly advocates personal hygiene and the wearing of the following items for participation in all school related activities:

### ***Uniform Colors***

- Burgundy tops with crest (K – 5)
- Yellow tops with crest (6 – 8)
- Gray pants with a belt, shorts, jumpers, skirts
- Black or navy rubber-soled shoes
- No hats or hoodies in the building
- Gym Uniform Required (Grades 3-8 only)

The Speedway uniform dress code encourages a sense of community, respect and a focus on learning and 100% compliance is expected. Please do not send your child to school in flip flops and open-toe sandals, which pose a danger for your child on the stairs or at play.

We maintain a washer, dryer, and shower on site for student use to maintain their uniforms.

**Note:** No large white or colored tee shirt, makeup, excessive jewelry, hats, scarves, visible tattoos, mini-skirts, midriff tops, spaghetti tops, biker shorts, short shorts, etc., or outerwear may be worn during classes. **NO Hooded sweatshirts or jackets are to be worn in the building at any time.** Students wearing excessively short shirts, tops and/or skirts, revealing tops, excessively baggy pants with or without belts or very tight clothing will be given alternate clothing and a warning regarding their dress. Parents/Guardians will be notified after the first incident.

**Students must be in uniform to go on a field trip, unless previously cleared in writing with School Administration.**

## **CONDUCT, DISCIPLINE, and ACCOUNTABILITY**

(Positive Behavior Intervention and Support)

Speedway Academies utilizes Consistency Management Cooperative Discipline as the model for reinforcing positive academic and social behaviors. Emphasis is directed towards developing and maintaining a safe learning environment where teachers can teach and students can learn.

**Students may be assigned mandatory community service before and/or after school for failure to abide by school rules and culture. Failure to attend these mandatory community service hours may affect their grade retention/promotion.** A detailed explanation of the districts' discipline code is attached.

## **SCHOOL PROPERTY**

Any student, parent/guardian, visitor or staff member engaged in destroying, defaming and disrespecting school property (building interior and exterior and surrounding grounds and all items, supplies and devices therein) is subject to consequences as deemed by the Principal.

## **HARASSMENT**

In keeping with our commitment to provide a safe, positive learning and working environment for everyone in the school, and in keeping with the goals and values of the Newark Public School, Speedway Academies expressly prohibits sexual harassment. For the purpose of this policy, sexual harassment includes behavior of a sexually implicit or explicit nature that demeans, humiliates, or intimidates the recipient.

Some examples are:

- Verbal sexual abuse
- Possessing or disseminating sexually explicit material
- Obscene clothing or objects

The above list is not inclusive, but is intended to provide guidance as to what may constitute sexual harassment. All alleged sexual harassment will be reported to the Office of Affirmative Action and Division of Child Protection and Permanency (DCPP, formerly DYFS).

## **FIRE DRILLS/EVACUATION PROCEDURES**

Speedway Academies conducts fire and other emergency drills in accordance with applicable state and local laws throughout the school year. Fire drills are the protection and safety mechanism for each student, teacher, and staff member to help avoid tragedies and loss of life. Fire drills are to be taken seriously and students and staff members are expected to participate in such drills, as building and safety personnel require. All students are to comply with the rules outlined as follows:

- Students are not to pull the fire alarm or play with fire extinguishers.
- Students are to alert an adult if they witness a fire or smoke.
- Students are to be “silent,” “listen,” and “follow” their teacher’s instructions for their safety.
- Students are to return to the building in silence and in an orderly manner as directed by their teacher.

Students that are not in compliance with the rules as noted above are subject to consequences as deemed by the Principal. All visitors that may be in the building at the time of a fire drill or an emergency drill will adhere to the directions of security personnel.

## **SEARCH and SEIZURE**

Contraband found may be seized. Authorities may be notified, where appropriate. Discipline regarding the discovery of contraband shall be consistent with the district’s policies and procedures.

## **ONLINE AND TECHNOLOGY POLICY**

The District technology policy is attached for your perusal and signature. Students may, but are not encouraged, to have cell phones on school grounds. Should students bring cell phones or electronics, they must be turned off and either (1) placed in their lockers or (2) given to their homeroom teacher to be locked. At no time should a student record or video tape others or school staff with cell phone cameras or other electronic device. **Speedway Academies will not assume responsibility for lost or stolen electronics, as they are all discouraged during school hours.**

## **TELEPHONE CALLS**

If a parent/guardian needs to notify their child of an emergency situation, the Main Office should be called and a message will be taken and delivered. Students will be permitted to use the main office phone, only if necessary. Forgotten lunches, books, homework, visits to classmates’ homes after school, etc. are not considered necessary matters. All other phones in the building are strictly off-limits to students at all times.

## **COMPUTERS / TECHNOLOGY**

Inappropriate usage of school computers/technology by students is **unacceptable**. Students are not permitted to visit websites, print materials, text, photos or images, download music, or be involved in anything that is inappropriate, including damage of computer/technology equipment and devices. Students are never to use/be seated at teacher's computer. Students are liable for anything inappropriate done under their own account, and therefore, are not permitted to share passwords. Inappropriate use of school computers/technology by students will result in loss of privileges.

## **SCHOOL DAY SCHEDULE**

For security reasons, students should not be on school grounds before 8:05 AM. Likewise, students are to leave the school grounds at dismissal unless other arrangements have been approved through administration. (Before or after school programs) See schedule.

<b>TIME</b>	<b>ACTIVITY</b>	<b>GRADE LEVEL</b>
<b>8:05 AM</b>	<b><u>Morning Line Up</u></b> Line up to enter at assigned areas.	<b>K – 8</b>
<b>8:05-8:25 AM</b>	Homeroom; Daily Academic Warm-Up; Eat breakfast in the classroom.	<b>K-8</b>
<b>8:10 AM</b>	<b>CONSIDERED LATE</b> and must report to Security Desk in order to receive a Late Pass. <b>Breakfast will not be served.</b>	<b>ALL</b>
<b>10:44 AM</b>	LUNCH PERIOD 1	
<b>11:33 AM</b>	LUNCH PERIOD 2	
<b>12:20 PM</b>	LUNCH PERIOD 3	
<b>3:30 PM</b>	DISMISSAL	<b>ALL</b>

## **DISMISSAL POLICY**

Students are dismissed as follows (without exception):

K – 1	Cafeteria doors.
2	Back of school, adjacent to Stairway 3
3-5	Side of School, corner of the building (Stairway 2a)
6 – 8	Stairway 3

Students in grades 3 – 8 that are picking up K – 2 students must walk around the building (**not through it**) to pick up their siblings from their designated dismissal area. Students are not allowed to reenter the building once they have been dismissed for the day.



## **BREAKFAST PROGRAM**

Breakfast is served in the cafeteria promptly at **8:05 AM** every morning during homeroom in class. It is imperative that students arrive to school on time to eat this nutritious meal. The meals are varied each week to offer the children a variety of menus. **The school kitchen will close promptly at 8:25 AM – no exceptions.**

## **FOOD NOTE**

**“Junk food” (e.g. soda, non-100% juice, candy, chips, cookies, gum & seeds) are not permitted** during the lunch period or during the school day. Several nutritional drink choices are available to students (milk, juice, and/or water).

## **SCHOOL MEALS**

### ***Daily Meals***

Speedway Academies serves two meals daily. Parents are required to complete a Family School Meals application, which is completed on line. Lunch forms are a way for the school to claim Federal and State reimbursements for meals served and a basis for claiming other school funding sources. If you have any questions, contact the Main Office.

Speedway Academies promotes the significance and values of relationships during school meals.

### ***No Sharing Policy***

Speedway Academies does not allow students to share any food items during breakfast, lunch or snack.

### ***No Junk Food***

In the best interest of your child’s nutrition, we neither distribute junk food in Speedway Academies, nor encourage junk food eating in school. Teachers will not distribute junk food to your child in Speedway Academies. We ask that parents who send their children with food cooperate with us in implementing this policy and promotion of healthy eating habits. We need your collaboration, and we appreciate your consideration in this matter.

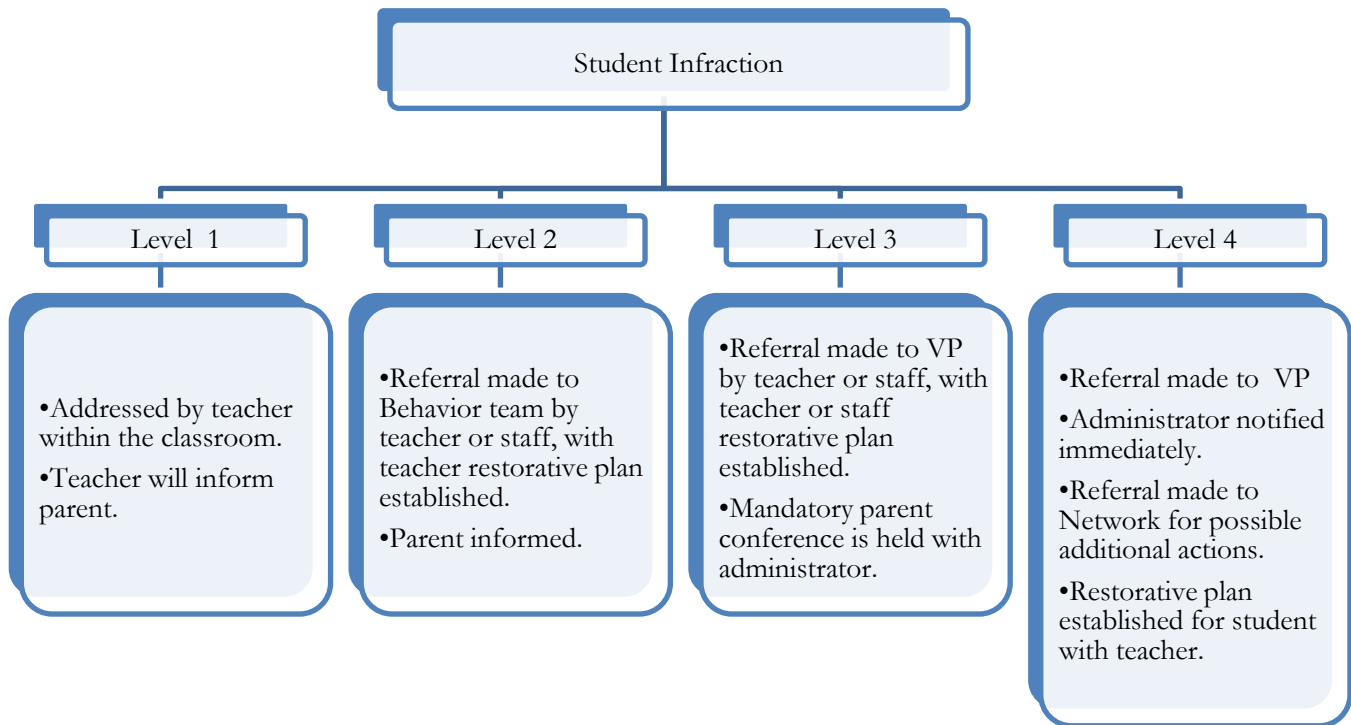
## **CAFETERIA POLICY**

To help ensure that cafeteria is safe, clean and fun for all students to enjoy, the following rules are implemented:

- Students are to use inside voices.
- Students must stay seated at their assigned table until instructed to either line up to get lunch or leave the cafeteria.
- Students are not permitted to share food.
- Students are expected to eat politely.
- Students must raise their hand if they need help or need to discard their lunch trash.

## **BULLYING / FIGHTING**

Bullying (verbal, written, physical, emotional or cyber social nets) and fights are inappropriate behavior and **not acceptable**. Incidents of bullying and fighting that occur off school grounds, but on the way to or from school, are still punishable. Incidents that occur while under the supervision of a substitute are handled in the same manner as those incidents that occur under the supervision of a regular Speedway staff member. Students engaged in bullying and fighting are subject to consequences as deemed by the Principal.



- Security guards are in the hallway and available to respond to episodes of imminent danger to students, faculty, and staff.
- Restorative plans will consist of restorative conference and may consist of community service, detention, and in-school suspension.
- Anecdotal notes will be completed per the staff handbook.

The most up-to-date copy of the District's Student Conduct and Discipline Policy may be found with the Office of Students Support Services. Their website is <http://www.nps.k12.nj.us/departments/student-support-services/>.

## **HALLWAY TRAVEL POLICY**

Students are to adhere to the hallway/stair rules, which are to line up as instructed by their teacher, walk in H.A.L.L.S to the right and walk silently—no talking, etc. as they transition from one classroom to the next, cafeteria, or gym, including arrival and dismissal.

## RECESS / PLAYGROUND POLICY

For all students to be safe and have fun during recess, all students are required to adhere to the playground policy as follows:

- Students must stay in the designated play area and may not leave without permission—once a student is outside, that student must stay outside.
- Students must keep their hands to themselves. No “fooling around” play fighting or excessive touching.
- Students must report incidents/accidents immediately to an adult.
- **No** food is allowed outside—all food is to be finished in the cafeteria.
- **No** profanity, vulgarity or bad language is ever to be used anywhere in the school or on school property.
- All students are to line up at the designated area at the designated signal.

Students that are not in compliance with the rules as outlined above will be in violation and receive time out, loss of play time or such consequences as deemed by administration.

## **FIELD TRIPS**

Field trips are an excellent learning experience for all students. **All students are required to wear the school uniform while on school sponsored field trips, unless directed otherwise by the Principal.**

Students must EARN the right to go on a field trip. Throughout the year students will earn “Phoenix Points” from their teachers for demonstrating appropriate school behavior. These Phoenix Points will be used as payment for the field trip. Each trip will have a different value. If a student does not have enough Phoenix Points to go on the field trip, he or she will not be permitted to attend – no exceptions. Phoenix Points & U.S. Currency will be used from some trip destinations. Permission slips will be given to students for all trips and include the following information:

- Date
- Purpose
- Destination
- Time of departure and return
- Signature line for parent/guardian

All field trips will take place during the school day, unless otherwise notified. Your child’s teacher will send home advance notice of planned field trips. These notices will give you more detailed information about these trips. If you plan to volunteer as a chaperone for a field trip, it is expected that you consider the following:

**You may not bring your other children with you.**

**You must assist the teacher in charge on the trip.**

**You will supervise a small group of students.**

**You adhere to our “no sharing” policy (food, candy, liquids etc.).**

Notes from parents or guardians may not take the place of official permission slips. Students without the official school permission slip will be assigned to another classroom during the scheduled field trip. All school rules are in effect while students are on the field trip, unless the teacher gives directions to the contrary. Unless otherwise noted a full uniform is to be worn at all times. No gum, candy, personal games or musical devices are allowed unless special permission is given. The Speedway Academies reserves the right to select chaperone volunteers who exhibit appropriate behaviors.

## **BIRTHDAY TREATS**

We delight in celebrating your child’s birthday at school with classmates and teachers! However, birthday parties are **not** allowed without permission of the Principal in writing via your child’s teacher. The Main Office and the Principal must be notified in writing of scheduled birthday celebrations with a **minimum of one week’s notice**. Students celebrating a birthday are welcome to bring **healthy store purchased** snacks and treats, with

the ingredients visible, to share with their classmates and teacher. Birthday celebrations may be given from 3:00 PM to 3:30 PM. We ask that parents and relatives not visit the class for birthday celebrations. Please also note that birthday party invitations may not be distributed in school facilities. Birthday celebration classroom-cleanup is essential. Your full cooperation in this matter is required and we appreciate your understanding of the nutrition guidelines we adhere to in the best interest of all Speedway Academies students.

### **8<sup>th</sup> GRADE ACTIVITIES**

The 8<sup>th</sup> Grade Advisor plans end of the year activities for the graduating 8<sup>th</sup> Graders. The activities include, but are not limited to the following: 8<sup>th</sup> Grade trip, graduation, and 8<sup>th</sup> Grade Dance/ Social. **Participation in these events is a privilege and must be earned.** Requirements for participation in these activities include, but are not limited to the following:

- School attendance must be at 95% (no more than 5 unexcused absences)
- GPA must remain at 2.0 or higher. (2 F's for the Final Grade will disqualify you from the graduation exercise.)
- Community Service requirement (20 hours)
- Wearing uniforms daily
- Participation in the 8<sup>th</sup> Grade fundraisers

*NOTE: Speedway Academies reserves the right to remove any student from any of the 8<sup>th</sup> Grade activities.*



**Newark Public Schools  
Speedway Academies**

701 South Orange Avenue  
Newark, New Jersey 07106

**Main:** (973) 374-2740

**Fax:** (973) 374-2152

**Email:** speedwayacademies@gmail.com



Christopher D. Cerf  
State District Superintendent

Kimberley Harrington  
Commissioner of Education

Atiba Buckman  
Principal

Adam Kar  
Vice Principal

Anthony Dilley  
Vice Principal

**2017-2018 Speedway Academies'  
Student/Parent Handbook Sign-Off Sheet**

- We, student and parent(s), agree to abide by all school policy and regulations as listed within the 2017-2018 Speedway Academies' Student/Parent Handbook.
- We understand that the student handbook may be updated at any time.
- We will be emailed any updates to the student handbook.

Student First Name	
Student Last Name	
Parent First Name	
Parent Last Name	
Parent Email	
Parent Signature	

In Service with Kids,  
**Mrs. Atiba Buckman, Principal**  
Speedway Academies

Note: If you wish to opt your child out of all school events involving food, please send a letter to the school stating your desire, your child, and their NPS ID number, via US Mail.