



Roger León
Superintendent

Hawthorne Avenue School

H. Grady James IV, Principal



Hawthorne Avenue School "Education for Liberation"

H. Grady James IV
Principal

Tijuana Y. Porter
Vice Principal

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Newark, New Jersey

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Student-Parent Handbook
HAWK PRIDE!



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Superintendent

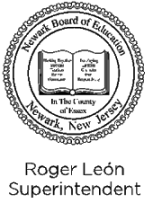
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Hawthorne Avenue School

H. Grady James IV, Principal



August 5, 2020

Dear Hawthorne Avenue School Family:

Welcome to the 2020-2021 school year! It is a blessing to have yet another opportunity to pull out the very best in the students that have been placed within our charge. We have accepted the responsibility of serving your child and providing them with a safe and structured environment, as well as a high-quality education.

The first day of school for students is Tuesday, September 8, 2020. As we prepare for the reopening of school, we want to apprise you of a few very important procedures that we have put in place to ensure the safety of all students, staff, and parents. While first quarter instruction will be 100% remote, we are excited to offer possible learning options for the remainder of the school year which include brick-and-mortar learning (10 seats per classroom, with limited spots available in compliance with the Federal CDC regulations), as well as remote learning.

Full-Time Remote Learning Consent Form

Must be completed by August 14, 2020

All parents should have received a Full-Time Remote Learning Consent Form via SchoolMint, our online platform, with the appropriate login credentials for completing your child's 2020-2021 registration. If you wish to elect full-time remote instruction, please complete that consent form in SchoolMint no later than August 14, 2020. However, the spaces are limited. Parents have until August 14th to respond to options. If you have not received the form in SchoolMint follow the steps below:

Step 1: Go to newarkenrolls.org

Step 2: Create an account

Step 3: Fill out the Full-Time Remote Instruction Consent Form (if you wish to have your child learn remotely)

If you have specific questions about learning options, please call/leave a message for Mr. Singleton at (973) 282-3187.

Learning at Home Kit Plan & Chromebook Distribution – August 17th-28th by Grade Level – 10 A.M.-12 Noon

Monday, Aug. 17 th	Tuesday, Aug. 18 th	Wednesday, Aug. 19 th	Thursday, Aug. 20 th	Friday, Aug. 21 st
Grade 8	Grade 7	Grade 6	Grade 5	Grade 4
Monday, Aug. 24 th	Tuesday, Aug. 25 th	Wednesday, Aug. 26 th	Thursday, Aug. 27 th	Friday, Aug. 28 th
Grade 3	Grade 2	Grade 1	Kindergarten	Pre-Kindergarten

School Uniform

It is the responsibility of the parent to see to it that their child is in the proper uniform each day. Our uniform will remain the same with the simple addition of a face mask worn daily by each student. Students must wear khaki bottoms with a plain navy blue top (polo-style shirt, long sleeve shirt, or crew neck sweatshirt). For physical education days, students must wear their Hawthorne Hawks t-shirt (see Mr. Singleton for information). Students will also be required to wear closed-toe footwear daily.

We are looking forward to a great year and are ecstatic about continuing our journey towards “Education for Liberation!”

Educationally Yours,

H. Grady James IV-Principal



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Superintendent

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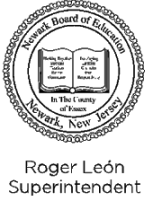


Vision Statement

The vision of Hawthorne Avenue School is that a culturally engaged student is a successful student who goes out in the world to learn, lead and achieve, but comes back to his/her roots to give back, lead and empower his/her people.

Mission Statement

Hawthorne Avenue School will provide its students with a culturally relevant context from which to develop 21st century skills. The successes and struggles of our ancestors will provide an ongoing source of inspiration, pride, strength, self-identity, and empowerment for their current and future academic, political and social achievement.



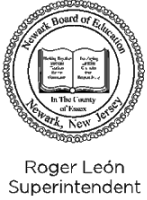
Core Values

HIGH ACHIEVEMENT FOR ALL
ATTITUDE FOR SUCCESS
WORK TOWARDS EXCELLENCE
KNOWLEDGE THAT WE WILL SOAR
SUPPORT FOR ONE ANOTHER

Statement of Core Values

We will always strive for **HIGH ACHIEVEMENT** with an **ATTITUDE** for success, as we **WORK** towards excellence with the **KNOWLEDGE** that we will soar when we **SUPPORT** one another.

We are the HAWKS!



NPS 2020-2021 Campaign

1. 100% Attendance! - Every Day Matters!
2. Every student aims for a NJSLA score above 750! We only strive for levels 4's and 5's!
3. We are #1, and second to none!

Hawthorne School Goals

I. Improve Student Academic Achievement

- ❖ With the consistent effort and support of parents and staff, students will work hard to make the Principal's List of high achievement, and accomplish the academic and social goals set forth by staff.
- ❖ Data-enhanced, culturally relevant instruction in all content areas will provide on-going evidence of student growth and drive instruction.

II. Create Physical and Technological School and Classroom Cultures of Safety & High Achievement

- ❖ With the consistent support of parents, staff will help students reach their full potential by creating a school and classroom culture where students are physically comfortable, mentally motivated, and emotionally supported. Staff and students embrace high academic achievement, and believe that when we collectively work hard to improve academically and socially, we will be successful.
- ❖ Staff will teach and provide students with meaningful and rigorous instruction that can be easily accessed remotely as well as by in-person instruction.

III. Support the Technological and Social Needs of Families

- ❖ The school staff will communicate the successes and challenges of students to parents and provide solutions to barriers that may impede student progress. Communication will be employed via Class Dojo, Google Classroom, the school website, Blackboard Connected phone messages, and home visits (when applicable).
- ❖ The school will provide resources to support student success and parental involvement during remote and in-person instruction.



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Options for Hawthorne Learners (post COVID-19)

We are excited to offer learning options for this school year which include brick-and-mortar learning (10 seats per classroom, with limited spots available in compliance with the Federal CDC regulations), as well as remote learning. Therefore, families can choose one of two options:

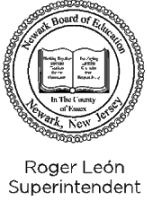
- In-person learning every day and full-time (10 seats per class based on CDC regulations)
- Remote learning every day and full time

In-person learning Every Day and Full-time

Monday	Tuesday	Wednesday	Thursday	Friday
In-person	In-person	In-person	In-person	In-person

Remote Learning Every Day and Full-Time

Monday	Tuesday	Wednesday	Thursday	Friday
Remote	Remote	Remote	Remote	Remote



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Health and Safety Procedures

Ingress (Entering) Procedure

Screenings are intended to determine if an individual has COVID-19 related symptoms. Prior to entering any of our facilities or district grounds everyone must wear a mask and undergo a four step process which includes the following:

- Step 1: Symptoms Screening – Employees and students will be asked a series of questions regarding their health.
- Step 2: Temperature Check – Employees and students will have their temperature checked using a noncontact thermometer. Anyone with a temperature of 100.4 degrees or higher will not be permitted into the building.
- Step 3: Footwear Sanitizing – Employees and students will stand in a rubber tub with disinfectant solution to sanitize their shoes. (Everyone must wear closed shoes.)
- Step 4: Hand Washing/Sanitizing – Employees and students will be provided foaming hand sanitizer or will wash their hands with soap and water before entering the building.

Social Distancing

To prevent the spread of the coronavirus, we must ensure social distancing. This may include limiting group sizes, creating cohorts, keeping students six feet apart, restricting non-essential visitors and parents, and closing communal spaces. The following procedures will be in place across all of our schools:

- Desks will be rearranged in classrooms at least 6 feet apart to maximize space between students.
- 3-sided clear desk partitions will be used on student desks to help maintain social distancing.
- Signage, floor decals and colored tape will be utilized to provide visual cues and ensure procedures are followed.
- Staff break rooms will be closed.
- We have assigned entry and exit doors to reduce the number of students within a space.
- Recess will be staggered to decrease the number of students on the playground and in hallways.
- Breakfast will be grab-and-go upon student entry. Lunches will be delivered to classrooms on disposable trays or in bags. Single use utensils and individual condiments will be used.
- Water fountains will be turned off; staff and students should bring their own water.
- Assemblies, meetings and other large group gatherings will be canceled or held virtually.
- Movement of students around the building will be limited.
- Cohorts of students will be kept together throughout the school day.



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Face Masks

The use of face coverings is recommended by both the CDC (Centers for Disease Control and Prevention) and WHO (World Health Organization) as a strategy to reduce the risk of transmission. Facial coverings act as a barrier to prevent the spread of respiratory droplets. As such, all employees, and students entering school or district buildings/grounds will be required to wear a face mask covering the mouth and nose. Protocol for wearing face masks include:

- Wearing a face mask is required for everyone while on school or district grounds.
- Wearing a face mask is required for everyone on school buses.
- Students and staff must arrive to school and work with a mask. No one will be allowed to enter the building without a mask.
- Face mask may be removed when using the restroom or during meal times as long as social distancing is maintained.
- Face mask may be removed if alone and room is closed.
- Acceptable masks include disposable surgical masks or cloth masks.
- Exemptions: o Students, staff or visitors for whom a face covering would inhibit the individual's health or the individual is under two years of age. An alternative method is the use of a face shield. o Communication with someone who is hearing impaired and needs to see the person's mouth to communicate. A mask with a clear mouth piece is recommended.

Hand Washing/Sanitizing

One of the most effective practices for preventing exposure and reducing transmission of the infection is regular hand washing and the use of hand sanitizer. The district is implementing the following procedures:

- Foaming hand sanitizer will be available throughout the district and in every classroom.
- Communal school supplies will be eliminated, and each student will have their own school supplies.
- A hand-washing schedule will be adopted with school-wide reminders for staff and students throughout the day.
- Lessons and practice sessions for students on when and how to wash hands will be conducted.
- There will be a disinfecting schedule for restrooms and all doorknobs, counters, tables, desks, and school surfaces.

Student Entering (Ingress) and Exiting (Egress) Points:

*All students and staff will be screened by identified staff for symptoms prior to entering the building. In the event a student or staff member is symptomatic, they will not be able to enter the building. All students will enter and exit the same doors during school opening and dismissal. A grab and go breakfast will be provided to students as they enter.

Lunch will be served in their classroom.

- Pre-K and kindergarten students will enter/exit through the Demarest Street door and proceed to the first floor.
- Grades 1-2 will enter/exit through the TCU playground entrance nearest the court.
- Grades 3-5 will enter/exit through the Clinton Place door nearest the playground and proceed to the third floor.
- Grades 6-8 will enter/exit through the Clinton Place door nearest the Hawthorne/Clinton Pl. corner.
- Special Needs students will enter/exit through the playground door nearest the gymnasium.



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Visitors

To protect everyone’s safety, visitors will not be allowed in our district or school buildings.

Response to Students and Staff Presenting Symptoms Upon Arrival: *Fever, Chills, Shortness of Breath.*

The district will adhere to CDC Guidelines when responding to students or staff presenting symptoms.

Bus Transportation

To protect our students and staff during travel to and from school the following strategies will be implemented during school bus transportation:

- Students and staff must wear a face mask while on the bus.
- The number of students on a bus will be limited to promote social distancing.
- All buses will be cleaned after each route, specifically high-touch areas such as entry handrail, front/back of seats, window handles, seat belts, door opener, etc.
- Students will be encouraged to stay socially distanced while at the bus stop. This must be a joint effort between families and school personnel.
- Students will load the bus from back to front in order to encourage social distancing throughout the bus ride.
- Students may be seated one per row.
- Hand sanitizer will be available on each bus, and students will be encouraged to use it upon entry and exit.
- All bus personnel will receive CDC supported training prior to school opening as well as during the school year.

Breakfast and Lunch: For distribution of meals for in-person learners. All meals will be individually bagged.

Breakfast

We will utilize “Option A” of the district’s reopening plan. Students will obtain breakfast at the entry points designated for their grade-level by the Principal.

Lunch

We will utilize “Option A” of the district’s reopening plan. Lunch will be delivered to the classrooms by food service personnel five to ten minutes prior to lunch.

During the first marking period remote learning, and for families who choose remote learning thereafter, there are three South Ward Schools Distribution of Meals Hubs:

- Mondays and Thursdays, 9:30-11:30am. Monday’s pick up will include meals for Monday, Tuesday and Wednesday.
- Thursday’s pick up will include meals for Thursday and Friday.
- An adult should accompany their child to pick up meals at any one of the sites nearest to their home or current location.

Belmont Runyon School
1 Belmont Runyon Way
Newark, NJ 07108

George Washington Carver School
333 Clinton Place
Newark, NJ 07112

Weequahic High School
279 Chancellor Avenue
Newark, NJ 07112



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Academic Bell Schedule

Daily Remote Instruction Schedule Core Content Areas

Day	ELA	Math	African Studies	Science
Monday	8:30-10:10	10:15-11:05	11:10-12:00	12:30-1:20
Tuesday	8:30-10:10	10:15-11:05	11:10-12:00	12:30-1:20
Wednesday	8:30-10:10	10:15-11:05	11:10-12:00	12:30-1:20
Thursday	8:30-10:10	10:15-11:05	11:10-12:00	12:30-1:20
Friday	8:30-10:10	10:15-11:05	11:10-12:00	12:30-1:20

Daily Remote Instruction Schedule Special Subject Areas

Day	Physical Education	Dance	World Language	Computer	Music	Art
Monday		1:25-2:15				
Tuesday	1:25-2:15		2:15-3:00			
Wednesday				1:25-2:15		
Thursday	1:25-2:15				2:15-3:00	
Friday						2:15-3:00

Daily Brick & Mortar (in-person) Instruction Schedule

Period	Time
Homeroom	8:20 A.M.-8:30 A.M.
1	8:33 A.M.-9:18 A.M.
2	9:21 A.M.-10:06 A.M.
3	10:09 A.M.-10:54 A.M.
4	10:57 A.M.-11:42 A.M. (1 st Lunch)
5	11:45 A.M.-12:30 P.M. (2 nd Lunch)
6	12:33 P.M.-1:18 P.M. (3 rd Lunch)
7	1:21 P.M.-2:06 P.M.
8	2:09 P.M.-2:55 P.M.



School-Wide Behavioral Expectations

We believe that all students can behave appropriately in school. This positive behavior must also be carried through on buses, the playground, throughout the building and outside the building. We will not tolerate behaviors from any student that interferes with the teaching, learning and peace of the school.

Students will:

- Be prepared for class everyday by having homework, textbook(s), supplies, and an attitude for success;
- Follow directions in and out of class;
- Raise their hands for permission to leave their seat, speak, leave the classroom and ask a question;
- Refrain from physical contact with others (including horse-play), teasing, throwing objects and/or verbal/cyber bullying students;
- Refrain from using profanity and/or disrespectful tones or words with staff and students
- Not be permitted to bring toys, cards, games, cell phones (w/o cell phone permission slip filled out by a parent. Cell phones, hand-held computer games, or music players of any kind must remain off at all times during the school day and out of sight, otherwise they will be confiscated. The school is not responsible for any electronic device that is lost, stolen, or damaged; Again, these devices will be confiscated if brought to school and will not be returned until the last day of school unless a parent comes in.
- Be held accountable for the care and condition of their textbooks and workbooks. In the event a book is lost or badly damaged, fines will be assessed in accordance with and established district-wide book fine schedule (text fines not satisfied will result in the holding of report cards and promotional certificates).



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Consequences for School-Wide Behavioral Expectations Not Met

The discipline of students is essentially the responsibility of the classroom teacher. Students should be referred to the office only after the classroom teacher has exhausted all avenues of correction:

a. Reprimand using developmentally appropriate practices; **b.** Seek cooperation of parent (documented written communication or telephone); **c.** Refer student to the appropriate administrator with an incident report. *In an emergency, send justification later (Corporal punishment is prohibited)

While the school believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize pupils for violations of school regulations to ensure the good order of the school and to teach students the consequences of disruptive and defiant behavior. Disruptive and defiant behavior includes but is not limited to:

1. Continued and willful disobedience.
2. Open defiance of the authority of a teacher or person having authority over a pupil (any staff member).
3. Actions that constitute a danger to the physical well-being of other pupils
4. Any pupil who commits an assault, as defined by NJSA2C: 12-1, upon a board member or any employee of the board of education.
5. Physical assault on another student.
6. Taking or attempting to take personal property or money from another pupil whether by force or fear.
7. Willful causing or attempting to cause substantial damage to school property.
8. Leaving school property without permission.
9. Use of profanity and abusive language.
10. Turning on or triggering a false alarm.
11. Tampering with or damaging property of other pupils or staff members.
12. Sexual harassment.
13. Refusal to follow directions that may affect the child's learning and safety, or the learning and safety of other students.
14. Walking out of class without permission from the teacher (this is considered to be cutting class).
15. Bullying and/or taunting students.
16. Failure to wear the proper school uniform.

Pupils who engage in disruptive behavior will meet with administration and/or Student Justice Counsel.

Consequences for inappropriate conduct include:

1. Exclusion from special activities (i.e. trips, assemblies, non-mandated ceremonies, parties, tag and/or spirit days, etc.)
2. Lunch or After-school detention
3. Mandatory Return with Parent Meeting
4. Work Study/Separation from Classroom
5. Suspension



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2. LUNCH and AFTER SCHOOL DETENTION PROCEDURES

The responsibility of the public school is to promote social development as well as academic achievement. At Hawthorne, we understand the work constraints of parents who are frequently contacted about their child's behavior. After careful thought, we have developed an alternative strategy for *suspensions from school*, when possible.

Starting the first week of school (September 90, 2019), teachers will begin their lunch and/or after-school detention program. If a teacher requires a student for lunch detention, it is for one of the aforementioned *Disruptive Behaviors*. The lunch-detention will run as follows:

- Teachers will escort their class to the cafeteria and wait for the lunch detention student(s) to receive their lunch
- Teacher and lunch detention student(s) will return to the classroom for detention
- Teacher will determine what student is required to do/not do during detention
- When that lunch period has concluded, the student's lunch detention is over
- Teacher will notify parent of the student's misbehavior (in writing or by phone and maintain documentation).

If a teacher requires a student for after-school detention it is for one of the aforementioned *Disruptive Behaviors*. The after-school detention will run as follows:

- Parents will be notified by telephone at least a day prior of the pupil's detention. No detention will be assigned the same day of the incident without ample time to speak directly with a parent/guardian (maintain documentation)
- Teachers will escort their class out of the building at 2:55 pm, and bring the student(s) who must remain for detention back to the classroom
- Detention will begin at 2:55 pm and will conclude at or before 3:55 pm.
- No student who has been requested for detention may leave the building at all until dismissal from detention (otherwise, school-wide behavioral consequences will be executed)
- Teacher will determine what student is required to do/not do during detention
- If a student misbehaves during detention or does not report to detention, a *Mandatory Return with Parent* is the next alternative
- If a student has the responsibility of a younger sibling, the parent must make arrangements for that child's supervision and trip home. Or, siblings of the student-offender must sit in detention with his/her brother/sister until student is dismissed.

3. MANDATORY RETURN WITH PARENT

Students who have consistent, habitual behavior problems, exhibit frequent anti-social behaviors, and have already received lunch and/or after-school detention will receive a *Mandatory Return with Parent Notice*. The Mandatory Return with Parent Notice requires the student's parent to come in and meet with the teacher and/or administration to discuss the student's behavior. The student will not be able to return until the meeting takes place. The Mandatory Return with Parent is the final alternative before suspension occurs.



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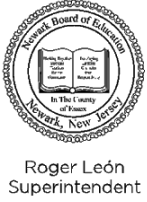
4. WORK STUDY

Students who are assigned work study as a consequence of their behavior will engage in activities that support the effort to keep the building clean. These activities include but are not limited to:

- Cafeteria duty
- Removal of graffiti
- Trash removal

5. IN-SCHOOL and SUSPENSION FROM SCHOOL

Suspension is a last resort and we want to avoid it as best we can. However, students who commit offenses at levels III and IV of the NPS Discipline Policy will be *subject* to suspension. The Principal/Vice Principal will exercise judgment depending upon the events surrounding the offense as to whether or not the child will receive a suspension, and the term of suspension. Students who are suspended are responsible for the assignments given in all content areas during his/her term of suspension. It is the responsibility of the student to collect the assignments from his/her teachers in each content area (including special subject teachers) to be made up. *The student must be accompanied by a parent on the day he/she returns from suspension. If the student is not accompanied by a parent, he/she will report to the Parent Liaison, Mr. Singleton, so that he may contact the parent.



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Daily Student Pick-up/Drop-off Policy (post COVID-19)

The safety of our students is extremely important. Therefore, it is imperative that all parents honor the school and district policy on dropping students off in the morning before school and picking them up after school. Hawthorne Avenue School does not have a morning and after school care program. Contractually, teachers are not on duty until 8:20 a.m. with their day ends at 3:05 p.m. Please take note of the following:

- **For safety, parents must show identification, sign in the security book, and wait for their child to be brought to the front door of the school.**
- Parents are expected to be present for student dismissal daily, at 2:55 p.m. Pre-K students will sign their students in and out daily.
- **If a student arrives prior to 8:00 am and/or is not picked up from school by 2:55 p.m., the school will execute the school safety protocols outlined within the district and state policies (which may result notifying the *Newark Police Department* and *Division of Child Protection and Permanency [DCP&P]*).**

Attendance Policy

The first of the district's three-part campaign is that all students have 100% attendance. It is the expectation that all students in grades PreK-8 will attend school every day. In the event a student is ill or a family emergency arises, the parent must call the school, submit a doctor's note or a note explaining their child's absence. Students who are absent and/or tardy 10 or more days are considered chronically absent/tardy and will receive a warning from the school. Parents of these chronically absent/tardy students can potentially be summoned to court due to their child's chronic absenteeism and/or tardiness. Students who are absent 18 or more days without documentation can be retained.

**We ask that you avoid picking students up early from school. Picking students up before dismissal disrupts the learning environment as well as causes your child to miss significant instruction.*



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PARENT CONFERENCES

Teacher must be prepared to provide each parent with the following pieces of information:

1. How students are graded.
2. Daily homework expectations (how much homework parents can expect from classes).
3. How the parents can assist their child academically?
4. The purpose of the assessments that children take and how often they will take them.
5. The district's curricular program (New Jersey Student Learning Standards), school goals, and expectations for children.
6. Describe student strengths and weaknesses via the Student Individual Profile Snapshot (explain how these strengths/weaknesses were recognized and what specifically you will be doing to correct these identified weaknesses).
7. Report Card schedule, progress reports, and whether or not the child is in danger of being retained.



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Hawthorne Avenue School "Education for Liberation"

Acknowledgment of Student-Parent Handbook Expectations

H. Grady James IV – Principal

Tijuana Y. Porter - Vice Principal



Please check each of the appropriate boxes below regarding student dismissal and activities:

- My child is a walking student and will walk home upon dismissal each day.
- I will pick my child up each day from school at 2:55 P.M.
- However, if I cannot pick up my child, I give him/her permission to walk home at 2:55 P.M.
- I give my child permission to participate in all school and classroom extra-curricular activities, and to attend all field trips unless otherwise notified.
- I have read the student/parent handbook with my child and understand my role and responsibilities as parent. I understand that if I am habitually late for pick-up, the school may contact DCP&P. I will support the school in accomplishing its goals.

Student's Name

Parent's Signature

Home Telephone

Cell Phone

Emergency Contact

Homeroom

Date