

JUMOKE ACADEMY CHARTER SCHOOL  
**PARENT-SCHOLAR HANDBOOK**



JUMOKE ACADEMY HONORS  
**SCIENCE MATH &  
RESEARCH TECHNOLOGY**

Principal - Dr. Marie Gordon-Hall  
Dean of Students - Kashay Green

## **August 2019**

Dear Jumoke Academy Family:

Jumoke Academy was founded in 1997 by Thelma Ellis Dickerson as a choice school that would provide a place for urban children to receive a first rate education in a safe, caring and family oriented setting.

It was Mrs. Dickerson's fondest wish that the academy—as a family of educators, parents, scholars and community—would practice the concept of “Jumoke” in our every action. “Jumoke” is a word from the Yoruba language meaning “the child is loved.”

We opened 22 years ago with 125 scholars, K through 3rd grade, and a total of fifteen professional staff. In our initial years we were cited as a school “in need of improvement.” Today we have approximately 750 scholars and 3 campuses that house an exceptional Pre-K program that is NAEYC accredited, a superb elementary school, and two themed based middle school programs focusing on Arts and STEM based curriculums. It should also be noted that our educational program is supported by approximately 100 outstanding professionals committed to the growth of every scholar. We have been continuously cited in a State-wide report as one of the top ten performing charter schools in the state of Connecticut. The Connecticut General Assembly and the Connecticut Board of Education have publicly complimented and cited the wonderful work and the superior academic achievements of our staff and scholars.

We are proud of these accomplishments, but there is so much more work that we need to do to ensure that our scholars receive the best public education in America. We must continue our growth of excellence until we completely eliminate the achievement gap that is so pervasive between children in urban schools and the more affluent suburban communities in Connecticut.

We have an excellent staff, caring parents, strong community support, and the best scholars in the State! What we need to succeed is your passion for excellence and your commitment to give your absolute best at all times.

We challenge the Jumoke family to start and finish this year committed to “Excellence in All Things” which is our theme for the academic year. While it may seem daunting, this can be accomplished when we all work together to build a positive school culture that celebrates hard work, kindness, and excellence as the standard.

Welcome to school year 2019-2020. Thank you for being part of this wonderful school family where “everyone loves the child.”

Best wishes,

*Troy A. Monroe, Ed.D*

Troy A. Monroe, Ed. D.

Executive Director

Dear Jumoke Families,

Welcome to the **2019-2020** School Year! I could not be more honored to be the new principal at Jumoke Academy Honors – Science, Math and Research Technology (JAH-SMaRT) school. I am excited to join this community. I hope you enjoyed a summer vacation filled with fun and exciting memories with your loved ones. I am thrilled to welcome all of you back to a new school year of learning and growing.

I hope that this year is filled with golden opportunities for all of our scholars as we strive to find ways that we can be even better than we have before! We embark on this journey with a pledge to you, our scholars and parents, that this will be a year of engaging, meaningful and rigorous work in our classrooms. We strive to challenge each scholar to grow in his or her academic abilities. Our teachers will utilize research-based best practices and analyze data to determine current skill levels and to set goals for growth and improvement.

We will continue to maintain a positive learning environment where all scholars feel safe and have the resources they need to be successful. Our Parent-Scholar Handbook will provide us with the policies and procedures needed to help our scholars continue to be positive contributors to both our school community and in society. We encourage parents to review the handbook with their scholar and keep it as a reference during the year. The signed handbook acknowledgement form needs to be returned to your scholar's homeroom teacher by Friday, **September 6, 2019**. If you or your scholar has questions about any of the information in the handbook, please contact the school.

Here's to an AWESOME new school year as we work together to make our school a great place to work and learn each day! I look forward to meeting you in the coming months and partnering with you to support your scholar's success. Please do not hesitate to contact me if you have questions or concerns.

Sincerely,

Marie Gordon-Hall, Ed.D.  
Principal

Amy Beardsworth  
Dean of Students

*At JAH-SMaRT, our Scholars are:*

*Respectful  
Responsible and  
always  
Ready to Learn*

### ***Parent and Scholar Signature Page***

By signing the space(s) below, I am acknowledging that I have reviewed the information and understand its contents.

*Please return the signed form to your Homeroom teacher by Friday, September 6, 2019.*

#### **Parent-Student Handbook and Code of Conduct**

I have received and reviewed a copy of the Academy's Parent-Scholar Handbook, and Code of Conduct, and agree to abide by the terms and conditions stated within.

#### **Internet Safety**

I have read and agree to abide by the Acceptable Use for Internet and Computers, online learning management system and internet usage in accordance with the Parent-Scholar Handbook. I understand that access to the online learning management system and internet resources are provided for educational purposes only and students are not to send or request offensive or illegal material.

#### **Bullying**

I understand the Academy's Bullying Policy as stated in the Parent-Student Handbook. I agree to do my part to keep the Academy safe and free from bullying. I accept my responsibility to report any concerns or incident of bullying in school to a teacher or administrator.

\_\_\_\_\_  
Scholar Name

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Scholar Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Dear Parents/Guardians and Scholars:

Use of electronic devices is limited at the JAH-SMaRT. Unless it is for a specific academic purpose AND with the permission and supervision of a teacher, **the use of cell phones and electronic devices (including personal computers) is prohibited during school hours, including lunch.**

We recognize that there may be reasons for scholars to carry cell phones for use before and after school hours. Should a scholar need to carry a cell phone, and so long as the phone is kept off and out of view during specified school hours, school officials generally will not confiscate the phone. In an emergency, we ask that you call the school and we will contact your child. This will allow us to avoid class disruption. Further, the use of these devices during a test or quiz is a violation of our Academy's code of conduct. Also, entertainment devices, such as iPods or PSP's, are not allowed at school, and the school does not take responsibility for loss or damage to these items that may occur at school or on the bus.

A scholar who is asked to relinquish an electronic device by any school staff member must do so regardless of time of day and/or circumstances. For a first offense, the phone will be confiscated and turned in to the main office. The scholar may pick up the device at the end of the day in the main office. For subsequent offences, a parent/guardian will be required to pick up the cell phone/electronic device during regular school hours. For scholars who repeatedly violate this policy, parent/guardian will be required to come in and meet with administration to discuss further disciplinary action.

We would like to thank you for your support. Your signature acknowledges your willingness to comply with this Academy policy.

*Please return this signed form to your Homeroom Teacher by Friday, September 6, 2019.*

\_\_\_\_\_  
Scholar Name

\_\_\_\_\_  
Homeroom Teacher

\_\_\_\_\_  
Scholar Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



*Jumoke Academy Honors – Science, Math and Research Technology  
Parent -Scholar Handbook 2019-2020*

*Jumoke Academy Honors – Science, Math  
And Research Technology (SMaRT)  
339 Blue Hills Avenue  
Hartford, CT 06112  
Phone (860) 527-0575  
Fax (860) 286-1137  
[www.jumokeacademy.org](http://www.jumokeacademy.org)*

*Principal: Dr. Marie Gordon Hall  
Dean of Students: Kashay Green  
Administrative Assistant: Natasha Hart*

*Jumoke Academy Charter Schools  
999 Asylum Avenue  
Hartford, CT 0  
Phone (860) 216-9636  
[www.jumokeacademy.org](http://www.jumokeacademy.org)*

*Executive Director of Schools: Dr. Troy Monroe  
Academic Director of Schools: Najla Staggers  
Director of Finance: Frank Williams*

**Non-Discrimination Notice**

*Each scholar is encouraged to develop and achieve individual educational goals. The district will provide every scholar with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No scholar will be excluded on such basis from participating in or having access to any course offerings, scholar athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.*

*Valena Smith is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.*

*Jumoke Academy Charter Schools prohibits all forms of harassments, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all members are guaranteed by law. This document is written in compliance with regulations of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights of 1964 and 1987, Title II of the Americans with Disabilities Act of 1991.*

*Jumoke Academy Charter Schools is aware and enforces that violation of Title IX may be a criminal matter and require police intervention. In addition, violations of Title IX may be considered a violation of child abuse legislation and warrant Department of Children and Families (DCF) intervention.*

**Commission on Human Rights & Opportunities**  
21 Grand Street  
Hartford, CT 06106  
Phone: (860) 541 – 3400  
Toll Free (CT): (800) 477 – 5737

**Connecticut, Maine, Massachusetts, New  
Hampshire, Rhode Island, & Vermont  
Office of Civil Rights – Boston Office**  
US Department of Education – 8<sup>th</sup> Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Phone: (617) 289 – 0111  
Fax: (617) 289 – 0150 Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

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# Jumoke Academy Honors – Science, Math and Research Technology Parent-Scholar Handbook 2019-2020

## JUMOKE ACADEMY CHARTER SCHOOL

# 2019-2020

### Academic Year Calendar



Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Su	M	Tu	W	Th	F	Sa
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Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30		16

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16	17	18	19	20	21	22
23	24	25	26	27	28	29

#### Legend

Professional Development - Early Release @ 1pm
First Day of School
No School
Early Release
End of Marking Period
Last Day of School
Board of Directors Meetings
Report Card Conferences
Progress Reports & End of Marking Period
Last Day of School
10 Month Staff Professional Development
10 Month Staff Last Day

#### Events

Aug 19-20	New Teachers PD
Aug 21-23	Convocation & PD
Aug 27	First day of school
Sep 2	Labor Day - No School
Sep 10	Board of Directors Meeting 6pm
Sep 11	Professional Development Early Release @ 1pm
Sep 25	Professional Development Early Release @ 1pm
Oct 2	Professional Development Early Release @ 1pm
Oct 8	Board of Directors Meeting 6pm
Oct 9	Progress Reports
Oct 16	Professional Development Early Release @ 1pm
Nov 6	Professional Development Early Release @ 1pm
Nov 11	Veteran's Day - No School
Nov 12	Board of Directors Meeting 6pm
Nov 20	Professional Development Early Release @ 1pm
Nov 21	End of Marking Period
Nov 27-29	Thanksgiving Break - No School
Dec 4	Report Card Conferences Early Release @ 1pm
Dec 10	Board of Directors Meeting 6pm
Dec 18	Professional Development Early Release @ 1pm
Dec 23 - Jan 1	Holiday Break - No School
Jan 8	Professional Development Early Release @ 1pm
Jan 14	Board of Directors Meeting 6pm
Jan 20	Martin Luther King Jr. Day - No School
Jan 22	Professional Development Early Release @ 1pm
Jan 24	Progress Reports
Feb 5	Professional Development Early Release @ 1pm
Feb 11	Board of Directors Meeting 6pm
Feb 17	President's Day - No School
Feb 19	Professional Development Early Release @ 1pm
Mar 4	Professional Development Early Release @ 1pm
Mar 9	End of Marking Period
Mar 10	Board of Directors Meeting 6pm
Mar 18	Report Card Conferences Early Release @ 1pm
Apr 1	Professional Development Early Release @ 1pm
Apr 10	Good Friday - No School
Apr 13-17	Spring Recess - No School
Apr 21	Board of Directors Meeting 6pm
Apr 22	Professional Development Early Release @ 1pm
Apr 30	Progress Reports
May 6	Professional Development Early Release @ 1pm
May 12	Board of Directors Meeting 6pm
May 20	Professional Development Early Release @ 1pm
May 25	Memorial Day - No School
June 3	End of Marking Period
June 5	Last Day of School*
June 8	10 Month Staff Professional Development
June 9	Board of Directors Meeting 6pm
June 9	10 Month Staff Last Day*

187 Teacher Days  
182 Student Days

\*Student and Staff last day subject to change based upon weather cancellation

### **School Specific Information**

Nicknamed “JAH-SMaRT”, this middle school academy is thematically centered on STEM education and promotes classroom and enrichment activities that facilitate scientific exploration. Our mission is to develop our students into mature, young adults who will make valuable contributions to the global society. Eighth graders will leave JAH-SMaRT with a desire to question the world around them and the 21st century skills necessary to change it for the better! Scholars at JAH-SMaRT participate in a rigorous academic program in language arts, math, science and social studies. In addition to these subjects, students receive character development classes about how to navigate the transition to middle school life. Scholars also receive exposure to different career options in math and the science through guest lectures and a host of science themed enrichment classes.

Along with varied enrichment offerings and top-notch academic instruction, scholars are trained how to set goals long-term career and educational goals for themselves. By the time our scholars leave in eighth grade, we make sure they all are going to high schools that they have researched and have determined make the most sense given their personal goals.

**The Mission of JAH-SMaRT** is to develop our students into mature, young adults who will make valuable contributions to the global society. Eighth graders will leave JAH-SMaRT with a desire to question the world around them and the 21st century skills necessary to change it for the better! Students at JAH-SMaRT participate in a rigorous academic program in language arts, math, science and social studies. In addition to these subjects, students receive character development classes about how to navigate the transition to middle school life. Students also receive exposure to different career options in math and the science through guest lectures and a host of science themed enrichment classes.

### **JAH-SMaRT Philosophy**

JAH-SMaRT subscribes to a philosophy that the unique needs of scholars in grades 5 through 8 can be met in a middle school setting that provides a scholar-centered program, and recognizes that the scholars of this age are undergoing greater physiological, psychological, and social reorientation than at any other period in their lives. The overall purpose of JAH-SMaRT is to meet the educational, developmental, and social needs that emerge in this transitional period. The Jumoke Academy Honors program provides a supportive and flexible environment so scholars will have opportunities to develop skills and explore a variety of learning experiences while making the transition from elementary to high school. While there will be an extra emphasis on Science, Math, and Research Technology, we continuously emphasize programs and activities that enhance our children's sense of responsibility, social skills, respect of self and others. Please refer to the following purpose statement.

**School Purpose Statement**

**JAH-SMaRT exists to foster the development of inquiring minds, 21st century skills, and strength of character necessary for all of our scholars to change the world for the better.**

<b>Strength of Character</b>	<b>21<sup>st</sup> Century Skills</b>	<b>Inquiring Minds</b>
Scholars build positive, <b><u>respectful</u></b> relationships with peers and adults.	Use technology as a tool to research, organize, evaluate and communicate information.	Scholars plan and pursue pathways to future school and career opportunities.
Scholars are accountable for their actions and work to improve their areas of needed growth.	Effectively analyze and evaluate evidence, arguments, claims and beliefs.	Scholars question ideas presented to them in academics, media, and the world around them.
Scholars are <b><u>ready to learn</u></b> and consistently execute their academic <b><u>responsibilities</u></b> .	Articulate thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts.	Identify and ask significant questions that clarify various points of view and lead to better solutions.
Act <b><u>responsibly</u></b> with the interests of the larger community in mind.	Solve different kinds of non-familiar problems in both conventional and innovative ways.	

***“Jumoke Academy Scholars are respectful, responsible and ready to learn at all times.”***

**School Hours**

JAH-SMaRT’s main office is open from 8:30 a.m. to 4:30 p.m. School begins at 8:45 a.m. for scholars and ends at 4:15 p.m. on regular dismissal days and 1:00 p.m. on half days. For a fee, families can enroll their scholar in before and after-care which allows drop-off as early as 7:30 a.m. and pick-up as late as 5:30 p.m. No after-care, however, is provided on early dismissal days. Parents who are regularly late picking up their children may lose the privilege of using after-care services and the school reserves the right to contact the school resource officer as necessary.

Delayed openings are announced through robo-call as well as on WFSB and WTNH and NBC. Doors are not opened until 10:15 a.m. during a two hour delay and there is **no before care available**. Please always check for delays or closings during inclement weather prior to dropping scholars off at school.

### **Visitors/Classroom Visits**

All visitors to JAH-SMaRT MUST report to the main office on the second floor when entering the building to sign in and receive a visitor's pass. Parents and guardians are encouraged and welcome to schedule an observation in their child's classroom. However, parents are not allowed to speak with the teacher while class is in session. An appointment can be made for a conference.

### **Parent/ Guardian Contact Information**

It is imperative that the school maintains an up to date copy of all parent and guardian contact information. In the event that an address or phone number changes during the course of the school year, please visit the main office to fill out a new emergency card. This information will be updated in our system upon completion of the form and allow the school to maintain contact as necessary.

### **Security**

For the safety of the children, the doors of the school are always locked. Scholars and visitors are required to buzz in through the front doors (nearest to the Main Office). Visitors may be asked to show their photo ID before gaining access to the building. Visitors must sign in at the office and wear a visitor's badge. Video camera systems monitor all entrances, the parking lots and hallways of the schools. In addition to video surveillance, there is a host of support staff in the building. The staff has been trained to question and redirect visitors who are in the school without passes.

For the safety of the scholars, all children must stay on school grounds until the time arrives for them to return home. No child will be permitted to leave the campus and then return. If a child has left school grounds and is found trying to return, they will promptly be sent home. A child must check in at home at the end of the day before making any other stops. (CVS, friend's house).

### **Lost and Found**

A lost and found container is located in the cafeteria of the building (marked, "Lost and Found"). Please check this area first when clothing or other items are lost. Valuable articles may also be held in the school office.

### **Positive Behavioral Interventions and Supports (PBIS)**

PBIS schools focus on a school-wide system of supports that promote appropriate behavior through identifying and teaching expectations and recognizing scholars who are following them. JAH-SMaRT teachers and staff use PBIS to help create a safe, welcoming, and purposeful learning environment. PBIS encourages scholars to achieve their academic potential while also developing and maintaining excellent character. Scholars are proactively taught behavior expectations that focus on the 3Rs: Respectful, Responsible, and Ready to Learn. Scholars who regularly meet these expectations receive positive behavior incentives. On the chart on the following page, the standard behavior expectations for JAH-SMaRT are clearly explained.

# Jumoke Academy Honors – Science, Math and Research Technology

## Parent-Scholar Handbook 2019-2020

### Standard Behavior Expectations of Scholars

RESPECTFUL	HALLWAY & STAIRWELL	MAIN OFFICE	LUNCHROOM	CLASSROOM	BATHROOM	RECESS	AUDITORIUM & FIELD TRIPS	DISMISSAL	COMPUTER LAB	
	BE SILENT WHEN AN ADULT IS SPEAKING TO THE GROUP									
	Speak in quiet voices.	Speak in quiet voices	Speak in quiet positive voices.	Follow volume and noise guidelines.	Speak in quiet positive voices.	Use positive language.	Follow volume and noise guidelines.	Use quiet positive voices.	Use quiet positive voices.	
	Keep hands and feet to self.	Keep hands and feet to self.	Keep hands and feet to self.	Keep hands and feet to self.	Keep hands and feet to self.	Follow rules of the appropriate activity.	Keep hands and feet to self.	Keep hands and feet to self.	Keep hands and feet to self and own computer.	
		Wait patiently for turn to speak with Office Manager.	Stand or sit in assigned place.	Walk with quiet feet.	Patiently wait your turn.		Applaud appropriately.	Politely accept adult redirection.	Keep eyes and ears on speaker.	
Say "please" and "thank you" to all.			Raise hands to share and ask questions.	Respect others' privacy.	Include and cooperate with others.	Keep eyes and ears on speaker or performer.	Politely accept adult redirection.		Respect other's documents.	
			Politely accept adult redirection.			Say "please" and "thank you" to all.			Leave computer settings as found.	
BE TRUTHFUL AND ACCOUNTABLE FOR YOUR ACTIONS										
RESPONSIBLE	Walk in straight line.	Walk in straight line.	Walk slowly at all times.	Maintain a clean, organized learning area.	Put paper towels in garbage and toilet paper in toilet.	Keep recess area clean.	Listen to and follow directions.	Stand still on a flat surface.	Maintain and leave a clean, organized learning area.	
	Walk with quiet feet.	Walk with quiet feet.	Patiently wait your turn.	Use classroom materials appropriately.	Wash hands before leaving.	Stay within the boundaries of play area.	Know what your response is before you raise your hand.	Hold on to personal materials.	Use computers for teacher's intended purpose.	
	Report to enrichment class promptly.		Use lunch materials appropriately.	Try your best at all times.	Turn water off when finished.		Stay with homeroom or assigned group.	Report any incident to an adult.	Immediately report computer issues to teacher.	
			Clean up after yourself.	Prepare for class (including complete homework).	Keep water in sink.			Move quickly to dismissal location.	Treat computers with care.	
					Immediately report poor conditions.			Once off campus, do not return.	Keep food and drinks out of computer lab.	
MAINTAIN PROPER UNIFORM										
READY TO LEARN	Listen to and follow directions.	Bring necessary forms to office before school starts.	Raise hand and stop talking when hand is raised.	Listen to and follow directions.	Finish as quickly as possible.	Form straight quiet lines when recess is over.	Wait patiently and quietly.	Listen to and follow directions.	Listen to and follow directions.	
	Listen to and follow directions.		Track the speaker.	Make an effort to use during non-instructional time.	Track the speaker.	Ensure all needed materials are packed.	Track the speaker.			
	Face forward.	Attend to business quickly at office and return to class promptly.	Promptly attend appointments.	Maintain focus on lesson, even during interruptions.				Follow teacher's bathroom policy.	Raise hand and stop talking when hand is raised.	Maintain focus on lesson, even during interruptions.
				Complete assignments in timely manner.					Form quiet straight lines at dismissal.	Complete assignments in timely manner.
				Participate in class discussions.					Ask appropriate questions.	Ensure computer is plugged in and charging.

### **Behavior Policy**

Jumoke Academy scholars are responsible for their own actions and behaviors. Jumoke's behavior policies outline the expectations that all scholars are expected to abide by and will be explicitly taught to all. Periodically, scholars may fail to meet these expectations and the school will respond appropriately. Behavioral violations are divided into four levels based on severity. Please refer to the chart below for an explanation of the Behavior Levels.

<b>Level 1 Behaviors</b> Teacher Managed	<b>Level 2 Behaviors</b> Administrator Managed	<b>Level 3 Behaviors</b> Administrator Managed	<b>Level 4 Behaviors</b> Administrator Managed
-Violation of class rules -Violation of Jumoke's 3 R's: Respectful, Responsible, and Ready to Learn	-Chronic Level 1 Referrals (3+ per week per class) -Chronic Disruption -Directed Inappropriate Language/Gestures/ Actions -Skipping Class -Cheating/Forgery -Other	- Chronic Level 2 Referrals (2+ per month) -Fighting/Physical Aggression -Threats/Intimidation -Bullying/Harassment -Vandalism -Stealing -Misuse of Substance to Cause Impairment -Other	- Chronic Level 3 Referrals (2+ per month) -Possession of Weapons -Possession of Illegal Substances -Assault -Other

### **Restorative Practices**

Jumoke is beginning the process of implementing restorative practices. At its core, restorative practices focus on the philosophy that when a person does harm, it affects the persons they hurt, the school community, and themselves. When using restorative practices, an attempt is made to repair the harm caused, thus allowing staff to help scholars repair harm and teach problem solving skills. Teachers will focus on building relationships and school community to help prevent conflict. Whenever possible, scholars will work with staff to engage in restorative practices resolve problems. There may be times, however, when this is not possible and the consequences from the behavior matrix are used.

### **Referrals**

**Level 1** Teachers manage all Level 1 violations. Prior to a scholar receiving a Level 1 referral from the teacher they would be given an opportunity to correct the behavior via a warning from the teacher. If that warning is not successful in ending the undesired behavior, the scholar will be sent to the Critical Thinking Center (CTC) with a Level 1 referral to reflect on their actions and prepare for re-entry into the lesson. A copy of that referral will be sent home for a parent signature. Teachers have a multitude of interventions and consequences that they can choose from to implement to help improve the scholar's behavior. Chronic CTC visits, as defined by three visits in one class over a one week period, will result in a Level 2 referral.

**Level 2 – 4** Scholars sometimes fail to adhere to classroom rules and expectations. When classroom level interventions are unsuccessful, or behaviors are unsafe the scholars are referred to the dean and/or principal. Possible interventions and consequences for Level 2 through 4 referrals are below.



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<b>Level 2 Behaviors</b>			
<b>Behavior</b>	<b>1<sup>st</sup> Incident</b>	<b>2<sup>nd</sup> Incident</b>	<b>3<sup>rd</sup> Incident</b>
<b>Chronic Level 1 Offenses</b>	-After School detention -Parent Notification -Formal apology to staff and/or peers	-After School detention -Parent Notification -Formal apology to staff and/or peers	-After School detention -Parent Notification -Formal apology to staff and/or peers
<b>Chronic Disruption</b>	-After School detention -Parent Notification -Formal apology to staff and/or peers	-After School detention -Parent Notification -Formal apology to staff and/or peers	-In-School Suspension—1-2 days -Parent Conference -Social Skill Intervention - Behavior Contract
<b>Directed Inappropriate Language/Gestures/Actions</b>	-After School detention -Parent Notification -Formal apology to staff and/or peers	-After School detention -Parent Notification -Formal apology to staff and/or peers	-In-School Suspension—1-2 days -Parent Conference -Social Skill Intervention - Behavior Contract
<b>Skip Class/Out of Bounds</b> *Scholar will not be allowed to make-up missed work assigned while skipping class. Scholar will receive a grade of 0 on the assignment.	-After School detention -Parent Notification -Behavior Contract	-After School detention -Parent Notification - Behavior Contract	-In-School Suspension—1-2 days -Parent Conference -Scholar, classroom teacher and Dean Conference - Behavior Contract
<b>Cheating/Forgery</b>	-Grade of “F” on the assignment -Parent Notification -After-School Detention	-Grade of “F” on the assignment -Parent Notification -After-School Detention	-Grade of “F” on the assignment -Parent Conference -In-School Suspension—1-2 days
<b>Level 3 Behaviors</b>			
<b>Chronic Level 2 Offenses</b>	- In-School Suspension—1-2 days -Parent Notification	- In-School Suspension—2-3 days -Parent Notification	- In-School Suspension—3-4 days -Parent Notification
<b>Fighting/Physical Aggression</b>	- In-School Suspension—1-2 days -Parent Notification -Peer Mediation	-Out-of-School Suspension—2-3 days -Parent Notification -Conflict Resolution -Re-entry Plan	-Out-of-School - Suspension –3-5 days -Parent Conference -Re-entry Plan
<b>Threats/Intimidation</b>	- In-School Suspension—1-2 days -Parent Notification -Peer Mediation	-Out-of-School Suspension—2-3 days -Parent Notification -Conflict Resolution -Re-entry Plan	-Out-of-School - Suspension –3-5 days -Parent Conference -Re-entry Plan
<b>Bullying/Harassment</b>	- In-School Suspension—1-2 days -Parent Notification -Peer Mediation	-Out-of-School Suspension—2-3 days -Parent Notification -Conflict Resolution -Re-entry Plan	-Out-of-School - Suspension –3-5 days -Parent Conference -Re-entry Plan

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<b>Vandalism</b>	- After-School Detention -Replacement or restitution of cost -Parent Notification	-In-School Suspension— 1-2 days -Replacement or restitution of cost -Parent Notification	-In-School Suspension— 3-5 days -Replacement or restitution of cost -Parent Conference
<b>Misuse of Substance to Cause Impairment</b>	- After-School Detention -Parent Notification	-In-School Suspension— 1-2 days -Parent Notification	-In-School Suspension— 3-5 days -Parent Conference
<b>Level 4 Behaviors</b>			
<b>Chronic Level 3 Offenses</b>	-Parent Notification & Parent Conference -Out-of-School -Suspension –up to 10 days -Re-entry Form -Referral to Community Resource Officer -Possible Recommendation for Expulsion		
<b>Possession of Weapons</b>	-Parent Notification & Parent Conference -Out-of-School -Suspension –up to 10 days -Re-entry Form - Referral to Community Resource Officer - Recommendation for Expulsion		
<b>Possession of Illegal Substances</b>	-Parent Notification & Parent Conference -Out-of-School -Suspension –up to 10 days -Re-entry Form - Referral to Community Resource Officer -Recommendation for Expulsion		
<b>Assault</b>	-Parent Notification & Parent Conference -Out-of-School -Suspension –up to 10 days -Re-entry Form -Referral to Community Resource Officer -Recommendation for Expulsion		
<b>Other</b>	<i>Administrator Discretion</i>		

All consequences on the above behavior matrix are subject to change or alteration at the discretion of the school administrators.

**After School Detention**

As outline in the above chart, after school detentions may be assigned as a behavioral consequence. Detentions run every Thursday from 4:15 to 5 p.m. Scholars and parents will be notified with a referral describing the reason and date of the detention. If a scholar receives a detention on a Thursday, the parent will be notified by phone.

**Scholar attendance is mandatory. It is the responsibility of the parent to make sure their child attends and arranges for pick-up at 5 p.m.**

In rare circumstances, when a parent cannot arrange transportation, the parent must call and talk to the Principal or Dean of Scholars to arrange for an alternate detention date. Skipped detentions will result in parent meetings with the principal and further disciplinary actions. Scholars may also miss out on fun school events if detentions are not served.

### **Bus Transportation**

The following are general safety and behavioral guidelines as a reminder:

#### **Leaving for school**

1. Avoid wearing loose clothing or scarves, clothing with long drawstrings, or backpacks with long straps or dangling attachment that might get caught in the bus handrail or door.
2. Stay safe and wait on the sidewalk or curbside, away from the road.
3. Respect the property where you stand and wait for the bus by monitoring your voice level and refraining from littering.
4. Be at the bus stop at least 10 minutes ahead of time.

#### **Boarding the school bus**

1. Board the bus at your assigned stop only, unless you have a written permission from the school office to board at a different stop.
2. If you miss the bus, do not flag down or chase after the bus.
3. If you have to cross the road to board the bus, remember:
  - a. Cross the road only when the bus driver signals you to do so.
  - b. Walk 10 or more steps ahead of the bus along the edge of the road until you can see the driver's face.
  - c. After the bus driver signals you to cross the road, check both ways to make sure all cars and trucks have stopped.
4. Always remember – if you can touch the side of the bus you are too close!

#### **While on the school bus**

1. Obey the bus driver.
2. Stay seated until the bus comes to a complete stop at the school or bus stop.
3. Leave windows closed unless you have permission from the bus driver.
4. Keep hand, all body parts and objects inside the bus.
5. Keep the aisle cleared.
6. Keep the bus clean by placing all trash in the garbage.
7. Keep all belongings with you.
8. Keep hands and feet off the other passengers and their belongings.
9. Use appropriate tone, volume, and language at all times.
10. When at railroad crossing, there must be silence on the bus.
11. Keep hands off emergency doors, fire extinguishers unless instructed by an adult.

Scholars who fail to display respectful, responsible, and ready to learn behavior on the bus may lose to privilege to ride for a period of time. Families of scholars at risk of losing bus privileges will be notified prior to removal from the bus unless the safety of all on the bus cannot be guaranteed.

### **Positive Behavior Incentives**

Scholars who do not earn a Level 2 referral or higher during the course of a month will be allowed to participate in fun school events such as dress-down days, ice cream socials, movie afternoons, etc. These events serve to recognize and reward scholars who are regularly displaying Jumoke's 3 R's.

Jah-Bucks are given to scholars displaying appropriate Jumoke behaviors towards classmates and staff. These vouchers are redeemable for various privileges and items to be determined by scholars and staff.

Homeroom classes will also be competing in a "Home Cup Competition" where the winning the homeroom receives a special field trip or event. Scholars will be competing in areas of room cleanliness, fewest referrals, school service, and attendance.

### **Field Trips**

A variety of field trips are offered to enrich the curriculum at school. Scholars who are failing their courses due to large amounts of missing work or major assignments may need to stay at school to complete work. Scholars at risk of missing a trip will be notified in advance and given a list of work that must be completed. Permission forms and payment must be in by the due date, or the scholar risks missing the opportunity to attend the trip.

The school administration reserves the right to remove scholars from field trips due to behavior. Scholars whose behavior represents a safety concern may not be able to attend. If a scholar is removed from the trip due to behavior, **a refund of funds paid may not be available.**

### **8<sup>th</sup> Grade Promotion**

Promotion is a momentous occasion celebrating the hard work of the graduating class. In order to participate in graduation activities and ceremonies, a scholar must have all passing averages for the first two trimesters, and/or passing averages on the 3<sup>rd</sup> trimester progress report. A scholar who has demonstrated a sustained effort throughout the year to improve grades may be considered for participation.

### **Attendance Policy**

When a scholar is absent, a parent **MUST** call the school to notify the office by 9:00 a.m. In addition to the phone call, when the child returns to school, they **MUST** bring a note from the parent outlining the reason for the absence. All notes regarding scholar absences should be submitted to the main office assistant or homeroom teacher. The absence of such documentation and/or phone call constitutes an "unexcused absence."

After a scholar's first 9 absences excused by the parent, the only absences that will be excused are outlined on the following chart.

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Level	Total Days Absent	Acceptable Reasons for Excused Absence	Documentation required (in 10 Days)
1	One through nine	Any reason that the parent or guardian approves	Parent or guardian note.
2	10 and above	<ul style="list-style-type: none"> <li>Scholar illness as documented by licensed medical professional (even for one day)</li> <li>Scholar's observance of religious holiday</li> <li>Death in scholar's family or other emergency beyond the family's control</li> <li>Mandate court appearance (documentation required)</li> <li>Lack of transportation that is normally provided by district</li> <li>Extraordinary educational opportunities – PRE APPROVED BY SCHOOL</li> </ul>	Parent or guardian note and additional documentation for certain reasons

#### Tardiness

It is imperative that scholars are at school on time every day. If a scholar arrives after 8:50 a.m. they are late; a parent MUST accompany their scholar to the office to sign them in. While there may be a few understandable tardy occurrences during the course of a year, excessive tardiness may result in a scholar being documented as truant.

***Excessive tardiness is defined as 20 or more tardies in a school year.***

#### Truant

**“Truant”**, as defined by the state of CT, shall mean a child age 5-18, inclusive who has 4 unexcused absences in any one month, or ten unexcused absences in one school year. In addition, as defined by Jumoke Academy Charter Schools, excessive tardiness may also result in a scholar being considered truant.

**“Habitually Truant”**, as defined by the state of CT’s Superior Court, is defined as any scholar who has 20 or more unexcused absences in a school year.

When a scholar is considered truant, the following policies shall be followed:

- A meeting between the parent/guardian and school administration will be held to review and evaluate the reasons for the child being truant.
- If a parent fails to attend the meeting within 15 days, a complaint may be filed with the Superior Court.
- The school may coordinate services and referrals of children to community agencies providing child and family services.

#### **“Early Release Absent” or “Tardy Absent”**

If a child’s tardiness results in less than four hours of attendance, the child will be marked as “Tardy Absent”. An early pickup that results in less than four hours of attendance will be marked as an “Early

Release Absent”. Jumoke still encourages scholars to come to school even if they are going to miss the majority of the day because every hour of instruction is vital.

#### **Perfect Attendance Award**

Scholars who are present for every day of school and have not been tardy for more than six times during the school year are eligible for a perfect attendance award. These special awards are given at the end of the school year; parents of eligible scholars will be notified prior to the ceremony.

#### **Honors and High Honors**

Scholars must have an average of 80% or higher in all academic classes and a cumulative average of 80% or higher in specials classes to receive honors and all threes and fours for learning habits. To receive High Honors, a scholar must have an average of 90% or higher in all academic classes and a cumulative average of 90% or higher in specials classes as well as all threes or fours for learning habits.

#### **Internet Safety**

Use of the internet and Jumoke Academy School District Network is a privilege. The following regulations are in place to ensure our scholars and the school's safety.

**Personal Safety and Personal Privacy** – you will not post personal contact information about yourself. Personal contact information includes your address, telephone, school address, work address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

**Illegal Activities** – you will not attempt to gain unauthorized access to Jumoke Academy School's network or internet connection or to any other computer system through Jumoke Academy School's network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use Jumoke Academy School's network or internet connection to engage in any other illegal act, such as the threatening the safety of person.

**Inappropriate Language** - restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization.

**Respect for Privacy** - you will not repost a message that was sent to you privately without permission of the person who sent you the message. You will not post private information, including personal contact information, about another person.

**Respecting Resource Limits** - you will use the system only for educational development. You will not download large files unless given authorization by school staff.



**Inappropriate Access to Material** - you will not use Jumoke Academy School's network or the internet to access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this policy.

**Use of Electronic Communication** - scholars will not use electronic mail, chat rooms, and other forms of direct electronic communications. The exception for this is for instructional purposes and only if properly supervised.

### **Bullying and Cyber bullying**

Public Act No. 11-232 defines bullying as: (A) the repeated use by one or more students of a written, oral, or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school.

Public Act No. 11 – 232 clearly indicates that bullying may occur: on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, as well as outside of the school setting. Physical acts or gestures, based on any actual or perceived differentiating characteristics, such as: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, gender identity, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics are to be considered under the classification of bullying. Student and/or their parent may file a written report of conduct they consider bullying. Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the school, but no disciplinary action shall be taken solely on the basis of an anonymous report. The school Dean is responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

### **School Equipment and Facilities**

#### **Equipment and Facilities**

Responsible and proper care of equipment and facilities is expected from each scholar. Equipment that is checked out to a scholar is the sole responsibility of that scholar. S/he is responsible for returning it at the end of the activity in the same condition in which it was received. Lost equipment or careless damage to the facilities will be paid for by the individual responsible.

Scholars sometimes use the hallways as an extension of their classes. Therefore, scholars should maintain

reasonable quiet and order in the halls when passing between classes and respect all items on display throughout the building.

### **Lockers**

Use of lockers is a privilege, not a right, therefore scholars are expected to take utmost care to insure that the locker is closed and locked. Material on the inside of the locker should be easily removed when the scholar vacates the locker at the end of the year. Lockers are the property of the Academy and are subject to search without cause and scholars should have no expectations of privacy.

### **Elevator Use**

Scholar use of the elevators is **prohibited**. Only scholars who have special needs and who have permission from the office may use the elevators.

## **JAH –SMaRT Uniform Policy: Grades 5 through 8**

**Uniforms are a strict requirement** at JAH-SMaRT. There are no exceptions. At the time of admission, all families are informed of this policy and agree to abide by it. **PLEASE NOTE THAT BLAZERS ARE REQUIRED AND SWEATERS CANNOT BE PURCHASED AND WORN AS A SUBSTITUTE FOR THE BLAZER.**

Cost of our uniforms, on average, is less than what you would pay for non-uniform clothing. However, should you find yourself in a position where you are unable to afford the purchase of uniforms, please notify the main office at 860-527-0575. All ties, gym uniforms, and polo shirts can be purchased at the school during summer or throughout the year.

### **Boys & Girls Formal Dress Standard:**

- Formal button-down white dress shirt (long or short sleeves), tucked in (white undershirts only)
- Full length khaki pants or khaki skirt (shorts, Cargo pants or Capri-style pants are **not** in accordance with uniform requirements)
- Burgundy blazer with the Jumoke Academy logo
- Solid Burgundy tie (boys), Solid Burgundy cross-tie (girls)
- Solid black, white, burgundy or brown socks (**Please note: girls must wear black or white stockings or regular short socks with their skirts – no leggings**)
- Solid black or dark brown closed-toe dress shoes with a flat heel. Soles and laces must also be black or dark brown. (NO SNEAKERS OR SNEAKER-LIKE SHOES, NO STRIPES, NO DECALS OR DECORATIONS, NO MOCCASINS, OR SHOES WITH WHITE SOLES.)
- Black or Brown dress belt
- Moderate jewelry allowed, as quantified by one watch, one bracelet, etc. Necklaces worn inside shirt

### **Boys & Girls Gym Uniforms:**

- Burgundy sweat pants with white polo shirt with Jumoke logo on it (polo shirt must be tucked in when not in gym class).
- Sweatshirts with Jumoke logo (optional on warm days) **\*\* Sweatshirts can only be worn on gym days.\*\***

### **Vendors:**

**Living Word Imprint** Phone: 860-882-1679  
450 Homestead Ave  
Hartford, CT 06112

**Uniforms and Stuff** Phone: 860-461-1791  
541 Albany Ave  
Hartford, CT 06112

If a scholar forgets their blazer or tie, the main office has a limited supply that is available to borrow. They are on a first come, first served basis, however a scholar will only be able to borrow one item a month. It is the scholar's responsibility to come to school in uniform. If there is a legitimate problem with a uniform piece (at the cleaners, being replaced), a scholar will be excused provided they bring in a note from home.

### **District Specific Information**

#### **Jumoke Academy's Mission Statement**

The mission of Jumoke Academy Charter Schools is to prepare children to successfully compete in the global marketplace despite the social and economic challenges they may presently face. The academy is dedicated to rigorous academic and social standards achieved by holding high expectations for all scholars during challenging instruction.

Jumoke Academy, located in Hartford's historic Blue Hills' community, was one of the first charter schools constitutionally approved under Connecticut's Charter School Legislation on February 27, 1997. The Academy is a public school of choice, open to interested families residing in Greater Hartford and beyond. Jumoke Academy Charter Schools maintain an enrollment of over 600 scholars, grades PreK-8, housed in three schools within three buildings:

*Thelma Ellis Dickerson's Jumoke Academy (PreK-4<sup>th</sup>)  
Jumoke Academy Honors for Science, Math and Research Technology (JAH-SMaRT) (5<sup>th</sup>-8<sup>th</sup>)  
Jumoke Academy Honors at Hartford Conservatory (5<sup>th</sup>-8<sup>th</sup>)*

Jumoke Academy is a family oriented school with a strong academic emphasis. Parent and family participation in the academic, social, and operational components of our school is essential to our success.

The concept of "Jumoke" (a word from the Yoruba language meaning "the child is loved") is central to the Academy's mission to provide a safe and nurturing environment for its children, while providing high quality instruction.

### **Accreditation**

Jumoke Academy Charter School is authorized by the Connecticut State Department of Education (CSDE). Every five years the Academy's certification status is reviewed to ensure that our scholars are receiving an excellent education in compliance with all federal and state laws.

### **The Board of Trustees**

The Board of Trustees is responsible for ensuring that the school operates in compliance with state and federal laws, and Board regulations. The Board of Trustees is comprised of community members, teachers, parents and members from the corporate community. The teacher representatives to the board are elected by school staff, and the parent representatives to the Board of Trustees are elected by members of the Parent's Association. Teacher and parent representatives are responsible for providing information to their respective constituent groups. For more information contact the office of the Executive Director at 860-527-0575.

### **Phone Calls**

Parents should be aware that phone calls cannot be transferred during the school day. If you wish to get a message to your child; please leave it with the main office, and he or she will receive it before the end of the school day. This is to ensure that classroom instruction is not interrupted. When communicating with a teacher, please allow for a 24 hour response time.

### **Parent Services**

The school has an active parent-teacher organization (JAPA) that meets monthly. Every scholar's parents/guardians are automatically members of the organization and are encouraged to participate. JAPA Officers are elected each spring at a JAPA meeting. JAPA meeting dates and activities are distributed at the beginning of each month.

#### ***JAPA Meetings and Parent Workshops***

The Jumoke Academy Parents Association (JAPA) meetings are held every month (exact dates are listed in the School calendar). In order to have a specific topic addressed at a meeting, contact a JAPA board member. A series of JAPA and School sponsored parent workshops are held throughout the year. Notices are sent home in the children's backpacks. Please check your child's backpacks every day after school.

#### ***Class Parents***

There is a Room Parent assigned to each class/ home room. Parents sign up through the JAPA and have the basic responsibility of communicating school information to other parents through phone calls or e-mail, attending JAPA meetings, and communicating with the School.

#### ***JAPA Positions***

There are the positions of JAPA President, Vice President, Board Representative, Secretary, Treasurer, Fundraiser Committee Chair, Communication Committee Head, Parent Workshop Committee, and Events Committee Chairs.

#### ***Volunteers***

We need you! The role of parent volunteers is essential to the success of our school. Please be on the lookout for volunteer opportunities throughout the year. You may also find out about volunteer opportunities by contacting your child's classroom teacher, enrichment or the school's enrichment coordinator.

### **Fund Raising**

All fundraising proposals in the school must be submitted to the Principal and then reviewed by the Protocol Committee. Final approval of proposals is reserved for the Principal and the executive office. Standing annual fundraisers are conducted by the JAPA and the Field Day Committee. The JAPA holds one major fundraiser in the fall and one in the spring. All families are encouraged to participate. These funds are used at the School for a variety of activities and materials. A fundraising committee is organized each year. Contact the JAPA if you would like to volunteer.

### **Check Policy**

If a check is returned for insufficient funds, we send out a letter notifying the account holder and request a replacement check for the bank service charge, as well as the amount of the original check. The second time a check is returned for insufficient funds, we send out a letter notifying the account holder that we will no longer accept personal checks from him/her for the remainder of the School year, and that payments should be made via cash or money order. We would at that time also request a replacement check in the amount of the original check plus the bank charge to cover the returned deposit fee.

### **Concerns and Complaints**

Most concerns or issues should be handled through efficient and effective communication between the staff member concerned and families. If an issue cannot be resolved at this level, it is appropriate to contact the Principal.

### **Admissions**

Jumoke Academy uses a lottery process for admitting scholars. We receive numerous applications each year. All eligible applications must be received on or by February 28. The scholar lottery is held in late March. Applications received after February 28 will not be eligible for the March lottery drawing. Applications are available in the school office or online at [www.jumokeacademy.org](http://www.jumokeacademy.org).

Pre-K applications are accepted for scholars turning four years old by December 31 of the school year they are starting.

Kindergarten applications are accepted for scholars turning five by December 31 of the school year they are starting.

#### ***Sibling Applications***

Currently, younger siblings are offered a space at Jumoke Academy on “as space is available” basis. An application must be completed before the lottery. Siblings are defined as two or more children living in the same home. When a new sibling is enrolled, the current siblings must remain at the school for the entire school year.

### **Scholars from Greater Hartford Towns**

Jumoke currently has scholars enrolled from Bloomfield, Windsor, East Windsor, East Hartford, Vernon, Hartford, Manchester, Middletown, New Britain, Newington, Rocky Hill, West Hartford, and Wethersfield.

Scholars are accepted from all towns located in the Greater Hartford County and beyond. Participation in the charter school program is voluntary. Parents/guardians may request applications by contacting the main office.

### **Pesticide Application**

Only certified pesticide applicators are used in schools for non-emergency pesticide use in School buildings or on School grounds. Pesticide applications are applied by licensed technicians, and such applications are never done while school is in session. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry, and such notice will be provided as required by law. Parents/guardians who want to be notified before pesticide applications inside their child's school assignment area may contact Director of Facilities at 860-527-0575.

### **Asbestos Management Plan Notice**

"In compliance with the United States Environmental Protection (EPA) Asbestos Hazard Emergency Response Act (AHERA) and the State of Connecticut Department of Public Health (CT DPH) we are required to inspect our school buildings for asbestos every three years and develop a management plan to responsibly control what material may remain in the school buildings.

A plan has been prepared for each school building and a copy is available at the school office as well as the main office, to all parties that may be concerned. Persons wishing to review this document may do so during regular school hours."

### **Fire Drills**

Fire drills are held at regular intervals as required by state law. Scholars must follow the exit directions posted in each classroom. A crisis response drill may be substituted for one of the required monthly school fire drills once every three months.

### **Physical Education, Outdoor Activities, Outdoor Air Quality and Adverse Temperature**

All scholars will be expected to participate in physical education classes unless a physician's note is on file in the Health Room.

Scholars will not go outside under the following circumstances:

- The outdoor temperature is below 34 degrees or over 95 degrees;
- The pollen count is high; or the air quality (for any reason) is poor.

#### ***Wet Clothing***

Scholars who get their clothing wet from the weather may call home to ask a parent to bring in dry clothes. Scholars may call from the main office but must return to the classroom to await dry clothing so they do not miss out on instruction.

### **Field Trips**

Exploration of community resources—such as a planetarium, science center, museum, factory, hospital, etc.—provides an inclusive approach to education that fosters a feeling of connectedness in the child's world. All of our scholars are developmentally prepared for this type of learning. "Field trip" experiences



are a vital component of the program. Field trip activities for our scholars are encouraged as family activities. Permission slips are always sent home in advance of field trips. The scholar's permission slip must be returned in order to participate. Some field trip experiences may incur an extra cost; however, no scholar will be denied participation due to financial need.

#### **Notices to Parents/Guardians**

Please be sure to read all notices that come home carefully. It is a good idea to check your child's school bags on a daily basis, so you can review this important information.

#### **Excused Recess or Physical Education Class**

The School's position is that scholars who can attend school are well enough to take part in physical education classes and outdoor recess. An excuse request will be honored if made by the scholar's physician in writing and filed in the Health Office.

#### **Grooming**

Jumoke Academy's dress code is established to provide an atmosphere that enhances learning, teaches hygiene, instills discipline, prevents disruption, and avoids safety hazards. Scholars shall come to school looking neat and clean, wearing appropriate clothing, and exhibiting grooming that will promote good health.

#### **Special Event and Programs**

Cultural and arts programs are held throughout the school year. More information regarding special events will be sent to families before the events. Parents are always encouraged to attend.

#### **Tours**

Tours of Jumoke Academy Schools are conducted monthly and by appointment because of the number of visitors to our school. Those wishing to tour our school are requested to make arrangements to attend a scheduled monthly tour. Parents have the opportunity to tour the school during the Town Hall Meetings, Open House, and special school events.

#### **Health Services**

##### ***Health Room***

Two registered nurses are on staff at Jumoke Academy. The nurse helps provide the fullest possible educational opportunity for each scholar by minimizing absences due to illness, and creating a climate of health and well being in school. Cooperation between home and school is essential to the wellness of all scholars. From time to time during the school year, the School nurse will be sending notices home with scholars. These notices contain very important information regarding health issues.

The health of our scholars is of vital concern. Parent/Guardian support on the following guidelines will help keep a healthy school environment:

- Scholars should not be sent to school when ill.
- Please note that if a scholar is well enough to be in school, he/she is expected to participate in all classes and recess.

The nurse's time is divided between the Elementary School and the Middle School. The school nurse assesses individual scholar illness, provides first aid, plans for scholars with disabilities and health conditions, coordinates prevention and control of communicable disease, participates in health education programs, and provides health screenings. In addition, staff who are trained in CPR/First Aid and medication administration assist when necessary. Any health matters or questions you may have should be directed to the school nurse.

### ***Physical Exams and Immunizations***

Connecticut law requires immunizations against Diphtheria, Tetanus, Pertussis (DtaP); Polio; Measles, Mumps, German measles (Rubella) (MMR); Hemophilus Influenza Type B (Hib); and Varicella (Chicken Pox). Connecticut state law also requires a physical examination prior to school entrance. Updated physical examinations are required for pre-kindergarten, kindergarten, third, sixth, and tenth grade. Immunization requirements can be waived if a signed religious waiver is on file each year. Scholars may be restricted from entering the school without official proof (signed original medical form) of immunizations.

### ***Communicable Disease Regulations Regarding Readmittance to School***

Chicken Pox – 7 days from onset of rash or until all lesions have crusted over

Measles – 5 days from onset of rash

Rubella – 4 days from onset of rash

Mumps – after all swelling has subsided

Other children in the family who have not had the disease may attend school. The nurse will watch for symptoms.

State law requires pre-kindergarten, kindergarten and sixth grade scholars to have an updated physical examination and all required immunizations on file before the first day of school. Immunization requirements can be waived if a signed health or religious waiver is on file each year.

### ***Medication Policy***

Medications should be given at home whenever possible, and a doctor's note must accompany any prescribed medication to be administered at school. If a scholar is required to take prescription or nonprescription medication during the school day, the following guidelines, in accordance with state law, must be met to ensure the scholar's safety:

- A signed written order (Medication Authorization Form) from the physician/dentist that includes: the scholar's name, the name of the medication, the dose prescribed, the frequency of the dose, the reason for prescribing, the start date, the finish date, side effects to look for, and any special instructions must be presented with the medication. Forms may be obtained from school nurse.
- Signed permission from parent/guardian to allow school personnel to administer medication. This is part of the Medication Authorization Form.
- Transport the medication to school yourself or with another responsible adult. Exception: Secondary scholars with the order and permission to self-medicate using asthma inhalers.
- Give the medication directly to the school nurse.
- Medication must be in its original container with pharmacy label.

There will be no over-the-counter medication (for example, Advil/Motrin/Tylenol) dispensed without a completed medication administration form. A new form must be completed each school year. No medication can remain in the school over the summer. Any medication not picked up will be destroyed and disposed of.

Scholars in the Middle School will be allowed to carry their own metered-dose asthma inhalers and Epi-pens with the above guidelines. **The school nurse is not available to administer medication on field trips.** Other plans must be made before field trips.

### ***Vision and Hearing Screening***

Vision and hearing screenings are done in accordance with State requirements. Parents/Guardians will be notified of all results.

### ***Illness at Home***

While it is important for your child to be in school in order to learn, it is equally important that when your child is ill she/he should stay home. Please review the following guidelines for when to keep your child home.

Please keep your child home if within the last 24 hours your child:

- has a temperature of 100 degrees or higher
- needs a fever reducing medication to keep the temperature below 100 degrees
- has vomiting and/or diarrhea
- has a rash of unknown origin that is spreading
- has a red eye and/or eye drainage that is not clear

Children should remain home for at least 24 hours after symptoms have cleared without the need for medication, and they are eating their normal diet. You should plan to contact your health care provider if:

- your child develops a high fever (101 degrees or more)
- your child was getting better, but now is getting worse (develops high fever, cough)
- your child has a cough that is not controlled by medication, has a cough that is becoming more frequent or changes in tone from a dry cough to a barking or tight cough
- your child has a rash of unknown origin that is spreading

### ***Illness or Injury During School Hours***

If a scholar is injured or becomes ill during School hours, the nurse will make every attempt to contact parents/guardians as the situation warrants. If a scholar requires more than basic first aid, 911 will be called.

Scholars must be picked up from school for the following reasons:

- Fever >100.5
- Vomiting
- Rash of unknown origin

If parent/guardian cannot be reached, the person designated on the emergency information sheet is called to care for the scholar until a parent/guardian can take over. It is **IMPORTANT** to notify the school of any changes that need to be made on the emergency information sheet.

### ***Casts or Crutches***

A doctor's note is required if a scholar must use crutches at school, has had a cast applied, or otherwise needs special medical attention. The note must be given to the nurse before the scholar begins the school day.

### ***Snacks – Lunches – Food Allergies***

Every year we have scholars attending our School who have a life-threatening allergy to nuts, peanuts, or peanut products. These scholars may not eat, touch, or even inhale the aroma of peanuts without endangering themselves. While we are instituting proper procedures at school (for example nut free zones, staff training for Epi-Pen administration), we need everyone's help to prevent a possible tragedy. We ask that parents/guardians help by taking the following precautions:

- All allergies must be reported to the school nurse.
- Parents receive monthly menus and should send food for scholars on days when a scholar may not eat a particular food.
- The cafeteria and certain classrooms are "Nut Free Zones."
- Please do not send your child to school with peanut butter or any nuts.
- A **"NO FOOD TRADING"** and **"NO UTENSIL SHARING"** policy is enforced.
- All scholars requiring Epi-pens should have them at school at all times.
- Classroom snacks are nut free.
- All classroom treats (birthdays) must contain original ingredient labels and must be nut free.
- All scholars and staff will be encouraged to wash their hands after eating and/or handling food.

Occasionally a scholar may forget their lunch at home and a parent can drop off their meal at the front desk. This practice should only occur infrequently, however. Scholars are not permitted to have lunch delivered or dropped off to them regularly; this is very disruptive to the office staff.

### ***Microwave Policy***

For safety reasons, the microwave is not to be used by scholars or by staff members for a student. If scholars bring a lunch, they must bring a lunch that does not need to be heated.

## **Transportation**

School bus transportation is provided only for scholars who reside in Hartford. Families living outside of Hartford are responsible for their own child's transportation. Adults picking up scholars must be listed on the emergency card or a note from the parent/guardian must be sent to the office. Appropriate behavior is expected by scholars on the bus. If scholars fail to comply with bus rules, they may be suspended from bus services.

## **Scholar Attendance**

Scholar attendance is recorded by teachers by 8:50a.m. If your child is not present at this time, he or she will be marked absent. Scholars arriving after 8:50a.m. must sign in at the office and will be marked as tardy. When a child has been tardy six (6) times, they will no longer be considered for perfect attendance.

### **Frequent Absences**

Please see the attendance policy located on page 18.

### **Make-Up Work**

Scholars are required to make up missed work. The scholar will be given the number of days equal to their absence to complete the make-up work. For example, if a child is absent for three days, he or she

will have three days to hand in completed work upon returning to school. Parents should call the school to notify teachers of how and when the work will be retrieved. We ask parents to make these arrangements ahead of time so the teachers can have the work ready for the parent or guardian. Middle school scholars are responsible for approaching their teachers to gather missed work.

#### Extended Absences

If a child is out of school for an extended amount of time due to illness or personal matters, the teacher will take into account the situation and assign work accordingly. These situations will be handled on an individual basis.

#### Planned Extended Absences

If a child misses school for vacation or travel reasons, please notify the teacher ahead of time so work can be arranged for the scholar. Your child may also have additional work to complete upon return to school. It is important to note that your child will miss important class instruction that may affect their learning and acquisition of skills. Extended absences should be avoided as much as possible.

### **Extended Day**

The School provides both before and after extended school activities. The Before School Program is held in the Middle School cafeteria and starts at 7:45 a.m. with breakfast food available. There is a fee for the Extended Day program. Please check with the office for an application and fee schedule.

### **Homework Policy**

JAH-SMaRT (Grades 5 through 8): Scholars can expect to be assigned up to thirty minutes of homework per academic subject area each night. The consequence of coming to class without homework or a homework agenda is a Pink Slip and possible zero on the assignment. Scholars may be required to make up homework assignment during silent lunch detention on the same day.

#### **Responsibilities of the Scholar**

Complete the assigned homework on time.

- Eliminate distractions while doing homework.
- Upon return from an unplanned absence, approach teachers to identify missing assignments.

#### **Responsibilities of the Parent/Guardian**

- Parent involvement with scholar's homework.
- Make homework a priority, and motivate your child to do their homework.
- Provide a proper study environment that is equipped with all necessary tools and resources.
- Eliminate distractions such as the television, radio, etc.
- Provide support to your child, but please do not do their homework for them.
- Contact your child's teacher if you feel that adjustments should be made to the homework your child is receiving.

### **Policy on Electronics, Cell Phones, Games and Toys**

The School has a strict policy that prohibits scholars from using electronic games, cell phones, and toys in school. Jumoke Academy does not condone children bringing games, toys, or other non-academic items to school, and therefore will not assume any responsibility for replacing or paying for lost or damaged items. Please ensure that your child only brings items to school that are necessary for their academic learning.

Scholars cannot carry a cell phone during the school day. If they bring one to school it must be off and in their locker. Please see your child's school policy on cell phones and other electronics on page 4.

### **Celebrations**

#### ***Birthdays***

Parents/guardians may celebrate their child's birthday with their child's class. Please be mindful of the scholars' schedule. If you choose to bring in a special treat, please make it easy to manage (for example, cupcakes instead of a sheet cake.) All plans should be coordinated with the child's classroom teacher in advance. Birthday party invitations may not be distributed in school unless all children in the class are invited.

#### ***Holidays***

Holidays of many cultures and religions are recognized in each class, mainly from an educational point of view. Significant classroom time is generally not devoted to holidays. However, parents/guardians are invited to make a presentation or lead an activity relating to a particular holiday and its customs. Contact your child's teacher if you are interested in leading the class in a holiday celebration.

#### ***Special Events***

Special events are initiated throughout the year by your child's classroom teacher, the JAPA, or the school administration. Your participation in these events is always welcome and may be requested. Notice of such events will be sent home in the scholar backpacks.

#### ***Excluding Your Child from Celebrations***

Should you wish to exclude your child from an activity, notify your child's teacher at the beginning of the school year or in advance of the celebration. A written note to the teacher regarding the exclusion of your child's participation is required and appreciated.

### **PowerSchool- Parent Portal**

PowerSchool is a comprehensive software program that allows parents, teachers, and our scholars themselves to track their grades, assignments, attendance, and more. Parents can log in to track their scholars' progress at, <https://jumokeacademy.powerschool.com/public/home.html>.

Parent usernames, passwords, and login information is sent home at the beginning of the school year. If you need this information again, please call the Office of Admissions at 860-527-0575.