Parent & Family Handbook

2026–2027

Home of the Falcons

School Leadership	Role / Grade Band
Ms. Sharmaine McCree	**Principal**
Dr. Shelly Caldwell	**Vice Principal, Pre-K–2**
Ms. Angela Sussner	**Vice Principal, Grades 3–5**
Ms. Kelly Mitchell	**Vice Principal, Grades 6–8**
School Support Staff	
Sharae Reeves, Parent Liaison SReeves@NPS.K12.NJ.US	
Deanna Morris-Davis, Attendance Counselor dmdavis@NPS.K12.NJ.US	
Brittany Martin, School Counselor (K_4) bmartin@NPS.K12.NJ.US	
Amanda Onibudo, School Counselor (5-8) aonibudo@NPS.K12.NJ.US	
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Purpose of this Handbook: This handbook is written for parents, guardians, and families. It explains Chancellor Avenue School expectations, routines, policies, and procedures in greater detail so families can partner with the school to support student safety, attendance, learning, behavior, and school success.

Welcome Letter to Falcon Students

Dear Chancellor Avenue Families,

Welcome to the 2026–2027 school year at Chancellor Avenue School, Home of the Falcons. I am honored to partner with you in support of your child's academic growth, safety, confidence, and overall school success.

This handbook provides important information about school expectations, daily routines, attendance, uniforms, early dismissal, academics, student conduct, safety procedures, communication, and family responsibilities.

Families are encouraged to review this handbook carefully with their children and keep it available as a reference throughout the school year. Clear communication between home and school helps ensure that students understand expectations and receive the support they need.

Together, we will reinforce our school mantra: We Learn. We Lead. We Soar. With consistent attendance, strong family partnership, respectful communication, and shared accountability, every Falcon can reach new heights.

Thank you for partnering with Chancellor Avenue School as we build a safe, respectful, responsible, reflective, and resilient school community.

We look forward to an excellent year of learning, leadership, and Falcon pride.

With Falcon Pride,

Sharmaine McCree

Principal

Our Core Mission and Values Drive our School Culture

Vision Statement

Chancellor Avenue School inspires our community to be respectful, responsible, reflective, and resilient leaders with the power to choose their life's path.

Mission Statement

Chancellor Avenue School ensures all students the opportunity to succeed in ways that will allow them to choose their life's path and desired occupation with an equitable opportunity to attend college. We achieve this by fostering a school-wide college-going culture, focusing on 21st Century themes, creating a motivational and supportive environment, and modeling the core values of respect, responsibility, reflection, and resiliency.

Our Core Beliefs

- Respect for diversity
- Culture of Excellence
- Commitment to Safety

Student Mantra	The Falcon Poem
We Learn. We Lead. We Soar.	Falcons rise, Falcons lead, With vision, courage, and purpose, We soar beyond expectations.
School Tagline	
Where Falcons Learn, Lead, and Soar	

The Falcon Pledge

I am a Falcon, committed to excellence.

- I will arrive prepared to learn and lead.
- I will persevere through difficulties and do my best.
- I will make respectful choices and use my voice positively.
- I will support the success of our school community.

I recognize that my actions matter and my potential is boundless.

I will rise. I will lead. I will soar.

I am a Falcon!

School History

Chancellor Avenue School is a Pre-K through Eighth Grade elementary school located in Newark's South Ward. The school serves students across two buildings: the Chancellor Annex for early childhood students and the main campus for Grades 1–8. The current main building was constructed in 1938 and remains a central hub for learning and growth. Chancellor Avenue School is committed to nurturing students academically and personally in a safe, inclusive environment.

Student Ingress and Egress Procedures

Ingress Plan

Grade / Group	Entry Location / Procedure
Pre-K	Students enter through the playground.
Kindergarten	Students enter through the Annex Main Entrance beginning at 8:00 AM.
Grades 1–2	Students enter daily from Stairwell 1 on the Weequahic High School enclosed side.
Grades 3–8	Students enter through the front main entrance and report directly to the auditorium.
Transportation Students	Students enter through the front main entrance and report directly to their grade level locations.

Falcon Arrival Expectations: Arrive on time. Walk safely. Follow staff directions the first time. Go directly to your assigned location. Keep hands, feet, and objects to yourself.

Egress Procedure

Dismissal procedures are designed to ensure safe, orderly, and supervised student movement at the end of the school day.

Grade / Group	Dismissal Location / Procedure
Pre-K	Dismissal occurs at designated Chancellor Annex locations with classroom teacher and teacher assistant supervision.
Kindergarten	Students are dismissed through the playground at the Annex.
Grades 1–2	Students are dismissed from Stairwells 1 and 2 on the Weequahic High School enclosed side.
Grades 3–5	Students dismiss from the front main entrance; classes line up outside in designated areas for handoff to families or approved older siblings/relatives/guardians.
Grades 6–8 Walkers	Students dismiss from Stairwell 3 near Untermann Field.
Transportation Students	Students report to the auditorium with teacher and classroom aides for bus handoff procedures.

DISMISSAL

It is the school's assumption that non-transportation students in Grades 4–8 will either walk home or be picked up immediately after school. Students in Grades 4–8 who are picking up younger siblings must walk around to the designated dismissal area. Students may not reenter the building once dismissed unless approved by administration.

If you desire an exception to this dismissal policy, please submit a formal letter (with a phone number and/or email address) with the signed "Walk Home Agreement" form to the School Administration, no later than 24 hours prior to the intended alternate procedure. All efforts will be made to accommodate this exception.

UNIFORM POLICY

The Chancellor Avenue School Uniform Policy promotes school pride, unity, respect, safety, and a focused learning environment. Students are required to wear the approved school uniform each day unless an exception has been approved by the administration. 100% uniform compliance is expected.

Daily Uniform	Not Allowed	Gym Days
Navy blue shirt, polo, or approved school top Khaki pants, shorts, skirts, or jumpers Closed-toe shoes or sneakers	Hats worn inside Hoodies worn inside Crocs, flip-flops, or open-toe sandals	Navy blue T-shirt or approved gym shirt Navy blue sweatpants or athletic pants Sneakers required for safety

Dress Code Enforcement: Families will be contacted if a student is out of uniform. Repeated concerns may lead to a conference, support check-in, or school-based corrective action.

HOLIDAYS / NO SCHOOL

Chancellor Avenue School follows the Newark Board of Education school calendar. Families should review the official district calendar for school closures, early dismissals, holidays, and calendar updates.

- NBOE School Calendar SY 2026–27: https://www.nps.k12.nj.us/documents/school-calendar-sy-2026-27/
- Website: www.nps.k12.nj.us/cha
- Families should also watch for school-level notices, flyers, automated messages, and updates from the main office.

HOLIDAYS / NO SCHOOL

2026

- September 1 — Staff Development Day #1
- September 2 — Staff Development Day #2
- September 3 — Organization Day
- September 7 — Holiday: Labor Day
- September 8 — First Day of School for Students
- October 12 — Holiday: Indigenous Peoples' Day
- October 21 — Staff Development Day #3

• November 5–6 — NJEA Convention
• November 11 — Holiday: Veterans Day
• November 18 — Parent/Teacher Conference; 1:00 p.m. dismissal for students
• November 20 — Holiday: Puerto Rico Heritage Day (Observance)
• November 25 — Early Dismissal; 1:00 p.m. for students and staff
• November 26–27 — Holiday: Thanksgiving
• December 23 — Early Dismissal; 1:00 p.m. for students and staff
• December 24 — Christmas Eve
• December 25 — Christmas Day
• December 28–30 — Winter Recess
• December 31 — New Year's Eve

2027

• January 1 — Holiday: New Year's Day
• January 18 — Holiday: Dr. Martin Luther King, Jr.'s Birthday
• January 27 — Staff Development Day #4
• February 8 — Parent/Teacher Conference; 1:00 p.m. dismissal for students
• February 15 — Holiday: Presidents' Day
• February 24 — Staff Development Day #5
• March 10 — Holiday: Eid-al-Fitr
• March 26 — Holiday: Good Friday
• March 29–31 — Spring Recess
• April 1–2 — Spring Recess
• May 31 — Holiday: Memorial Day
• June 18 — Holiday: Juneteenth
• June 28 — Last Day of School for Students and Staff; early dismissal at 1:00 p.m. for students only

Special Notes

• In the event that schools must close for inclement weather and it is necessary to make up days, days will be made up during Spring Recess or added at the end of the school year.
• September 4 is not a work day for 10-month NTU Members.
• Approved: January 22, 2026

STUDENT ATTENDANCE POLICY

Regular school attendance is essential to student success. Chancellor Avenue School maintains a schoolwide goal of 100% daily attendance, as consistent attendance plays an integral role in students' academic achievement, social development, confidence, and overall connection to the school community.

Students are expected to attend school every day and arrive on time, prepared and ready to learn. Parents/guardians must notify the school no later than 9:00 a.m. whenever a child is absent. Upon returning to school, students must submit appropriate documentation to verify the absence. Consistent attendance is essential to academic success, and every Falcon is expected to contribute to our schoolwide goal of 100% daily attendance.

As required by New Jersey law (N.J.S.A. 18A:38-28 through 31 and N.J.A.C. 6A:16-7.6), students are expected to attend school every day unless excused for a valid reason. In accordance with state, district, and school policy, students who accumulate more than 10 absences may be referred to Family Court. Students who miss 18 or more school days may be considered for retention.

Remember: Every day matters. Attendance counts, and every Falcon is expected to strive for 100% attendance.

Attendance Intervention Plans

Concern	School Response
3+ absences	Attendance plan may be opened with the Student Support Team.
10+ absences	Referral to Family Court and/or DCPP may occur according to policy.
Tardies / early pickups	Tardies and early pickups count toward attendance concerns.

TARDY POLICY

A student is considered tardy if he/she is not in their homeroom by 8:25 AM. If tardy, the student must obtain an admit pass from the main office before going to class. If a student is repeatedly absent or tardy, parents will be notified. Excessive absences or tardiness may impact the student's eligibility to participate in school-wide events.

EARLY PICK UP

Only parents, guardians, or adults designated on the student's Emergency Contact Form may sign a student out of school early. The authorized adult must present valid photo identification and sign in through Security and the Main Office. Early dismissals should be reserved for essential circumstances only. Every minute a student is away from instruction is valuable learning time that cannot be replaced. Chancellor Avenue School strongly encourages families to limit early pick-ups in order to maximize student learning and academic achievement. Early student pick-ups will not be permitted after 2:30 p.m., except in the case of an emergency or with administrative approval.

LATE PICK UP

Dismissal is at 3:05 PM daily. On scheduled half days of school, Chancellor Avenue School will have a 1:00 PM dismissal. It is important that you arrange for your child to be picked up on time each day at dismissal.

If your child is not picked up on time, they may be taken to the local Newark Police Department Precinct, and the Division of Child Placement and Permanency (DCPP, formerly DYFS) may be notified.

If your child is allowed to walk home unaccompanied by an adult, please sign and submit the attached permission form to your child's homeroom teacher.

Please note the following dismissal procedures by grade level:

- Students in Grades 3-8 are dismissed at 3:05 PM (full-day schedule) or 1:00 PM (half-day schedule) by their homeroom teachers unless you, the parent or guardian, request that the child be picked up by an adult.
- Students in Grades Pre K-2 must be picked up by a parent or guardian (no exceptions) at 3:05 PM (full-day schedule) or 1:00 PM (half-day schedule)

LONG-TERM ABSENCES

Chancellor Avenue School acknowledges that serious illness or unique personal situations may lead to extended time away from instruction. We adhere to New Jersey Department of Education protocols to document these absences and provide necessary student support. An official review or investigation may be initiated if: (1) a student misses 10 straight days, 20 total days within four months, or eight consecutive days; (2) a student is withdrawn because their residence cannot be verified; (3) a student fails to return after a suspension period; (4) a student with specific district-assigned needs does not enroll; (5) a student is barred from school for incomplete immunizations; or (6) the Principal identifies a need for further inquiry. The Principal or an authorized representative will manage these cases, providing written updates every 20 days to ensure continuous monitoring and support.

VACATION POLICY

Vacations during instructional days are not excused absences. Families should follow the Newark Board of Education School Calendar when planning travel.

https://www.nps.k12.nj.us/documents/school-calendar-sy-2026-27/

STUDENT CELL PHONE POSSESSION & USAGE POLICY

The District cellphone policy is attached for your review and signature. Cellular telephones must be kept powered off (not on silent mode or vibrate) and concealed at all times during the school day, while on school premises, and during school-sponsored activities. Violation of this policy is punishable as a Level III offense under the District's Discipline Plan and Policy. The privilege of carrying a cell phone onto school property may be revoked, and the device may be impounded if a student fails to comply with these requirements.

Chancellor Avenue School Procedures (Grades 3-8)

To support a focused learning environment and minimize instructional disruptions, all students in Grades 3-8 must place their cell phones in their homeroom teacher's designated collection system upon arrival each morning. Homeroom teachers will collect, secure, and label devices as necessary. Phones will remain stored during the school day and will be returned to students at dismissal.

Students who fail to surrender a cell phone, use a cell phone during the school day, possess a cell phone outside of the approved collection procedure, or violate any aspect of the district policy will be subject to the following consequences:

Violation	Consequence
1st violation	Student conference with administrator; phone returned at the end of the school day.
2nd violation	Detention; parent/guardian must pick up the phone from the Vice Principal.
3rd violation	Permanent revocation of device privileges; cellular device must be reclaimed by parent/guardian from the Principal at a scheduled conference.

Should families need to communicate urgent information to a student, please contact the Main Office to ensure messages are delivered appropriately. Access to school phones is limited to essential student needs only. Items such as forgotten school supplies, lunches, or after-school social plans do not qualify as emergencies. Please note that all other building telephones remain strictly off-limits for student use.

District Technology and Cellular Device Agreement

Emergency Messages: If a family needs to reach a student in an emergency, please contact the Main Office so a message can be delivered appropriately.

SCHOOL MEALS

School meal information and lunch applications are handled through Newark Public Schools food services systems. Families should complete any required meal applications and update contact information so the school can communicate meal-related updates.

Should families have inquiries, please reach out to the Main Office for assistance. We encourage you to visit https://www.nps.k12.nj.us/departments/sba/operations/food-services/lunch-application/ to finalize the lunch application for the 2026–2027 school year.

PROGRESS REPORTS AND REPORT CARDS

Families should monitor student progress through the district's parent portal and communicate with teachers when progress reports, report cards, or current grades raise questions or concerns. Teachers and families should partner early so students receive support before the end of a marking period.

- Progress reports are shared during marking periods.

- Report cards are distributed at the end of marking periods.
- Families should schedule conferences with teachers when academic concerns arise.
- Students should complete make-up work as directed by teachers and school procedures.

Student grades for each subject area are determined by a minimum of nine summative assessments, including midterm examinations, unit or course tests, chapter evaluations, quizzes, exit tickets, and diverse projects. Every assessment utilized undergoes prior review and approval by both the instructor and school leadership. Furthermore, students will be provided with approximately 30 formative checkpoints, such as homework and daily exit tickets, throughout each academic quarter to monitor ongoing progress.

Report Card Cycle Dates	Progress Report Distribution	Report Card Distribution
Q1 September 6, 2022-November 9, 2022	**October 6, 2022**	**December 1, 2022**
Q2 November 10, 2022-January 31, 2023	**December 19, 2022**	**February 16, 2023**
Q3 February 1, 2023-April 6, 2023	**March 9, 2023**	**April 27, 2023**
Q4 April 7, 2023-June 23, 2023	**May 24, 2023**	**June 23, 2023**

PARENT-TEACHER PARTNERSHIPS

Strong family partnership helps students succeed. Families are encouraged to stay connected with teachers, attend conferences, review student work, update contact information, and ask for support when concerns arise.

- Begin communication with the classroom teacher whenever possible.
- Schedule conferences in advance.
- Keep phone numbers and email addresses current.
- Use approved school communication platforms and official school contacts.

Teacher-Parent Conference Schedule:

- November 18, 2026 from 1:00 p.m. to 7:00 p.m. (Dinner break from 5:00 p.m. – 6:00 p.m.)
- February 8,0207 from 1:00 p.m. to 7:00 p.m. (Dinner break from 5:00 p.m. – 6:00 p.m.)

We urge our Falcon families to participate in these vital meetings to review academic achievement and reinforce the partnership between home and school.

PARENT SATISFACTION & FAMILY VOICE

Chancellor Avenue School values regular family feedback. Families may contact the Main Office, classroom teacher, grade-band administrator, parent liaison, or Principal with questions, concerns, or suggestions that support student success and school improvement. Your unique perspective helps us refine our school community and strengthen the learning environment for all Falcons.

To ensure focused support, families are encouraged to schedule appointments through the Main Office by calling (973) 705-3870 for the Main Building or (973) 705-3860 for the Annex when requesting a meeting with a member of the school leadership team. Families may also fill out the Question/Comment/Concern form available on our webpage.

Falcon families are also encouraged to join the Parent Teacher Organization (PTO). This partnership is vital for organizing fundraisers that provide our students with enriched learning opportunities and memorable school experiences. Please reach out to the school to learn how you can support our PTO and contribute to our culture of excellence.

CONDUCT, DISCIPLINE, AND ACCOUNTABILITY

Chancellor Avenue School follows the Newark Board of Education Progressive Discipline and Suggested Interventions, which categorizes behavioral concerns from Level 1 through Level 4. To ensure schoolwide accountability and support, every incident is documented via an online Discipline Referral. This process allows for immediate intervention and ensures that all infractions and corresponding dispositions are recorded within the district's data collection system.

Falcons Are Expected To

- Follow directions from all school staff.
- Use appropriate language and respectful tone.
- Keep hands, feet, and objects to yourself.
- Move safely through classrooms, hallways, cafeteria, playground, and dismissal areas.
- Respect school property, technology, learning materials, and the property of others.
- Report unsafe, harmful, or concerning behavior to an adult immediately.

Restorative Practices

Students may participate in restorative conversations, peer mediation, restorative circles, conflict resolution, reflection activities, and problem-solving conferences. The goal is to repair harm and help students make better choices.

SCHOOL WIDE ACKNOWLEDGMENTS

Chancellor Avenue School celebrates students who demonstrate school values. Students may be recognized for Respect, Responsibility, Reflection, Resiliency, leadership, effort, attendance, improvement, and positive contributions to the school community.

FALCON POINTS

To celebrate our students who model school values, all faculty and staff utilize the Class Dojo platform to award Falcon Points. Collaborative grade level teams establish consistent standards for awarding these points throughout the school day. Falcons earn Class Dojo points that contribute to class and grade based incentives and rewards. Students may use their accumulated points to participate in exclusive school wide activities and celebrations

HALLWAY POLICY

HALLS Letter	Expectation
H	Hands by side / hands to self
A	Attention forward
L	Line together
L	Level zero / low voice
S	Stay safe

SCHOOL PROPERTY

Students must respect the school building, classrooms, furniture, technology, learning materials, and the property of others. Destruction or defamation of school property may result in consequences and financial responsibility.

HARASSMENT, INTIMIDATION, BULLYING, AND FIGHTING

Chancellor Avenue School remains dedicated to fostering a secure and affirming educational atmosphere for our entire community. Consistent with Newark Public Schools values, we strictly prohibit all forms of sexual harassment. This policy covers any implicit or explicit sexual conduct that serves to degrade, shame, or threaten another individual.

Illustrative examples include:

- Sexual abuse in verbal form
- Distributing or holding sexually graphic media
- Displaying indecent items or apparel

Bullying including verbal, written, physical, emotional, or cyber-based behaviors and physical altercations are unacceptable and strictly prohibited. Harassment or fighting that occurs off-campus, including during travel to and from school, is also subject to disciplinary action. Students involved in such behaviors will face immediate consequences as determined by the Principal.

While these examples provide guidance, they do not represent an exhaustive list of violations. All allegations of sexual harassment are reported to the Division of Child Protection and Permanency and the Office of Affirmative Action for investigation.

SAFETY

Chancellor Avenue School prioritizes student safety through secured entries, active supervision, visitor procedures, emergency drills, and clear communication systems.

- Students should walk safely and remain with their class or assigned adult.
- Exterior doors may not be propped open.
- Students should tell an adult immediately if something is unsafe or concerning.
- Families and visitors must follow visitor procedures every time they enter the building.

SAFETY REMINDER

We encourage parents and guardians:

- Young students should be escorted to and from school.
- If students are approached by strangers and are near the school, they should return to the school and inform a staff member.
- Parents, please familiarize yourself with the District Calendar so you are aware of school closures and 1 P.M. Dismissals.

VISITOR'S POLICY

- All visitors must enter through the approved main entrance unless otherwise directed.
- All visitors, parents and family members **must provide valid legal photo identification every time they arrive at the security station.**
- Visitors must sign in and receive clearance before going beyond the security area.
- All visitors, parents and family members must complete the sign-in log at the Security Station. A "Visitor's Pass" will then be given to the visitor to attend a scheduled meeting with a teacher, staff member, or to pick up a child. Without a Visitor's Pass, only school personnel are authorized to go to the classrooms when school is in session.
- All visitors, parents and family members must show their "Visitor's Pass" to security guards and staff members when walking through the hallways. The Visitor's Pass must be returned to the Main Office staff or security guard station upon the visitor's departure at the front entrance.
- Students will not be released to anyone who is not listed on the Emergency Contact Form and able to provide proper identification.

Please note that if a visitor, parent/guardian or family member is unable to comply with any visitor procedure or policy, as noted herein, will be barred from escorting their children to our building.

EMERGENCY FORM

Please notify the Main Office of any change of address or telephone number immediately. The Emergency Form contact persons are authorized by the parent/guardian to pick up your child from school. We will not release your child to any person who is NOT on the Emergency Card under any circumstance. If you need to add or delete someone from your child's Emergency Form, you must inform the main office staff. If you have a court document barring any person from having contact with your child, a copy of said

document must be provided to the Main Office. A copy of the document will be stapled to the Emergency Form.

FIRE DRILLS / EVACUATION PROCEDURES

Chancellor Avenue School coordinates fire and emergency response drills throughout the academic year in strict adherence to state and local regulations. These safety exercises are critical, and full participation is required from all students and staff members as mandated by safety officials. Any visitors present during a drill must follow the guidance of security personnel. To ensure a secure environment, Falcons are expected to observe the following protocols:

- Tampering with fire alarms or extinguishers is strictly prohibited.
- Falcons must immediately notify a staff member upon sighting smoke or fire.
- During emergencies, students must remain silent, listen carefully, and obey teacher directions to maintain safety.
- Re-entry into the school building must be conducted quietly and in an organized fashion under teacher supervision.

Emergency Type	Student Actions
Fire Drill / Evacuation	Stop immediately. Line up. Walk quietly. Stay with your teacher. Return only when directed.
Lockdown	Move to the safe area. Remain silent. Stay away from doors and windows. Wait for directions.
Shelter-in-Place / Severe Weather	Stay in the assigned area. Move to safety areas when directed. Stay calm and away from windows/exterior doors.
Reunification	Exit using designated routes. Stay with the assigned class. Wait for approved release procedures.

Emergency Rule: Stop. Listen. Stay with your class. Stay quiet when directed. Follow adult directions immediately.

STUDENT TESTING

Periodically, your child will be assessed utilizing a variety of standardized assessments to determine progress and next steps in several subjects, including, but not limited to Literacy, Mathematics, and Science. Below is a summary of key state assessments. If you have any questions or concerns, please contact the School Administration.

State Testing: NJSLA and NJSLA-S

New Jersey regulations require that all Falcons in Grades 3–8 participate in standardized assessments for Language Arts and Mathematics. Furthermore, our 5th and 8th grade scholars are required to complete the state science evaluation.

- NJSLA (Summative Assessment): April – May
- NJSLA-Science (Grades 5 & 8): April – May

Please note that these windows and requirements are subject to modification. The school will distribute official notices regarding any calendar updates or assessment changes.

HOMEWORK

Homework serves as a vital link between home and school, allowing families to monitor academic progress. These tasks support enrichment, skill practice, remediation, and completion of classwork. We encourage families to review student work regularly and reach out to the school with any questions.

Most assignments are designed for independent completion. Homework and core academic concepts are frequently accessible through our online platforms. Nightly homework expectations range from 10 to 60 minutes, depending on grade level. Falcons are expected to complete and submit homework on time to receive grades and specific feedback.

Consistent with our literacy goals, all Falcons should engage in nightly reading as directed by their classroom teachers. Additionally, regular math practice is important to reinforce skills and support student success.

SCHOOL CLOSINGS

Chancellor Avenue School adheres to district protocols regarding delayed openings and emergency closures. The Newark Board of Education will distribute automated notifications to families concerning any changes to the regular schedule. Please be advised that all transportation, extracurricular activities, and excursions may be impacted or delayed during delayed openings, school closings or early dismissals. For the most current information, please visit the district website at https://www.nps.k12.nj.us. Additional calendar updates and scheduled closures are also available on our school webpage at https://www.nps.k12.nj.us/cha/.

Automated Communication Systems

Our school utilizes automated messaging to keep families informed of vital developments, including family workshops, field trips, and daily attendance alerts. We urge you to listen carefully to these updates, as they ensure you remain connected to your child's academic journey. Please remember to submit written verification to the main office following any student absence.

MEDICAL POLICY

The school nurse is available during the school day. Children should not attend school when ill. Families should contact the school with health concerns, update emergency information, and follow medication procedures.

MEDICATION ADMINISTRATION

The school nurse manages all medication administration during school hours. To comply with safety regulations, a physician's written order specifying the drug name, dosage, and timing is mandatory. Families must also provide a completed school permission form annually to authorize adherence to these medical instructions. All medication must be delivered to the nurse in its original pharmacy-labeled container for secure storage. Please note that school staff are prohibited from dispensing non-prescription treatments like aspirin or antacids. For additional health inquiries, please contact the medical office directly.

Every Falcon must be current with all mandatory immunizations required by law. Students with incomplete health records risk being excluded from the learning environment, which may lead to unexcused absences and impact academic progress.

COMPUTERS / TECHNOLOGY

District technology, Chromebooks, networks, and internet access are for academic, research, career, and school-related purposes. Students are expected to use technology responsibly and follow staff directions.Students must not share passwords or access unsuitable websites, documents, messages, music, or media. Furthermore, damaging any technological hardware or equipment is strictly forbidden. Because each scholar remains responsible for all activity conducted via their personal account, password confidentiality is mandatory. Any misuse of school resources or failure to follow digital citizenship expectations will lead to the immediate revocation of technology privileges.

STUDENT CHROMEBOOKS

- Students are responsible for district-issued Chromebooks and chargers.
- Damage or loss may result in fees according to district expectations.
- Students should use devices for academic work and follow digital citizenship expectations.
- Students should not share passwords or access inappropriate websites, materials, or images.

REGISTRATION

Families complete registration, re-enrollment, and transfer processes through Newark Enrolls/SchoolMint as directed by the district. Contact the Main Office for assistance with student records, address changes, or emergency contact updates.

RECESS / PLAYGROUND POLICY

- Stay in designated areas.
- Keep hands and feet to yourself; no play fighting or excessive touching.
- Report incidents or accidents to an adult immediately.
- Finish food in the cafeteria; eating outside is not permitted.
- Line up when directed.

FIELD TRIPS

Field trips are extensions of learning.To ensure families remain informed, classroom teachers will provide advance notification for all scheduled field trips. These notices offer comprehensive details regarding the excursion. Please note that students must submit the official school permission slip to participate; handwritten notes cannot substitute for this document. Students without a valid slip will be reassigned to an alternate classroom for the duration of the trip. Every official permission form will outline:

- Trip Date
- Educational Purpose
- Destination
- Departure and Return Schedule
- Required Parent/Guardian Authorization Signature

Chancellor Avenue School expectations remain in full effect during all off-campus learning experiences. Unless otherwise indicated, 100% uniform compliance is mandatory. To maintain a focused environment, gum, candy, electronic games, and personal musical devices are strictly prohibited without specific administrative approval.

To be eligible for participation, Falcons must be in proper uniform and have a completed permission on file, unless an alternate arrangement has been cleared in writing with School Administration.

PARENT VOLUNTEERS / CHAPERONES

Parent volunteers and chaperones provide essential support for school activities and off-campus excursions. Families interested or requested in chaperoning are expected to adhere to the following guidelines:

- Provide active assistance to the teacher or staff member leading the trip.
- Maintain consistent supervision over their assigned group of students.
- Strictly observe the "no sharing" policy regarding food, candy, and beverages.
- Please note parents are prohibited from bringing other children when volunteering or chaperoning.

Chancellor Avenue School retains authority to select volunteers who consistently demonstrate respectful communication and model our core school values.

PROMOTION AND RETENTION

To uphold our community standards, students failing to achieve fundamental academic and social benchmarks may face retention consideration. Consistent attendance is vital; missing three or more days will trigger an official attendance intervention plan. Non-compliance with this support strategy may lead to school-based corrective action or referral to Family Court and DCPP, as mandated by New Jersey law (N.J.S.A. 18A:38-28 through 31 and N.J.A.C. 6A:16-7.6). Furthermore, according to district and school policy, students accumulating 18 or more absences risk being retained.

Students are expected to make academic progress, attend school regularly, complete required assignments, and participate in interventions when needed. Retention is considered only after parent notification, interventions, and support strategies. Proposals for student retention are initiated only upon the conclusion of the following procedural steps:

- School leadership and families are informed of specific needs or concerns that require restorative intervention or support.
- Collaborative conferences are scheduled to review challenges. Teachers will document these sessions, outlining agreed-upon strategies and ensuring copies are shared between home and school administration for consistent implementation.
- Retention consideration occurs only after comprehensive participation in Student Support Team strategies, supplemental summer programming, and extended learning opportunities. Final approval from the South West Leadership Team is mandatory.

8th GRADE ACTIVITIES

To celebrate our graduating scholars, the 8th Grade Advisor coordinates various end-of-year milestones. These experiences typically feature the class trip, commencement exercises, and the 8th Grade Dance. Because these festivities represent a culmination of student achievement, participation is considered a distinct privilege that must be earned through consistent effort and conduct.Requirements for participation in these activities include, but are not limited to the following:

Area	Chancellor Expectation
Academics	To maintain eligibility, every Falcon must achieve a minimum 2.0 GPA. Please note that receiving two failing marks for the final grade

	will result in disqualification from the commencement exercises.
Attendance	To maintain eligibility, every Falcon must reach a 95% attendance rate (limiting unexcused absences to five or fewer).
Tardies	To maintain eligibility, scholars must limit unexcused lateness to nine instances or fewer.
Behavior	Every Falcon is expected to have six or fewer office referrals and no more than one suspension.
Privileges	Failure to meet these standards may result in the forfeiture of dances, trips, and graduation festivities.

PLEASE NOTE: Participation in final milestones is a distinct privilege, and the school administration maintains full authority to exclude any scholar from 8th Grade festivities.

REQUIRED SUMMER READING & FIRST-DAY READINESS

Families should review all school-issued summer reading, supply, and first-day readiness communications before school begins. Students should bring required materials, completed assignments, and any school forms requested by the teacher or Main Office.

- Read as directed the district summer reading guidance.
- Bring required materials and assignments on the first day of school.
- Complete SchoolMint, emergency contact, lunch application, afterschool and handbook forms when requested.
- Contact the Main Office if a family needs help accessing school forms or online systems.

STUDENT SUPPORT SERVICES

Student support systems coordinate academic, attendance, behavioral, health, and social-emotional supports. When a student needs additional help, families and staff may work with teachers, counselors, social workers, the Student Support Team, I&RS, CST, attendance staff, and school leadership.

Families are encouraged to contact the school at (973) 705-3870 (for the Main Building) or (973) 705-3860 (for the Annex) to share their requests so they can receive a follow-up call from the support team.

Concern Area	School Support

Academic concern	Teacher support, intervention, progress monitoring, conference, and student work review.
Attendance concern	Family contact, attendance review, SAIP/attendance support, and incentives when appropriate.
Behavior / SEL concern	Restorative conversation, counseling/social work support, referral process, and family conference when needed.
Special education concern	CST/case manager support and review of IEP accommodations and modifications.

TRANSFER PLAN

Families requesting a transfer or withdrawal must follow Newark Enrolls/SchoolMint and district procedures. All school property, including Chromebooks, chargers, books, and materials, must be returned when a student transfers.

- Notify the school as early as possible.
- Complete required withdrawal or transfer documentation.
- Return all school-issued devices and materials.
- Ensure updated contact information is on file for records communication.

PARENT VOLUNTEERS

Parent volunteers support school events and field trips. Volunteers must follow all district and school expectations, remain with assigned groups, and support the teacher or staff member in charge.

- Do not bring other children when volunteering unless approved by administration.
- Supervise assigned students and follow staff directions.
- Follow visitor procedures and provide identification when entering the building.

DISTRICT POLICIES, PROCEDURES & FAMILY RESOURCES

Chancellor Avenue School follows all Newark Public Schools policies and procedures. The information below highlights important district expectations and provides direct access to official district resources. Families are encouraged to review these documents throughout the school year to support student success.

Academic Success & Grading

Student grades reflect academic performance, mastery of standards, participation, assignments, assessments, and classwork. Families should regularly monitor student progress and communicate with teachers regarding academic concerns.

Key Points

- Students are expected to complete assignments and demonstrate mastery of grade-level standards.
- Progress reports and report cards are issued throughout the school year.
- Families should regularly review student grades and academic progress.
- Students should seek assistance when they experience academic challenges.

Resources

- NPS Grading Policy
- Uniform Grading Policy (SIS)
- Uniform Grading Policy Implementation Guide

Attendance & Punctuality

Regular attendance is essential for academic success. Every Falcon is expected to attend school daily, arrive on time, and remain in school for the full instructional day.

Key Points

- Students should strive for excellent attendance.
- Parents/Guardians must notify the school when a student is absent.
- Excessive absences, tardiness, and early pickups may impact academic progress.
- Attendance interventions may be implemented when attendance concerns arise.

Resource

- Attendance Policy

Promotion & Retention

Promotion to the next grade level is based on academic performance, attendance, and successful completion of grade-level requirements.

Key Points

- Students are expected to make satisfactory academic progress.
- Attendance is considered when determining promotion eligibility.
- Intervention plans and supports are implemented prior to retention consideration.
- Families will be notified of concerns regarding promotion status.

Resource

- Promotion/Retention Policy

Uniforms & Dress Code

School uniforms promote pride, safety, and a positive learning environment. Students are expected to follow both Chancellor Avenue School's Uniform Policy and district dress code requirements.

Key Points

- Students should arrive in full uniform daily.
- Appropriate footwear is required.
- Clothing must support a safe, respectful learning environment.
- Families may be contacted regarding repeated uniform concerns.

Resource

- District Dress Code Policy

Student Conduct & Discipline

Falcons are expected to be respectful, responsible, reflective, and resilient. Positive behavior contributes to a safe and productive learning environment.

Key Points

- Follow directions from all staff members.
- Demonstrate respect for self, others, and school property.
- Use appropriate language and behavior.
- Participate in restorative practices when appropriate.
- Progressive discipline procedures may be implemented when expectations are not met.

Resource

- District Discipline Policy

Student Safety

Chancellor Avenue School is committed to maintaining a safe and secure learning environment for all students.

Key Points

- Report unsafe situations immediately.
- Follow directions during emergency drills and safety procedures.
- Respect visitor policies and school safety expectations.
- Help maintain a safe learning environment for all Falcons.

Resource

- File Code 5142 – Pupil Safety

Student Cell Phones & Electronic Devices

Students who bring cell phones or personal electronic devices to school must follow district and school expectations regarding use and possession.

Key Points

- Phones must remain secured during the instructional day.
- Recording, photographing, or videotaping others without permission is prohibited.
- Repeated violations may result in disciplinary consequences.
- The school is not responsible for lost, stolen, or damaged devices.

Resource

- Agreement for Possession of Personal Cell Phones

Transportation Services

Students receiving transportation services are expected to follow all safety and behavioral expectations while traveling to and from school.

Key Points

- Follow all bus safety rules.
- Remain respectful and responsible while riding the bus.
- Follow directions issued by transportation staff.
- Safe behavior on transportation is required.

Resource

- NPS Bus Transportation Guidelines

Falcon Reminder

At Chancellor Avenue School, students, families, and staff work together to create a safe, respectful, and supportive learning environment where every student can achieve success.

We Learn. We Lead. We Soar.

2026–2027 Chancellor Avenue School Family/Parent Handbook Sign-Off Sheet

- We, parent/guardian, agree to review and follow the school policies and expectations listed in this handbook.
- We understand that the handbook may be updated during the school year.
- We understand that updates may be shared through school communication systems.

Information	Response
Student First Name	
Student Last Name	
Homeroom / Grade	
Parent/Guardian First Name	
Parent/Guardian Last Name	
Parent/Guardian Email	
Parent/Guardian Phone #	
Parent/Guardian Signature	
Date	