

# Quick Update!

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To: Families of NCA Incoming Freshmen Students  
From: Newark Collegiate Academy Staff  
Date: Friday, July 31, 2009  
**Re: Freshmen Orientation**

## In this packet:

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Please find the following materials regarding freshmen orientation in this packet:

- August Calendar
- Freshmen Orientation Permission Slip
- Freshmen Orientation Packing List
- Uniform Policy
- College Prep Agreement

Students should plan to arrive at NCA (301 W. Kinney St, Newark, NJ 07103) **no later than 7:30 am on Tuesday, August 11, 2009.** To ensure a smooth and swift registration process, please be sure to have the following items available upon arrival.

- Student Health Forms
- College Prep Agreement (additional copy included)
- Freshmen Orientation Permission Slip (included)



# August 2009

SUN MON TUE WED THU FRI SAT

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NCA Office Open (9AM-4PM)

NCA Office Open (9AM-4PM)

NCA Office Open (9AM-4PM)

9 10 11 12 13 14 15

New-to-TEAM )  
Orientation  
(9am-3 PM)

9th Grade Orientation

Upperclassman  
Registration Day  
(9AM-12 PM)

16 17 18 19 20 21 22

Summer Session (All students)

23 24 25 26 27 28 29

Summer Session (All students)

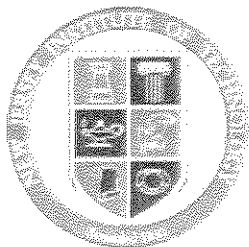
30 31 Notes: The first day of the Fall term begins on:  
Tuesday, September 8th, 2009

Newark Collegiate Academy

301 West Kinney St  
3rd Floor  
Newark, NJ 07103

Phone: 973-624-1NCA  
Fax: 973-624-2694  
www.teamschools.org

Permission Form to



NEWARK COLLEGIATE  
ACADEMY

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**I GIVE MY CHILD PERMISSION TO ATTEND A FIELD TRIP/EXCURSION TO Freshmen Orientation at New Jersey Institute of Technology, IN Newark, NJ FROM TUESDAY, August 11<sup>th</sup> to THURSDAY, August 13<sup>th</sup> 2009. I WILL NOT HOLD TEAM ACADEMY CHARTER SCHOOL OR ANY OF ITS EMPLOYEES OR CHAPERONES LIABLE FOR ANY ACCIDENTS THAT MAY HAPPEN DURING THE TRIP PURSUANT TO THE TERMS OF THE "PARENT PERMISSION SLIP FOR THE 2009-2010 SCHOOL YEAR".**

I hereby give authorization, pursuant to the terms of the authorization for medical care for the 2009-2010 school year for TEAM: Newark Collegiate Academy staff and chaperones to make arrangements for my child, \_\_\_\_\_ (\_\_\_\_/\_\_\_\_/\_\_\_\_) [DOB] to receive medical treatment in the event of any emergency on the trip to the New Jersey Institute of Technology.

Student's name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Phone #: \_\_\_\_\_

**Please Note:**

**\*Students should arrive to Newark Collegiate Academy by 7:30 AM on August 11<sup>th</sup>. (Breakfast will not be provided)**

**\*Students should arrive in NCA Dress Code.**

**\*Students will return to Newark Collegiate Academy by 4:00 PM on August 13<sup>th</sup>.**

**Please return this form at registration on August 11, 2009.**

## Freshmen Orientation Packing List

### Bags

- One Suitcase (50 lbs. or less/student must be able to carry their own bag)
- One book bag that can hold notebook, at least 2 pens/pencils, leisure reading book, camera, and money (\$20 or less)

### Outer Clothes

- Raincoat/Umbrella
- Light Jacket (classrooms may be chilly)

### Shirts

- 2-3 NCA collared shirts
- 2-3 short sleeve shirts for layering

### Pants

- 2-3 pairs of Khaki pants (enough for 2 days)
- 1-2 pairs of jeans for dormitory wear (optional)

### Shoes

- Sneakers
- Shower Shoes

### Underclothes

- 3-4 pairs of underwear
- 2-4 pairs of socks
- Bras for 2 days (ladies)
- 3 undershirts (gentlemen)

### Pajamas

- 1-2 pairs of PJ's (appropriate for all eyes, please)

### Toiletries

- Toothbrush
- Toothpaste (travel size)
- Soap (travel size)
- Shower cap
- Shampoo/Conditioner (travel size)
- Comb/Brush
- Deodorant
- Lotion (travel size)
- Contact Case/Solution (if you wear them)
- Glasses/Case (if you wear them)
- Pads/Tampons (ladies)
- Medications (please inform staff during registration prior to leaving NCA)

### Linens

- 1 fitted and 1 flat XL twin sheets OR 2 flat standard twin sheets
- 1 pillow & pillowcase
- 1 blanket
- 1 towel and face cloth

**Day Bag** (one backpack)

- Camera (if you want to bring one)
- Notebook/journal/scrapbook
- No more than \$20 in spending money (for souvenirs)
- Tissues
- Band-aides
- Tampons/Pads (ladies)
- Asthma Inhaler (if you have one—please let staff know at registration)
- I-Pod/MP3 player with headphones (for study hall use only)
- Cell Phone w/charger (for night use only)
- Watch (if you have one)
- Hand Sanitizer

**Please Do Not Bring**

- Gameboys/PSPs/other gaming devices
- Open toe shoes/sandals/flip-flops/heels (for outerwear)
- Gum/Candy (except during lunch & dinner)
- Inappropriate Items (scissors, knives, cigarettes, etc.)

## Freshmen Orientation Frequently Asked Questions (FAQs)

**Q: What is the dress code for the 9<sup>th</sup> grade college trip?**

**A:** Students must wear khakis, solid colored belt, sneakers and NCA collared shirts. Students are expected to keep shirts tucked into their pants while out in public, and jewelry expectations are the same as the NCA dress code. (Refer to your packets from Family Orientation)

**Q: How much stuff should I bring?**

**A:** We will be away for three days and two nights. Each student is allowed to bring one suitcase that will stay in the dormitory and one backpack that they can take with them during the daytime. Please do not bring more than that as space is limited on the bus. Make sure your bag is light enough for you to carry by yourself.

**Q: What kind of activities will we be doing?**

**A:** Students will be rotating through classes for a large portion of the day. There will, however, be times when they will be involved in small group or whole group activities that will require light physical activity.

**Q: Are there any special events we need dress clothes for?**

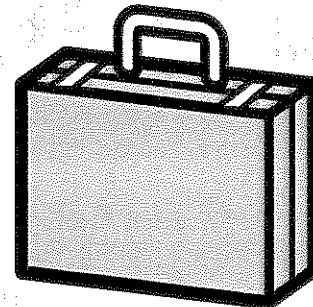
**A:** No. You will not need any dress clothes or dress shoes.

**Q: Do I need any casual clothes other than my uniform?**

**A:** Students will be returning to the dormitories later in the evenings and may change to casual attire at that time if they wish.

**Q: Do I need a swim suit?**

**A:** No. We will not be swimming during our stay at the campus.



# Uniform Policy

2009-10 School Year

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Our uniform policy at Newark Collegiate Academy is designed to build a sense of pride within our school community and to ensure that our students look professional yet remain comfortable as they learn.

Students must remain in uniform at *all times* while on campus. All students must arrive each morning on campus in uniform, and may not change into their NCA uniform upon arrival. Any student who arrives on campus out of uniform will be sent home and given an unexcused absence for the day. (Please note that those students who acquire 5 or more unexcused absences jeopardize their promotion at the end of the year.)

Students must arrive on campus in uniform. Students may not change into their uniforms upon entering campus. Students must remain in uniform at all times while on campus, including time spent on campus after normal school hours (e.g. office hours, detention, school trips, etc.) students must remain in uniform.

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## Uniform Guidelines

### 1. Shirts and Outerwear

- a. Students must wear collared Newark Collegiate Academy polo shirts each day. In cooler weather, students may wear sweaters, long sleeve t-shirts, and "hoodies" that bear the NCA logo. Shirts must be of appropriate fit (not too tight) and must provide appropriate coverage. If a student wears an inappropriately sized top, s/he will be required to change.
- b. Collared shirts should be worn professionally, buttoned up to the second to top button at all times while on campus.
- c. **Solid navy, sky blue, or white long sleeve t-shirts and thermals** may be worn under NCA shirts. No other colors may be visible under students NCA tops.
- d. Students may **not** wear hooded shirts under their NCA shirts.
- e. Any undershirts worn to school must not be visible at any time.
- f. Students may wear NCA hooded sweatshirts as they see fit. Collared NCA shirts must be worn underneath these hooded shirts at all times.
- g. Coats, non-school sweatshirts, or any other outerwear, are not permitted to be worn during school hours or taken anywhere in the building at any time and must be left in the locker all day.
- h. Shirts must always be tucked in whenever students are on school grounds for both male and female students.
- i. Students may not cut, tear, color in, draw on, or otherwise alter their uniform shirts.

### 2. Pants

- a. **Students must wear chinos (khakis) purchased from Uniformity.**
- b. Pants must be worn at waist level. Sagging is not permitted at Newark Collegiate Academy.
- c. Girls may **not** wear skirts of any type or any length.
- d. Capri pants and shorts are not permitted.
- e. Pants may not have tears or holes.
- f. No pockets, loops or straps on pants can be below the hip level.
- g. Pants must not be too baggy or too tight.
- h. **Boys and girls must wear a solid colored belt.** Belts may not hang down below the waist. Chains, studded belts, and belts with large, blinking, and/or otherwise unprofessional buckles may not be worn.
- i. Students may not cut, tear, color in, draw on, or otherwise alter their uniform pants.

### 3. Shoes

- a. Students must wear sneakers at all times.
- b. Shoes must be laced up, with tongue inside, and tied securely.
- c. Boots, heels, and open-toed shoes (sandals, flip flops, etc.) may not be worn at NCA.

### 4. P.E./ Conditioning Club Attire

- a. **Students must wear NCA gym t-shirts, available from Uniformity,** and athletic shorts or sweatpants for Physical Education classes. Students will receive one new gym shirt from NCA each year. Students may not cut off or alter the gym shirts in any way. Additional P.E. shirts are available from Uniformity at a minimal cost.
- b. No short-shorts, jeans, jean shorts, cut offs, lycra or spandex are allowed for P.E.
- c. Students must wear sneakers for P.E.
- d. Students must change into and out of gym uniform in their assigned changing room.

#### **5. Jewelry and make-up**

- a. Earrings must be smaller than a quarter.
- b. Sunglasses may not be worn over the eyes or as an accessory.
- c. All necklaces must be tucked inside the shirt at all times throughout the day.
- d. No heavy make-up is permitted. Those wearing excessive make up will be made to remove it. Make up, perfume, lotion or any other cosmetics are never to be applied anywhere but in bathrooms.
- e. Distracting bracelets and wrist wear are prohibited.

#### **6. Head Covering**

- a. No hats or other head coverings are permitted, including scarves, headbands, and bandanas are permitted in the building. They must be removed before entering.
- b. Those who need religious exceptions should notify the school at the beginning of the year.

#### **7. Hair**

- a. Hair cannot be colored or highlighted any color that is not a natural human hair color.
- b. No designs of any kind are permitted to be in the hair or on the face.

#### **8. Distracting Clothing**

- a. Any clothing or jewelry that is determined by any teacher or staff member to distract from the learning process will not be permitted.

#### **Friday Dress Code**

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On Friday, students will adhere to the usual dress code, with the following alteration:

- a. Students may wear jeans and NCA t-shirts, and House t-shirts, in addition to their NCA polo shirts, NCA sweatshirts, and NCA sweaters.
- b. Jeans must be worn with a belt on the waist at all times. Jeans may not be torn, have holes, or writing on them of any kind.

#### **Summer Dress**

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Our summer school dress code is the same as the school year dress code. The Academy will notify parents of any alterations to this policy. Students should come to Orientation and Summer School dressed in full uniform.

#### **Professional Dress Code**

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Beginning each September, Newark Collegiate students will dress in professional attire for "First Fridays" on the first Friday of the month. This is also the dress code for all Performance Reviews, college and internship interviews, and job interviews. Professional dress includes:

1. A solid color oxford (button down shirt) for boys, or blouse for girls.
2. Black, grey, or brown dress slacks with black or brown belt and a tie (for boys). Girls may wear the same without the tie. Girls may also wear dress skirts (below the knee) in place of slacks.
3. Dress shoes.

Please note: this is not formal attire; it is professional dress. Students should dress as though they are going to a job interview.

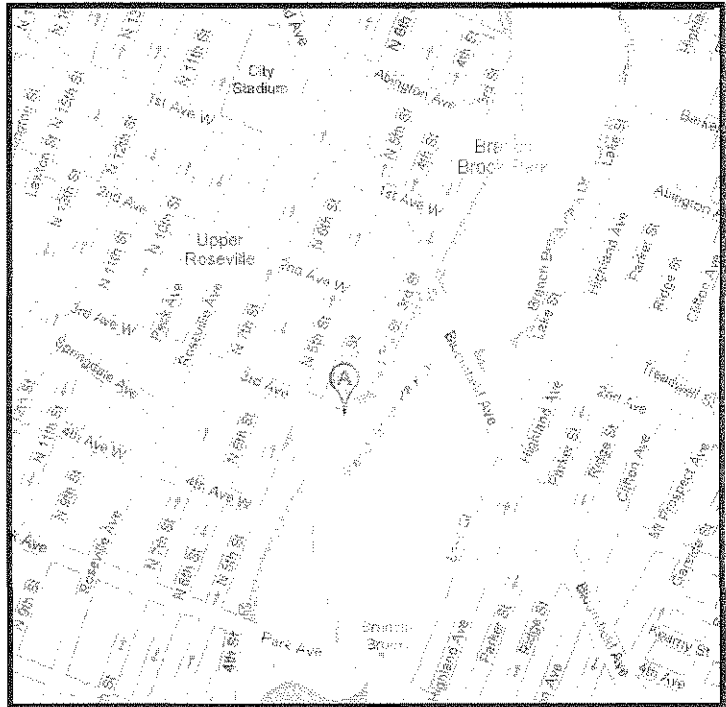
## Uniformity Information:

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Uniformity  
305 3<sup>rd</sup> Ave West (Across from park/baseball field)  
Newark, NJ 07107  
(973) 485-4500

Purchase your uniforms online at:

[www.shopuniformity.com](http://www.shopuniformity.com)



## Directions to Uniformity from NCA (@NVHS Campus):

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Travel Distance: **2.5 miles**      Travel Time: **about 9 mins**

Newark Collegiate Academy (@ NVHS)  
301 W Kinney St  
Newark, NJ 07103

1. Head **west** on **W Kinney St** toward **Chaneyfield Ln**      0.1 mi
2. Turn **right** at **Morris Ave**      190 ft
3. Turn **left** at **16th Ave**      0.1 mi
4. Turn **right** at **Bergen St**      0.8 mi
5. Continue on **1st St**      0.9 mi
6. Slight **right** at **4th St**      390 ft
7. Turn **left** at **Park Ave**      220 ft
8. Turn **right** at **N 5th St**      0.3 mi
9. Turn **right** at **3rd Ave W**      423 ft

**Uniformity**  
305 3rd Ave W # 6  
Newark, NJ 07107

# NCA: College Prep Agreement



*We fully commit ourselves to the hard work and preparation necessary to enter college in the following ways:*

## Family

- We will do whatever it takes to ensure that our child gains admission to a four-year college or university.
- We take full responsibility for our child's behavior and academic performance. We alone are responsible for their successes and failures.
- We will present a united front with the school before students
- We will make sure that our child treats all persons in our community with respect, never speaking rudely, never talking back to an adult, never yelling, etc.
- We will make sure our child arrives every day by 7:30 am and will make arrangements so our child can remain at Newark Collegiate Academy until 4:30 P.M. each day, and later if necessary.
- We will ensure that our child attends Newark Collegiate Academy from August through June, and participates in meaningful summer learning or work in July.
- We will make arrangements for our child to come to Newark Collegiate Academy on all designated Saturdays.
- We commit to volunteering for 5 hours per academic school year during the school day at NCA events.
- We will review our child's homework *every night*, monitor his/her academic progress, and ensure that our child calls the teacher if s/he is struggling.
- We will always make ourselves available to our children, the school, and any concerns that staff might have, leaving work if necessary to tend to matters that arise.
- We will read carefully all the papers that the school sends home to us, especially Monthly Notices and Quick Updates.
- We will allow our children to go on all NCA field trips.
- We will allow our children to attend any summer learning and work opportunities that they earn.
- We will make sure our child follows the NCA dress code.
- We expect that our child will follow the Newark Collegiate Academy rules so as to protect the safety, interests, and rights of all individuals in the classroom.
- We will interact professionally with all school staff members.
- We will always protect the safety, interests and rights of all individuals in the Newark Collegiate community.

## School

- We will do whatever it takes to ensure that your child gains admission to a four-year college or university.
- We will maintain classrooms that are disciplined, structured learning environment in which your child can succeed.
- We will present a united front with parents before students.
- We will treat all students with respect and compassion, respecting their development as young adults, and pushing them to be the best versions of themselves possible.
- We will arrive before students and leave well after them to allow students the time they need to grow and excel in preparation for college.
- We will offer rigorous, college preparatory class work, maximizing every minute of every day in class to ensure that your child receives a world-class education.
- We will plan engaging learning activities that extend your child's learning well beyond the classroom.
- We will offer a host of meaningful celebratory events and learning opportunities for students and families.
- We will assign 2-3 hours of meaningful homework daily to prepare our students for college. We will call home to parents promptly whenever we have academic (or other) concerns.
- We will remain after school to hold Office Hours, Academic Intervention, etc. in order to support our students. We will make ourselves available to families after school hours to address any concerns that arise.
- We will send home regular and reliable monthly updates about happenings at school, and regular progress reports to keep parents apprised of their children's performance.
- We will offer regular field trips to all students.
- We will support all eligible students in finding meaningful summer learning and work opportunities.
- We will maintain expectations for professional dress and comportment at school at all times.
- We will provide every student with a safe environment in which to learn and grow.
- We will interact professionally and respectfully with all family members.
- We will always protect the safety, interests and rights of all individuals in the Newark Collegiate community.

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

\_\_\_\_\_  
Advisor/Teacher Signature

\_\_\_\_\_  
Date