



COLLEGE BOUND PROGRAM

12 Lombardy Street, Suite 303, Newark, New Jersey 07102

**Student and Family
Handbook
2023-2024**

NJ LEEP Values

RESPECT

COMMUNITY

COOPERATION

HONESTY

RESPONSIBILITY

SELF-MOTIVATION

DILIGENCE



12 Lombardy Street, Suite 303
Newark, New Jersey 07102
Tel. 973-297-1555
www.njleep.org

September 19, 2023

Dear Students, Families, and Guardians,

Welcome back to another exciting year at NJ LEEP! I hope you all are settling back into the routine of the school year.

My children, who are five and two, recently started a new pre-school and my wife and I have been supporting them (and each other!) on this life transition. For someone who has spent most of their adult life on the administrative side of the education world, interacting with an educational organization as a parent has reminded me of what really matters most.

Entering a new space – whether it be a new school, a new community or even a new classroom – is intimidating! New people, new personalities, new dynamics and new learning materials. As a parent, I think each of us simply wants our child to be the best version of themselves. But for the student who is sitting in that classroom, there is so much more going on than we can see – do I understand the material the teacher is trying to teach? Does the group of people sitting over there like me? Do I look “cool” today? And so, so much more.

At NJ LEEP, we recognize these incredibly complicated dynamics and try to make every single one of our students feel seen and loved for exactly who they are. We want to build a safe and inclusive space for all members of our community, so that our students can grow into the best versions of themselves.

But none of that is possible without your partnership. As a staff, we can say that we want to build a safe, inclusive and supportive community, but none of that will matter unless every single student, family member and community member is living out that vision. At NJ LEEP we believe that every single one of our students is capable of doing extraordinary things, and we believe people are far more likely to achieve their goals if they feel supported and encouraged along the way.

So that is my greatest hope for the 2023 – 2024 year – that each of us will show up to NJ LEEP – and all of our communities of which we are a member – with love, kindness, encouragement and a belief in ourselves and each other.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew Feinstein".

Matthew Feinstein
Executive Director, NJ LEEP
12 Lombardy Street, Suite 303
Newark, NJ 07102

The NJ LEEP College Bound Program

NJ LEEP is a comprehensive, empowering program which focuses on personal development of the whole student, including values, positive character, and responsibilities. Students in grades 6 through college build confidence as they develop plans for their future. Equally important, they learn how to give back and make a difference throughout their lives where they live and work. Below is a summary of our programs:

Scholars Program: Grades 6, 7, 8

- Summer Scholars – Grades 6,7,8
- Saturday Scholars – Grades 6,7,8
- Scholars Seminar – Grade 8 (NEW FOR 23-24!)

Freshman Year

- Summer Law Institute (SLI)
- Life Skills
- Saturday Writing Course (SWC)

Sophomore Year

- Week-on-the-Job
- Constitutional Law Debate Review
- Saturday Writing Course (SWC)
- Attorney Mentor Program

Junior Year

- The Junior Experience
- Constitutional Law Debate
- Saturday Writing Course (SWC)
- Attorney Mentor Program

Senior Year

- Great Books
- CAPSTONE (College Application Process + Senior Workshops)
- Saturday Writing Course (SWC)

Alumni

- College Student Success Program (CSS)
- Career Workshops

Community Programming

- Family Workshops
- Fall Harvest
- LEEPing Ahead
- Summer Awards Ceremony

After School Programming

Scholars Seminar

8th grade students will engage in monthly sessions, known as our Scholars Seminar, to prepare for a successful transition to high school, both at NJ LEEP and school. All 8th grade students will come to NJ LEEP for a 2-hour session one Tuesday afternoon per month. Session topics will include organizational skills, self-esteem, interview skills, high school application essays, standardized test prep, building college-going knowledge, and more. Selected sessions will be led by members of NJ LEEP's College Bound program team who manage our high school programming. Session dates are:

October 17, 2023

November 14, 2023

December 5, 2023 (Interview Workshop)

December 12, 2023

January 9, 2024

February 13, 2024

March 12, 2024

April 16, 2024

May 14, 2024

All sessions will be held at NJ LEEP's program facility.

Life Skills

Freshman Life Skills Seminar meets weekly to help students gain & maintain confidence during the transition to 9th grade. Course topics seek to build students' knowledge and ability to navigate their high school experience. This course will take students through four units of study that prepare them to:

- Learn strategies to develop self-awareness and self-management, especially with regard to study skills and note/test-taking.
- Help plan and prepare for the college application process;
- Provide strategies for developing healthy relationships and resolving conflicts, and.
- Explore career interests & issues relating to the working world, as well as develop interview & networking skills.

This course works to address topics not always covered in high school curriculums, but are important for success in high school and beyond.

There are 10 Benchmark Assignments & Activities students must complete as assigned throughout the year in order to satisfy all requirements of Life Skills:

Study Skills Self-Assessment

Personal Goal-Setting Worksheet

Letter to My Future Self

Interview with a College Student/Graduate

Extracurricular Resume (including revisions)

Mid-Year Check-In Meeting

Conflict Resolution Reflection

Career Exploration Workshop

Resume Workshop & Conversation Practice

Professional Resume (including revisions)

Constitutional Law Debate Program

Sophomores and juniors participate in two Constitutional Law Debates during the year. NJ LEEP highly encourages the attendance of students' families and support networks at all debates to celebrate their academic and personal growth.

Students' debate competition scores include their "prep point" scores. Students accrue prep points over the course of a debate cycle for the full completion and timely submission of key assignments, in addition to receiving support from mentors and/or debate coaches.

An assignment submitted by 11:59 p.m. on the due date is on time. Cycle assignments are below:

- First Draft of Legal Brief
- Final Draft of Legal Brief
- Mentor Meetings (two meetings required)
- Debate Coach Meeting (one meeting required)

Debate Review:

Sophomores have Debate Review class on Monday **and** Wednesday (Section I) *or* Tuesday **and** Thursday (Section II) throughout the entire school year. The classes will focus on such skills as reading comprehension, critical thinking and analysis, writing, and public speaking.

Each cycle, students must plan to schedule time outside of class to write the first and final drafts of their legal briefs. Students also must schedule time to complete shorter Debate Review homework assignments.

Juniors may request permission to attend Debate Review classes to focus on their brief writing. Attending Debate Review does **not** replace Junior Experience class.

Debate Introduction:

At the beginning of each cycle, the Legal Education team will hold a mandatory class session to provide students with an overview of the fact pattern, vocabulary, and relevant case law that students later will encounter. Debate Introduction dates are specified in the College Bound Program (“CBP”) calendar and Debate syllabus.

Debate Case Review:

All students must attend at least one session of Case Review to prepare for the first debate. This event is an opportunity for students to work with either their assigned mentors or other attorney volunteers in small groups; typically, groups consider how the precedential cases interrelate, and students practice extracting their individual legal analyses from the debate materials. Debate Case Review dates are specified in the CBP calendar.

Debate Coaching:

Toward the end of each cycle, NJ LEEP hosts Coaching sessions with mentors and attorney volunteers during which students prepare and review oral arguments. During the week of debate coaching, juniors will have to attend one Junior Experience class, in addition to attending a Debate Coaching session. Debate Coaching dates are specified in the CBP calendar and will be included in the Junior Experience calendar.

Attorney Mentor Program:

Students are responsible for discussing substantive debate material with their mentors at least twice per debate cycle. If a communication breakdown between a mentee and mentor is deemed to be student-driven and leads to the loss of the mentoring relationship, there is no guarantee that the student will be assigned a new mentor.

Mentor – Mentee Meeting:

Students must attend these meetings with their mentors to prepare for each debate. Students must bring any debate materials and/or questions about the Constitutional Law Debate Program to these events. Dates are specified in the CBP calendar.

Attorney Office Hours:

Juniors must attend at least one session of Attorney Office Hours, during which professionals help students hone brief writing skills either one-on-one or in small groups, to prepare for the first debate. Dates are in the CBP calendar.

The Junior Experience

The Junior Experience will consist of three distinct parts. The first, LEEPing into Junior Year, will arm students with the academic and social emotional skills necessary to start their year on strong footing. The second, Test Prep Program, will provide our students with the content and test taking strategies they will need to score competitively on the ACT and SAT exams, setting them up for college and career success. The third, Pre-College Access Program, will start students on the path to being better prepared students for their rigorous senior year summer. Specific student cohorts will meet in person on both Monday and Wednesday (Section I), or Tuesday and Thursday (Section II).

Junior Year Debate Program:

As juniors, students will be working on their Debate work independently in conjunction with their mentors. In addition to the mandatory NJ LEEP events listed in their Debate syllabus, students have two options for how they can interact with their mentors throughout the year. In the spring of sophomore year students were given the opportunity to select between the two options below. Regardless of the option selected, students will have the opportunity to engage with their mentors through various scheduled events and activities that NJ LEEP will be hosting. Should any issues arise with the mentor program – students can contact Ms. Tomljanovich directly at ctomljanovich@njleep.org.

Option 1: Students selected to opt-in to the possibility of having offsite/unsupervised (not in the NJ LEEP office) meetings with their mentor. If approval is given by parents and NJ LEEP, students can meet with their Mentor in-person outside of NJ LEEP. *Opting into offsite/unsupervised meetings with your Mentor is completely optional*; students are not required to opt in. If students do opt in, that does not mean they have to meet with their mentor offsite and unsupervised, just that you have the option to do so.

Option 2: Students did not select to opt-in to having offsite/unsupervised meetings with their mentor. Students can change their mind at any time during the year. Students will only be allowed to have supervised meetings with their mentor. This is defined as either at NJ LEEP (if in-person) or virtual (phone, Zoom, etc.). Texting and emailing for debate and non-debate related check-ins are allowed.

CAPSTONE

Senior year programming will be broken up into two parts: College Application Process (October through January) and Senior Workshops (February through May). The College Application Process encompasses all elements of applying to college, including, but not limited to, finalizing personal statements, compiling a balanced college list, writing multiple drafts of supplemental essays, submitting completed applications, preparing for interviews, and submitting financial aid documentation. In Senior Workshops students will discuss the college choice process and developing strategies and identifying supports for a healthy academic and social transition to the collegiate environment.

In the fall, seniors have two required CAP Saturdays (in addition to Saturday Writing Class). Students are required to attend these additional sessions until all college applications are submitted.

Students, Families, and an NJ LEEP Staff member will have **two meetings** (one in the fall to discuss college lists, application timeline, and personal questions; and one in the spring to discuss college options and financial aid).

Students will be required to attend class **twice weekly**. Section I will meet on Mondays and Wednesdays, Section II will meet on Tuesdays and Thursdays. Throughout the year, students may be required to come in for an All-Class Event or Workshop, and these dates will be communicated with as much advanced notice as possible.

After-School Program

(4:00-6:00pm for the entire academic year)

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|-----------|------------|-----------|------------|----------------------------|
| 8th Grade (Scholars Seminar) | | All Class | | | |
| Freshman (Life Skills) | | | Section I | Section II | |
| Sophomore (Debate) | Section I | Section II | Section I | Section II | |
| Junior (Junior Experience) | Section I | Section II | Section I | Section II | |
| Senior (CAP) | Section I | Section II | Section I | Section II | |
| | | | | | Honor Council As needed |

After-School Program Schedule: After-School Programs will run from 4:00-6:00pm for the entire year. Students will be expected to arrive at programming by 3:45pm with class beginning promptly at 4:00pm. Students who have later dismissals should communicate

their dismissal time to Mr. Seijas.

8th Grade:

8th grade students will meet once per month on designated Tuesdays during the academic year from 4:00pm-6:00pm.

Life Skills:

Freshmen students will meet for Life Skills once per week on Wednesday or Thursday.

Constitutional Law Debate Program:

- **Debate Review:** Sophomores will have debate review class on Monday and Wednesday (Section I) or Tuesday and Thursday (Section II) throughout the entire school year – unless otherwise specified.
- **Debate Introduction Sessions:** On weeks of Debate Introduction, class will also meet twice a week.
- **Debate Case Review:** All students must attend at least one session of Case Review each cycle. Debate Case Review dates are specified in the CBP calendar.
- **Debate Coaching:** Coaching sessions typically will occur the week prior to the debate competitions.

The Junior Experience: Specific student cohorts will meet in person on both Monday and Wednesday (Section I), or Tuesday and Thursday (Section II). Transfers may attend Debate Review to focus on their brief writing. Attending debate review does **not** replace Junior Experience class. Juniors should also pay close attention to the CBP calendar and take note of the dates for Debate Introduction, Case Review, Attorney Office Hours, and Mentor/Mentee meetings.

CAPSTONE: Seniors will be assigned to attend class Monday **and** Wednesday (Section I) or Tuesday **and** Thursday (Section II). Students may be excused from specific programming days once all college applications and financial documents have been submitted.

[Saturday Scholars Program](#)

NJ LEEP's Saturday Scholars program serves students in grades 6-8. The curriculum reinforces Math & English/Language Arts skills taught in the summer, as well as further develops students' critical thinking skills through STEAM, finance, & law-based enrichment programs. Classes take place on Saturdays beginning in **October 2023** and continuing through **May 2024** at NJ LEEP. Classes are held from 9 am – 12 pm. Repeated missing assignments without explanation or communication & unexcused absences from class may result in the student being called before Honor Council.

6th Grade

The 6th Grade Saturday Scholars curriculum focuses on building writing and critical thinking skills. Students develop their persuasive and research writing abilities in ELA and enhance their comfort with word problems in Math. They also complete 2 seven-week enrichment courses. During weeks 1-7, students participate in a hands-on STEAM exploration curriculum, led by our partners at STEAMUrban. During weeks 8-14, they will engage with ThinkLaw, a critical thinking program with a legal education twist.

7th Grade

7th Grade students develop their narrative, expository, and research writing skills through a lens of music journalism. The Math curriculum introduces and reinforces pre-algebra concepts. Students also complete 2 seven-week enrichment courses: a hands-on STEAM exploration curriculum, led by our partners at STEAMUrban; and ThinkLaw, a critical thinking program with a legal education twist.

8th Grade

8th Grade students develop their ability to analyze media through three critical lenses (Feminist, Multicultural, and Socioeconomic) with the goal of helping students be more critical consumers of media and society. The Math curriculum introduces and reinforces algebraic concepts necessary for high school math through a consumerism lens. Students also complete 2 seven-week enrichment courses: a hands-on STEAM exploration curriculum, led by our partners at STEAMUrban and a financial literacy curriculum led by our partners at Bank of America.

[Saturday Writing Course](#)

General

The Freshman, Sophomore, Junior, and Senior Saturday Writing Course will cover five main writing styles: Narrative, Expository, Persuasive/Argumentative, Literary Analysis, and Research Writing. The purpose of the course is to improve the writing and reading skills of our students to ensure that they are as prepared for academic success in high school, college and beyond. This past year, we committed ourselves to revising our Saturday course curriculum to ensure that student voice, language, culture, and experience is centered in all that we do. A team of experts in diversity, equity, and inclusion have reviewed and updated our curriculum with new activities, diverse readings, and a focus on student choice and varied learning styles. With students feeling safe and supported in our community of learners, we hope that they can continue to grow and flourish on their path to achieving their goals. Students will have weekly homework assignments, vocabulary tests, and will work towards putting together a final portfolio at the end of the course. Classes take place on Saturdays beginning in **October 2023** and continuing through **May 2024**. Class starts promptly at 12:30pm and concludes at 4:00pm. Repeated missing assignments without explanation or communication & unexcused absences from class may result in the student being called before Honor Council.

Freshmen

The goal of the Freshmen Writing class is to introduce students to various genres of writing and the writing skills needed to be successful in high school and beyond, aligned to the overarching

course concept: self-identity. The Freshmen Writing class will instruct students in a variety of writing techniques and skills, laying the foundation for college and career ready writing. Students will learn to think independently, express themselves articulately, and share original ideas in an engaging and persuasive manner, with a focus on vocabulary, grammar, and composition. The course will emphasize a variety of writing-centered activities, including allowing students to practice brainstorming, free-writing, sentence construction, paragraph construction, the organization of ideas, and the various types of purposes and audiences for different genres of writing.

Sophomores

The Sophomore Writing class is aligned to the overarching theme of family and community and will engage students in a variety of writing styles exploring these themes. Students will continue to practice applying independent thinking skills, expressing their thoughts and ideas with clear and effective articulation, and exploring original ideas through writing, while simultaneously developing vocabulary, grammar, and composition skills needed to prepare to college entrance exams and college level work.

Juniors

The goal of the Junior Writing class is to reinforce the writing skills developed in the first two years of high school and introduce more complex skills and strategies necessary for the advanced writing assignments students will encounter in their last two years of high school and as they enter college and the workforce. Students will begin to hone writing skills specific to different content areas and specialties as well as learn to apply rhetorical writing strategies needed for college level composition. The Junior Writing class is aligned to the overarching theme of writing in the 21st century in a globalized world and will engage students in a variety of writing activities exploring this theme.

Seniors

The goal of the Senior Writing class is to reinforce the writing skills developed in the first three years of high school and introduce more complex skills and strategies necessary for the advanced writing assignments students will need to complete as they enter college and prepare for the workforce. Students will hone their writing skills specific to different content areas and specialties students are preparing to enter. Students will also learn to apply rhetorical writing strategies needed for college level composition and writing in specific career fields. The Senior Writing class is aligned to the overarching theme of writing for the future and career and will engage students in a variety of writing activities exploring this theme intended to prepare students to plan for and engage in the types of writing necessary in college and career.

Academic Summer Program

All students will have a mandatory academic summer program, which runs from July 2024 to August 2024. NJ LEEP asks that families plan accordingly and make themselves available for the entirety of summer programming. **Should conflicts arise (i.e. summer school, and enrichment programs), please let us know as soon as possible.** We hope vacations and other commitments are reserved until after the conclusion of summer program.

7th Grade

Rising 7th Graders preview skills and topics they will learn in their upcoming school year's Math and English/Language Arts classes. In ELA, Students read both a graphic novel & a traditional novel to increase comprehension and analysis while building writing skills. In Math, students will solidify their 6th grade math skills and preview topics covered in 7th grade. In addition to the two academic classes, students engage with a Life Skills curriculum that focuses on teaching study skills & time management. Students also complete a Project Based Learning group assignment focused on raising awareness about a social justice issue that has local relevance but national resonance. Field trips are planned throughout the summer.

8th Grade

Rising 8th Graders will continue to preview Math & English/Language Arts concepts that are typically taught in the upcoming school year. Students will continue to build literary analysis skills, as well as explore financial literacy and the impact of public policy. Math topics will cover pre-algebraic concepts to get ready for 8th grade/high school math. The social-emotional learning curriculum covers topics including internet safety, social media, and the high school application process. Finally, students are tasked with combining the presentation and research skills built in 6th and 7th grade programming to create their own individual passion projects defining how they would like to impact their community.

Summer Law Institute for Rising Freshmen

The NJ LEEP Summer Law Institute ("SLI") serves rising ninth graders from the greater Newark Area; through this five-week intensive program, held at Seton Hall Law School, students enhance their academic skills via engaging with a rigorous law-related curriculum, begin developing the habits necessary for subsequent college success and community leadership, and gain exposure to various professional paths and future career options. Enrollees delve into criminal law and procedure topics, practice trial advocacy skills, and attend weekly field trips to corporations. SLI culminates in a mock trial, during which students compete before sitting New Jersey judges.

Week-on-the-Job for Rising Sophomores

Week on the Job (WOTJ) provides rising 10th graders with micro internships at companies throughout the greater Newark and New York City area. Students are rotated through four different placements and learn about different industries, career paths, as well as strengthening professional skills such as networking and public speaking.

Junior Experience for Rising Juniors

Rising Juniors will have the ability to build testing skills and learn strategies while preparing for the ACT. This course works with a test prep company to teach test-taking techniques with two additional instructors teaching supplemental verbal, math, and science skills. In addition to test taking, students will continue building a strong foundation for their junior year by focusing on a variety of social emotional skills and vision building for what the year will hold.

Summer College Access Program

Rising seniors will explore all aspects of the college application process including; selecting “best fit” colleges to apply to, crafting their personal statement, communicating with teachers for recommendations, identifying and working on elements of the Common Application, and learning about financial aid and scholarships. Students will apply for college exploration programs for the fall and will visit college campuses and attend college fairs either in-person or virtually. Once per week, students will participate in a Great Books course, taught by law professor, Professor Schiff. This class is run as a typical seminar style course, with an emphasis on close readings of philosophical texts, and engaging class discussions.

[College Student Success Program](#)

NJ LEEP programming does not end with high school graduation! The College Student Success program is a resource to all NJ LEEP students enrolled in college. Students will receive support in the areas of academic well-being, health and wellness, general socioemotional support, financial aid, as well as majors, career, and internship discussions. The College Student Success Manager and College Student Success Coordinator will be in regular communication with all students, and meet in person at least once per academic year.

[Family Workshops](#)

NJ LEEP’s goal is to work closely with our families. There will be virtual and in-person family workshops for families of all grades throughout the year to discuss issues important to the NJ LEEP community. These workshops will also serve as open forums for questions and comments. You will be notified in advance of every workshop.

NJ LEEP asks that the family of each student commit to having one adult family member (parent, guardian, uncle, grandparent, cousin, aunt etc.) attend each family workshop for their student’s grade.

Attendance Requirements

Attendance: Attendance will be taken daily by NJ LEEP staff.

After School Arrival and Dismissal Procedures:

1. After School Programming for grades 8-12 will be held at 12 Lombardy Street, Suite 303
 - a. Students should enter the building via the main entrance using the access code. The code will change every month and updated on Google classroom and sent out via text. Students should NOT enter through Method Café. Once in the building students can take the elevator to the third floor where our programming facility is located – students are not permitted to linger in the lobby or go to any other floor of the building.
 - b. Class begins promptly at 4:00pm and students are expected to be in class at this time. If a student needs a delayed arrival time, please communicate directly to Mr. Seijas – 973-699-6579.
 - c. Class will conclude at 6:00pm. The expectation is that students dismiss at this time unless they have made prior arrangements with NJ LEEP staff to remain in programming after 6:00pm.
 - i. 12 Lombardy Street is a narrow two-way street – double parking for pick up will be very challenging. We recommend meeting your student on Broad St or Fulton St.

NJ LEEP assumes responsibility for student supervision at in-person programming:

- For programming held at the NJ LEEP office, from the time when students enter the NJ LEEP office (defined as the interior entrance to Suite 303 at 12 Lombardy Street, Newark) until they leave the office;
- For programming held outside of 12 Lombardy Street, from the time when students arrive at the main entrance to the building in which NJ LEEP programming is being held until they leave that building;

NJ LEEP is not responsible for students once they have left the NJ LEEP programming site or outside of NJ LEEP programming hours. During the school year, those hours are 3:00pm-6:00pm for after school programming and 8:00am-4:00pm during Saturday Writing Course.

NJ LEEP will dismiss students at the end of scheduled programming. If a parent/guardian does not wish to allow their student to dismiss on their own at the end of programming, they must inform NJ LEEP in writing that their child will be picked up after programming. In the event of an unplanned early dismissal (e.g., for inclement weather), we will send a message to families to inform them of the early dismissal.

If an NJ LEEP student remains onsite after scheduled programming dismissal time under the supervision of an NJ LEEP staff member for a specific programming purpose (e.g., tutoring, office hours), NJ LEEP will dismiss the student according to the dismissal procedures for normally scheduled dismissal unless the student's parent/guardian otherwise specifies a different pick-up procedure for late dismissals. If a parent/guardian does not wish to allow their student to be dismissed on their own for a late dismissal, they must inform NJ LEEP in writing that their child will be picked up in the event of a late dismissal.

If an NJ LEEP student is required to be picked up and no authorized individual is present at dismissal time, NJ LEEP staff will contact the parent/guardian to determine if someone is coming to pick up the student. If no authorized individual has arrived within 60 minutes of dismissal time, the NJ LEEP staff may contact the parent/guardian and the NJ LEEP Executive Director to inform them that they are arranging for alternate transportation for the student, via Uber, Lyft, or ride share.

NJ LEEP will not dismiss students directly from an off-site event without prior written permission from the student's parent/guardian. For example, if a student is on an NJ LEEP field trip and would like to take public transportation directly home from the field trip site rather than first returning to the NJ LEEP office to be dismissed, the parent/guardian must authorize that in writing in advance.

For any off-site events, as a condition for attendance, the dismissal/pick-up plan for the student will be communicated to and agreed upon in writing with the parent/guardian in advance of the event.

Once students arrive at the NJ LEEP programming site, they will only be permitted to leave before dismissal time (e.g., to obtain food before class, or for lunch break during Saturday class) if their parent/guardian has granted written permission for them to do so. Parents/guardians will be given the option to give permission for this at the beginning of the year.

Absence or Lateness: If a student is going to be absent or late, the student and/or their parent must call or text Mr. Seijas as far in advance as possible at 973-699-6579. Students will receive an infraction for any unexcused lateness or absence.

Tutoring: We encourage students to attend tutoring and office hours when needed. They must let Mr. Seijas know indicating the reason for their tardiness/absence. If a student is absent from NJ LEEP due to their academic responsibilities, they must make up the classes and assignments they miss.

Involvement in Other Activities: If participating in additional activities, NJ LEEP expects students to continue to demonstrate their commitment and engagement. NJ LEEP views assignment completion, attendance, and communication as essential elements of engagement. In the event NJ LEEP staff see a decrease in assignment completion and quality or a decrease in attendance, a meeting may be scheduled with the student and family to discuss continued participation in NJ LEEP.

Sticking to Your Section: Due to safety and space needs, switching assigned class days will require advance communication in writing and may not always be able to be accommodated. Class changes and absences must be communicated to Mr. Seijas.

Event Attendance: Fall Harvest, our annual family and community event, takes place in November and allows us to show thanks and appreciation for all our family and community supporters. There will be **two Constitutional Law Debates** during the school year and a variety of family and community events (refer to your NJ LEEP calendar for exact dates/times). **Family attendance at these events is highly encouraged.**

Excused Saturday Absence: Students missing Saturday Programming must have a parent or guardian communicate with Ms. Wright (Grades 6-8) or Ms. Marte (Grades 9-12) in advance of the absence. Students will be responsible for all work missed on the days they are absent. Students who miss the Saturday program for the excused reason of mandatory school programs or regular religious observance (i.e. Saturday Sabbath), must communicate to Ms. Wright or Ms. Marte and their instructor and submit assignments by the agreed upon deadline.

COVID-19 Protocols

Masks will be optional for both students and staff. The following policies and procedures were created to maximize student safety during programming. If and when these protocols change, we will inform students and families.

Do Not Attend Programming:

- If you are sick, regardless of whether your symptoms are consistent with COVID-19.
- If you have been informed that you should be observing a COVID-19 quarantine procedure for any reason.

Before You Arrive

- If at any point you test positive for COVID-19 during programming, please inform NJ LEEP immediately (within 24 hours) so that we may initiate contact tracing to best protect the community.
 - Please notify Mr. Seijas (sseijas@njleep.org or 973-699-6579) or Ms. Howard-Noveck (mhowardnoveck@njleep.org or 973-715-7615).
- If you are sick or have any symptoms compatible with COVID-19, please do not attend NJ LEEP programming.
- You must isolate for at least 5 days after a positive COVID test and must be fever-free for at least 24 hours with improving symptoms before returning to programming. To return to programming after day 5 but before day 10, you must have a negative COVID test. You may return to programming after day 10 without a negative test result.

NJ LEEP reserves the right to ask a student to leave programming or wear a mask while in programming.

NJ LEEP reserves the right to bring back mandatory mask use by students and staff should we decide that there is a need to do so based on local case numbers. Our COVID-19 policies will always aim to prioritize the safety of our students, staff, and community.

Programming Expectations

The Dress Code: Students may not wear clothing with explicit language or offensive messages. **Formal attire may be required for specified events.**

Academic Performance: Students are expected to bring all required materials and texts to NJ LEEP. **All assignments are expected to be completed by the due date to the best of the student's ability.** All students are expected to do their own work. *All students must submit report cards within one week after marking period ends.*

Plagiarism: Plagiarism is a form of cheating and strictly prohibited. Plagiarism is copying ideas or exact wording - a page, a paragraph or even a sentence from another student's paper, a book, magazine, or newspaper, or from any source on the Internet without giving the original author credit for the writing or idea. The first act of plagiarism by a student will result in appearing before Honor Council. The second act of plagiarism may result in consequences – up to and including dismissal from the program. In determining their course of action, the Honor Council and NJ LEEP staff will not look to the intentions of the student, but instead only whether there was an act of plagiarism that occurred.

Respect for Staff, Classmates and Space: All students are expected to treat one another, the NJ LEEP staff, 12 Lombardy Street, NJ LEEP programming and event spaces, and its staff, and guest speakers with the utmost respect. Even though some events and classes may be virtual, our expectations of behavior and comportment still apply. Students are permitted only on the third floor of 12 Lombardy Street.

Cell Phones & Electronics: When students are taking part in in-person and virtual programming, they should refrain from being on their cellphone or other electronic devices that may distract them or their peers from the learning experience.

NJ LEEP Accountability System

Merit System: NJ LEEP employs a merit system. Opportunities are earned based on academic performance and community engagement. Some factors are as follows:

- Program attendance
- Assignment completion
- GPA, as calculated by NJ LEEP
- Outstanding behavior and class participation
- Submission of report card – no later than one week after end of marking period

Students who meet the above requirements may be eligible for a variety experiences throughout the year.

Saturday Incentive System

Saturday Scholars

| Students | Time of the year/Frequency |
|--------------------------------------|---------------------------------------|
| Spotlight Students | Selected by teachers 3 times per year |
| Homework/Attendance (class averages) | Ongoing |
| Homework/Attendance (individual) | May |
| Scholar Shoutouts | Ongoing |
| All Star Awards | May |

Saturday Writing Course

| Students | Time of the year/Frequency |
|---|-----------------------------------|
| Student of the Month (1 per grade) | Monthly |
| Conversation Starter (multiple per class) | Every two months |
| Homework/Attendance (class averages) | Every two months |
| EOY Homework/Attendance (individual) | End of Year |
| Saturday Surprise Awards | When you least expect it... |

Honor Council

In the event that a student is demonstrating a lack of academic or social-emotional preparation, they may be subject to going before Honor Council. Infraction points may include, but are not limited to the following:

- A low high school grade point average (GPA)
- Poor attendance
- Poor assignment completion/quality
- Poor behavior and attitude demonstrated towards peers and/or NJ LEEP staff

Students brought before Honor Council are referred to an Honor Council meeting by their peers, instructors, and/or staff members. Parents are allowed to attend their student's meeting. Students brought before Honor Council may receive a warning, be placed on a performance plan, or expelled from the program. In our commitment to student growth, students will have the ability to

appeal their expulsion in writing. NJ LEEP does not guarantee that any of these appeals will be granted.

The Honor Council process will be separate from the process for addressing Prohibited Conduct & Behavior, as described in the NJ LEEP Student Safety Policies linked here:

<https://njleep.org/current-students>.

[Gradelink](#)

Gradelink is the data and course management system used by NJ LEEP. All students, parents, staff members, and instructors have access to the system via login credentials.

Students and parents can access the system to track their student's assignment completion, NJ LEEP grades, attendance, and behavioral infractions. Gradelink will automatically email parents when their student receives a behavioral or homework infraction, or if they are absent or tardy. Parents should check their child's progress in the program often and communicate any questions or concerns with staff members.

Students will access the system to submit assignments, participate in discussion posts, view course information, and complete tests. Students will also be able to track their own attendance notes and infractions and find instructor contact information for their courses.

Students and parents can log into Gradelink using their personal credentials by accessing <https://www.gradelink.com/> Please contact Jeehae Park, NJ LEEP's data coordinator, with any issues or questions regarding Gradelink – jpark@njleep.org or 973-715-4782.

NJ LEEP Program Sections

Life Skills

Wednesday

| | |
|-----------|--------------|
| Ubaid | Ally |
| Valerie | Ayala |
| Wassim | Bekkouche |
| Tahisha | Calva |
| Tais | Calva-Tinoco |
| Nimat | Ganiyu |
| Derek | Holt |
| Hanifa | Kaiyoum |
| Frida | Lopez |
| Amberly | Martinez |
| Melissa | Masache |
| Aiden | Mateo |
| Rachael | Montes |
| Tyler | Nieves |
| Jannelise | Sanchez |
| Ericka | Tacuri |
| Raniel | Taverez |

Thursday

| | |
|-----------|----------------|
| Jibril | Ajeigbe |
| Tobalashé | Ajiboro |
| Richard | Bonet Penaloza |
| Sophia | Bueno |
| Romel | Calderon |
| Joseph | Campoverde |
| Nathan | Cerqueira |
| Layla | Ellaboudy |
| Miley | Gonzalez |
| Allan | Hurtado |
| Ziven | Lewis |
| Ava | Lin |
| Sahnye | Newton-Lawson |
| Sarah | Nunes |
| Jeason | Pinto |
| Joel | Ponce |
| Sherlock | Rose |

Constitutional Debate

Monday & Wednesday

| | |
|----------|------------|
| Yahaira | Arenas |
| Olivia | Austin |
| Josvic | Benavides |
| Bryan | Castro |
| Edison | De La Cruz |
| Joshua | Edziah |
| Randolph | Escobar |
| Taylor | Hubbard |
| Steve | Inahuazo |
| Sekou | Keita |
| Giovanna | Lalvay |
| Nadeerah | Latif |
| Wilfredo | Lopez |
| Clarimar | Sanchez |
| Jhoel | Tacuri |
| Dana | Tapia |
| Allysson | Urgilez |

Tuesday & Thursday

| | |
|------------|---------------|
| Ayomide | Adewole |
| Isaac | Araujo |
| Sarah | Bazzi |
| Chinemerem | Chima |
| Hafsah | Khan |
| Bessy | Martinez |
| Karla | Maza |
| Atia | Nesbit |
| Ester | Neto |
| Inioluwa | Oyebode |
| Stephanie | Perez |
| Ana | Quezada |
| Isabel | Rosendo |
| Kharisma | Singh |
| Sarai | Smalls-Dunbar |
| Haley | Vallecillo |

Junior Experience

Monday & Wednesday

| | |
|----------|-----------|
| Kristina | Aguirre |
| Brihanna | Chinsue |
| Claudia | Ferreira |
| Aime | Lalvay |
| Cisne | Lata |
| Precious | Okwueze |
| Ariana | Ortega |
| Adam | Ouksili |
| Haley | Pedreira |
| Lianna | Pitam |
| Mia | Rajgopaul |
| Marco | Vilet |
| Luis | Villa |

Tuesday & Thursday

| | |
|-----------|-----------|
| Emely | Avila |
| Danika | Colocho |
| Ohemaa | Koranteng |
| Melanie | Laveriano |
| Kyela | Madison |
| Christian | Mendez |
| Juan | Molina |
| Maria | Orovan |
| Angel | Ortiz |
| Rosario | Pincay |
| Karla | Portilla |
| Jenilka | Rodriguez |
| Henry | Sanchez |

| | |
|---------|---------------|
| Nicole | Cerqueira (M) |
| Samuel | DaSilva (M) |
| Maria | Guaba (M) |
| Paul | Martinez (W) |
| Farah | Oladejo (M) |
| Diamond | Previlon (M) |
| Jayson | Soza (W) |
| Erick | Vishnay (W) |

| | |
|---------|----------------|
| Nicole | Cerqueira (Th) |
| Samuel | DaSilva (Th) |
| Maria | Guaba (Th) |
| Paul | Martinez (T) |
| Farah | Oladejo (Th) |
| Diamond | Previlon (Th) |
| Jayson | Soza (T) |
| Erick | Vishnay (T) |

CAPSTONE

Monday & Wednesday

| | |
|------------|------------|
| Laiba | Arif |
| Melissa | Cevallos |
| Lala | Dioubate |
| Kayla | Inahuazo |
| Tahquan | Johnson |
| Selayna | Mathison |
| Sarah | Monteiro |
| Faiqah | Oladejo |
| Graciana | Saguay |
| Marco | Sanchez |
| Rosemary | Santana |
| Jocelyne | Soriano |
| Jananthana | Thayaparan |

Tuesday & Thursday

| | |
|----------|-------------------|
| Alyson | Chavez |
| Marco | Diaz |
| Evelyn | Huerta |
| Dharusha | Jeevananda |
| Julia | Jimenez |
| Karishma | Latchmansingh |
| Suleyka | Martinez |
| Queiny | Mata Rodriguez |
| Dominic | Pina |
| Valeria | Sanchez |
| Trinity | Sanchez-Rodriguez |
| Chanel | Torres |
| Daileny | Torres-Ulloa |
| Geanelly | Vallecillo |

College Acceptances for the Class of 2023

Adelphi University
Albertus Magnus College
American University
Bard College
Barnard College*
Bloomfield College
Boston University*
Brandeis University*
Caldwell University
Carnegie Mellon University*
Case Western Reserve University
Clark Atlanta University
Colgate University
Connecticut College
Davidson College*
DePauw University
Dickinson College
Drew University*
Earlham College
Eastern Connecticut State University
Essex County College
Fairleigh Dickinson University (Florham)
Fordham University
Franklin & Marshall College
George Mason University
George Washington University
Georgetown University*
Hampton University
Harrisburg University of Science and Technology
Iona University
James Madison University
Kean University
Lebanon Valley College
Lehigh University
Lincoln University
Loyola University Chicago
Loyola University Maryland*
Manhattan College
Marymount University
Massachusetts College of Pharmacy and Health Sciences
Monmouth University*
Montclair State University*
Morehouse College
Morgan State University
Mount Holyoke College
Muhlenberg College
New Jersey City University
New Jersey Institute of Technology*
Niagara University
Northern Virginia Community College*
Occidental College
Pace University (New York City)
Pace University (Westchester)
Penn State University (Harrisburg)
Penn State University (University Park)
Pomona College*
Pontifical Catholic University of Puerto Rico (Ponce)*
Providence College
Quinnipiac University
Ramapo College of New Jersey
Rider University*
Rowan University
Rutgers University (Camden)
Rutgers University (New Brunswick)*
Rutgers University (Newark)*
Sacred Heart University
Saint Joseph's University
Saint Leo University
Saint Peter's University
Seton Hall University*
Shenandoah University
Southern New Hampshire University
Spelman College
St. John's University
Stevens Institute of Technology
Stockton University
Stony Brook University
Syracuse University
Temple University
The College of New Jersey*
The University of Tampa
University of California (San Diego)
University of Connecticut
University of Delaware
University of Massachusetts (Boston)
University of Pittsburgh (Pittsburgh)
University of Rhode Island
Villanova University
Virginia Commonwealth University
Virginia Polytechnic Institute and State University
Wesleyan University
William Paterson University of New Jersey

* Denotes students attending institution

Contact Information

Grace Appiah
Program Coordinator
E-mail: gappiah@njleep.org
Cell Phone: (973) 856-2901

Alexa Chandler, LSW
College Student Success Coordinator
Email: achandler@njleep.org
Cell Phone: (973) 634-0645

Onaje Crawford
College Access Coordinator
Email: onajecrawford@njleep.org
Cell Phone: (617) 970-3964

Briana Dismukes
Events & Communications Coordinator
Email: bdismukes@njleep.org
Cell Phone: (973) 951-0920

Ana Dopazo
Managing Director of Programs
E-mail: adopazo@njleep.org
Cell Phone: (862) 390-1199

Matthew Feinstein
Executive Director
E-mail: mfeinstein@njleep.org
Cell Phone: (973) 865-9002

Olivia Felder
College Access Coordinator
E-mail: ofelder@njleep.org
Cell Phone: 973-609-4484

Marissa Geraghty
Director of College Access and Success
Email: mgeraghty@njleep.org
Cell Phone: (973) 508-2488

Meghan Howard-Noveck
Managing Director of Operations
Email: mhowardnoveck@njleep.org
Cell Phone: (908) 510-3225

Krystal Marte
Instructional Program Manager
Email: kmarte@njleep.org
Cell Phone: (862) 240-3258

Jeehae Park
Student Data Coordinator
Email: jpark@njleep.org
Cell Phone: (973) 715-4782

Razeya Rahman
Operations and Program Manager
Email: rrahman@njleep.org
Cell Phone: (973) 954-1776

Silvana Romero
Recruitment Coordinator
Email: sromero@njleep.org
Cell Phone: (973) 856-9950

Sergio Seijas
Managing Director of Students
Email: sseijas@njleep.org
Cell Phone: (973) 699-6579

Caryn Tomljanovich
Managing Director of Development
Email: ctomljanovich@njleep.org
Cell Phone: (862) 390-1283

Amanda Travers
Legal Education Manager
Email: atravers@njleep.org
Cell Phone: (973) 274-5488

Elyssa Wright
Middle School Program Manager
Email: ewright@njleep.org
Cell Phone: (973) 985-2083

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