



**TERENCE C. REILLY SCHOOL NO. 7**  
**STUDENT HANDBOOK**  
2019-2020

**Elizabeth Public Schools**  
**Elizabeth, New Jersey**

## Introduction

Students of Terence C. Reilly,

The 2019-2020 school year is upon us! I would like to welcome back all of our returning scholars, and extend a hello to all of our new entrants. As you embark on this annual journey, it is important that you take your obligations as a student of our prestigious Gifted & Talented program seriously.

The information in this handbook will describe your responsibilities and rights as a student at Terence C. Reilly School No. 7. Please review this information with your parent/guardian and return the signed 2019-2020 ***Contract of Commitment*** to your homeroom teacher by Friday, September 6th, 2019.

We have high expectations as to what you can contribute to Terence C. Reilly's rich legacy, and we are confident you will achieve success in all you do. Please make sure to become familiar with the standards and principles associated with your Student Handbook so you have the necessary foundation to make excellence an enduring habit.

I am excited to again be able to work alongside such a wonderful student body, and hope we have a most memorable school year together.

Sincerely,



Theodore Panagopoulos  
Principal

### **Our Pledge of Ethics**

As a member of the Elizabeth Public Schools Professional Learning Community, I will treat people as I wish to be treated. To do that I pledge to:

- Understand that the school community is a “special place”
- Listen respectfully when someone else is speaking by paying close attention and not interrupting
- Speak in a calm voice and use proper language
- Dress appropriately for teaching and learning
- Inspire the best in myself and others by celebrating successes and learning from mistakes
- Care about others by demonstrating acts of kindness
- Be a life-long learner by taking every opportunity to learn from others

### **The No Bullying Pledge**

- I will not take part in any actions that purposely hurt another person.
- I will join with friends to stand up for kids who are being picked on.

### **Student Responsibilities**

#### **Academics**

All students in the gifted and talented program are responsible for maintaining satisfactory levels of academic performance. This is demonstrated by completing classwork and homework assignments and achieving grades of 70 or above in all classes. The Gifted and Talented Program adheres to all requirements for promotion and retention adopted by the Elizabeth Board of Education. As such, any student whose final grade in language arts literacy or mathematics falls below 70, will be removed from the Gifted and Talented Program, referred to summer school classes, and may face retention in his/her current grade level. Students' grades are accessible via the PowerSchool system at [www.epsnj.org](http://www.epsnj.org).

#### **Attendance**

Terence C. Reilly School No. 7 operates on a regular school day from 8:20 AM to 3:00 PM. Students are responsible for maintaining satisfactory attendance. Students may be removed from the Gifted and Talented Program for:

- Fifteen instances of arriving to school late (i.e. after 8:25 AM) and/or early dismissal (before 3:00 PM); students arriving late due to school bus delays will not be penalized.
- Unexcused absences of ten consecutive days. Any student absent for three or more days, or being excused from physical education for three or more days, must submit a physician's note to his/her homeroom teacher.
- Please note that as part of the promotion/retention policy students will be asked to attend summer school if the attendance/tardiness policy is not followed.

***Please note the following procedures for student absences and tardiness:***

#### **Absences**

Days 1-4	Student absences will be monitored by the school. <i>In the event that a student is absent for three or more days in one marking period, the school will contact the student's parent(s) to arrange an attendance review meeting.</i>
Days 5-9	If a student is absent between five and nine days, the school will contact the student's parent(s) to arrange an attendance review meeting. If necessary, an attendance officer will visit the student's home to review pertinent attendance data with parents.
Day 10	Upon the tenth student absence, the school district will make a mandatory referral to the New Jersey Administrative Office of the Courts. The student will also be in danger of being removed from the Gifted and Talented Program.
Day 12	A letter will be sent home informing you that your child will lose his/her place at Terence C. Reilly School No. 7 upon their fifteenth day of absence. Attendance officer will make a visit to your home to ensure you understand your child must report to school or they will be transferred to their neighborhood school. The Attendance Task Force will update and review case.
Day 15	Child will be transferred to his/her neighborhood school.

#### **Tardiness/Early Dismissal**

Day 5	Student tardiness will be monitored by the school. A warning letter will be sent to parents by the school.
Day 10	The school will contact the student's parent(s) to arrange an attendance review meeting. If necessary, an attendance officer will visit the student's home to review pertinent attendance data with parents.
Day 12	A second warning letter will be sent to parents by the school. The student will be in danger of being removed from the Gifted and Talented Program.
Day 15	Child will be transferred to his/her neighborhood school.

**Discipline**

Students at Terence C. Reilly School No. 7 are expected to demonstrate their good judgment throughout their school experience. Our school adheres to all discipline policies adopted by the Elizabeth Board of Education and prohibits behavior in the following areas:

- Visiting lockers at unscheduled times
- Excessive talking in class
- Lateness to class
- Cutting class and/or leaving class without permission
- Disrespectful, defiant, or disruptive behavior
- Cheating, forgery, or plagiarism
- Fighting
- Bullying
- Defacing school property
- Assault on a student or teacher
- Cutting teacher detention
- Using obscenities, profanity, and/or inappropriate language or gestures
- Dress code infractions
- Possession of any items deemed inappropriate for school
- Inappropriate behavior on the bus
- Inappropriate contact and/or behavior
- Harassment and/or bullying of any kind
- Inappropriate use of school technology
- Use of students' cellular phones and other personal electronics inside the school, including before/after school hours (please note that cellular phones and personal electronics will be confiscated if found in use and will only be returned to parents in-person)

**Stipulations of Termination from the Gifted and Talented Program****ACADEMICS**

- All students must maintain satisfactory levels of academic performance. This is demonstrated by completing classwork and homework assignments and achieving grades of 70 and above in all classes.
- In an incident where student fails Language Arts and Math for the majority of the school year with the proper Intervention and Referral Services process followed through; student will be required to attend the district's Summer Retention Program. Upon which, student will be terminated from the Gifted and Talented Program.

**BEHAVIOR**

- In an incident where a student's behavior has had negative impact upon the school or to others, an investigation will take place. Consequences will be rendered, decided upon by administration, with consideration of the action(s). Behavioral Interventions may be put into place for a determined period of time. Student will have verbal and written warning to parents regarding their probation period from being terminated from the Gifted and Talented Program. If there is no progress or change in their behavior after actions have been rendered, students' placement in the Gifted and Talented program will be terminated.
- In an incident where a student assaults another student(s) with clear intent and motivation, student will be terminated from the Gifted and Talented program immediately.

**ATTENDANCE**

- All students must maintain a satisfactory level of attendance.
- Fifteen instances of arriving to school late and/or early dismissals may result in termination from the Gifted and Talented Program.
- Unexcused absences of ten days may result in termination from the Gifted and Talented Program.

**DRESS CODE**

- All students must attend school in the appropriate uniform as outlined in the student handbook.
- Six instances of student failure to wear the full uniform may result in termination from the Gifted and Talented Program.

The Gifted and Talented Program requires all students to wear an appropriate uniform. **Please note that six instances of student failure to wear the full school uniform may result in removal from the Gifted and Talented Program.** Parents/guardians are responsible for replacement or additional uniform items. Students are encouraged to mark their names on the tags of sweaters, blazers, and physical education uniforms.

Boys	Girls
<b><u>Grades 2-3</u></b> <ul style="list-style-type: none"> <li>White Oxford (Button Down Dress Shirt with G/T emblem)</li> <li>Navy Blue &amp; Gold Striped Men's Necktie</li> <li>Khaki Pants (regular/slim fit) – <i>form-fitting, skinny, cargo, relaxed, jogger, jegging or jean type khakis are prohibited and should not be purchased</i></li> <li>Black Belt</li> <li>Navy Blue Socks</li> <li>Black Flat School Dress Shoes</li> <li>Navy Cardigan with G/T emblem (optional in warm weather)</li> </ul>	<b><u>Grades 2-3</u></b> <ul style="list-style-type: none"> <li>Blue polo (with G/T emblem)</li> <li>Navy Blue &amp; Gold Short Crisscross Girl's Button Tie</li> <li>Khaki Jumper (with G/T emblem)</li> <li>Khaki Pants (regular/slim fit) – <i>form-fitting, skinny, cargo, relaxed, jogger, jegging or jean type khakis are prohibited and should not be purchased</i></li> <li>Black Belt</li> <li>Navy Blue Tights or Socks</li> <li>Black Flat School Dress Shoes</li> <li>Navy Cardigan with G/T emblem (optional in warm weather)</li> </ul>
<b><u>Grades 4-5</u></b> <ul style="list-style-type: none"> <li>White Oxford (Button Down Dress Shirt with G/T emblem)</li> <li>Navy Blue &amp; Gold Striped Men's Necktie</li> <li>Khaki Pants (regular/slim fit) – <i>form-fitting, skinny, cargo, relaxed, jogger, jegging or jean type khakis are prohibited and should not be purchased</i></li> <li>Black Belt</li> <li>Navy Blue Socks</li> <li>Black Flat School Dress Shoes</li> <li>Navy Cardigan with G/T emblem (optional in warm weather)</li> </ul>	<b><u>Grades 4-5</u></b> <ul style="list-style-type: none"> <li>White Oxford (Button Down Dress Shirt with G/T emblem)</li> <li>Navy Blue &amp; Gold Short Crisscross Girl's Button Tie</li> <li>Khaki Skort</li> <li>Khaki Pants (regular/slim fit) – <i>form-fitting, skinny, cargo, relaxed, jogger, jegging or jean type khakis are prohibited and should not be purchased</i></li> <li>Black Belt</li> <li>Navy Blue Tights or Socks</li> <li>Black Flat School Dress Shoes</li> <li>Navy Cardigan with G/T emblem (optional in warm weather)</li> </ul>
<b><u>Grades 6-8</u></b> <ul style="list-style-type: none"> <li>White Oxford (Button Down Dress Shirt with G/T emblem)</li> <li>Navy Blue &amp; Gold Striped Men's Necktie</li> <li>Khaki Pants (regular/slim fit) – <i>form-fitting, skinny, cargo, relaxed, jogger, jegging or jean type khakis are prohibited and should not be purchased</i></li> <li>Black Belt</li> <li>Navy Blue Socks</li> <li>Black Flat School Dress Shoes</li> <li>Navy Blazer/Cardigan with G/T emblem (optional in warm weather)</li> </ul>	<b><u>Grades 6-8</u></b> <ul style="list-style-type: none"> <li>White Oxford (Button Down Dress Shirt with G/T emblem)</li> <li>Navy Blue &amp; Gold Short Crisscross Girl's Button Tie</li> <li>Khaki Skort</li> <li>Khaki Pants (regular/slim fit) – <i>form-fitting, skinny, cargo, relaxed, jogger, jegging or jean type khakis are prohibited and should not be purchased</i></li> <li>Black Belt</li> <li>Navy Blue Tights or Socks</li> <li>Black Flat School Dress Shoes</li> <li>Navy Blazer/Cardigan with G/T emblem (optional in warm weather)</li> </ul>

#### **Physical Education Uniforms**

- White Tee Shirt or Blue Sweat Shirt with Gifted and Talented Program Emblem
- Navy Mesh Shorts or Navy-Blue Sweat Pants with Gifted and Talented Program Emblem
- Sneakers (any color)
- Students in **Grades 2-8** may wear their gym uniforms to school on physical education days

#### **Dress Code for Terence C. Reilly School #7**

The purpose of a dress code is to establish limits on any extremes in students' appearance, promote a positive image, and to sustain a safe and friendly school environment that accepts all students.

- Clothing that is cut off, tattered, torn or has holes must be repaired before it is worn to school.
- All shirts should be buttoned from the top – down and tucked into pants or skorts.

- Pants and skorts should be worn around the waist and not lowered, rolled down or under the waist line.
- Only school approved cardigans or blazers with the G/T logo should be worn during school hours and for other announced occasions.
- Shoes must be black leather, or man-made leather dress shoes that can be tied, buckled, velcroed or slipped-on. Shoes **CAN NOT** resemble sneakers. If medically required for another foot apparel, a **signed note** from the student's doctor **MUST** state the **time period** with an **ending date**.
- For special Celebratory Events or Recognition Days, students are **ONLY** allowed to wear accessories or special clothing pertaining to that day **OVER** their TCR uniform, and it is not to be substituted for the TCR uniform.
- **NO** tight-fitting clothing. **NO** gap between top and pants, skort or skirts. Even an incidental gap from bending, stretching or sitting is unacceptable.
- **NO** Boots, TOMS®, Vans®, shorts, corduroys, cargo pants, or Jeggings which are not part of the school uniform.
- **NO** hats or outerwear such as winter coats or heavy jackets may be worn or carried during the school day except for entering and leaving the school.
- **NO** bandanas, sweatbands, or inappropriate head attire.
- **NO** sunglasses, unless medically approved by a physician.

### **Student Rights**

As a student at Terence C. Reilly School No. 7, you have the right to:

- Be treated with respect in keeping with the *Pledge of Ethics*
- Feel safe
- Receive quarterly and semi-quarterly reports of your academic progress
- Be held to high academic standards



**Olga Hugelmeyer**  
Superintendent of Schools

**Theodore Panagopoulos**  
Principal

***Contract of Commitment to Terence C. Reilly School No. 7***

I, \_\_\_\_\_, parent of \_\_\_\_\_, who is currently enrolled in the Gifted and Talented Program, commit to the following standards for school year 2019-2020. I understand that:

- The Gifted and Talented Program operates on a regular school day from 8:20 AM to 3:00 PM.
- Students are responsible for the standards set forth in the student handbook including:
  - ❖ Academics
    - All students must maintain satisfactory levels of academic performance.
  - ❖ Attendance
    - All students must maintain satisfactory levels of attendance.
    - Fifteen instances of arriving to school late (i.e. after 8:25 AM) and/or early dismissal (before 3:00 PM) may result in removal from the program.
    - Unexcused absences of ten days may result in removal from the program.
  - ❖ Discipline
    - All students must meet school standards of behavior and discipline.
  - ❖ Uniforms
    - All students must attend school in the appropriate uniform.
    - Six instances of student failure to wear the full school uniform may result in removal from the Gifted and Talented Program.

By signing this contract, my child and I agree that he/she must adhere to all rules and guidelines set forth in the student handbook.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

***Please keep this copy for your records (student copy)***

**Terence C. Reilly School No. 7**



**Olga Hugelmeyer**  
Superintendent of Schools

**Theodore Panagopoulos**  
Principal

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

***\*Please sign this copy of your letter of commitment and return it to your child's homeroom teacher by Friday, September 6th, 2019.***

**Terence C. Reilly School No. 7**