



**Thomas A. Edison  
Career &  
Technical  
Academy**

**Thomas A. Edison  
Career & Technical  
9th Grade at  
Charles W. Harris Academy**

**Olga Hugelmeyer, Superintendent of Schools**

**Fatimah Bey, Principal  
Faye V. Best, Vice Principal  
Mona Wanis, Vice Principal**



August 2021

### ***Welcome Back to All Parents/Guardians and Students!***

On behalf of the entire staff here at Thomas A. Edison Career and Technical Academy, it is with great anticipation and an overwhelming sense of excitement that we welcome all of our families back to **in-person instruction for the 2021 – 2022 school year beginning on Thursday, September 9th!** We are eagerly awaiting to resume our productive partnership with you in order to ensure that our children reach their highest academic potential within a safe and vigorous classroom environment. We share the responsibility for our children's success and we want you to know that we will work diligently to reclaim excellence on our path forward.

We would, first of all, like to reiterate a shared message that the Elizabeth Public Schools will maintain its pledge, guided by the principles of exceeding CDC expectations, to open schools for in-person instruction responsibly, place the health and the safety first for both our students and team members, provide high-quality instruction to all students, and deliver accurate and timely communication to families and team members. Please visit our Back to School link on our district website for additional information on returning to school located at <https://www.epsnj.org/backtoschool>.

<b>Health and Safety Protocols</b>	<p>Providing 24/7 protection against Covid-19 and the Delta Variant for students, teachers, and in the classroom is a top priority.</p> <ul style="list-style-type: none"> <li>• Masks will be required for all students and staff members.</li> <li>• We have provided every classroom with air purifiers that have a HEPA filter.</li> <li>• We have ensured adequate supplies to support healthy hygiene behaviors, including soap, tissues, face coverings, and hand sanitizers (with at least 60 percent ethyl alcohol) for students and staff members who can safely use hand sanitizers.</li> <li>• We have provided electrostatic sprayers in every school. The sprayers will enable custodial staff to more efficiently disinfect our schools. Detailed attention will be given to high-touch areas such as door handles, desktops, sink handles, handrails and restrooms throughout the day.</li> <li>• We have posted signage in high visibility areas to remind students and staff members of proper techniques for handwashing, the covering of coughs and sneezes, and other prevention measures.</li> </ul>
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<b>EPS School Calendar</b>	To review the EPS School Calendar for the 2021 – 2022 school year, please visit the following link: <a href="https://links.epsnj.org/calendar">https://links.epsnj.org/calendar</a>
<b>First Day of School/Arrival and Dismissal Procedures</b>	<p><i><b>The 2021 – 2022 school year will begin on Thursday, September 9<sup>th</sup>, 2021.</b></i> In-person instruction will be conducted during the hours of 7:45 a.m. to 2:29 p.m.</p> <p>In order to help facilitate both a smooth and orderly mode of transition during the times of arrival and dismissal, please adhere to the following safety procedures:</p> <p>All students will report to <b>Homeroom/1<sup>st</sup> Period at 7:45 a.m. on Thursday, September 9<sup>th</sup>.</b></p> <p><u><b>As a continuing student in Grades 9-12,</b></u> you will report to the following location: Thomas A. Edison Career and Technical Academy on 625 Summer Street</p> <ul style="list-style-type: none"> <li>• Students whose last names begin with the letters A-K will enter via Exit F (Near Clarkson Ave)</li> <li>• Students whose last names begin with the letters L-Z will enter via Exit H (Near Green Street)</li> </ul> <p><u><b>As a 9<sup>th</sup> Grade, Freshman student,</b></u> you will report to the following location: Thomas A. Edison Career and Technical 9<sup>th</sup> Grade at Charles W. Harris Academy on 425 Grier Avenue</p> <ul style="list-style-type: none"> <li>• Students will enter via the front entrance on Grier Avenue</li> </ul> <p><u><i>Your homeroom and school information is located on the label that is affixed to the top of this letter.</i></u> <b>On Friday, September 10<sup>th</sup>, all students will follow a Regular Day Schedule.</b> Please ensure to access your PowerSchool account to review your schedule.</p>
<b>PowerSchool Parent Portal Instructions</b>	<p><u><b>NEW AND RETURNING PARENTS TO EPS</b></u></p> <p>To obtain instructions on how to navigate the PowerSchool Parent Portal please visit the EPS Website at <a href="https://www.epsnj.org/PowerSchoolInstructions">https://www.epsnj.org/PowerSchoolInstructions</a>.</p> <p>If you experience technical difficulties with accessing your child's PowerSchool information, please contact your child's school or visit the EPS website at <a href="#">Student Services / New Student Registration (PreK-12) (epsnj.org)</a>. From there, please click on the <b><i>"PowerSchool Parent Portal Help"</i></b> tab. Please scroll down and click on the school that your child currently attends. You will then be directed to complete an online contact form. After clicking the <b><i>Save</i></b> and <b><i>Done</i></b> buttons at the bottom, your request will be submitted and someone from the school will be in contact with you as soon as possible.</p>



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**PowerSchool  
Student Portal  
Instructions**

To obtain instructions on how to navigate the PowerSchool Student Portal, please visit the EPS website at <https://www.epsnj.org/PowerSchoolInstructions>

All students will follow the **homeroom schedule** that is indicated in PowerSchool.

**Uniform  
Policy**

Dress Code Guidelines are established to promote a standard of appearance that enhances the learning environment as well as allows for the reasonable comfort of all students. Uniforms are expected to be worn daily.

The uniform and dress code requirements for your child's school are provided on the EPS website at <https://www.epsnj.org/backtoschool>. Please refer to the "**Uniform Policy**" tile and follow the instructions provided.

As an Edison Academy student, you are expected to wear your school uniform on the first day of school. All students are required to wear masks. Masks with offensive images, words, expressions, designations of belonging to groups that are political, racial or otherwise, are not accepted.

**District Approved Uniform Policy**

Approved:	Not Approved:
Teal Academy emblem/logo polo shirt	Hooded jackets or sweaters
Black Academy emblem/logo sweatshirt	Shorts, Sports pants, Sweatpants or Sports shirts
Black skirt; Black skorts	Leggings/Jeggings
Black pants	Pants/Skirts with holes or designer cuts that exposes skin
Black shoes/Black sneakers	Open toe shoes, sandals, mules, high heels
	Hats, Scarves, Bandanas
Masks that are non-descript ( <i>plain, absent</i> of words, expressions or acknowledging a belonging to groups that are political, racial or otherwise)	Masks with offensive images, words, expressions, designations of belonging to groups that are political, racial or otherwise, are not accepted.

Parents, we are asking for both your cooperation as well as your support in regard to your child's adherence to the uniform policy. Students who do not adhere to the school uniform policy will not be permitted to enter the building on **Thursday, September 9<sup>th</sup>** or any school day



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thereafter. Please do not hesitate to contact the main office if you should have any questions with respect to the uniform policy.

**Electronic  
Devices**

**For the past few years, our school has operated as a 1:1 technology school; and as a result, all students will continue to utilize a *laptop computer* for their daily classroom instruction.** Students should make every effort to take excellent care of their *laptops* throughout the school year, as this is a very special privilege. Our 1:1 technology implementation will continue to ensure that our students attain the competitive standards that are needed to foster both college and career readiness. *All students are required to bring their charged laptops and power cords to school daily.*

**NEW ENTRANTS**

All new students to the district will receive their laptop during the first week of school.

**9<sup>TH</sup> GRADE STUDENTS**

Freshmen will receive their laptops at the 9<sup>th</sup> Grade Orientation which is scheduled to take place on:

Thomas A. Edison Career and Technical 9<sup>th</sup> Grade at Charles W. Harris Academy  
425 Grier Avenue

**Session I / Group I**

*August 25<sup>th</sup>, 2021 from 9:00 a.m. - 12:00 p.m.*

Students whose last names begin with the letters A-K  
Edison Academy Annex Gym

**Session II / Group II**

*August 25<sup>th</sup>, 2021 from 2:00 p.m. - 3:30 p.m.*

Students whose last names begin with the letters L-Z  
Edison Academy Annex Gym

*\*To ensure all members of the Edison Academy are safe and remain compliant to CDC social distance guidelines, students are allowed 1 parent/guardian to attend the orientation. Please adhere to your assigned session and the guest limit.*



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**Stay  
Connected**

**NEW AND EXISTING PARENT INSTRUCTIONS**

It is extremely important that we have the most updated home address and/or phone numbers so that we may contact you in the event of an emergency or to discuss your child's progress. Please be sure to update your contact information by logging into your PowerSchool Parent Portal and filling out the Emergency Information form found under the Forms link throughout the course of the school year should there be a change in either your home address and/or phone number. Open communication between the home and the school is expected and is one of the more pertinent keys to academic success in school.

Our Notification system enables staff members to contact parents through email, text, and through verbal messages recorded on the phone. Through this system, parents are immediately alerted of urgent information, major events, and/or upcoming dates. To ensure that this system will continue to operate in its highly effective manner, it is very important that we have **the most current and accurate information on file for each and every student.**

To obtain information on how to keep your contact information up-to-date, please visit the EPS website at <https://www.epsnj.org/backtoschool>. Please refer to the "***Stay Connected***" tile and follow the instructions provided on how to update your information on PowerSchool.

While we understand that situations may arise for us to conduct parent conferences and readmission conferences, it is essential that school administrators ensure that between 7:45 a.m. and 8:15 a.m., all students are in class and prepared for the academic day. ***Parent conferences and readmission conferences will begin at 8:15 a.m. Parents/Guardians are required to have an appointment to conference with administrators and guidance counselors.***

We ask that you guide and support your child's learning by ensuring that he/she:

- Arrives to school on time. School hours are from 7:45 a.m. to 2:29 p.m. Breakfast is provided for students; if they so choose to partake.
- Wears both the Elizabeth Public School required uniform for our Academy and his/her school issued ID.
- Adheres to the student code of conduct and school rules.
- Checks PowerSchool daily in order to receive up to date information in regard to his/her academic and attendance progress.
- Meets often with guidance counselors to review his/her progress towards graduation.
- Utilizes PowerSchool daily to check grades and assignments, and to email teachers as well as guidance counselors in order to ask questions about academic progress and graduation requirements.
- Shares school experiences with you so that you are aware of his/her successes and daily school life.



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- Knows that you expect him/her to achieve excellence and explore post-secondary opportunities.

**District/School  
Information**

Please ensure that all of the required documents listed below are reviewed and completed by the first day of school and that all personal information is updated regularly. All of the required forms must be updated on PowerSchool in the “Forms” section.

- Emergency Information Form
- Notice Regarding Physicals
- Media Release Form
- Student Internet & Network Permission Form with Elizabeth Internet Use Policy
- Acceptable Use For Technology – Electronic Mobile Device Form
- Emergency Connectivity Fund (ECF)
- Lunch Application

In order to obtain access to the required documents that are indicated above, please visit the EPS website at <https://www.epsnj.org/backtoschool>. Please refer to the “*Forms and Applications*” tile and follow the instructions provided.

**Transportation**

Transportation will be available for the following students:

- Elementary students who live more than 2.0 miles from their school
- High school students who live more than 2.5 miles from their school
- Students whose IEP include transportation services

All students will be socially distanced while being transported to and from school.

**Personal  
Property**

The use of the following items in school is strictly prohibited: cell phones, iPods, Game Boys, other hand-held electronic games, card collections of any kind, etc. If an item is heard and/or seen, it will be confiscated. On the first offense, the device will be returned to the student at the end of the school day. Upon the second offense, the electronic device will only be returned to a parent. On the third and final offense, the electronic device will be returned on the last day of school. In addition, the **school is not responsible** if any of these items are lost, stolen or damaged on school grounds.

**Edison Academy’s Electronic Device Policy**

- Cell phones, iPods, beepers, headphones, radios, and any other electronic devices **are not to be used** in school.
- Students are strongly advised not to bring electronic devices to school.





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- Any cell phone/electronic device will be confiscated if seen and/or used in school.
- A parent must come to school to pick up the confiscated items.
- ***The school is not responsible for lost, damaged, or misplaced electronic devices.***
- New Jersey Statute deems the carrying of beepers by minors illegal; therefore, this activity must be reported to local police.

Please be advised that no educational purpose can be given for coming to school with electronic devices. These policies will be strictly enforced. Please inform your child of this State Law.

<b>Orientation Dates</b>	<p>Thomas A. Edison Career and Technical 9<sup>th</sup> Grade at Charles W. Harris Academy 425 Grier Avenue</p> <p>Session I / Group I August 25<sup>th</sup>, 2021 from 9:00 a.m. - 12:00 p.m. Students whose last names begin with the letters A-K Edison Academy Annex Gym</p> <p>Session II / Group II August 25<sup>th</sup>, 2021 from 2:00 p.m. - 3:30 p.m. Students whose last names begin with the letters L-Z Edison Academy Annex Gym</p> <p>*To ensure all members of the Edison Academy are safe and remain compliant to CDC social distance guidelines, students are allowed 1 parent/guardian to attend the orientation. Please adhere to your assigned session and the guest limit.</p>
<b>Back-to-School Night</b>	<p>Thomas A. Edison Career and Technical 9<sup>th</sup> Grade at Charles W. Harris Academy 425 Grier Avenue September 27<sup>th</sup>, 2021 at 6:00 p.m.</p> <p>Thomas A. Edison Career and Technical Academy Main 625 Summer Street September 29<sup>th</sup>, 2021 at 6:00 p.m.</p>



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We hope that you will all continue to enjoy the remainder of the summer. Let's have a good start to the upcoming 2021-2022 school year by ensuring to meet this and all other school requirements. We look forward to resuming in-person instruction on **Thursday, September 9<sup>th</sup>**. I look forward to reuniting as we continue to collaborate and inspire our students to be Charged Up for Success! Let's mark this time as the school year in which we all begin to work together in order to reaffirm equity, reestablish expectations, and reclaim excellence! Go! Go! Chargers!

Sincerely,

Fatimah Bey  
Principal