



**TERENCE C. REILLY SCHOOL NO. 7  
STUDENT HANDBOOK  
2023-2024**

**Elizabeth Public Schools  
Elizabeth, New Jersey**

## Introduction

Students of Terence C. Reilly,

The 2023-2024 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 2023-2024 *Contract of Commitment* to your homeroom teacher by **Monday, September 11, 2023**.

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,



Jenny Costa Reguinho  
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.

### *Terence C. Reilly Core Values (TCRR)*

***T***rustworthiness

***C***aring

***R***espect

***R***esponsibility

## 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). It is important that you communicate on a regular basis with your child's teacher (s).

### 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
- Gum chewing and Candy
- Excessive talking in class
- Lateness to class
- Cutting class and/or leaving class or lunchroom 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- students must be in full school mandatory uniform every single day.
- 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-which includes inappropriate use of emails, sharing passwords, non-school appropriate conversations, destructions of devices, and loss of devices.
- 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)
- Vandalism-vandalism of any kind will result in student probation and/or removal of the G&T Program.

**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 students fail Language Arts and Math for the majority of the school year with the proper Intervention and Referral Services process followed through; students will be required to attend the district's Summer Retention Program. Upon which, students will be terminated from the Gifted and Talented Program.
- All students will be required to take care of their School issued Technology Devices. These devices are to be used for schoolwork and school usage only. Students will be responsible for bringing their devices back and forth from home to school. Devices should be fully charged (overnight) and be ready for daily instruction and learning the next day.

**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. Students 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) or faculty member with clear intent and motivation, the 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 with no exceptions.
- 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 polos, cardigans, and physical education uniforms (t-shirts, sweatshirts, sweatpants, and mesh shorts).

Boys	Girls
<p><b><u>Grades Prek-2-3</u></b></p> <ul style="list-style-type: none"> <li>Blue polo (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 Socks</li> <li>All Black Flat School <b>Dress Shoes</b> (<i>not sneakers</i>)</li> <li>Navy Cardigan with G/T emblem (optional in warm weather)</li> </ul>	<p><b><u>Grades Prek-2-3</u></b></p> <ul style="list-style-type: none"> <li>Blue polo (with G/T emblem)</li> <li>Khaki Jumper or Khaki Skort (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 Navy Blue Socks</li> <li>All Black Flat School <b>Dress Shoes</b> (<i>not sneakers</i>)</li> <li>Navy Cardigan with G/T emblem (optional in warm weather)</li> </ul>
<p><b><u>Grades 4-8</u></b></p> <ul style="list-style-type: none"> <li>Blue polo (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 Socks</li> <li>All Black Flat School <b>Dress Shoes</b> (<i>not sneakers</i>)</li> <li>Navy Cardigan with G/T emblem (optional in warm weather)</li> </ul>	<p><b><u>Grades 4-8</u></b></p> <ul style="list-style-type: none"> <li>Blue polo (with G/T emblem)</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 Navy Blue Socks</li> <li>All Black Flat School <b>Dress Shoes</b> (<i>not sneakers</i>)</li> <li>Navy Cardigan with G/T emblem (optional in warm weather)</li> </ul>

**Physical Education Uniforms**

- Blue Tee Shirt or Blue Sweatshirt with Gifted and Talented Program Emblem
- Navy Mesh Shorts or Navy-Blue Sweat Pants with Gifted and Talented Program Emblem
- Sneakers (any color) can be worn on GYM DAYS ONLY.**
- Students in **Grades 2-8** may wear their gym uniforms to school on physical education days only. **Students must be in full uniforms on the days they do not have gym.**

**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.
- Pants and skorts should be worn around the waist and not lowered, rolled down or under the waistline.
- Only school approved cardigans with the G/T logo should be worn during school hours and for other announced occasions. **No Fleece are required-those can be worn outdoors only.**
- 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®, 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 and Terence C. Reilly Core Values*.
- Feel safe
- Receive quarterly and semi-quarterly reports of your academic progress
- Be held to high academic standards
- Be responsible to follow our school's code of conduct and core values.

### Student Food and Allergy Safety

#### Food Policy

- Students may consume food in the cafeteria only.
- Students who bring in their own home prepared lunch must bring their bagged lunch or lunchbox in their bookbags before entering school in the morning.
- After 8:20 a.m. and/or arriving to school in the morning, with the exception of a home-prepared bagged lunch, students may not bring in or receive outside food, including fast-foods (for examples... Dunkin Donuts, McDonalds, any food delivered by Door Dash, Uber Eats, or dropped off at the school, etc.), open bottles of any kind, glass bottles, sodas, and bulk food. Any food or drinks of this kind (including from Dunkin Donuts) must be discarded at the door.
- Terence C. Reilly is a NUT FREE School. Please refrain from sending and/or bringing to school any food items that contain any kind of nuts.
- Terence C. Reilly is a Healthy Alliance School. Please refrain from sending and/or bringing to school any types of candy, cakes, cupcakes, and sugary drinks.



**Olga Hugelmeyer**  
 Superintendent of Schools

**Jenny Costa Reguinho**  
 Principal  
**Andrea Milano**  
 Vice Principal  
**Marlene Hasegawa**  
 Vice 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 2023-2024. 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.
    - Students must bring their laptops/iPads every day, fully charged to school.
  - ❖ 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

**Jenny Costa Reguinho**  
Principal  
**Andrea Milano**  
Vice Principal  
**Marlene Hasegawa**  
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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 Monday, September 11th, 2023.*

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