

# Parent/Student Handbook 2023-2024



ELIZABETH PUBLIC SCHOOLS

*Every child, Achieving Excellence*





## Parent/Student Handbook

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## OUR CORE BELIEFS AND COMMITMENTS

### STUDENTS

1. **We believe ALL students can learn and achieve at high levels regardless of race, ethnicity, culture, neighborhood, household income or home language.**

ALL Means ALL. We will narrow the achievement gaps of students by providing a high quality education to ensure that ALL of our students are college and career ready.

### TEACHERS

2. **We believe teachers make a positive difference in student achievement. Teachers will prepare ALL students for success in college, career, and our technological global society.**

We believe that teachers are central in a child's life. Having an effective teacher is the single most important factor in student success.

### LEADERS

3. **We believe that effective leaders demonstrate unwavering commitment to high levels of achievement for ALL students.**

Leaders will exemplify and support practices that promote high levels of achievement for ALL students.

### FAMILY

4. **We believe that parents and caregivers are both valued partners and active participants in their children's learning. A shared sense of mutual responsibility for learning is the foundation for family involvement to ensure student success.**

We are committed to engaging parents and caregivers in their children's education. We will develop a coordinated strategy that enables parents and caregivers to play an active role in building and sustaining family support for their children's learning and academic success.

### TEAM

5. **We believe that every member of the Elizabeth Public Schools team has a responsibility in producing and supporting high levels of achievement for ALL students.**

Every member of the Elizabeth Public Schools team will make a measurable contribution to the success and achievement for ALL students by ensuring equitable distribution of resources throughout the organization.

## **OUR THREE E'S**

### **EQUITY**

As a nation, America's Promise is that every child, regardless of race, ethnicity or social class, should receive a high quality, academically rich and rigorous public education.

### **EXPECTATIONS**

The concept of high expectations is premised on the philosophical and pedagogical belief that a failure to hold all students to high expectations effectively denies them access to a high quality education, since the educational achievement of students tends to rise or fall in direct relation to the expectations placed upon them.

### **EXCELLENCE**

Educational Excellence is defined as students performing at high levels or where students are making significant gains in academic achievement helping to prepare every child for global competitiveness.

## **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

## HEALTH AND SAFETY PROTOCOLS

Providing 24/7 protection against Covid-19 and the Delta Variant for students, teachers, and in the classroom is a top priority.

- Masks will be optional for all students and staff members.
- We have provided every school with air purifiers that have a HEPA filter.
- 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.
- 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.
- 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.

## ABSENCES AND EXCUSES

New Jersey statutes require every parent/guardian or other persons having custody and control of a child between the ages of 6 and 16 years to cause such child regularly to attend the public schools of the district. A student must be in attendance for at least **171** of the 180-day school year (95%). In order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned, no more than a total of nine (9) absences is allowed. **(EBOE Policy Code 5113)**

Elementary – PreK to Grade 8:

- Any student **arriving after 9:40 am** will be marked absent for the day.
- Any student **dismissed prior to 1:40 pm** will be marked absent for the day.

High School:

- Any full schedule student **arriving after 8:36 am** will be marked absent for the day.
- Any full schedule student **dismissed prior to 12:47 pm** will be marked absent for the day.
- Any student with an **early dismissal schedule** will be marked absent if they arrive late or are dismissed earlier than their scheduled dismissal time.

## CONDUCT/DISCIPLINE

The Elizabeth Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students. The board approved code of student conduct is established to achieve the following purposes:

- A. Foster the health, safety, and social and emotional well-being of students;
- B. Support the establishment and maintenance of civil, safe, secure, supportive and disciplined school environments conducive to learning;
- C. Promote achievement of high academic standards;
- D. Prevent the occurrence of problem behaviors;
- E. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and



- F. Establish parameters for consistent responses to violations of the code of student conduct that take into account, at a minimum, the severity of offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors as appropriate.

The board of education expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.

The board of education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self-discipline. Such an atmosphere must include respect for self and community members, as well as for district and community property.

For the full version of the Code of Student Conduct policy (**EBOE Policy Code 5131**)

## **OVERDUE, DAMAGED, OR LOST INSTRUCTIONAL MATERIAL**

Fines shall be imposed upon students who, whether through misuse or deliberate action, damage or lose school property. Under the law, a student who defaces or otherwise injures school furnishings or other property may be disciplined and his/her parents/guardians fined the amount of the damage and/or loss.

- A. When a student loses or excessively damages a textbook which is the property of the school district, the school shall fine the student an amount appropriate to the damage.
- B. All athletic personnel shall be responsible for the proper use and care of all athletic materials and equipment. They shall personally issue such materials to students and shall keep an accurate record of all equipment and materials issued, a copy of which shall be filed. They shall collect all equipment at the end of each sport season. Charges shall be levied for lost equipment. The athletic director shall be responsible for the issuance of requisitions for purchases, repairs, and cleaning of athletic equipment and materials.
- C. Band and other musical instruments must be returned in appropriate condition or fines shall be levied for damages. (**EBOE Policy Code 6161.3**)

## **ONE-TO-ONE INSTRUCTION**

Elizabeth Public Schools initiated a transformative installation of a 1:1 computer initiative which is to provide every student in grades PreK through twelve the tools to access, create and collaborate as thriving, 21st century digital citizens.

One-to-One programs are an element in an international move towards individualizing learning, which can increase independence and self-initiated learning in students, and extend their learning beyond the classroom. As a requirement of the program, students and parents must sign a contract to properly maintain the unit, care for it and assume financial responsibility in the event that the unit is damaged or lost.

## **VANDALISM/VIOLENCE**

### **Vandalism**

The Elizabeth Board of Education views vandalism against school property by students as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents/guardians, school staff and appropriate community officials.

The Board believes that students should respect property and take pride in the schools of this district. Whenever a student has been found to have done willful and malicious damage to property of the Board, the principal of the school shall notify the Chief School Administrator. The Board will hold the student or his/her parents/guardians liable for the damage caused by him/her.

## **Violence**

Physical violence including assault with or without a weapon, against another student, a staff member or board member is prohibited and will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline. Unless instructed otherwise, disruptive behavior that is characterized by violence, even though not directed toward another person, should be reported by the classroom teacher to the school principal, so that possible program adjustments may be identified.

**(EBOE Policy Code 5131.5)**

## **SEARCH AND SEIZURE**

School lockers remain the property of the district even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Students and their parents/guardians shall be informed of this policy when lockers are assigned. **(EBOE Policy Code 5145.12)**

## **CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

Students shall not display, use, activate, or permit cell phones to be activated in any school building during the instructional day, without the expressed permission of the teacher and/or principal or his/her designee. The instructional day includes, but is not limited to, lunch break, class changes, and any other structured or non-structured instructional activity that occurs during the normal school day. Students are responsible to ensure that their cell phones are in silent mode or turned off and out of sight. Students causing a disruption to the educational program by using personal electronic communication devices in violation of board policy shall be subject to disciplinary measures according to the code of student conduct.

For the complete personal electronics devices policy, which details permitted use, the use of externally monitored GPS tracking devices with/without recording technology, and emergency use (as defined in the policy), please visit **[www.epsnj.org/personal-devices](http://www.epsnj.org/personal-devices)**.

## **HARASSMENT, INTIMIDATION, AND BULLYING**

The Board prohibits acts of harassment, intimidation, or bullying against any student. School responses to harassment, intimidation, and bullying shall be aligned with the Board approved Code of Student Conduct, which establishes standards, policies, and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school-sponsored functions.

“Harassment, intimidation, or bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

A. A reasonable person should know, under the circumstances, that such action will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property:

B. Has the effect of insulting or demeaning any student or group of students; or

C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

#### Consequences:

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- After-school programs;
- Out-of school suspension (short-term or long-term);
- Legal action; and
- Expulsion

The school-based anti-bully specialists, under the supervisions of the District Anti-Bullying Coordinator, shall investigate all reported incidents of harassment, intimidation, and bullying promptly and in accordance with law. **(EBOE Policy Code 5131.1)**

For the full version of the Harassment, Intimidation, and Bullying policy **(EBOE Policy Code 5131.1)**, please visit <https://www.epsnj.org/hib>

## SCHOOL UNIFORMS

Dress Code Guidelines are established to promote a standard of appearance which enhances the learning environment while allowing for the reasonable comfort of all students.

Uniforms are required at all schools. The Elizabeth Board of Education hereby adopts a school uniform policy for students in grades Pre-K through twelfth attending uniform schools. The board believes that the adoption of a school uniform policy can promote school safety, improve discipline, and enhance the learning environment. **(EBOE Policy Code 5132)**

Please note that this is a standard uniform list for most neighborhood schools. The uniform policy is the same districtwide, but may vary in color depending on the school.

	Grades PreK – 3	Grades 4 – 8	Grades 9 – 12
BOYS	Navy Blue Polo* ^ Khaki Pants or Khaki Shorts** Navy Blue Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater*	Navy Blue Polo* ^ Khaki Pants or Khaki Shorts** Navy Blue Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater*	Theme based academies (see below)
GIRLS	Grades PreK – 3	Grades 4 – 8	Grades 9 – 12
	Navy Blue Polo* ^ Khaki Jumper* or Khaki Skort Navy Blue Tights or Navy Blue Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater*	Navy Blue Polo* ^ Khaki Pants or Khaki Skort Navy Blue Tights or Navy Blue Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater*	Theme based academies (see below)

# **GRADE 9-12 THEMED ACADEMIES**

<b>GRADES 9-12</b>	<b>BOYS</b>	<b>GIRLS</b>
<b>BOLLWAGE</b>	Blue Oxford Shirt* Navy Blue Tie Khaki Pants Navy Blue Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater* Navy Blue Blazer*	Blue Oxford Shirt* Navy Blue Cross Tie Khaki Pants/Skirt Navy Blue Tights or Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater* Navy Blue Blazer*
<b>DWYER</b>	Green Polo/Oxford Shirt* Black Pants Black Socks Black Flat Appropriate Shoes Black Cardigan Sweater*	Green Polo/Oxford Shirt* Black Pants/Skirt Black Tights or Socks Black Flat Appropriate Shoes Black Cardigan Sweater*
<b>EDISON</b>	Teal Polo Shirt* Black Pants Black Socks Black Flat Appropriate Shoes Teal Cardigan Sweater*	Teal Polo Shirt* Black Pants/Skirt Black Tights or Socks Black Flat Appropriate Shoes Teal Cardigan Sweater*
<b>EHS-Cicarell</b>	White Oxford Shirt* Navy Blue Tie Khaki Pants Navy Blue Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater* Navy Blue Blazer*	White Oxford Shirt* Navy Blue Cross Tie Khaki Pants/Skirt Navy Blue Tights or Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater* Navy Blue Blazer*
<b>HALSEY</b>	Navy Blue Polo Shirt* Khaki Pants Navy Blue Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater*	Navy Blue Polo Shirt* Khaki Pants/Skirt Navy Blue Tights or Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater*
<b>HAMILTON</b>	White Oxford Shirt* Navy Blue Tie Khaki Pants Navy Blue Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater* Navy Blue Blazer*	White Oxford Shirt* Navy Blue Cross Tie Khaki Pants/Skirt Navy Blue Tights or Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater* Navy Blue Blazer*
<b>JEFFERSON</b>	Purple Polo/Oxford Shirt* Black Pants Black Socks Black Flat Appropriate Shoes Black Cardigan Sweater*	Purple Polo/Oxford Shirt* Black Pants/Skirt Black Tights or Socks Black Flat Appropriate Shoes Black Cardigan Sweater*
<b>JVJ STEM</b>	Maroon Polo Shirt* Khaki Pants Black Flat Appropriate Shoes Maroon Cardigan Sweater*	Maroon Polo Shirt* Khaki Pants/Skirt Black Flat Appropriate Shoes Maroon Cardigan Sweater*

## PHYSICAL EDUCATION

- Navy Blue T-Shirt\* or Navy Blue Sweat Shirt\*
- Navy Blue Mesh Shorts\* or Navy Blue Sweat Pants\*
- Sneakers (any color)

Grades PreK-5 may wear their gym uniform to school on physical education days.

Grades 6-12 must bring their gym uniform to change for physical education class.

*\*All items marked with an asterisk must have the embroidered LEAP logo (neighborhood school emblem) or the embroidered school's logo.*

*^ All items marked with a ^ pertain to the following schools:*

*School No. 1 – Royal Blue Polo; School No. 9 – Green Polo; School No. 29 – Burgundy Polo*

*\*\*Khaki shorts must be knee high and only worn from May 15th - October 1st*

## LATE ARRIVAL AND EARLY DISMISSAL

The arrival time for students in Grades PK – 8 is 8:20 a.m. and the dismissal time is 3:00 p.m.

The arrival time for students in Grades 9-12 is 7:45 a.m. and the dismissal time is 2:29 p.m.

The arrival time for students attending Dr. Orlando Edreira Academy School No. 26 @ 31 is 7:30 a.m. and the dismissal time is 3:00 p.m.

The board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the board shall require that the school be notified in advance of such absences by written request of the student's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- Medical or dental appointments which cannot be scheduled outside of school hours;
- Requirements of a student's individualized health care plan and individualized emergency healthcare plan;
- Requirements of the student's individual education program (IEP);
- Alternate short or long term accommodations for students with disabilities;
- Medical disability;
- Motor vehicle driver's test;
- Interview for college entrance or employment;
- Family emergency;
- Court appearance; and
- Such good cause as may be acceptable to the administration.

No student in Grades Kindergarten through Eight shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

Tardiness not covered by the causes listed shall be cumulative and may affect course credit.  
**(EBOE Policy Code 5113)**

## EMERGENCY DRILLS

A “school security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

During Crisis Drills, the principal or person in charge will give directions. All students, staff, and visitors must adhere to the instructions. Some of these drills require the school to be “locked down.” During a lockdown, no one may enter or leave the building. **(EBOE Policy Code 6114)**

## EMERGENCY SCHOOL CLOSINGS AND DELAYED OPENINGS

On the following scheduled early dismissal days - 11/22, 12/4, 1/29, 2/8, 3/11, and 6/19 - students will be dismissed early. Parents are encouraged to plan ahead for early dismissals by shifting work schedules, contacting afterschool programs, or coordinating with friends and neighbors so that they can be with their children. ***\*Subject to change due to school closings for inclement weather.***

Emergency school closings and delayed openings due to inclement weather or any other emergency situation will be announced on the following radio/television stations/internet websites: WCBS-AM, WNBC-AM, WOR-710 AM, NJ 101.5 FM, WCTC-1450 AM, and WMGQ-MAGIC 98.3 FM; News-12 New Jersey, Verizon Fios1, WCBS-TV, WABC-TV and FOX 5/WNYW; and [www.weatherclosing.com](http://www.weatherclosing.com) and [www.cancellations.com](http://www.cancellations.com). You may also check the Elizabeth Public Schools official website ([www.epsnj.org](http://www.epsnj.org)), Facebook page ([www.facebook.com/epsnj](http://www.facebook.com/epsnj)), and Twitter page (@epsBOARD).

The district also utilizes an automated telephone notification system to keep school community members informed of the latest news and events impacting our school district as well as in the case of an emergency. Therefore, it is critical that the Elizabeth Public Schools has your most recent home telephone number at all times.

- If a delayed opening is announced, the following adjustments will be made to the High School schedule:
  1. All students will report to school at 9:30 a.m.
  2. Breakfast will be served at 9:45 a.m.
- If a delayed opening is announced, the following adjustments will be made for the Pre-Kindergarten through Grade 8 schedule:
  1. On a delayed opening, there will be no before care provided.
  2. All students report to school at 10:15 a.m.
  3. Breakfast will be served at 10:30 a.m.

Students transported to and from school by school bus will be picked up two (2) hours later than normally scheduled. **(EBOE Policy Code 6114)**

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and all students over 18 years of age (“eligible students”) with certain rights in respect to education records.

Parents and eligible students have the right to:

- Inspect and review the student's education records within 45 days of the day the school receives a request for access. The parent or eligible student should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- Ask the school to amend a record that they believe is inaccurate or misleading. The parent or eligible student should write the school principal or appropriate official, clearly identifying the part of the record they want changed. They should specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel, Board of Education members, a person or company with whom the school has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist, or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school district will forward a copy of the records on request and will forward a copy of the requested records to the parent or eligible student.
- File a complaint with the United States Department of Education concerning alleged failures by a school or school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-8520  
 Phone: 1-800-USA-LEARN (1-800-872-5327)

**Notice of Directory Information:** Public law also gives access to information about students to educational, occupational, and military recruiters. Parents or students who are eighteen years of age or older may request to have their children's names or their names deleted from the student directory.

## **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students who are 18 years of age or emancipated minors ("eligible students"), certain rights regarding a school district's administration of surveys, the collection and use of information for marketing purposes, and certain physical exams. These include the right to:



Give consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the United States Department of Education:

- Political affiliations or beliefs of the student or student's parent(s);
- Mental or psychological problems of the student or student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect upon request and before administration or use of:

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

The Elizabeth School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Elizabeth School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Elizabeth School District will also directly notify parents and eligible students of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded in whole or in part by the Department of Education; or
- Any non-emergency, invasive physical examination or screening as described above.

Parents or eligible students who believe their rights have been violated may file a complaint with:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520  
Phone: 1-800-USA-LEARN (1-800-872-5327)



## **FOOD AND NUTRITION SERVICES**

School breakfast and lunch are served daily in our schools. It is imperative that you accurately complete a breakfast/lunch application so that your child's payment status can be determined. Applications, lunch menus and nutrition information may be found by visiting our district website at [www.epsnj.org](http://www.epsnj.org).

### **MySchoolBucks.com**

The Elizabeth Public Schools has implemented MySchoolBucks.com, a premium nutritional management service that helps parents/guardians successfully track and manage their child's eating habits. For more information about this service, you may contact the Division of Food and Nutrition Services at 908-436-5403.

There will be a direct link on the district website to access MySchoolBucks.com. If you have any questions about your account, MySchoolBucks.com provides a full service staff of live representatives ready to assist parents and school administrators Monday through Friday from 8:00 am to 7:00 pm EST. To contact the Customer Support Team please call 908-436-5403.

## **POWERSCHOOL PARENT/STUDENT PORTAL**

The PowerSchool parent/student portal is an imperative tool for the district to efficiently and effectively communicate important and timely information to members of the learning community. Parents/guardians are strongly encouraged to use the portal on a regular basis to view student grades, attendance and especially to maintain emergency and non-emergency contact information to ensure important communications are received.

To use this secure system, schools will provide parents with a user ID and password. **(Appendix B)** Once your account is created, please note that a PowerSchool application can also be downloaded onto personal devices.

## **LOST AND FOUND**

Contact building principal for location.

## **PROMOTION/RETENTION**

The Board recognizes that personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. The Board's goal is to set and attain higher standards of excellence for students in attendance, codes of behavior and in academic achievement.

The Chief School Administrator shall direct development of and the Board shall adopt detailed regulations to govern progress of students through levels K-12. The regulations shall include:

- A. Standards of proficiency related to district goals and objectives;
- B. Standards of attendance, and provision for review of mastery;
- C. Timely efforts to help all students achieve acceptable levels of proficiency;
- D. Timely notification of parents/guardians when there is a possibility of failure;
- E. Procedures for parents/guardians and adult students to appeal promotion/retention decisions;
- F. Procedures for involving parents/guardians in the design of the remedial program.

### **Students in Grades K through 8**

To that end the Board recognizes that students advance through the grades by demonstrating proficiency of required key skills at each grade level. To help all students attain these skills, their promotion/retention is based on the following criteria in grades K-8:

- A. Students who demonstrate proficiency at the end of a given grade, as measured by the following criteria, will be promoted to the next grade:
  - 1. Proficiency of required skills as measured by the Elizabeth Public Schools Summative Assessment Portfolio;
  - 2. Report card grades of E, G, S in Elementary grades and 70 or above in Middle grades, in Reading/English/Language Arts Literacy, Mathematics and Science; and
  - 3. Attendance.
- B. Students who do not demonstrate proficiency based on the above criteria at the end of a given grade level will be required to participate in the district summer school program.
- C. Students who do not meet the proficiency requirements and attendance criteria by the end of the summer school program will be retained.
- D. In grades K-2, the appropriate district standardized assessment in Reading, Language and Mathematics, and in grades 3-8, the appropriate New Jersey State standardized assessment in both Language Arts Literacy and Mathematics will be used in addition to the above criteria as factors in the determination of a student's eligibility for promotion.

Parents/guardians will be notified whenever exceptions are contemplated in a student's normal progression from level to level. The final decision in all cases will rest with school authorities. **(EBOE Policy Code 6146.2)**

### **GRADUATION REQUIREMENTS**

In accordance with the law and regulations governing high school graduation requirements, the Elizabeth Board of Education shall inform students and their parents/guardians at the beginning of the ninth grade as to assessments, demonstrated proficiencies, course and credit hour requirements, attendance policies and other State and local requirements needed for high school graduation.

The Elizabeth Board of Education shall award a state-endorsed diploma to acknowledge the successful completion of the requirements for high school graduation. The Elizabeth Board of Education diploma will represent a high standard of curriculum content, instruction, and student learning, thereby ensuring post-secondary readiness for all graduates in the 21st century.

The high school graduation requirements for the awarding of a state-endorsed diploma from the Elizabeth Public Schools are:

- A. Meet the district student attendance requirements;
- B. Demonstrate proficiency in all sections of the State Assessment process applicable to the class graduating in the year they meet all other graduation requirements in accordance with N.J.A.C. 6A:8-4.1(b) through (d);

- C. Complete successfully any course requirements stated in the administrative code as well as meeting the district's standards. The proficiencies required must include the New Jersey Student Learning Standards (NJSLS) approved by the State Board of Education;
- D. Select and complete successfully enough academic and elective credits to meet the district minimum of 120 credits;
- E. Perform a total of 60 hours of community service with a recommended minimum of 30 hours completed by the end of tenth grade.

### **Academic Requirements**

- A. Twenty credits in language arts literacy;
- B. Fifteen credits in mathematics (including Algebra I, Geometry, Algebra II and higher mathematics);
- C. Fifteen credits in social studies (including 10 credits in the history of the United States in satisfaction of N.J.S.A. 18A:35-1 and 2; and 5 credits in world history); and the integration of civics, geography and global content in all course offerings;
- D. 2.5 credits in financial literacy;
- E. Fifteen credits in science, including at least five credits in laboratory biology/life science; an additional five credits in a laboratory/inquiry-based science course including chemistry, environmental science, or physics; and third and fourth laboratory/inquiry-based science courses.
- F. Sixteen credits in physical education, health, and safety during each year of enrollment, as required by N.J.S.A. 18A: 35-5, 7 and 8;
- G. Five credits in visual and performing arts;
- H. Five credits in 21st century life and careers, or career-technical education;
- I. Ten credits in world languages;
- J. Technology literacy, consistent with the New Jersey Student Learning Standards, integrated throughout the curriculum;
- K. All courses shall be taught at the college preparatory, honors, or advanced placement levels;
- L. Students enrolled in Advanced Placement (AP) courses are required to take the designated AP examination administered by the College Board. If the student does not take the AP exam, the student's AP course designation must be changed from Advanced Placement to Honors and the modification must be recorded in the student's records and transcript; and
- M. Effective beginning with the high school graduating class of 2014, and all subsequent graduating classes, students must take the SAT®, ACT®, or equivalent college entrance exam.

Students at Elizabeth High School are required to meet the same standards, as listed previously in Academic Requirements A-M, and are also required to successfully complete:

- N. Five additional credits in world languages (local requirement); and
- O. Senior Project (local requirement)

Successful completion means that the student has demonstrated the degree of proficiency required by the district to indicate achievement of the district goals for the particular course, and has attended the required number of course sessions.

Transfer students must meet all State and local requirements in order to receive an Elizabeth Board of Education diploma.

The Chief School Administrator shall put into effect the procedures necessary to assess each student upon entry into the system, and, annually thereafter, to identify those students not meeting the state

or district proficiency requirements. He/she shall develop the programs necessary to remedy these deficiencies at the lowest possible grade level. **(EBOE Policy Code 6146)**

## Assessment Requirements

Students must take and demonstrate proficiency in grade 11 on the New Jersey Graduation Proficiency Assessment, which includes content aligned to the grade 10 New Jersey Student Learning Standards (NJSLS) in ELA, and the NJSLS in Algebra 1 and Geometry. If after completing the New Jersey Graduation Proficiency Assessment a student does not demonstrate proficiency on the ELA or mathematics section, the student may retake the New Jersey Graduation Proficiency Assessment in the following summer or fall.

A student with disabilities whose IEP states that they are not eligible for the alternate assessment (Dynamic Learning Maps) must take the New Jersey Graduation Proficiency Assessment in grade 11.

On May 3, 2023, the State Board of Education approved the graduation ready cut score for the ELA and mathematics components of the NJGPA, as well as the menu of alternative assessments and aligned cut scores. The cut scores for both ELA and mathematics indicating that a student is graduation ready is  $\geq 725$ .

The requirements in this section were adopted by the New Jersey State Board of Education on September 8, 2021 for the classes of 2023–2025. The option put in place in 2021 in the second pathway of the ELA and mathematics component of meeting the cut score on “a substitute competency test such as other high school-level NJSLA/PARCC assessments” is no longer applicable. All other components of the second and third pathway established in September 2021 still apply for students expected to graduate with the classes of 2024 or 2025.

*Note: Special Education Students, whose Individualized Education Plans (IEPs) specify an alternate way to demonstrate proficiencies, will continue to follow the graduation assessment requirements set forth by their IEPs.*

## English Language Arts and Literacy (ELA)

If, **after completing the New Jersey Graduation Proficiency Assessment in grade 11**, students did not demonstrate proficiency by passing the ELA component, such students may access the following pathways:

- **Second Pathway:** By meeting the designated cut score on a substitute competency test such as PSAT, SAT, ACT, or ACCUPLACER; or
- **Third Pathway:** By submitting, through the district, a student portfolio appeal to the New Jersey Department of Education.

## Mathematics

If, **after completing the New Jersey Graduation Proficiency Assessment in grade 11**, students did not demonstrate proficiency by passing the mathematics component, such students may access the following pathways:

- **Second Pathway:** By meeting the designated cut score on a substitute competency test such as PSAT, SAT, ACT, or ACCUPLACER; or
- **Third Pathway:** By submitting, through the district, a student portfolio appeal to the New Jersey Department of Education.

## Class of 2024 and 2025 (Updated May 2023) High School Graduation Assessment Requirements

On **May 3, 2023**, the State Board of Education approved the graduation ready cut score for the ELA and mathematics components of the NJGPA, as well as the menu of alternative assessments and aligned cut scores.

The requirements in this section were adopted by the New Jersey State Board of Education on September 8, 2021 for the classes of 2023–2025.

### First Pathway—NJGPA

ELA	Math
New Jersey Graduation Proficiency Assessment— ELA $\geq 725$ (Graduation Ready)	New Jersey Graduation Proficiency Assessment— Mathematics $\geq 725$ (Graduation Ready)

### Second Pathway—Menu of Substitute Competency Tests

**Note:** This pathway is only available to students who completed the New Jersey Graduation Proficiency Assessment in grade 11.

ELA	Math
One of the following: <ul style="list-style-type: none"> <li>• ACT Reading <math>\geq 17</math></li> <li>• Accuplacer WritePlacer <math>\geq 5</math></li> <li>• Accuplacer WritePlacer English Second Language <math>\geq 4</math></li> <li>• PSAT10 Evidence Based Reading and Writing (EBRW) <math>\geq 420</math></li> <li>• PSAT10 Reading <math>\geq 21</math></li> <li>• PSAT/NMSQT EBRW <math>\geq 420</math></li> <li>• PSAT/NMSQT Reading <math>\geq 21</math></li> <li>• SAT EBRW <math>\geq 450</math></li> <li>• SAT Reading <math>\geq 23</math></li> </ul>	One of the following: <ul style="list-style-type: none"> <li>• ACT Math <math>\geq 17</math></li> <li>• Accuplacer Elementary Algebra <math>\geq 49</math></li> <li>• Accuplacer Next-Generation QAS <math>\geq 250</math></li> <li>• PSAT10 Math Section or PSAT/NMSQT Math Section <math>\geq 420</math></li> <li>• PSAT10 Math or PSAT/NMSQT Math <math>\geq 21</math></li> <li>• SAT Math Section <math>\geq 440</math></li> <li>• SAT Math Test <math>\geq 22</math></li> </ul>

### Third Pathway—Portfolio Appeals

**Note:** This pathway is only available to students who completed the New Jersey Graduation Proficiency Assessment in grade 11.

ELA	Math
Meet the criteria of the NJDOE Portfolio Appeal for ELA	Meet the criteria of the NJDOE Portfolio Appeal for Math

## GRADES 9 - 12 DAILY SCHEDULES

The following are the respective bell schedules for all Elizabeth Public Schools students attending grades 9-12. Homeroom bell schedules will operate on an as-needed basis and school administration would advise on day that the homeroom bell schedule will be applicable.

High School Bell Schedule		
Period	Start	Finish
1	7:45 AM	8:32 AM
2	8:36 AM	9:23 AM
3	9:27 AM	10:14 AM
4	10:18 AM	11:05 AM
5	11:09 AM	11:56 AM
6	12:00 PM	12:47 PM
7	12:51 PM	1:38 PM
8	1:42 PM	2:29 PM

High School Homeroom Schedule		
Period	Start	Finish
1	7:45 AM	8:32 AM
Homeroom	8:36 AM	8:46 AM
2	8:50 AM	9:35 AM
3	9:39 AM	10:24 AM
4	10:28 AM	11:13 AM
5	11:17 AM	12:02 PM
6	12:06 PM	12:51 PM
7	12:55 PM	1:40 PM
8	1:44 PM	2:29 PM

## GRADING AND REPORTING

### Grading Policy and Theory of Action

Elizabeth Public Schools is committed to providing parents/guardians with detailed information pertaining to their child's academic strengths and opportunities for growth. The district provides equity in the grading policy across all schools. The grading policy provides pertinent information as to how your child is excelling and performing in all schools.

A student's formal academic progress report is sent home to parents/guardians at the end of each nine-week grading period. The scheduled dates are as follows:

### Kindergarten – Grade 12 2023-2024 Marking Period Schedule

Marking Period	Marking Period Begins	Complete & Enter Mid-term Progress Reports in PS Grade Book	Promotion/Retention Timeline	Marking Period Closes	Number of Days in Marking Period	Last Day to Enter Term Assignment Grades in Power School	Report Cards Available on PS Parent Portal
1	9/8/23	10/13/23 10/17/23 (Available on PS)	Convene I&RS Meeting to Identify Students in Need of Interventions	11/16/23	45	11/21/23	11/28/23
2	11/17/23	12/22/23 1/3/24 (Available on PS)	1 <sup>st</sup> Retention Warning Sent to Parents	1/31/24	45	2/5/24	2/7/24
3	2/1/24	3/6/24 3/8/24 (Available on PS)	2 <sup>nd</sup> Retention Warning Sent to Parents  I&RS Referral Period Closes	4/15/24	45	4/18/24	4/22/24
4	4/16/24	5/17/24 5/21/24 (Available on PS)	Retention Status Letter to Parents w/Dates of Summer Program	6/19/24	45	6/14/24	6/20/24

Students in grades K-8, who attain the following academic standards, are recognized at the Honor Roll Celebration.

### Honor Roll Qualifications

Type of Honor Roll	Grade	Requirements
Superintendent	6th-8th Grade	All 90's and above in 4 Subjects: LAL, Social Studies, Science, and Math
Principal	6th-8th Grade	3 out of 4 90's and above in LAL, Social Studies, Science, and Math
Superintendent	1st-5th Grade	All E's and VG's in Reading, Writing/Humanities, Science, and Math
Principals	1st-5th Grade	3 out of 4 E's and/or VG's in Reading, Writing/Humanities, Science, and Math
Teacher	1st-5th Grade	2 out of 4 E's and/or VG's in Reading, Writing/Humanities, Science, and Math

School No. 7, School No. 22, and School No. 26@31 will each provide respective information pertaining to Honor Roll Qualifications.

Please refer to the Grading and Reporting policy on the Elizabeth Public Schools' website ([www.epsnj.org](http://www.epsnj.org)) for information pertaining to homework, retests, grade weights, tests and/or project grades, class work grades, make-up and incomplete grades, and late work. **(EBOE Policy Code 6147.1)**

## SECURITY

Schools are committed to provide a safe and secure environment for all staff and students; therefore security/surveillance cameras, metal detectors and hand-held wands are used. All staff, students, and visitors must pass through a metal detector upon entering the building. All visitors are required to sign in, show proper ID, secure a visitor's pass and report to the main office. **(EBOE Policy Code 5142)**

## SECTION 504 NOTICE OF NONDISCRIMINATION

Students, parents, employees, applicants for admission and employment, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Elizabeth Public Schools are hereby notified that this district does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. **(EBOE Policy Codes 4111.1, 4211.1, 6121)** Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act, or Section 504 is directed to contact:

Anthony DiDonato  
Section 504 Compliance Officer or  
High School Welcome Center  
600 Pearl Street  
Elizabeth, New Jersey 07202  
908.436.5342

Samuel Etienne  
EEOC Officer or Affirmative Action Officer  
Department of Human Resources  
507 Westminster Avenue  
Elizabeth, New Jersey 07208  
908.436.5317

These contacts have been designated by the Elizabeth school district to coordinate the district's efforts to comply with the regulation implementing Title VI, Title IX, the ADA, and Section 504.



## INTERVENTION AND REFERRAL SERVICE TEAM (I&RS)

The I&RS Team is a school-based problem-solving team that assists teachers by designing and implementing strategies for children who are having learning, behavioral and/or health problems. The members of the I&RS Team gather all the information available on your child and meet to discuss his/her areas of strengths and weakness, and develop an Action Plan to address those areas where your child may be experiencing difficulty.

The Action Plan contains interventions and/or strategies specifically designed to address the needs of your child. It is a thoughtful, planned approach to modify and enhance your child's performance in school.

You will be notified in writing that your child's learning, behavioral and/or health status will be discussed by the I&RS Team. The I&RS Team will invite you to participate and may request that you provide information helpful in developing different ways to help your child in school. **(EBOE Policy Code 6164.1)**

## INTERPRETATION AND TRANSLATION SERVICES

Elizabeth Public Schools offers translation accessibility of district communication and materials. Please let us know if you need an interpreter or a document translated into your language- at no cost to you. **For more information, visit [www.epsnj.org/epstranslationservices](http://www.epsnj.org/epstranslationservices)**

Las Escuelas Públicas de Elizabeth ofrecen accesibilidad de traducción de comunicación y materiales del distrito. Por favor haganos saber si necesita un interprete o un documento traducido en su idioma. Este servicio es gratuito. **Para más información visite [www.epsnj.org/epstranslationservices](http://www.epsnj.org/epstranslationservices)**

As Escolas Públicas de Elizabeth oferecem acessibilidade à tradução de materiais e comunicação do distrito. Por favor deixe-nos saber se você necessita de um interprete ou de um documento traduzido na sua língua – sem nenhum custo para você. **Para mais informações visite [www.epsnj.org/epstranslationservices](http://www.epsnj.org/epstranslationservices)**

Lekòl Piblik Elizabeth yo ofri tradiksyon aksè nan kominikasyon distri a ak materyèl yo. Sil vou plè fèm konnen si ou bezwen yon entèpretè ou byen yon dokiman tradui nan lang ou- san li pa kouté ou anyen. **Pou plis enfòmasyon, vizite [www.epsnj.org/epstranslationservices](http://www.epsnj.org/epstranslationservices)**

توفر مدارس اليزابيث العامة إمكانية الوصول للترجمة الخاصة بالاتصال و المواد التحريرية. يرجى إعلامنا إذا كنت بحاجة إلى مترجم شفهي أو مستند / وثيقه مترجمة إلى لغتك دون أي تكلفة عليك.

لمزيد من المعلومات ، يرجى زيارة ،

**[www.epsnj.org/epstranslationservices](http://www.epsnj.org/epstranslationservices)**



ELIZABETH PUBLIC SCHOOLS  
2023-2024 SCHOOL CALENDAR

JULY				
MON	TUE	WED	THU	FRI
<del>3</del>	<del>4</del>	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER (18/15)				
MON	TUE	WED	THU	FRI
				<del>1</del>
<del>4</del>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
<del>25</del>	26	27	28	29

OCTOBER (21/21)				
MON	TUE	WED	THU	FRI
2	3	4	5	6
<del>9</del>	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER (17/17)				
MON	TUE	WED	THU	FRI
		1	2	3
6	<del>7</del>	8	<del>9</del>	<del>10</del>
13	14	15	16	17
20	21	<del>22</del>	<del>23</del>	<del>24</del>
27	28	29	30	

DECEMBER (16/16)				
MON	TUE	WED	THU	FRI
				1
<del>4</del>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>

JANUARY (21/21)				
MON	TUE	WED	THU	FRI
<del>1</del>	2	3	4	5
8	9	10	11	12
<del>15</del>	16	17	18	19
22	23	24	25	26
<del>29</del>	30	31		

FEBRUARY (20/20)				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	<del>8</del>	9
12	13	14	15	16
<del>19</del>	20	21	22	23
26	27	28	29	

MARCH (20/20)				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
<del>11</del>	12	13	14	15
18	19	20	21	22
25	26	27	28	<del>29</del>

APRIL (16/16)				
MON	TUE	WED	THU	FRI
<del>1</del>	<del>2</del>	3	<del>4</del>	<del>5</del>
8	9	<del>10</del>	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY (22/22)				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
<del>27</del>	28	29	30	31

JUNE (12/12)				
MON	TUE	WED	THU	FRI
3	<del>4</del>	5	6	7
10	11	12	13	14
17	18	<del>19</del>	<del>20</del>	<del>21</del>
<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>

7/3-4/23	Mon, Tue	Independence Day Observance – Schools and District Closed
9/1/23	Fri	Labor Day Weekend – Schools and District Closed
9/4/23	Mon	Labor Day – Schools and District Closed
9/5/23	Tue	Schools Open 10 Month Administrators, Team Members; New Student Registration
9/6-7/23	Wed, Thu	Professional Development Days for Team Members
9/8/23	Fri	Schools Open for Students
9/25/23	Mon	Yom Kippur – Schools and District Closed
10/9/23	Mon	Columbus Day Observance – Schools and District Closed
11/7/23	Tue	Schools Closed – Election Day
11/9-10/23	Thu, Fri	NJEA Convention and Veterans Day – Schools & District Closed
11/22/23	Wed	Schools Close at 12:15 p.m. for Thanksgiving Recess
11/23-24/23	Thu, Fri	Thanksgiving Recess – Schools and District Closed
12/4/23	Mon	Schools Close at 12:15 p.m. for Professional Development
12/25-29/23	Mon through Fri	Christmas Recess – Schools and District Closed
1/1/24	Mon	New Year's Day Observance – Schools and District Closed
1/2/24	Tue	School Reopen
1/15/24	Mon	Observance of Dr. Martin Luther King, Jr.'s Birthday – Schools and District Closed
1/29/24	Mon	Schools Close at 12:15 p.m. for Professional Development
2/8/24	Thu	Schools Close at 12:15 p.m. for Parent Teacher Conferences
2/19/24	Mon	President's Day – Schools and District Closed
3/11/24	Mon	Schools Close 12:15 p.m. for Professional Development
3/29/24	Fri	Easter Recess – Schools and District Closed
4/1/24	Mon	Easter Recess – Schools and District Closed
4/2-5/24	Tues through Fri	Easter Recess – Schools Closed
4/8/24	Mon	Schools Reopen
4/10/24	Wed	Schools and District Closed for Eid-al-Fitr
5/27/24	Mon	Memorial Day – Schools and District Closed
6/4/24	Tue	Schools Closed – Primary Election Day
6/19/24	Wed	Schools Close at 12:15 for Students and Team Members
6/20/24	Thu	Schools Close for 10-Month Administrators
6/21/24	Fri	Juneteenth – Schools and District Closed
		Key
<del>xx/xx</del>	Schools Closed	<del>xx/xx</del> Schools and District Closed
xx/xx	Schools Close at 12:15 p.m.	xx/xx Teachers/Students Total Days Per Month

This calendar provides for 181 team member days, 180 student days, and 2 Professional Development Days.

In the event that schools must close for inclement weather, etc., days will be made up commencing with June 20, 2024 with an additional day added to the calendar for each day missed through June 28, 2024 to fulfill the legal requirement of 180 days of school attendance for the regular school year. If additional days are needed beyond June 28, 2024 days will come from Easter Recess commencing with April 5, 2024 and working backward from the end of that week.

Administrative offices will remain open until 4:30 p.m. daily except Fridays during summer hours. On Wed., November 22, 2023 all schools will close at 12:15 p.m. for Thanksgiving Recess; administrative offices will be open regular hours and all 12 month employees and all secretaries, security personnel, and custodians will follow their regular schedules.

ELIZABETH PUBLIC SCHOOLS  
2023-2024 SCHOOL CALENDAR  
Wrap Around Program

JULY				
MON	TUE	WED	THU	FRI
<del>3</del>	<del>4</del>	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER (18/15)				
MON	TUE	WED	THU	FRI
				<del>1</del>
<del>4</del>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
<del>25</del>	26	27	28	29

OCTOBER (21/21)				
MON	TUE	WED	THU	FRI
2	3	4	5	6
<del>9</del>	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER (17/17)				
MON	TUE	WED	THU	FRI
		1	2	3
6	<del>7</del>	8	<del>9</del>	<del>10</del>
13	14	15	16	17
20	21	<del>22</del>	<del>23</del>	<del>24</del>
27	28	29	30	

DECEMBER (16/16)				
MON	TUE	WED	THU	FRI
				1
<del>4</del>	5	6	7	8
11	12	13	14	15
18	19	20	21	22
<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>

7/3-4/23	Mon, Tue	Independence Day Observance – Schools and District Closed
9/1/23	Fri	Labor Day Weekend – Schools and District Closed
9/4/23	Mon	Labor Day – Schools and District Closed
9/5/23	Tue	Schools Open 10 Month Administrators, Team Members; New Student Registration
9/6-7/23	Wed, Thu	Professional Development Days for Team Members
9/8/23	Fri	Schools Open for Students
9/25/23	Mon	Yom Kippur – Schools and District Closed
10/9/23	Mon	Columbus Day Observance – Schools and District Closed
11/7/23	Tue	Schools Closed – Election Day
11/9-10/23	Thu, Fri	NJEA Convention and Veterans Day – Schools and District Closed
11/16/23	Thu	Schools Close at 12:15 p.m. for Parent-Teacher Conferences
11/22/23	Wed	Schools Close at 12:15 p.m. for Thanksgiving Recess
11/23-24/23	Thu, Fri	Thanksgiving Recess – Schools and District Closed
12/4/23	Mon	Schools Close at 12:15 p.m. for Professional Development
12/22/23	Fri	Schools Close at 12:15 p.m. for Christmas Recess
12/25-29/23	Mon through Fri	Christmas Recess – Schools and District Closed
1/1/24	Mon	New Year's Day Observance – Schools and District Closed
1/2/24	Tue	Schools Reopen
1/15/24	Mon	Observance of Dr. Martin Luther King, Jr.'s Birthday – Schools and District Closed
1/29/24	Mon	Schools Close at 12:15 p.m. for Professional Development
2/8/24	Thu	Schools Close at 12:15 p.m. for Parent Teacher Conferences
2/19/24	Mon	President's Day – Schools and District Closed
3/11/24	Mon	Schools Close 12:15 p.m. for Professional Development
3/29/24	Fri	Easter Recess – Schools and District Closed
4/1/24	Mon	Easter Recess – Schools and District Closed
4/2-5/24	Tues through Fri	Easter Recess – Schools Closed
4/8/24	Mon	Schools Reopen
4/10/24	Wed	Schools and District Closed for Eid-al-Fitr
5/27/24	Mon	Memorial Day – Schools and District Closed
6/4/24	Tue	Schools Closed – Primary Election Day
6/19/24	Wed	Schools Close at 12:15 for Students and Team Members
6/20/24	Thu	Schools Close for 10-Month Administrators
6/21/24	Fri	Juneteenth – Schools and District Closed

Key		
<del>XX</del> Schools Closed	<del>XX</del> Schools and District Closed	
<del>XX</del> Schools Close at 12:15 p.m.	(xxxx) Teachers/Students Total Days Per Month	

Hours of operation for the Wrap Around Program for Preschool Students are: 7:30 a.m. – 8:20 a.m. and 3:00 p.m. –5:30 p.m. – certified teachers will teach all classes during the regular school day. Licensed Childcare providers will care for students during the wrap-around hours. Monday, September 11, 2023 Wrap Around Program will be available for students attending Schools No. 1, 2, 5, 5b, 7, 16, 21, 22, 26, 27, 28, 29, 30, 50, 51, 52. **Teachers will not be present on the following dates: July 1-30, 2023, and August 1-18, 2024.**

**No wrap-around program will be in session on the following dates: August 21-31, 2023, September 1-8, 2023 and June 24-30, 2024.**

JANUARY (21/21)				
MON	TUE	WED	THU	FRI
<del>1</del>	2	3	4	5
8	9	10	11	12
<del>15</del>	16	17	18	19
22	23	24	25	26
<del>29</del>	30	31		

FEBRUARY (20/20)				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
<del>19</del>	20	21	22	23
26	27	28	29	

MARCH (20/20)				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
<del>11</del>	12	13	14	15
18	19	20	21	22
25	26	27	28	<del>29</del>

APRIL (16/16)				
MON	TUE	WED	THU	FRI
<del>1</del>	<del>2</del>	3	4	5
8	9	<del>10</del>	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY (22/22)				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
<del>27</del>	28	29	30	31

JUNE (12/12)				
MON	TUE	WED	THU	FRI
3	<del>4</del>	5	6	7
10	11	12	13	14
17	18	19	<del>20</del>	<del>21</del>
<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>

CODE OF STUDENT CONDUCT RUBRIC

Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<p><b>Firearms-Mandatory Removal</b>  N.J.S.A. 2C:39-1(f)"Firearm" means any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. Also included is any firearm which is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compresses or other gas/vapor, air or compresses air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person.</p>	<ul style="list-style-type: none"> <li>• Due Process Rights</li> <li>• Long term suspension</li> <li>• Formal hearing</li> <li>• Contact Police</li> </ul>		
<p><b>Assault with weapons -Mandatory Removal</b>  N.J.S.A. 2C:39-1(r) "Assault with weapons" means anything readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to, all (1) firearms, even though not loaded or lacking a clip or other component to render them immediately operable; (2) components which can be readily assembled into a weapon; (3) gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, billies, blackjacks, bludgeons, metal knuckles, sandclubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood; and (4) stun guns; and any weapon or other device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.</p>	<ul style="list-style-type: none"> <li>• Due Process Rights</li> <li>• Long term suspension</li> <li>• Formal hearing</li> <li>• Contact Police</li> </ul>		

CODE OF STUDENT CONDUCT RUBRIC (continued)

File Code: 5131

Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Assault on district personnel- Mandatory Removal</b> N.J.S.A. 2C:12-1 "Assault" means (1) the attempt to cause or purposely, knowingly or recklessly cause bodily injury to another; or (2) negligently cause bodily injury to another with a deadly weapon; or (3) attempt by physical menace to put another in fear of imminent serious bodily injury.	<ul style="list-style-type: none"> <li>• Due Process Rights</li> <li>• Long term suspension</li> <li>• Formal hearing</li> <li>• Contact Police</li> </ul>		
<b>Possession</b> N.J.S.A. 2C:39-5 (Reference File Code: 5131) Any person who knowingly has in his possession any other weapon not manifestly appropriate for such lawful uses.	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Short term suspension</li> <li>• Contact Police</li> </ul>		
<b>Arson/explosive device</b> N.J.S.A. 2C:17-l(b) "Arson" means that the student purposely starts a fire or causes an explosion there; (1) recklessly placing another person in danger of death or bodily injury; or (2) recklessly placing a building in danger of damage or destruction.	<ul style="list-style-type: none"> <li>• Due Process Rights</li> <li>• Long term suspension</li> <li>• Formal hearing</li> <li>• Contact Police</li> </ul>		
<b>Bomb Scare</b> Possession of a bomb or a bomb-like device, bomb threat or false information concerning the placement of explosives or destructive substances	<ul style="list-style-type: none"> <li>• Due Process Rights</li> <li>• Long term suspension</li> <li>• Formal hearing</li> <li>• Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>• Due Process Rights</li> <li>• Long term suspension</li> <li>• Formal hearing</li> <li>• Contact Police</li> <li>• Signs waiver to waive rights to a Free and Appropriate Education (FAPE)</li> </ul>	
<b>Distribution of Intoxicants/Drug Paraphernalia</b> Selling or giving away any drugs, alcohol, placebos, or any other dangerous substance, including prescription medications.	<ul style="list-style-type: none"> <li>• Due Process Rights</li> <li>• Long term suspension</li> <li>• Formal hearing</li> <li>• Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>• Due Process Rights</li> <li>• Long term suspension</li> <li>• Formal hearing</li> <li>• Contact Police</li> <li>• Signs waiver to waive rights to a Free and Appropriate Education (FAPE)</li> </ul>	

CODE OF STUDENT CONDUCT RUBRIC (continued)

File Code: 5131

Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Using Intoxicants/Drugs Paraphernalia</b> Possession or use of drugs, alcohol, placebos, or other dangerous and/or illegal substances including drug paraphernalia in the school, on school property, or within the drug-free school zone (1000 feet) at any time. This constitutes a violation of State Law and will be strictly enforced.	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Short term suspension</li> <li>• Informal hearing</li> <li>• Contact Police</li> <li>• Drug Testing/Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Short term suspension</li> <li>• Informal hearing</li> <li>• Contact Police</li> <li>• Drug Testing/Referral</li> </ul>	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Long term suspension</li> <li>• Formal hearing</li> <li>• Contact Police</li> <li>• Drug Testing/Referral</li> </ul>
<b>Prolonged Intimidation (Verbal abuse and/or Threat) and Bullying including CyberBullying</b> frightening or tormenting another student by verbal threats and taunts. Use of offensive or insulting language directed at staff members or other students. This may include racial, ethnic, or sexual epithets or references used to degrade another person. (Reference File Codes 5131, 5131.1, 5131.8)	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• School level intervention</li> <li>• Possible police involvement</li> <li>• Possible HIB investigation</li> </ul>	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Short term suspension</li> <li>• Informal hearing</li> <li>• School level intervention</li> <li>• Possible police involvement</li> <li>• Possible HIB investigation</li> </ul>	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Long term suspension</li> <li>• Formal hearing</li> <li>• Possible police involvement</li> <li>• Possible HIB investigation</li> </ul>
<b>Extortion</b> The student attempts to secure money or property through threat of physical harm (explicit or suggested).	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Short term suspension</li> <li>• Informal hearing</li> <li>• Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Short term suspension</li> <li>• Informal hearing</li> <li>• Contact Police</li> </ul>	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Long term suspension</li> <li>• Formal hearing</li> <li>• Contact Police</li> </ul>
<b>False Fire Alarm</b> Pulling the fire alarm without a legitimate cause	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Short term suspension</li> <li>• Informal hearing</li> <li>• Contact Fire Department for fire safety program</li> </ul>	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Long term suspension</li> <li>• Formal hearing</li> </ul>	
<b>Physical Assault on Student/Bullying</b> An unprovoked attack on a student on school grounds or in conjunction with a school activity (severity level and Involvement determines degree of offense). (Reference File Codes 5131, 5131.1)	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Short term suspension</li> <li>• Informal hearing</li> <li>• School level intervention</li> <li>• Possible police involvement</li> <li>• Possible HIB investigation</li> </ul>	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Short term suspension</li> <li>• Informal hearing</li> <li>• School level intervention</li> <li>• Possible police involvement</li> <li>• Possible HIB investigation</li> </ul>	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Long term suspension</li> <li>• Formal hearing</li> <li>• School level intervention</li> <li>• Possible police involvement</li> <li>• Possible HIB investigation</li> </ul>

Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Sexual Harassment</b> Unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written or physical conduct of a sexual nature on students or staff (severity level and involvement determines degree of offense).	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• School level intervention</li> <li>• Possible involvement of DCP&amp;P and Police</li> </ul>	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Short term suspension</li> <li>• Informal hearing</li> <li>• School level intervention</li> <li>• Possible DCP&amp;P and police involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Long term suspension</li> <li>• Formal hearing</li> <li>• Possible police involvement</li> </ul>
<b>Vandalism/Theft</b> Destruction or defacement of any school property, including books, supplies, district issued electronic devices, facilities and equipment. Also to include staff's and/or student's personal property.	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• School level intervention</li> <li>• Restitution</li> <li>• Possible police involvement</li> <li>• Short term suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Short term suspension</li> <li>• Informal hearing</li> <li>• Restitution</li> <li>• School level intervention</li> <li>• Possible police involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Due Process</li> <li>• Long term suspension</li> <li>• Formal hearing</li> <li>• Restitution</li> <li>• Possible police involvement</li> </ul>
<b>Computer/Electronic Device Data Misuse</b> Inappropriate and/or unauthorized access to electronic devices or computer equipment including altering of electronic computer data, misuse of equipment, or access to inappropriate electronic content.	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Due process rights</li> <li>• Formal hearing</li> <li>• Contact police</li> <li>• Short term suspension</li> </ul>		

**ANY OFFENSE OF A SEVERE NATURE MAY RECEIVE CONSEQUENCES AND POLICE REFERRAL**

# Appendix A

## Elizabeth Public Schools Directory

SCHOOL	LOCATION	PRINCIPAL	PHONE
<b>EARLY CHILDHOOD CENTERS</b>			
50 Frances C. Smith	1000 South Elmora Ave., 07202	Linda Trebino	436-6380
51 Donald Stewart	544 Pennsylvania Ave., 07207	Jocelyn Rodriguez	436-6410
52 Dr. Martin Luther King, Jr.	130 Trumbull St., 07206	Gladys Castellanos	436-6450
<b>NEIGHBORHOOD SCHOOLS</b>			
1 George Washington Academy	250 Broadway, 07206	Shawn Black	436-5555
2 Winfield Scott	125 Madison Ave., 07201	Shante Gilmore-Rorie	436-6150
3 Nicholas S. La Corte – Peterstown	700 Second Ave., 07202	Jennifer A. Campel	436-6230
3A Nicholas S. La Corte – Peterstown Annex	943 Bond St., 07201		
4 Joseph Battin*	501 Union Ave., 07208	Hollis Mendes	436-6300
4A Joseph Battin Annex	840 North Broad St., 07208		436-6300
5 Mabel G. Holmes	650 Bayway Ave., 07202	Colomb Thomas-Petit	436-6270
5A Mabel G. Holmes Annex	720 Clarkson Ave., 07202		
6 Toussaint L'Ouverture – Marquis de Lafayette	1071 Julia St., 07201	James Mondesir	436-5600
9 Jerome Dunn Academy	125 Third St., 07206	Cristina Viegas	436-5580
9A Jerome Dunn Academy Annex	259 Fulton Ave., 07206		
12 Elmora	638 Magie Ave., 07208	Melissa Kulick	436-5650
13 Benjamin Franklin	248 Ripley Pl., 07206	Alina Stewart	436-5700
14 Abraham Lincoln	50 Grove St., 07202	Diane Matos Reis	436-5828
14A Abraham Lincoln Annex	416 Linden Ave., 07202		
15 Christopher Columbus	511 Third Ave., 07202	Dr. Gina Donahue	436-5730
16 Madison-Monroe	1091 North Ave., 07201	Antonio DiFonzo	436-5770
16A Madison-Monroe Annex	1086 North Ave., 07201		
18 Robert Morris	860 Cross Ave. 07208	Oscar Crespo	436-6000
19 Woodrow Wilson	529 Edgar Rd., 07202	Doris Farrell	436-6200
20 John Marshall	521 Magnolia Ave., 07206	Nichol Comas	436-5800
21 Victor Mravlag	132 Shelley Ave., 07208	Dr. Michael Wansaw	436-5850
23 Nicholas Murray Butler**	631-657 Westminster Ave., 07208	Berthenia Harmon-Carolina	436-5900
23A Nicholas Murray Butler Annex	500 North Broad St., 07208		
25 Sonia Sotomayor	525 First Ave., 07206	Christina Silveira Francisco	436-5930
27 Dr. Antonia Pantoja	505-517 Morris Ave., 07208	Veronica Alvero	436-3900
28 Juan Pablo Duarte – José Julián Martí	25 First St., 07206	Evelyn Rodriguez-Salcedo	436-3950
<b>MAGNET SCHOOLS</b>			
7 Terence C. Reilly	436 First Ave., 07206	Jenny Reguinho	436-6030
8 iPrep Academy	221-227 Court St., 07206	Lawrence Roodenburg	275-6900
22 William F. Halloran	612 Pulaski St., 07202	Lauerin Gareis	436-4860
22A William F. Halloran Annex	447 Richmond St., 07202		
26 Dr. Orlando Edreira Academy***	1014 South Elmora Ave., 07202	Howard Teitelbaum	436-5970
29 Dr. Albert Einstein Academy	919 North Broad St., 07208	Maria Labrador	436-6900
30 Chessie Dentley Roberts Academy	730 Pennsylvania Ave., 07208	Arlene F. Campbell	436-6950
<b>HIGH SCHOOLS</b>			
80 Alexander Hamilton Preparatory Academy	310 Cherry St., 07208	George E. Mikros	436-6100
80A Hamilton 9th Grade Academy	1003 North Broad St., 07208		
82 John E. Dwyer Technology Academy	123 Pearl St., 07202	Sulisnet Jimenez	436-6565
82A Dwyer 9th Grade Academy	853 3rd Ave., 07202	Fatimah Bey	
83 Admiral William F. Halsey, Jr. Health & Public Safety Academy	641 South St., 07202	Christopher R. Van Vliet	436-6600
83A Halsey 9th Grade Academy	699 South St., 07202	Anthony Ziobro	
84 Thomas Jefferson Arts Academy Jefferson 9th Grade Academy****	27 Martin Luther King., Jr. Plaza, 07201 40 Morrell St., 07202	Dr. Mona Wanis	436-6767
87 Thomas A. Edison Career and Technical Academy	625 Summer St., 07202	John Markowitz	436-6800
87A Edison 9th Grade Academy *****	425 Grier Avenue., 07202		
89 Elizabeth High School – Frank J. Cicarell Academy	40 Morrell St., 07202	Michael Cummings	436-5870
89A Cicarell 9th Grade Academy	209 Princeton Rd., 07208		
90 J. Christian Bollwage Finance Academy	447 Richmond St., 07202	John J. Byrne	436-6500
92 Katherine Johnson, Dorothy Vaughan and Mary Jackson STEM Academy	237 South Broad St., 07202	Theodore Panagopoulos	436-5023

\*Currently at the Dr. Nicholas Murray Butler Academy

\*\*Currently at Dr. Orlando Edreira Academy School No. 26

\*\*\*Currently at Monsignor João S. Antão School No. 31

\*\*\*\*Currently at the Frank J. Cicarell Academy

\*\*\*\*\*Currently at the Charles Harris Academy

# Elizabeth Public Schools Departmental Directory

## INSTRUCTION

Superintendent	Olga Hugelmeyer	Director, Early Childhood Education	Tracy Crosby
Assistant Superintendent for Teaching and Learning	Dr. Jennifer Cedeño	Director, Elementary & Secondary Education	Dr. Daphne C. Marchetti
Assistant Superintendent for Schools	Rafael A. Cortes, Jr.	Director, Equity and Inclusion/ EEOC/Affirmative Action Officer	Samuel Etienne
Assistant Superintendent for Schools	Judy Finch-Johnson	Director, Research, Evaluation, and Assessment	Amy Gil
Chief of Operations	Francisco Cuesta	Director, Special Projects	Dr. Dorothy McMullen
Director, Athletics	Bartolomeo Candelino	Director, Special Services	Dr. Michael Ojeda
Director, Bilingual & ESL Education	Dr. Sandra S. Nunes	Director, Staff Development and Innovative Programs	Dr. Kathleen Badalis
		Director, Student Services	Anthony DiDonato

## BUSINESS DEPARTMENT

School Business Administrator /Board Secretary	Harold E. Kennedy, Jr.	Supervisor, Food and Nutrition	Frank Cuzzola, Lilys Duran
Comptroller	Rajeev Malhotra	Supervisor, Security	Richard Shaughnessy
Assistant Comptroller	Jeannie M. Ball	Supervisor, Software Applications & Databases	Venkatesh Sagaram
General Counsel	Edward Kologi	Coordinator, Athletics /Special Activities	Philip Colicchio
Human Resources Specialist	Isolina Oyola	Coordinator, Buildings and Properties	Antonino Arcieri
Director, Food and Nutrition Services	Jamie J. Leavitt	Coordinator, Community Attendance Liaison	Jamil Jackson
Director, Plant, Property, and Equipment	Luis E. Milanes Jr.	Coordinator, Mechanics	TBD
Director, Security	Matthew Glackin	Coordinator, Transportation	Harold Cardenas, Jose Laranjeira
Director, Transportation	Michael Rijo	Coordinator, Warehouse	Eduardo M. Dias
Chief Information Officer (Technology)	Alberto A. Marsal	Deputy Counsel	Heather Savage-Ford
Purchasing Agent	Mario Rodrigues	Lead Investigator	Tomas Escribano
Supervisor, Accounts Payable	Guilherme Matheus	Associate Counsel/ Homeless Education Liaison	Vito Mazza
Senior Accountant/Payroll Manager	Jessica Alves		

## SUPERVISORS OF INSTRUCTION

Anti-Bullying	Peter Vosseler	Mathematics – PK-5	Mariestelle Magliano
Art	Tracy Monteiro	Mathematics – 6-12	Dr. Aaliyah J. McClinton
Athletics	Marthelly Luc, Jr.	Physical Education and Health	Joseph Przytula
Bilingual and ESL	Maria C. Triana-Gonzalez (PK-5), Rebecca Orellana (6-12)	Science – PK-12	Solomon Victor
Career and Technical Education	Crystal Ahearn	Social Studies – PK-12	Bruce Elflein
Early Childhood Education	Gissela Barnas	Special Services	Scott Cohen, Cheryl Ferry, Julia Lehman, Ali Abdul Malik, Justine McConkey, Nancy Morales-Frigoletto, Maria Yurenko,
Guidance	TBD		
Language Arts Literacy – PK-5	Vivian Castano		
Language Arts Literacy – 6-12	Edward H. Long	World Languages	Ileana Mena

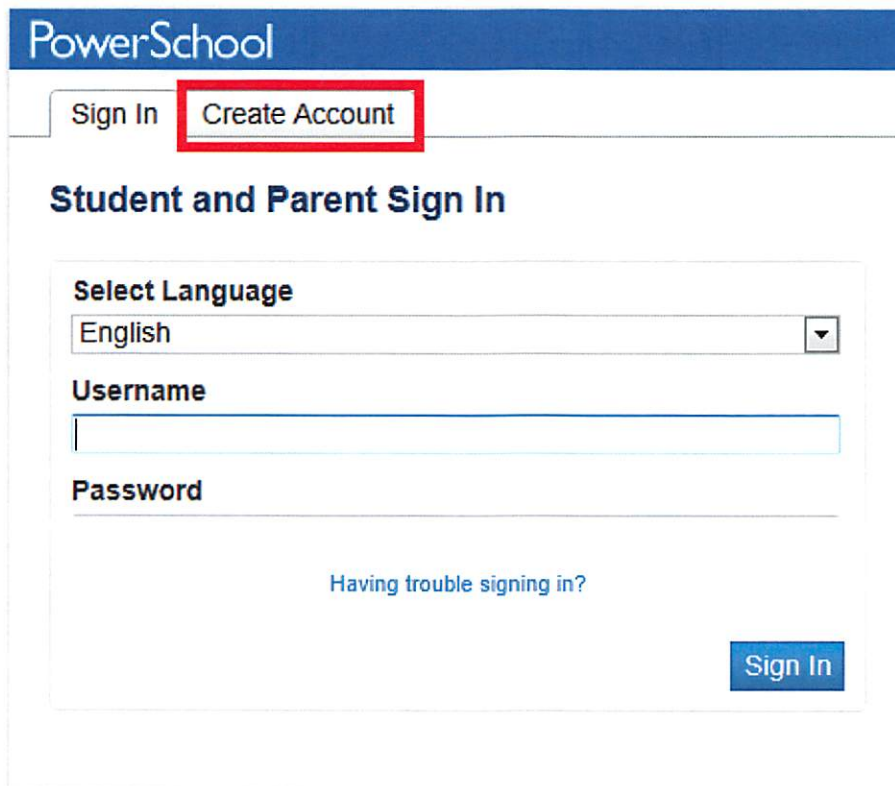


# Appendix B

## CREATE USER ACCOUNT ON THE POWERSCHOOL PARENT PORTAL

Once you receive the PowerSchool Web ID and Web Password credentials for your child at his/her respective school, you must follow the directions below to create a new account that will allow you access to the Parent Portal.

1. Open your Web browser to your school's PowerSchool Parent Portal URL. The Log In page appears.
2. Click **Create Account**. The Create Parent/Guardian Account page appears.



The screenshot shows the PowerSchool Parent Portal login interface. At the top is a blue header with the 'PowerSchool' logo. Below the header is a navigation bar with two buttons: 'Sign In' and 'Create Account'. The 'Create Account' button is highlighted with a red rectangular box. Below the navigation bar is the section title 'Student and Parent Sign In'. Under this title is a form with the following elements: a 'Select Language' dropdown menu currently showing 'English', a 'Username' text input field, a 'Password' text input field, a blue link that says 'Having trouble signing in?', and a blue 'Sign In' button at the bottom right of the form.

Use the following table to enter information in the Create Parent/Guardian Account section:

Field	Description
-------	-------------

First Name	Enter your first name.
Last Name	Enter your last name.
Email	Enter your email address. The email address you enter is used to send you select information, as well as account recovery notices and account changes confirmations. For more information, see <i>Email Notifications</i> .
Desired User Name	Enter the user name you would like to use when logging into the PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name.
Password	Enter the password you would like to use when logging into the PowerSchool Parent Portal. The password must be unique and a minimum of 6 characters.
Re-enter Password	Re-enter the password you would like to use when logging into the PowerSchool Parent Portal. The password you enter must match the password entered in the <b>Password</b> field.



## Create Parent Account

### Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Re-enter Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/> <input type="password"/>
Re-enter Password	<input type="password"/>

Password must:

•Be at least 8 characters long

•Not be a well known password.

Access ID	Enter the unique access ID for the student. This is ID you used previously to log into the Parent Portal for this student. <b>Note:</b> If you do not have this information, contact your school's PowerSchool administrator.
Access Password	Enter the unique access password for the student. This is password you used previously to log into the Parent Portal for this student. <b>Note:</b> If you do not have this information, contact your school's PowerSchool administrator.
Relationship	Indicate how you are related to the student by choosing the appropriate association from the pop-up menu.

### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship

2

Student Name

Access ID

Access Password

Relationship

3

Student Name

Access ID

Access Password

Relationship

Once you have finished entering all the information for the student's that will be linked to your account scroll to the bottom of the page and click Enter.

Once you have successfully created your account, you will be back at the login screen; here you will enter the new username and password you just created and the click Sign In.

[Sign In](#)[Create Account](#)

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

## Student and Parent Sign In

**Select Language**  
English 

**Username**  
DonaldDuck

**Password**  
••••••••

[Having trouble signing in?](#)

**Sign In**

After signing in, you will be able to access the information for all the students linked to your account by clicking the student's name in the top left corner of the screen.

Welcome, **Donald Duck**



*Every Child, Achieving Excellence*

**500 N. Broad Street  
Elizabeth, NJ 07208  
908.436.5000  
[www.epsnj.org](http://www.epsnj.org)**