



Dr. Orlando Edreira Academy, School No. 26

STUDENT HANDBOOK

2019-2020

This handbook belongs to

Think · Learn · Achieve · Care

Elizabeth Public Schools
Elizabeth, New Jersey

Dear Students,

Welcome to a new school year at Dr. Orlando Edreira Academy, School No. 26. We are excited about the new school year, and the changes that have come to our school. As always, our goal is to provide you with the best educational experiences possible. We take pride in knowing that you will exit this school with the knowledge, skills, and understandings necessary to make you successful students, and more importantly, successful people in future years. To that end, we have worked hard to ensure you will learn in a safe and friendly environment, with knowledgeable and capable faculty ready for the exciting year ahead of us. Our aim is to maximize your experiences in and out of the classroom and to provide you with a world class education. We set high standards for our students because we care. We want you to excel and flourish, both personally and academically. We believe that by demanding accountability and self-discipline we will encourage our students to attain at the highest possible level. The information in this handbook will describe your responsibilities and rights as a student at Dr. Orlando Edreira Academy, School No. 26. Please review the information in it and return the signed 2019-2020 Letter of Commitment to your homeroom teacher no later than September 20, 2019.

The commitments and values described in this handbook are important to the orderly operation of this school. The policies described within it are Board policies that have been enacted to ensure the safety and wellbeing of all students who attend this school. We ask that you adhere to the policies described in it. It is only when we all do our part, make good decisions, and make a positive contribution to the building, that it will be a school we can all be proud of. We are happy to have you here and wish you the best of luck for a great school year.

Best wishes,

Howard Teitelbaum
Principal

DISTRICT VISION STATEMENT

The Elizabeth Public Schools will be one of the best school systems in America.

MISSION STATEMENT

The Dr. Orlando Edreira Academy, School No. 26 is designed to support the belief that all children can succeed. We believe that the education of the whole child is key to the success of anyone who seeks to become a viable, caring, creative, and innovative member of their community and of the world.

PLEDGE OF ETHICS

The Professional Learning Community includes all students, parents, and staff of the Elizabeth Public Schools.

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.

Student Responsibilities

All students are responsible for maintaining a satisfactory level of academic performance. This is demonstrated by completing all the required assignments, benchmarks, class work, homework, and projects/papers and achieving a grade of *Satisfactory* (70) in elementary grades or a 70 at the middle school level. Dr. Orlando Edreira Academy 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 or *NI* will be referred to summer school classes and **may face retention** in his/her current grade. Students' grades are accessible via the PowerSchool online system at <https://sis.elizabeth.k12.nj.us/public/> .

Board Policies

ATTENDANCE

According to State Law, it is the obligation of every parent to ensure that every child under his/her care and supervision receives an adequate education and training and, if of compulsory age, attends school. A student must be in attendance 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 to which he/she is assigned, no more than a total of (9) nine absences is allowed. Anything beyond that the student might need to attend summer school or face possible retention.

Dr. Orlando Edreira Academy has an additional attendance policy. While the one above reflects the need to be in school in order to receive the required instruction needed to be academically successful, students who are chronically absent or late face possible removal from this school. Students are allowed fourteen (14) tardies/lates/early dismissals or fourteen (14) absences for the school year. **Anything above that, the student will be subject to removal from Dr. Orlando Edreira Academy and will be returned to his or her neighborhood school.** You are able to find out how many days your child is late by calling the school or looking on Power School. Additionally, every progress report and report card shows the number of tardies or absences. A tardy is when a child arrives at school after 7:30 or leaves before 3:00 and includes what is typically referred to as a tardy, late, or early dismissal. Excused tardies and absences will not count toward our attendance policy. Please review the board policy to determine which tardies or absences are considered excused. **The school opens its doors and allows students in at 7:05 which is 25 minutes before we mark students late.**

CARE OF SCHOOL PROPERTY

Vandalism - Rules against vandalism are strictly enforced. Vandalism includes any damage to school property, no matter how seemingly insignificant. Parents will be expected to pay for damage done by their children.

Lockers - Lockers are the property of the Elizabeth Board of Education. The school has the right to inspect lockers as they are school property. Unannounced locker inspections may be randomly conducted throughout the school year.

Laptops- All K-8 students are eligible to receive Windows laptops to support learning. Middle school students may be allowed to take their computers home daily to charge. It is at the discretion of the school and teacher whether or not to allow computers home, and under what conditions. All students with laptops must adhere to Board File Code: 6142.10. This code is on our website in its entirety. Parents are responsible for lost or damaged computers.

CELL PHONES AND ELETRONIC DEVICES

Cell phones, IPod, beepers, headphones, radios, and other electronic devices are not to be used in school. They will be confiscated if seen and a parent must come to school to pick up the confiscated items. Students who need a cellular phone for any specific reason may have parents come to school in person and request a waiver so their child may bring a cellular phone to school.

The school will hold all cellular phones in a secure location during the school day, and return them to students at dismissal.

DISCIPLINE POLICY

Respect and responsibility is the cornerstone of an Elizabeth Public School education. The ideal discipline is self-discipline acquired gradually as a child grows. Our expectations for student behavior include respect for all members of the school community. We expect our students to be kind, courteous, cooperative, and hard-working. In accordance with the Elizabeth Board of Education Policy Code 5131, the board prohibits acts of harassment, intimidation, or bullying/cyber-bullying against any student.

Bullying is defined as any gesture, written, verbal or physical act that is perceived as being motivated either by any actual or perceived characteristic, such as including but not limited to: race, color, religion, creed, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap. Bullying will not be tolerated and will be fully investigated with appropriate action taken to ensure that it does not happen again.

Student misbehavior which can be treated within the classroom environment by the implementation of simple modification of behavior patterns shall be the responsibility of the classroom teacher. Principals shall ensure that discipline is administered uniformly within each school.

The following are reasons for suspensions:

- Involving oneself in a physical fight.
- Smoking, drinking alcohol, or use of any controlled or illegal substance on school property or at any school sponsored event.
- Making threats/cyber-threats to other students or engaging in other unacceptable behavior.
- Demonstrating disrespect towards a faculty member, including threats, use of inappropriate language.
- Defiance of authority and disruption of the educational process.
- Stealing or extortion.
- Harassment, intimidation or bullying/cyber-bullying.
- Leaving school without permission.
- Possession of any kind of weapon.
- Arson or false fire alarm.
- Any type of inappropriate sexual activity.
- Violation of the "Internet Use Policy."

DISMISSAL

To ensure the safe and orderly dismissal of all students from the school we ask that you adhere to the following important matters:

- An early dismissal is when a child is signed out of the building before 2:45

- From 2:45-3:00 no student will be called down to the office for dismissal. Parents will have to wait until the school dismisses all students at 3:00.
- No parents will be allowed to enter the building between 2:45 and 3:00.
- If you require a change in how your child is dismissed, for a given day or permanently, it **must be submitted in writing**. As minors, students are not permitted to relay instructions to the office that change the status of their dismissal (e.g. taking the bus, walker, parent pick-up).
- We understand that emergencies do occur. If you are going to be late at dismissal please call the main office at (908) 436-5970 to inform us. If we do not hear from you and you are more than 30 minutes late Board policy dictates that DCP&P/DYFS and the Elizabeth Police are both called.

DRESS CODE/UNIFORMS

Clothing should not detract from the educational process, either through creating an unsafe or dangerous environment, or by calling undue attention away from the learning environment.

Unacceptable clothing includes:

- Hats, bandanas, scarves, and other inappropriate head gear - including hooded garments.
- Wearing any article containing offensive or obscene symbols of language that can be disruptive or a distraction to the educational process at school.
- Half-shirts, belly shirts and halter-tops.
- Transparent garments.
- Any other garment that calls attention away from the educational climate.
- Shoes that might be dangerous such as open heeled shoes or flip-flop style shoes

Students in schools with uniforms must wear the complete uniform at all times. Dr. Orlando Edreira Academy is a uniform school and adheres to the school uniform policy requiring students to be in a full approved school uniform every day. **Students who are not in a complete uniform for six or more days over the course of the year will be considered to be openly defying a requirement of the school and will be in violation of the uniform policy. Such student will be subject to additional discipline action relating to “Defiance of authority and disruption of the educational process.” Students in violation of the uniform policy will be transferred back to their neighborhood school after the sixth instance of not being in complete uniform.**

EARLY DISMISSAL

A student requesting an early dismissal from school must bring a note from a parent or guardian to the classroom teacher or main office. The note must contain a phone number at which the parent or guardian can be reached. The main office will then call to verify the note and/or clarify instructions. The parent or guardian must pick up the student at the approved time from the main office and sign the student out of school.

EMERGENCY DRILLS

Crisis Drills include Lockdown, Heightened Alert, and Shelter-In- Place. All procedures for responding to these drills are posted in every classroom. During Crisis Drills, the principal or person in charge will give directions over the PA system. All students, staff, and visitors must adhere to the instructions. Some of these drills require the schools to be "locked-down." During a

lock-down, no one may enter or leave the building and phones will not be answered. At least one crisis drill and one fire drill will be conducted each month. Drills will occur at random times and are unannounced to faculty and staff. Drills are planned over a month in advance and cannot be adjusted for convenience or to occur only during fair weather.

EMERGENCY SCHOOL CLOSINGS AND DELAYED OPENINGS

Emergency school closings and delayed openings due to inclement weather or any other emergency situation will be announced on the following radio/television stations: WOR (710 AM), WINS (1010 AM), WCTC (1450 AM), WMGQ (98.3 FM), NJ (101.5FM) as well as on WABC-TV, News 12 New Jersey, and FOX WNYW. You may also go to our district's website: <https://www.epsnj.org/Page/1> and click on "School Delays, Closings, and Emergency Announcements." The district also utilizes a Honeywell telephone messaging system. Therefore, it is critical that the main office has your most recent home telephone number at all times.

FINES

The school furnishes books and materials such as calculators, musical instruments, laptops, etc. to all students. It is expected that the students will properly safeguard and take care of these items. Parents are responsible for the replacement and payment of any lost or damaged books or materials. Students will be fined appropriately for each lost workbook, textbook, library book, musical instrument, or tablet.

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. Information related to food services such as applications, lunch menus and nutrition information may be found on the following website: <http://www.schoolnutritionandfitness.com/index.php?sid=0803111947313688>

HEALTH SERVICES

The school nurse is available during school hours for the administering of authorized prescribed student medication and medical emergencies. Parents/guardians need to provide the school main office and the nurse a current contact telephone number for student medical emergencies. All prescribed medication must be in clearly labeled bottles and accompany a doctor's note. All medicines and paperwork for them must be renewed each year. She can be reached directly at (908) 436-5960.

HOMEWORK HOTLINE

The district Homework Hotline is in effect. By calling the hotline at any time, you may listen to a recording of your child's homework assignments or leave a message for your child's teacher. Here is how it works:

- Dial 908-436-6130.
- When prompted, press 1 to listen to the message in English, or 2 for Spanish.
- When prompted, press 1 if you know the teacher's mailbox number. You will then be prompted to enter the mailbox number and to press the # sign.

- If you do not know the teacher's mailbox number, you will be prompted to press 2. You will then follow the directions given to locate the mailbox number by spelling out the teacher's last name and first name using your phone's keypad.
- After entering the mailbox number of your child's teacher, you will be given the choice of listening to a recording of the homework, assignments or leaving a voice message for the teacher.

INTERNATIONAL BACCALAUREATE

Dr. Orlando Edreira Academy is committed to the IB program in all grades and for all students. To that end what classes, how they are taught, and the expected learning outcomes are heavily influenced by the IBO's philosophy and pedagogy. IB is a prestigious educational program that will help your child be a successful learner and citizen in a 21st century globally connected world. We expect all students to adhere to the program's requirements. To achieve that goal, we ask that all parents support their children to become internationally minded students by also becoming more aware of the IB program and reinforcing its concepts, ideas and ideals at home. Requirements specific to the MYP include, but are not limited to Language Policy, Academic Honesty Policy, Assessment Policy, and Inclusion/Special Educational Needs Policy. All of these policies are posted on the school's website at: <https://www.epsnj.org/Domain/41> For more information on our IB programs please reach out to our IB coordinators, or the IB website. <http://www.ibo.org/informationfor/parents/>

Dave Reese	PYP (grades PreK-5)	reesegda@epsnj.org	(908) 436-5965
Bill Clark	MYP (grade 6-8)	clarkwi@epsnj.org	(908) 436-5959
Diane Bliss	MYP (grades 6-8)	blissdi@epsnj.org	(908) 436-4886

INTERNET POLICY/CYBER BULLYING

All students and parents/guardians are required to read, sign, and return the district's "Internet Use Policy" for computer use. The following conduct is not acceptable:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using an unauthorized password.
- Giving others access to your password.
- Trespassing in folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Accessing chat rooms unrelated to school study or assignments.

PARKING LOT

During arrival (7:00-7:45) and dismissal (2:45-3:15) no parent or guardian will be allowed to drop off or pick up students in front of the school. You are welcome to park in any non-reserved space

that is available in our parking lot. At no time should you park in any area not designated as a parking space or along the school in the fire zone (yellow painted curb).

PROMOTION/RETENTION POLICY

The Elizabeth School District 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:

- Students who demonstrate proficiency at the end of a given grade, as measured by the following criteria, will be promoted to the next grade:
 - Proficiency of required skills as measured by the Elizabeth Public Schools Summative Assessment Portfolio
 - Final report card grades of E, G, S in Elementary grades and 70 or above in Middle grades, in Reading/English/Language Arts Literacy or Mathematics
 - Attendance
- 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.
- Students who do not meet the proficiency requirements and attendance criteria by the end of the summer school program will be retained.
- 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 the student's eligibility for promotion.

Parents/guardians will be notified in the event that his/her child may be retained. The final decision in all cases will rest with school authorities.

REPORT CARDS

Report cards are sent home four times during the school year. Each marking period consists of approximately 45 days. For grades 1 through 5, the report card envelope must be signed by a parent or legal guardian and returned the following day to the classroom teacher. Middle school report cards are mailed directly to the home address. Students in the middle school (grades 6-8) will additionally receive an IB report card along with the standard Elizabeth School District report card. For purposes of promotion, retention, and grade point averages only the District report card will be used, however the International Baccalaureate requires the school to communicate standards based student achievement data with parents that the IBO has established.

SECURITY

Schools are committed to providing 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 and submit to a general search 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. Visitors are not allowed to move freely around the building without prior approval or without being escorted by a staff or faculty member. Lockers are the property of the Board and are subject to search when there is reasonable suspicion they contain items prohibited in school.

Attendance and Tardiness Policy

Attendance and tardiness is strictly enforced. Failure to comply with stated guidelines will result in the student's removal from the school.

Attendance:

The following procedures are in place for monitoring student absence. If your child is absent for ten consecutive school days or absent intermittently fifteen days they will be transferred to their neighborhood school.

ABSENCE

Day's 1-9 Phone calls from the school office will be made unless absence is reported.

Day 10 Attendance officer visits home to review child's attendance status. A letter is sent home by administration notifying parents of the number of absences. Meeting with Attendance Task Force, parent, and child will be arranged. Parents may document extenuating circumstances at this time.

Day 12 A letter will be sent home informing you that your child will lose his/her place at magnet school upon their fifteenth day of absence. The Attendance Task Force will update and review the case.

Day 15 Child will be transferred to their neighborhood school.

Tardiness/ Early Dismissal

The following steps are in place for student tardiness and early dismissal. Please remember that students must report to school at 8:15 a.m. and are considered tardy at 8:20 a.m. Students arriving late due to bus complications will not be counted as tardy.

Day 5 Phone call and/or letter will be sent out notifying parent/guardian that student is in danger of losing his/her place at magnet school.

Day 10 Meeting with Attendance Task Force, parent, and child will be arranged. Parents may document extenuating circumstances at this time. Attendance Task Force will review case and attendance pattern.

Day 12 A letter will be sent home informing you that your child will lose his/her place at magnet school upon their fifteenth day of tardiness. Attendance officer will make a visit to your home to insure you understand your child must report to school on time 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 their neighborhood school.

Please understand that this policy is intended to give your child the benefit of our magnet program. Students who miss time from school are missing valuable school experience. If you have any questions regarding this policy, please do not hesitate to contact guidance counselor.



Olga Hugelmeyer
Superintendent of Schools

Howard Teitelbaum
Principal

Contract of Commitment to Dr. Orlando Edreira Academy, School No. 26

We _____ (student name) and _____ (parent/guardian name (s))
commit to the following standards for the 2019-2020 school year.

We understand that:

- Dr. Orlando Edreira Academy is an extended day school. School operates from 7:30 AM to 3:00 PM for a 180 day school year. The school year may be extended if snow days or emergency days are utilized.
- Dr. Orlando Edreira Academy, its faculty, students, and community are committed to the International Baccalaureate program and will work tirelessly to embrace and embody all of its requirements, policies, ideas and ideals promoting internationally minded students whose goal is to make a better world for all.
- All students must meet district/school discipline policy standards of behavior and discipline.
- It is my responsibility to ensure that my child attends school on a regular basis and adheres to the discipline and academic policies at the school. Students will lose their spot at magnet school and be transferred back to their neighborhood school under the following circumstances:
 - All students must maintain satisfactory levels of attendance.
 - Fifteen instances of arriving to school late (i.e. after 7:30 AM) and/or early dismissal (before 3:00 PM)
 - Unexcused absences of ten consecutive days or fifteen intermittent days
 - More than 9 absences may require the student to attend summer school
 - All students must wear appropriate uniforms at all times.
 - Gym attire must be the appropriate uniform t-shirts, sweatpants or shorts.
 - Six instances of student failure to wear the full school uniform may result in a transfer to their neighborhood school.

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

Parent/Guardian Name (print)

Student Signature

Date

Student Name (print)

PLEASE RETURN THIS COPY TO THE SCHOOL.



Olga Hugelmeyer
Superintendent of Schools

Howard Teitelbaum
Principal

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Parent/Guardian Signature

Date

Parent/Guardian Name (print)

Student Signature

Date

Student Name (print)

PLEASE RETAIN THIS COPY FOR YOUR RECORDS