



Elizabeth High School

Frank J. Cicarell Academy

Olga Hugelmeyer, Superintendent

Michael Cummings, Principal

Thomas O'Donnell, Vice Principal

August 2019

Dear Parents/Guardians and Families:

On behalf of the staff here at Elizabeth High School - Frank J. Cicarell Academy, it is with great pleasure that we welcome all of our new families as well as our returning families to the 2019 – 2020 school year! We are looking forward to a productive partnership with you in order to ensure that our children reach their highest academic potential possible. As partners, we will work together to nourish a rich and rewarding education for our students. The school year will be both inspiring and academically successful; as a result, together, we will supply every child with the necessary tools to become lifelong learners and outstanding citizens in the future. We share the responsibility for our children's success and we want you to know that we will work diligently to implement our mission – for we do believe it is very important that *every child achieves excellence*.

➤ **First Day of School / Arrival and Dismissal Procedures**

The 2019 – 2020 school year will begin on **Thursday, September 5th, 2019**. Classes will be in session between the hours of **7:45 a.m. until 3:20 p.m.** In order to help facilitate a smooth transition, please adhere to the following arrival and dismissal procedures:

All students will report to their homerooms where they will receive their schedule. After first period, students will have a regular day of school.

➤ **Breakfast Program**

School breakfast is 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 and nutrition information may be found by visiting our district website at www.epsnj.org.

Our doors open every day at 7:15 a.m. for students who arrive early and wish to eat breakfast at school.

➤ **Uniform Policy**

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.



Elizabeth High School

Frank J. Cicarell Academy

Olga Hugelmeyer, Superintendent

Michael Cummings, Principal

Thomas O'Donnell, Vice Principal

Uniforms are expected to be worn on a daily basis. Please note that hats, bandanas, scarves, and other inappropriate head gear, including hooded garments, are not part of the school uniform and should not be worn. It is the responsibility of the parent/guardian to purchase the proper school uniform for his/her child. If a student moves to another school that has a different school uniform, any purchase of a school uniform for the new school will also be the responsibility of the parent/guardian. **(EBOE Policy Code 5132, 5133)**

STUDENT UNIFORM LIST

BOYS	Grades 9-12
	White Oxford Shirt* Navy Blue Tie Khaki Pants Navy Blue Socks Black Flat Shoes Appropriate for School Navy Blue Cardigan Sweater* Navy Blue Blazer*
GIRLS	Grades 9-12
	White Oxford Shirt* Navy Blue Cross Tie Khaki Pants/Skirt Navy Blue Tights or Socks Black Flat Shoes Appropriate for School Navy Blue Cardigan Sweater* Navy Blue Blazer*

PHYSICAL EDUCATION

- White T-Shirt* or Navy Blue Sweatshirt*
- Navy Blue Mesh Shorts* or Navy Blue Sweatpants*
- Sneakers (Black)

NOTE: Grade 9-12 students must bring their gym uniform to change for physical education class.

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

**Khaki shorts must be knee high and only worn between May 15th and October 1st.



Elizabeth High School

Frank J. Cicarell Academy

Olga Hugelmeyer, Superintendent

Michael Cummings, Principal

Thomas O'Donnell, Vice Principal

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/academy.

➤ Communication

It is extremely important that we have the most updated phone numbers and home address so that we may contact you in the event of an emergency or to discuss your child's progress. Please be sure to notify both the teacher *and* the main office at any time throughout the course of the school year if there is a change in address and/or a phone number. Open communication between the home and the school is expected and is one of the most pertinent keys to academic success in school.

Guidance Counselors and Administrators are available to meet with students throughout the course of the school year. Please call ahead in order to make an appointment so as to discuss your concerns.

➤ District Forms

Please kindly review, sign, and return the packet of information with your child on the first day of school.

- 2019 – 2020 Emergency Form
- Student Internet & Network Permission Form
- Media Release Form
- District Website Parent/Guardian Consent Form
- Emergency Information
- Notice Regarding Physical Form
- Authorization for Release of Confidential Medical Information
- Bulletin 45: Request for Student Supervision Afterschool Dismissal Form
- 2019 – 2020 District School Calendar

➤ District's Code of Student Conduct

The 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 pupils. The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.



Elizabeth High School

Frank J. Cicarell Academy

Olga Hugelmeyer, Superintendent

Michael Cummings, Principal

Thomas O'Donnell, Vice Principal

For the full version of the Code of Student Conduct policy, please visit
<https://www.epsnj.org>.

➤ Electronic Devices and Other Personal Property

Cell phones, iPods, 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. Schools are not responsible for lost, damaged, or misplaced electronic devices.

Additionally, I would like to elaborate on our cell phone policy, which is available in our Student Handbook. This policy will be vigorously enforced this school year in order to maintain an academic environment for teaching and learning.

ELIZABETH HIGH SCHOOL CELL PHONE POLICY

During every class, cell phones are to be kept either in lockers, backpacks or bags. The cell phones are to be turned off and out of reach for the entire class period. The only exception when cell phones may be permitted in class is when the instructor utilizes cell phones to facilitate learning. Students may also use their cell phones during their designated lunch period in the cafeteria only. Telephone calls are **not** to be made in the hallways. Photographs and/or videos are **not** to be taken by students with their cell phones without the expressed permission of a teacher and/or administrator. Cell phones will **not** be used to cheat or to aid any other student in cheating.

➤ Attendance

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)**

- Any student who accumulates more than nine (9) absences during the school year, in a subject area, may have credit for that course withheld, even if absences are medically excused.
- Students who attain four (4) or more absences during the 4th marking period may have credit withheld.



Elizabeth High School

Frank J. Cicarell Academy

Olga Hugelmeyer, Superintendent

Michael Cummings, Principal

Thomas O'Donnell, Vice Principal

- Any student who is unprepared for Physical Education nine (9) times or more may have credit for that course withheld.

➤ Safety and Security

Please note that the safety of our students is of the utmost importance to us. Therefore, please have the proper photo identification readily available for the security guards in order to receive a visitor's pass upon entering the building. An orderly school environment is essential to the success of our learning program.

➤ Graduation Requirements

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.

Academic Requirements:

- Twenty (20) Credits in language arts literacy;
- Twenty (20) Credits in mathematics (including Algebra I, Geometry, Algebra II and higher mathematics);
- Fifteen (15) 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;
- Two-and-a-Half (2.5) Credits in financial literacy;
- Twenty (20) 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.
- Sixteen (16) 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;
- Five (5) Credits in visual and performing arts;
- Five (5) Credits in 21st century life and careers, or career-technical education;
- Fifteen (15) Credits in World Languages;
- Technology literacy, consistent with the New Jersey Student Learning Standards, integrated throughout the curriculum;



Elizabeth High School

Frank J. Cicarell Academy

Olga Hugelmeyer, Superintendent

Michael Cummings, Principal

Thomas O'Donnell, Vice Principal

- All courses shall be taught at the college preparatory, honors, or advanced placement levels;
- 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
- 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.

➤ **Freshmen Orientation**

Students in Grade 9 are invited to a Freshmen Orientation on ***Wednesday, August 21st, 2019 from 9:00 a.m. to 11:30 a.m.*** The Orientation / Open House is intended to offer students the opportunity to tour their new school building and to meet their teachers, counselors, and administrators.

➤ **Back-to-School Night**

Our Back-to-School Night will be held on Thursday, October 3rd, 2019 at 6:30 p.m.
During this time, parents will have the opportunity to speak with teachers, visit classrooms, and sign up for the PTO. Please consider signing up.

Sincerely,

Michael Cummings
Principal