



J. Christian Bollwage Finance Academy

Olga Hugelmeyer, Superintendent

Dr. Megan Marx, Principal
Antonio Almeida, Vice Principal

August 2019

Dear Parents/Guardians and Families:

On behalf of the staff here at J. Christian Bollwage Finance 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:

- On the **first day of school, students will report to their homeroom at 7:45 a.m.**
- **Schedules for the Freshmen Class** will be distributed at the Freshmen Orientation (Homeroom Numbers will be listed on the schedule).
- Schedules will also be available on PowerSchool in late August and posted in the Main Entrance on the first day of school.

Period 1	7:45 a.m.	-	8:32 a.m.
Period 2	8:36 a.m.	-	9:25 a.m.
Period 3	9:27 a.m.	-	10:14 a.m.
Period 4	10:18 a.m.	-	11:05 a.m.
Period 5	11:09 a.m.	-	11:56 a.m.
Period 6	12:00 p.m.	-	12:47 p.m.
Period 7	12:51 p.m.	-	1:38 p.m.
Period 8	1:42 p.m.	-	2:29 p.m.
Period 9	2:33 p.m.	-	3:20 p.m.



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➤ 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.

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
	Light Blue, Long or Short Sleeve Oxford Shirt* Gold and Navy Blue Tie Khaki Pants Navy Blue Socks Black, Dark-Brown or Navy Blue Flat Shoes Appropriate for School Navy Blue Blazer*
GIRLS	Grades 9-12
	Light Blue, Long or Short Sleeve Oxford Shirt* Gold and Navy Blue Cross Tie Khaki Pants/Skirt Navy Blue Tights or Navy Blue Knee-High Socks Black, Dark-Brown or Navy Blue Flat Shoes Appropriate for School Navy Blue Blazer*



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PHYSICAL EDUCATION

- T-Shirt* or Sweatshirt*
- Shorts* or Sweatpants*
- Sneakers

If students are not prepared with the proper attire for Physical Education, they must be in full uniform and will, ultimately, lose credit for class that day.

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.

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.

As previously noted, students must be in full uniform daily and at all times; this means during arrival and dismissal, while transitioning in the hallways, and while in the cafeteria. All students, even those who have Gym 1st period, must report to school in full uniform. Jackets and other outerwear must be left in lockers and may not be carried throughout the school day. Although students will be able to remove their blazers while in the classroom, it must be draped across the back of the chair and not placed on tables, on shelves or in bookbags.

Uniform infractions will result in suspension pending a parent conference and an afterschool detention or a Saturday detention. Students who report to school without a full uniform will have to notify a parent/guardian in order to have the uniform brought to school. Students will remain near the main entrance or in the nurse's office until contact is made with a parent/guardian in regards to the uniform. Students will lose attendance credit for missed classes due to uniform infractions.

➤ 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.



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Please do not hesitate to reach out to us with any questions at (908) 436-6500. Additional information is available on the Bollwage Finance website, which is accessible through the Elizabeth Public Schools website (www.epsnj.org) and on our school's Facebook page.

➤ 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.

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.



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The only exceptions to cell phone and/or headphone usage is when a student has written permission from a teacher for a specific assignment or if the student is in the cafeteria during breakfast and/or his/her lunch period. Aside from these two exceptions, cell phone and/or headphone usage cannot be visible and/or used in classrooms/hallways at any other time. If parents/guardians should need to contact students, they may do so by calling the main office at 908-436-6500.

Bluetooth speakers are not allowed in the building and will be confiscated at the school entrance.

If a student receives an infraction and refuses to turn in his/her cell phone or electronic device to a teacher, the student will receive a suspension pending a parent conference and a Saturday detention.

➤ 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)**

Students are expected to arrive to school on time. Consequences for tardiness will include phone conferences with a parent, afterschool detentions, and, possibly, Saturday detentions.

➤ 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.



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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;
- Ten (10) Credits in World Languages;
- Technology literacy, consistent with the New Jersey Student Learning Standards, integrated throughout the curriculum;
- 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**

Our Freshmen Orientation will be held on Thursday, August 22nd, 2019 from 10:00 a.m. to 12:00 p.m. At the Freshmen Orientation, students and parents will have an opportunity to learn more about Bollwage Finance. Students must have a parent/guardian present and parents must have completed the re-registration form and signed the acceptable use policy in order for students to receive their laptop.



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➤ Back-to-School Night

Our Back-to-School Night will be held on Wednesday, October 2nd, 2019 at 7:00 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.

We expect great things from our students and we look forward to ensuring that your child achieves excellence. This will be another great year for our school and for our students!

Sincerely,

Megan Marx, Ed.D.
Principal