



Thomas A. Edison  
**Career &  
Technical**  
Academy

Thomas A. Edison  
**Career & Technical**  
9th Grade at  
Charles W. Harris Academy

Olga Hugelmeyer, Ed.D., Superintendent of Schools

Danny Ortiz, Interim-Principal

Dalia Morssi Elrakaybie, Vice Principal

Justine K. McConkey, Ed.D., Vice Principal

August 2024

Dear Parents/Guardians and Students,

We, the entire staff here at **Thomas A. Edison Career & Technical Academy**, are honored and elated to welcome all of our students and family members to the 2024-2025 school year ***beginning on Friday, September 6<sup>th</sup>***! Our promise is to provide an innovative and personalized learning environment that ensures that every child achieves excellence. Within a safe, rigorous, and welcoming environment, we believe that every student can and will learn at his/her optimal level in order to reach their highest educational potential.

Please take the time to visit our district website and the ***Back to School*** link at <https://www.epsnj.org/Page/4374> for additional information on returning to school. Required forms can be found under the “***Forms and Applications for Your Child***” tile in the linked website noted above. **Please note that all forms must be submitted by Friday, September 6<sup>th</sup>.**

Many of the important topics addressed in detail on the district website are also provided below for your immediate review:

#### **FIRST DAY OF SCHOOL / ARRIVAL AND DISMISSAL PROCEDURES**

***The 2024–2025 school year will begin on Friday, September 6<sup>th</sup>, 2024.*** Instruction will be conducted during the hours of 7:45 a.m. to 2:29 p.m. In order to help facilitate both a smooth and orderly mode of transition during the times of arrival and dismissal, please adhere to the following safety procedures:

- Locations:  
**Edison Main Building: 625 Summer St.**  
**Edison 9<sup>th</sup> Grade Annex: 425 Grier Ave.**
- Doors at both the Edison Main and Edison Annex will open at 7:00 a.m.
- Classes begin at 7:45 a.m., therefore students should plan to arrive to school early in order to account for traffic, security checks, and navigating the building.
- When arriving at school, students will report to their 1<sup>st</sup> Period class. Schedules are available on PowerSchool.
- Please ensure that your child wears the complete Edison Academy uniform which consists of the Teal Collared Polo shirt, long solid black pants, and all-black footwear.



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### **EPS SCHOOL CALENDAR**

We ask that you guide and support your child's learning by ensuring that he/she attends school daily, arrives on time, and is ready for the day's learning experience.

To review the EPS School Calendar for the 2024–2025 school year, please visit the following link: [School Calendar for 2024-2025.pdf \(epsnj.org\)](https://www.epsnj.org/school-calendar-for-2024-2025.pdf)

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### **POWERSCHOOL PARENT PORTAL INSTRUCTIONS**

PowerSchool is an electronic management system that is utilized by the Elizabeth Public Schools in order to collect, store, and maintain pertinent student data and records. The application provides parents with real-time access to information that pertains to a student's schedule, attendance, grades, and academic progress; it also offers a convenient and accommodating way for both parents and teachers to communicate as needed. Therefore, everyone stays connected. Schedules for the upcoming 2024-2025 school year will be available to view on PowerSchool on **Thursday, August 29<sup>th</sup>**.

### **NEW AND RETURNING PARENTS TO EPS**

Parents of new students must request a new account in order to input all of the information required to navigate the PowerSchool Parent Portal. Parents of existing students will need to log in, input, and update any changed information that has occurred for their child.

To obtain instructions on how to navigate the PowerSchool Parent Portal, please visit the EPS website at [Student and Parent Sign In \(powerschool.com\)](https://www.epsnj.org/student-and-parent-sign-in).

If you experience technical difficulties while accessing your child's PowerSchool information, please contact your child's school or visit the EPS website at [Student Support Services / Student Registration \(PreK-12\) \(epsnj.org\)](https://www.epsnj.org/student-support-services). From there, please click on the ***"PowerSchool Parent Portal Help"*** tab. Please scroll down and click on the school that your child currently attends. You will then be directed to complete an online contact form. After clicking the ***Save*** and ***Done*** buttons at the bottom, your request will be submitted and someone from the school will be in contact with you as soon as possible.



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### **POWERSCHOOL STUDENT PORTAL INSTRUCTIONS**

To obtain instructions on how to navigate the PowerSchool Student Portal, please visit the EPS website at [Student and Parent Sign In \(powerschool.com\)](https://www.powerschool.com).

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### **UNIFORM POLICY**

The intended purpose for the EPS dress code is to promote a positive self-image and to enhance school pride amongst our students. Health, safety, and educational well-being are the primary objectives for the dress code with the goal of fostering an environment that is conducive to discipline as well as to education. School uniforms are expected to be worn on a daily basis.

The uniform and dress code requirements for your child's school are provided on the EPS website at <https://www.epsnj.org/Page/4374>. Please refer to the "*Uniform and Dress Code Policies*" tile and follow the instructions provided.

Parents, we are asking for both your cooperation as well as your support regarding your child's adherence to the uniform policy. Students who do not adhere to the school uniform policy will not be permitted to enter the building on **Friday, September 6<sup>th</sup>** or any school day thereafter. Please do not hesitate to contact the main office if you should have any questions with respect to the uniform policy.

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### **ELECTRONIC DEVICES**

**For the past few years, our school has operated as a 1:1 technology school; and as a result, all students will continue to utilize a laptop computer for their daily classroom instruction.** Students should make every effort to take excellent care of their laptops throughout the school year, as this is a very special privilege. Our 1:1 technology implementation will continue to ensure that our students attain the competitive standards that are needed to foster both college and career readiness. *All students are required to bring their charged laptops and power cords to school daily.*

### **NEW ENTRANTS**

All new students to the district will receive their laptop during the first week of school.



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### 9<sup>TH</sup> GRADE STUDENTS

Freshmen will receive their laptops at the 9<sup>th</sup> Grade Orientation which is scheduled to take place on **August 27<sup>th</sup>, 2024 at 425 Grier Ave. at 10:00 a.m.**

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### **STAY CONNECTED**

#### **Receive School Reminders/Updates via Text Message!**

Sign up to receive messages from your child's school and the Elizabeth Public Schools

### NEW AND EXISTING PARENT INSTRUCTIONS

It is extremely important that we have the most updated home address and/or phone numbers so that we may contact you in the event of an emergency or to discuss your child's progress. Please be sure to update your contact information by logging into your PowerSchool Parent Portal and filling out the Emergency Information form found under the Forms link throughout the course of the school year should there be a change in either your home address and/or phone number. Open communication between the home and the school is expected and is one of the more pertinent keys to academic success in school.

Our Notification System enables staff members to contact parents through email, text, and through verbal messages recorded on the phone. Through this system, parents are immediately alerted of urgent information, major events, and/or upcoming dates. To ensure that this system will continue to operate in a highly effective manner, it is very important that we have **the most current and accurate information on file for each and every student.**

To obtain information on how to keep your contact information up-to-date, please visit the EPS website at <https://www.epsnj.org/Page/4374>. Please refer to the "***Stay Connected***" tile and follow the instructions provided on how to update your information on PowerSchool.

In addition, please consider volunteering your services and supporting the Parent/Teacher Organization (PTO). Meeting dates are forthcoming. The PTO provides many opportunities for families within the school community to get involved and *stay connected*. Please be sure to sign up and learn more about the many resources that are available for your child here within the Elizabeth Public Schools.



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### **DISTRICT / SCHOOL INFORMATION**

Please ensure that all of the required documents listed below are completed and submitted by the first day of school and that all personal information is updated regularly.

- **Emergency Information Form**
- **Notice Regarding Physicals**
- **Media Release Form**
- **Student Internet & Network Permission Form with Elizabeth Internet Use Policy**
- **Acceptable Use For Technology – Electronic Mobile Device Form**
- **Emergency Connectivity Fund (ECF)**
- **Lunch Application**

In order to obtain access to the required documents that are indicated above, please visit the EPS website at <https://www.epsnj.org/Page/4374>. Please refer to the *“Forms and Applications for Your Child”* tile and follow the instructions provided.

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### **TRANSPORTATION**

Transportation will be available for the following students:

- Elementary students who live more than 2.0 miles from their school
- High school students who live more than 2.5 miles from their school
- Students whose IEP include transportation services

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### **GRADUATION REQUIREMENTS**

Both the State of New Jersey Department of Education and the Elizabeth Board of Education require that all students meet high standards in order to receive a high school diploma.

Please visit the EPS website at <https://www.epsnj.org/Page/4374> and refer to the *“Graduation Requirements”* tile to obtain pertinent information regarding graduation requirements.



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### **ABSENCES**

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 4<sup>th</sup> marking period may have credit withheld.

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

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### **REPORT CARDS**

Approximately every five weeks (8 times per year) either a progress report or a grade report will be mailed home. Each report lists important information. Class attendance and tardiness are also noted on both reports. Throughout the school year, please help us to stay on top of your child's attendance and tardiness.

Guidance counselors and administrators are available to meet with you throughout the school year. Please call ahead for an appointment to discuss your concerns.

The 2024-2025 Marking Period Calendar for grades K-12 can be found by visiting the EPS website at <https://www.epsnj.org/Page/4374> and clicking on the "*Marking Period Schedule*" tile.

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### **INCOMING FRESHMEN ORIENTATION DATE**

**9<sup>th</sup> Grade Orientation**  
425 Grier Ave.  
August 27<sup>th</sup>, 2024 at 10:00 a.m.



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**BACK-TO-SCHOOL NIGHT**

**9<sup>th</sup> Grade Students**

425 Grier Ave.

September 19<sup>th</sup>, 2024 at 6:00 p.m.

**10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Grade Students**

625 Summer St.

September 24<sup>th</sup>, 2024 at 6:00 p.m.

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**Please follow us on Social Media**

Facebook @Tecta Chargers

Instagram @tecta\_chargers

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We hope that you will all continue to enjoy the remainder of the summer. Let's continue on our shared mission to reaffirm equity, reestablish expectations, and reclaim excellence! We look forward to starting another journey together on *Friday, September 6<sup>th</sup>*.

Sincerely,

*D. Ortiz*

Danny Ortiz  
Interim Principal