

HANDBOOK

of
Rules & Regulations
2018-2019



For **Parents/Guardians & Students** of

East Orange Campus High School

Student's Name

Homeroom #

EOCHS Telephone Number: 973.266.7300

*Please read this publication thoroughly. Show it to your parents/guardians and discuss it with them. It is your responsibility to be acquainted with and know the content of this legal document: **Student/Parent Handbook**.*

17 Years of Jaguar Pride

East Orange Campus High School

**344 Prospect Street
East Orange, NJ 07017
(973) 266-7300**

Student/Parent Handbook 2018-2019

Mr. Ronald Estrict-Principal

Mrs. Debra Boone-Assistant Principal

Mr. Damein Phoenix, Assistant Principal

Dr. Older Azard, Assistant Principal

East Orange Board of Education Members

Ms. Terry S. Tucker, President
Dr. Kristie M. Howard, Vice President
Mr. Cameron B. Jones, Sr.
Ms. Tashia Owens Muhammad
Ms. Marjorie Perry
Mr. Vernon Pullins, Jr.
Ms. Marsha B. Wilkerson

Central Administration

Dr. Kevin R. West, Superintendent of Schools
Mr. Craig Smith, School Business Administrator/Board Secretary
Dr. Deborah Harvest, Assistant Superintendent of Operations
Dr. Dana Walker, Assistant Superintendent of Curriculum
Mrs. Marissa McKenzie, Director of Labor Relations & Employment Services

Table of Contents

INTRODUCTION

The East Orange Campus High School Parent Handbook provides procedures for handling routine matters, clarifies expectations of teachers, and it provides a unified approach to our service to students and to the community. All staff members are responsible for all information in the handbook. With this handbook, our goal is to keep our parents abreast of the expectations of teachers and students by keeping parents aware of the rules of East Orange Campus High School. There are a few sections that should be of great importance to you: Absences, Building and Room Regulations, Conferences (Parents), Discipline, Homework, Parent Contact, Respect, and Supervision.

MISSION

Our mission is to develop the whole child academically, physically, and emotionally to ensure competent productive citizens through rigorous and relevant curricula whereas strong relationships are fostered. The result will be students who have sound character, are college and career ready and compassionate lifelong learners.

VISION

We aspire to be a model of excellence for learning by preparing our students for post-secondary life through high-quality academic and extracurricular experiences in a safe and supportive learning environment.

SCHOOL PROFILE

East Orange Campus High School (EOCHS) opened in September 2002 as an outgrowth of the merger of the two former high schools in the city, East Orange High School and Clifford J. Scott High School. The high school located on the site of the former Upsala College on Prospect Street in the Presidential Heights neighborhood. EOCHS provides a comprehensive, college-preparatory academic program through rich curricula and partnerships with post-secondary institutions including Essex County College and Rutgers University. Recent EOCHS graduates have been accepted to and attended the colleges and universities listed below.

Delaware State University

Pratt Institute

Georgetown University

Princeton University

Hampton University

Rutgers University

Howard University

Seton Hall University

Lincoln University

Penn State University

Spelman College

West Virginia University

STUDENT ACCIDENT REPORT

When a student is hurt or injured during school hours, the procedure below is to be followed:

1. Immediately report the injury to the Main Office after taking the student to the Nurse's Office. In the event that a student is the cause of the injury to another fellow student or any school staff, please contact Dr. Azard, Assistant Principal-Safe and Orderly Schools Department.
2. The Nurse's Office is to complete a "School Nurse Report of Related Injury" form. The nurse will telephone the parent/guardian using the student information as recorded in Focus.
3. While the School Nurse contacts the family of the injured student, EMS may be called to provide medical transport and assistance to the injured student. A school staff member may accompany the injured student to the closest hospital while waiting for the arrival of the parent/guardian of the injured student.
4. A Confidential School Critical Incident Report (CSCIR) is to be generated. This incident report will be sent to the Superintendent's Office within 24 hours.

When an accident occurs, teachers are to aide the victim and notify the office and the nurse. Accident reports must be filed with the nurse or office. If a student is injured while at school or at a school-sponsored function, then the nurse and the Office of Safe & Orderly Schools Department must be notified immediately.

ADVISORSHIPS

All staff members interested in becoming an advisor must submit a letter of interest to Ms. Boone, the Administrator over all school clubs. Advisors will be required to:

- Meet with students on a least a monthly basis
- Submit minutes on a monthly basis
- Submit a monthly contribution to the school newsletter
- Attend a mandatory monthly meeting the last Tuesday of every month with administration and other advisors
- Provide at least one "showcase" to display club's talent
- Follow all rules and regulations regarding fundraising

ASSEMBLIES

Assemblies may be held throughout the year to provide entertainment and enrichment to students. Assemblies are to be held in order. Students are expected to behave and follow all school rules and regulations during the course of the event. Most importantly, students are to follow all school staff commands. Students are to remain in their seats during the entire Assembly session unless directed to do otherwise.

ATHLETICS

EOCHS student-athletes compete in the Super Essex Conference (SEC) at the highest level in the state (Group V for Football and Group IV for all other sports). In its brief 15-year history, EOCHS athletic teams have captured conference, sectional, and state championships in a variety of sports including Baseball, Boys and Girls Basketball, Softball, Football, Boys and Girls Indoor Track, Boys and Girls Outdoor Track and Field, Boys and Girls Cross Country, Competition Cheerleading, and Wrestling. Over the years, scores of student-athletes have earned All-Conference and All-State athletic and academic awards in the 19 Varsity sports that are offered. There are also more than 25 sub-varsity athletic teams on which students can participate.

Students are required to earn at least a Grade Point Average (GPA) of 2.0 in order to participate or to keep being part of any athletic group/team. However, students may be taken out of any athletic activities for lack of academic performance and/or disciplinary reasons.

REGULAR BELL SCHEDULE

WARNING BELL	7:55 AM
PERIOD 1	8:00 AM – 8:43 AM
PERIOD 2	8:47 AM – 9:30 AM
HOMEROOM	9:30 AM – 9:43 AM
PERIOD 3	9:47 AM – 10:30 AM
PERIOD 4	10:34 AM – 11:17 AM
PERIOD 5	11:21 AM – 12:04 PM
PERIOD 6	12:08 PM – 12:51 PM
PERIOD 7	12:55PM – 1:38 PM
PERIOD 8	1:42 PM – 2:25 PM

Early Dismissal/ In-Service Workshop Bell Schedule

WARNING BELL	7:55 AM
PERIOD 1	8:00 AM – 8:46 AM
PERIOD 2	8:50 AM – 9:43 AM
HOMEROOM	9:47 AM – 10:12 AM
PERIOD 3	10:16 AM – 11:06 AM
PERIOD 8	11:10 AM – 12:03 PM

Delayed Opening Bell Schedule

WARNING BELL	9:55 AM
PERIOD 2 - HOMEROOM	10:00 AM – 10:45 AM
PERIOD 3	10:49 AM – 11:29 AM
PERIOD 4	11:33 AM – 12:13 PM
PERIOD 5	12:17 PM – 12:57 PM
PERIOD 6	1:01 PM – 1:41 PM
PERIOD 7	1:45PM – 2:25 PM

STUDENT LATENESS

Teachers are expected to mark students as “late” even though they are one (1) minute late. Teachers are to lock their classroom doors during the first ten (10) minutes after the late bell rings. This is to encourage all students to report to class on time. Any students, caught up in the hallway after that time period, are to be escorted by security to the ISS/ACS room for that period. These students are to be marked “cut” (C) in Focus.

Parents/guardians are encouraged to talk to their child in terms of being on time in school. This is a habit developed to emulate a disciplined adulthood life style. Student lateness will not be tolerated. Parents/guardians are considered to be team players in that effort to get our students in school on time daily.

COMMUNITY OUTREACH

Outside of the classroom, students are encouraged to get involved in the more than 20 clubs that are offered as another way to remain connected to the EOCHS family. They include service and social organizations.

EOCHS students are actively engaged in community service projects in the school, in the district, in the community, and throughout Essex County. Some of those experiences include raising money for homeless and displaced families, providing food baskets to needy families in November, initiating a toy drive in December, reading and tutoring elementary students, and raising money and awareness for cancer research.

STUDENT COMPUTER USE

Students are to avoid accessing inappropriate websites, or websites that have no educational relevance or value. Under no circumstances are students to have access to a teacher’s computer. Disciplinary action will be taken against the person who is **logged in** to the offending computer, not necessarily the person who is misusing the computer. It is a good idea to log out of your computer if leaving it unattended for an extended period of time.

Any misuse or improper use of school computer may engender the revocation of student privilege to use school computer for the rest of the school year. Any physical damages cause to equipment (computer, copier, books, etc.) by students will be paid by students’ parents/guardians

Additionally, all students and their parents/guardians must complete and return the District's Internet Use contract, available on the District's website.

CONFERENCES (PARENTS/GUARDIANS)

Teachers should contact parents any time there is a problem with a student whether it is academic, social, or behavioral. Parents are to know how their child is doing at school either positive or negative. Frequent parent contacts strengthen the relationship between the school and home. Positive calls often make a situation much smoother if similar problem arises in the future. Parents/guardians should feel free to contact the school for any information relating to their child.

All communication with parent/guardians must be documented in the Parent Contact Log and should be submitted weekly to the respective department chairperson.

CURRICULUM HIGHLIGHTS

EOCHS offers College Prep and Honors courses in English, Math, Social Studies, Science, and World Languages. In addition, students can enroll in several Advanced Placement courses including Biology, Calculus AB, English Language and Composition, English Literature and Composition, United States History, and United States Government and Politics. Successful completion of these courses and scoring a four or five on the AP exam in the spring can potentially earn students college credit. World Language choices include Spanish and French at levels I, II, and III.

Students at EOCHS can choose from a variety of Career and Technical Education (CTE) programs and classes. Those programs are listed below.

1. Allied Health Science
2. Business—Accounting, Management, and Marketing
3. Computer Information Technology
4. Family and Consumer Science
5. Film/TV
6. Printing and Publishing
7. Visual and Performing Arts

Vocational Student Organizations are a vital component of the CTE curriculum offerings. Students are able to enhance their experiences in their CTE course of study in Future Business Leaders of America (FBLA), Distributive Education Clubs of America (DECA), Business Professionals of America (BPA), Technology Students Association (TSA), and Family, Career, and Community Leaders of America (FCCLA). Students in these co-curricular offerings have the opportunity to compete at the local, state, and national levels.

PROGRESSIVE DISCIPLINE PROTOCOL

Disciplinary Actions **2018-2019 School Year**

Teachers should handle minor discipline problems in their classrooms. If a problem persists (or is severe as to put in jeopardy the safety of others) teachers are encouraged to call the Main Office to send Security/SRO for assistance. Before problems become serious, teachers are to talk to the student and the parent/guardian about the situation/issue. Frequent contacts with parents are important in maintaining good discipline. Teachers must not kick students out of their classrooms for minor issues such as: not having a writing utensil or any minor infractions. Under no circumstances are teachers allowed to kick students out of their classrooms without due process (i.e. have conferences with the student, call parents/guardians, contact school counselors, assign after school detention, assign Saturday Academic Intervention or out-of-school suspension). Proper referrals must be posted in FOCUS the day of the incident.

Referrals written on post-it notes, napkins, and notebook paper are not acceptable. Proper hall passes are to be used at all times and hall passes are to be distributed by the Department Chairperson to their respective department.

Class Cutting/Leaving Class without Permission/Late to Class

- 1st Offense - 1 day ACS – Staff Conference with student, Parent Notification, Referral to Social/Emotional Team
- 2nd Offense - Saturday detention - if no show they must serve 2 Saturdays and if they don't serve both they will be suspended for 2 days
- 3rd Offense – 2- 3 days OSS – Mandatory Parent Conference, Referral to Social/Emotional Team

Classroom Disruption

- 1st Offense - Warning notice via call/letter
- 2nd Offense - 2 afterschool detentions
- 3rd Offense - Saturday detention - (same rule above applies to missed Saturday Detentions)

Fighting

- 1st Offense – 4 day suspension* (OSS)
- 2nd Offense - 10 day suspension (OSS)
- 3rd offense - 10 day pre-expulsion (OSS)

Noncompliance - Disregard for authority

- 1st offense - Warning notice via call/letter
- 2nd offense - 2 days ACS/Saturday detention (same rule above applies to missed Saturday Detentions)
- 3rd offense - 3 days ACS/Saturday detention (same rule above applies to missed Saturday Detentions)

Disruption of Educational Setting/Disruptive Behavior

- 1st Offense – 2-3 days After School/Saturday Detention
- 2nd Offense – 1-2 days ACS/Saturday Detention, Mandatory Parent Conference with Staff, Referral to Social/Emotional Team
- 3rd Offense- 2 -3 days OSS – Mandatory Parent Conference, Referral to Community Resources

Failure to Wear ID's

- 1st offense - after school detention
- 2nd offense - Saturday Detention
- 3rd offense - 2 days suspension (OSS)

DRESS CODE

- 1st Offense – Warning/Distribution of Policy, Parent Notification, Referral to Social/Emotional Team
- 2nd Offense – 1-2 days ACS – Parent Notification, Referral to Social/Emotional Team
- 3rd Offense- 2-3 days ACS – Parent Notification, Referral to Social/Emotional Team

CELL PHONE/EARBUDS VIOLATION

- 1st Offense – Confiscation – Warning/Distribution of Policy
- 2nd Offense – 1 -2 days ACS, Parent Notification, Referral to Social/Emotional Team
- 3rd Offense- 2-3 days ACS/Detention, Parent Notification, Referral to Social/Emotional Team

Profanity toward Staff -

- 1st offense - 2 days
- 2nd offense - 4 days

Smoking - 3 day OSS

Open Defiance of Any Staff Member or Other Person Having Authority Over Student

- 1st Offense – 2-3 OSS/ACS Detention – Staff Conference with Student’s Parent/Guardian
- 2nd Offense – 3-5 days OSS – Mandatory Parent Conference with Administrator/Staff, Referral to Social/Emotional Team
- 3rd Offense – Immediate suspension pending disciplinary hearing before the BOE

Property Damage and/or Destruction of Property

- 1st Offense- 1-2 days ACS – Restitution of Damage, Mandatory Parent Conference, Referral to Emotional/Social Team, Police Notification of Damage over \$ 100.00
- 2nd Offense – 1-2 days OSS, Restitution of Property Damage, Mandatory Parent Conference, Referral to Central Office Administrative Hearing
- 3rd Offense – 2 -3 days OSS – Restitution of Property Damage, Mandatory Parent Conference, Referral to Central Office Administrative Hearing

Suspended student entering the building/participating in activities

- 3 days added to their suspension

False Fire Alarms, Possession of Fireworks and Bomb Threats

- 1st Offense: 3 – 5 days OSS – Mandatory Parent Conference with a Social/Emotional Leader, Police Notification, Restitution of Cost of Damage
- 2nd Offense: 5 – 10 days OSS – Mandatory Parent Conference with a Social/Emotional Leader, Referral to School-Based Administrative Hearing, Restitution of Cost of Damage
- 3rd Offense: Referral to Central Office Administrative Hearing

Acts of Violence or Serious Threats of Physical Harm to Staff Members or their Property without a Weapon

- 1st Offense: 5 – 10 days OSS – immediate suspension pending Superintendent for disciplinary hearing before the Board of Education pursuant to N.J.S.A. 18A: 37-2.1. Police complaint signed, Referral to Social/Emotional Leader

Possession of Weapons/Assault with a Weapon

- 1st Offense: 5 – 10 days OSS – immediate suspension pending disciplinary hearing before the Board pursuant to N.J.C. 6A: 16-5.6

ROBBERY – Theft of Property

- 1st Offense – 5-10 days OSS – Restitution of Property; Mandatory Parent Conference
- 2nd Offense – 10 days OSS – Restitution of Property, Mandatory Parent Conference with a Social/Emotional Conference with the Superintendent required disciplinary hearing before the Board of Education

Distribution, Possession of Prescription OTC, Use/Under the influence of Controlled Substance Tobacco, Alcohol & Drugs

- 1st Offense – 3 days OSS – Parent Conference with Administrator and SAC, Referral to SAC, Referral to Substance Abuse Testing by SAC, School and/or Community Intervention based on Test Results
- 2nd Offense – 3 -5 days – OSS – Parent Conference with administrator and SAC, Referral for Substance Abuse Testing by SAC, Referral for School-Based Administrative Hearing
- 3rd Offense – OSS – Referral for central Office Administrative Hearing. Police Notification.

Falsely Accusing Another as a Means of Retaliation or as a Means of Harassment, Intimidation or Bullying

- 1st Offense – 1 – 4 days OSS/ACS – Mandatory Parent Conference with ABS HIB Investigation and Referral to BOE of Investigation Results. Possible Law Enforcement Notification, Counseling/Education by School ABS
- 2nd Offense – 5 -7 days OSS/ACS – Investigation Results, Referral to Community Counseling/Education by School ABS, Possible Law Enforcement Notification, Mandatory Parent Conference, Referral to Community Resources
- 3rd Offense – Mandatory Parent Conference, HIB Investigation & Referral to BOE of Investigation Results, Referral to School-Based or Central Office Administrative Hearing

Truancy/Leaving Building/Property without Permission

- 1st Offense- 1 day OSS – Parent Notification, Referral to Emotional/Social Team
- 2nd Offense – 2 days OSS/ACS – Mandatory Parent Conference
- 3rd Offense – 3 days OSS – Mandatory Parent Conference

*: SPED students ONLY

NOTE: SPED Students With Disabilities (SWD) Case Manager must be notified in the event of a **SUSPENSION**. If the student is suspended for a total of ten (10) days or more intermittently or consecutively, a Manifestation Demonstration (MD) Hearing must occur. The student, the parent/guardian, and a Disciplinarian who handled the last referral, the student's Case Manager, an Administrator, and a Teacher must attend the MD Hearing.

EMERGENCY RESPONSE CODES

(A school fire and safety drill will be conducted once a month)

Lockdown – No Movement

- Remain calm and stay with your students.
- All students and employees to stay in classrooms and offices. If in the hall, go the nearest classroom or office.
- If code is announced before school, during school, during class change, students should move to the nearest classroom or office.
- Lock all doors and secure campus. No unauthorized persons will be allowed in the building.
- Notify staff and students who are outside and without communication to evacuate the campus to pre-determine off site location.
- When possible, display red card, close all windows, but keep curtains open; turn off lights, and keep students quiet and away from windows and doors.
- Do not allow anyone to leave classroom or locked office area. Do not allow students to be unattended at any time.
- Conduct frequent counts of all students and immediately report any missing student to the principal.
- Do not admit anyone except emergency responders or district administrators into your class or office.
- In case of power failure, use system of runners (School Safety Team & Security)/communicate with Board phones and/or handheld Walkie Talkies.
- Lockdown is to remain in effect until cancelled by the Principal and an **All Clear** is announced.

On Alert

- Faculty, staff, and security prepare for possible Lockdown.
- In case of power failure, use system of runners (School Safety Team & Security)/communicate with Board phones and/or handheld Walkie Talkies.

Bomb Threat

- Faculty/staff will be asked to look for anything suspicious or out of place and report it without touching anything and prepare for possible evacuation.
- A systematic search may be conducted for suspicious items.
- If any suspicious item is found, that area will be evacuated by moving the students to the hall or a safe location, and school administrators, security, and SROs notified.
- Evacuation instructions will be given over the PA system.
- In case of power failure, use system of runners (School Safety Team & Security).

All Clear

- Return to normal operations.
- In case of power failure, use system of runners (School Safety Team & Security)/communicate with Board phones and/or handheld Walkie Talkies.

EXEMPLARY PROGRAMS

Several extracurricular programs offer students opportunities to excel beyond the classroom. The Music Department offers students the opportunity to participate in Jazz Band or one of the concert choirs. The Air Force JROTC cadets participate in multiple training and service activities throughout the year, which provide valuable leadership opportunities.

EXTRA HELP SCHEDULE

Each faculty member (teacher) is required to post in his/her room a schedule indicating the day or days he/she will be available for conferences, make-up work and/or extra help. Teachers are required to be available to students who need extra help for at least one half hour each week.

Students are strongly encouraged to take advantage of this great opportunity.

Faculty and Departmental Meeting Schedule 2018-2019

Meeting Time: 2:40 PM - 4:00 PM
Location: Auditorium/Specific Classrooms

Monday, September 10, 2018 **Departmental**
Monday, September 17, 2018 **Departmental**
Monday, September 24, 2018 **Departmental**
Monday, October 1, 2018 **Faculty**
Monday, October 15, 2018 **Departmental**
Monday, October 22, 2018 **Departmental**
Monday, November 5, 2018 **Faculty**
Monday, November 19, 2018 **Departmental**
Monday, November 26, 2018 **Departmental**
Monday, December 3, 2018 **Faculty**
Monday, December 10, 2018 **Departmental**
Monday, December 17, 2018 **Departmental**
Monday, January 7, 2019 **Faculty**
Monday, January 14, 2019 **Departmental**
Monday, January 28, 2019 **Departmental**
Monday, February 4, 2019 **Faculty**
Monday, February 11, 2019 **Departmental**
Monday, February 25, 2019 **Departmental**
Monday, March 4, 2019 **Faculty**
Monday, March 11, 2019 **Departmental**
Monday, March 18, 2019 **Departmental**
Monday, April 1, 2019 **Faculty**
Monday, April 8, 2019 **Departmental**
Monday, April 15, 2019 **Departmental**
Monday, May 6, 2019 **Faculty**
Monday, May 13, 2019 **Departmental**
Monday, May 20, 2019 **Departmental**
Monday, June 3, 2019 **Faculty**
Monday, June 10, 2019 **Departmental**
Monday, June 17, 2019 **Faculty**

PS. Administration reserves the right to change the type of meetings outlined above when necessary

FIELD TRIPS

As early as possible, but at least:

- Twelve Weeks Ahead** Field trip request forms/Resolution must be completed for board approval must be submitted 60 days prior to trip date with your Department Chairperson's initials.
- Ten Weeks Ahead** Check with your Department Chairperson to determine if trip has been approved at building level and Mr. Phoenix's office if the trip has been Board approved and transportation confirmed.
- If Trip has been approved:** Notify Mrs. Eason (Main Office) of trip date, arrange for class coverage, and provide substitute plans.
- Four Weeks Ahead** Distribute parent permission slips and begin collecting money. Make daily deposits with school treasurer, according to his/her availability.
- Three Days Before** Collect signed permission slips
Collect all money and continue deposits with the school treasurer
- Two Days Before** Submit (3) copies of alphabetized "excused students list" with other pertinent details, i.e. date, destination, time, advisor, etc.
Confirm transportation.
- Night Before:** Submit information to AESOP either online or via telephone and state that you are on a BOE Approved field trip.
- The Day Of The Trip** Take attendance and update trip list.
(NO NAMES MAY BE ADDED)

- Give a copy of the updated trip list for return attendance.
- Put all permission slips in your mailbox.
- Emphasize with students that they must return with the group.
- Inspect the bus for any damage to seats, window, walls, etc....
- When you return: Report any irregularities or problems to Ms. Glasgow.
- Give each student a copy of the list with his/her name and circle your initials next to it.
- Tell the students they are to show the list to each of their teachers as trip verification.

GRADING

Classwork/Class Participation	=	40%
Test/Formative Assessments	=	25%
Homework, research & Projects	=	20%
Quizzes	=	15%
Total	=	100%

Grade Calculations: To calculate the final grade per marking period compute the total score for each category, multiply this score by the percentage of the category to determine its weighted value, and then add all 5 weighted scores together.

EXPLANATION OF GRADE COMPONENTS

1. Tests
2. Quizzes
3. Labs
 - Quick Labs
 - Demonstrations
 - Lab Experiments
 - Observation Labs
 - Skills Practice Labs
4. Class work
 - Group Activities
 - Section Reviews
 - Concept Reviews
 - Chapter Reviews
 - Problem Solving and Practice
 - Notebook
 - Research Assignments (Paper, Online, Journals, Technology)
 - Classroom Participation
 - Skill Builders
 - Open Discussion
 - Interpreting Visuals
 - Cross-Disciplinary Worksheet

- Projects

5. Homework

- Section Reviews
- Concept Reviews
- Chapter Reviews
- Problem Solving and Practice
- Skill Builders
- Research Assignments (Paper, Online, Journals, Technology)
- Projects

MAKE-UP PRIVILEGES

Whenever a student returns to school after an excused absence, he/she is responsible to make-up all missed assignments and tests. The work should be completed as soon as possible after returning to school using a general guideline of two days for each day absent; it is the teacher's prerogative to allow additional time. (Example: A student absent for three days should submit all work the first class after the sixth day back.) If the absence occurs within the last two weeks of the marking period, the same general guideline above should be followed, **BUT ALL WORK MUST BE COMPLETED WITHIN A MAXIMUM OF 10 SCHOOL DAYS AFTER THE CLOSE OF THE MARKING PERIOD.** Teachers are requested to post the new grade as soon as the student completes the work missed.

STUDENTS WILL HAVE AN OPPORTUNITY TO DO A MAKEUP EXAM BEFORE BEING ASSIGNED A FAILING GRADE.

Assignment of Letter Grades

LETTER GRADE	MEANING	POINTS
A	Excellent	90 – 100
B	Above Average	80 – 89
C	Average	70 -79
D	Below Average	65 – 69
F	Failure	Below 65

INCOMPLETE MARKS

An incomplete grade for one marking period must be cleared within two weeks after the start of the new marking period. If the student has not cleared the incomplete, it must be changed to an "F." **TEACHERS ARE RESPONSIBLE FOR COMPLETING THIS CHANGE.**

GRADE CHANGES

Report card grades form the basis for the pupil's permanent record. Since the permanent record is never destroyed and because it may be needed at any time during the pupil's lifetime, there may be no question whatsoever about the validity of any grade. Since the permanent record and all supporting records must agree, the following procedure for changing grades has been established. The teacher who is changing the grade will do so on grade verification sheets or on grade change forms requested personally from Guidance by the teacher. All grade changes must be pre-approved by the respective chairperson. **A grade cannot be changed without the principal's approval.**

GUIDELINES for STUDENT PARTIES/EVENING EVENTS

To ensure the safety of all students and staff during Campus High School student parties, the following guidelines must be adhered to consistently. *(These guidelines may also be utilized for other evening extracurricular events).* Failure to meet the guidelines in a timely manner may result in the cancellation of the event.

1. All student parties must be pre-approved by the designated building administration and the board of education at least 30 days in advance for final approval. (No parties will be scheduled on school nights.)
2. Upon approval, the event must be placed on the student activity calendar and other appropriate schedules.
3. Building administration must be directly informed four (4) weeks prior to the event in order to schedule appropriate security.
4. In addition to receiving approval from by building administration, the event must be executed as follows:
 - All parties will be scheduled for 6:00 p.m. – 10:00 p.m.
 - The weapons detection system must be set up and utilized.
 - Administration must use a counter to monitor the number of students entering the event.
 - Attendance at school parties must not exceed 300 students.
 - The class and/or club advisor must be present and assist in organizing the event.
 - A minimum of three (3) chaperones must accept duty and be present at the event.
 - A minimum of three (3) security monitors must accept duty and be present at the event.
 - A minimum of three (3) SROs must be present at the event.
 - Only one (1) EOCHS concession stand will be allowed. Outside vendors are prohibited.
 - There will be no pre-sale of admission tickets.
 - Students must have a valid East Orange School District student ID. *Students on suspension are prohibited from attending parties/events.*

- Wristbands/wrist stamps must be used to identify students who have paid to enter the event.
- Once students leave the party/event they will not be allowed to re-enter.
- 5. Five (5) days prior to the event, club advisors must review the above guidelines ensuring adequate coverage of all areas.
- 6. Failure to ensure adequate coverage before and/or on the night of the event **will** result in cancellation.
- 7. Most important, attending a school party/event is a privilege. Disruptive behavior **will** result in the following:
 - Disruptive students will be immediately removed from the event and the perimeters of the building.
 - Disruptive students will not receive a refund for admission.
 - Immediate consequences will follow for disruptive students on the following school day.
 - Disruptive students will forfeit their privilege of being able to attend school functions due to poor conduct.
 - SROs will be available for assistance.

HALL PASS POLICY/SCHEDULE

Teachers are asked to adhere to the following guidelines when utilizing hall passes:

- Only one student at a time will receive a hall pass.
- Passes cannot be issued to no more than one student at a time. This rule may not be followed only in the case of an emergency.

Period	<u>ONE</u> student at a time may be issued a hall pass	No student will receive hall passes during these times
1	8:11 – 8:32	8:00 - 8:10 / 8:33 - 8:43
2	8:58 – 9:19	8:47 – 8:57 / 9:20 - 9:46
3	10:01 – 10:22	9:50 - 10:00 / 10:23 - 10:33
4	10:48 – 11:09	10:37 - 10:47 / 11:10 - 11:20
5	11:35 - 11:56	11:24 - 11:34 / 11:57 - 12:07
6	12:22 - 12:43	12:11 - 12:21 / 12:44 - 12:54
7	1:09 - 1:30	12:58 - 1:08 / 1:31 - 1:41
8	1:56 - 2:17	1:45 - 1:55 / 2:18 - 2:28
9	2:43 - 3:04	2:32 - 2:42 / 3:05 - 3:15

HOMEROOM PROTOCOL

Homeroom immediately follows second period and is held in the same classroom. Attendance for homeroom must be entered into FOCUS by **10:00 A.M.** each day. Parents/guardians will receive a robot-call in case attendance is not entered into Focus (Student Information System) on time.

Students are not allowed in the hall at this time. No student will be permitted to leave the homeroom setting for any reason other than an emergency.

The flag salute will be broadcast over the intercom along with morning announcements. Homeroom teachers must lead the class by showing proper respect for the national anthem and pledge by standing quietly at attention and monitoring the actions of all students in the homeroom during this exercise.

Homeroom teachers will supervise student locker assignments once notification from administration is given.

By law, lockers are school property and as such may be entered into at anytime by administration or security without prior notification. The school is not responsible for lost or stolen items. Administration and/or security will inspect lockers throughout the school year.

Homeroom teachers will encourage students to:

- Keep lockers clean and ready for inspection
- Avoid damaging or destroying school lockers
- Avoid leaving valuables in their lockers such as:
 - Leather coats
 - Cameras
 - Phone
 - Money
- Utilize lockers before homeroom, during their lunch periods (3, 4, 5, 6 or 7) and immediately after their last period. Students are not permitted to go to their lockers between classes or during classes.
- Avoid giving his/her locker combination to other students for security reasons. Homeroom teachers will maintain the Locker Combination List for the entire school year. Therefore, if a student cannot recall her/his locker combination, the homeroom teacher will provide the number again during homeroom period.

When students transfer or are dropped from the roll, homeroom teachers are not responsible for re-assigning the locker and/or combination. **ONLY ADMINISTRATION** or their designee can re-assign lockers and/or combinations.

The school administration bears no responsibility for students' loss of cell phones and any other personal items brought into school. It is the sole responsibility of the students to secure their personal belongings against loss, theft, and and/or misplacements

FILMS/MOVIES

All films, movies, or clips are to be previewed by the teacher and approved by respective Department Chair. Movies, films, and/or clips should reflect the curriculum of the district and when viewing a film, this must be incorporated into the daily lesson plan. Only movies with “G” or “PG” ratings should be shown.

PARENT CONTACT

Teachers are required to make contact with parent/guardians, and keep detailed documentation of that contact in East Orange Campus High School Parent Contact Log, which is delivered electronically. This log is to be submitted to the teacher’s respective Department Chair on a weekly basis. Methods of contact are:

1. Calling the FOCUS listed parent/guardian
2. Emailing the FOCUS listed parent/guardian (be sure to save all email correspondence)
3. Holding a meeting with the FOCUS listed parent/guardian

It is imperative that contact only be made with the FOCUS listed parents/guardians.

Parents/guardians are encouraged to maintain regular communication with the school through the following avenues:

1. Webpage – <http://www.eastorange.k12.nj.us>
2. Subscribe to “FOCUS Parent Portal” to access student grades, attendance, and lunch balance from any computer – Forms are available in the Main Office

PARKING

East Orange Campus High School (EOCHS) has ample parking for its faculty and staff. All faculty and staff must display a valid EOCHS parking hangtag and all vehicles must be registered with the designated building administrator’s office. Faculty, staff and students will not park in unauthorized areas. Five spaces are designated for Administration, and should only be occupied by vehicles belong to EOCHS Administration between the hours of 7 a.m. and 5 p.m. Additionally, there are designated parking spaces for the handicapped, which require, by law, that a permit be displayed in your vehicle. There are also designated areas for emergency vehicles and/or fire hydrant accessibility. Please avoid parking in these areas.

Students are to park their vehicles off the streets in the vicinity of the school not on Campus parking lot, which is reserved for faculty, visitors, and staff only.

Note: Violators will be stickered, ticketed and/or towed at no cost to East Orange Campus High School or the East Orange School District.

PHONE BLAST

“Phone Blasts” are done by administration or the East Orange Board of Education. The “Phone Blasts” are activated to inform students, parents, faculty and staff of snow days, a crisis, or other important information.

RECORDS

Student records are confidential information and should not be shared indiscriminately. For further information on who shall have access to student records and what is considered directory information, see the Family Education Rights and Privacy Act (FERPA) in the Student Handbook, or on the District’s Website.

RESPECT

Students are not permitted to belittle, make fun of, or make sarcastic remarks about each other, staff, teachers, or other people. Such behavior should be addressed immediately and documented. We should be striving to make students more culturally competent individuals. All adults in the building should be addressed as Dr., Miss, Mrs., Ms., or Mr. by students or in the presence of students. The Culture and Climate Committee has been established to address and improve the culture in our building, the Committee will schedule various workshops and presentations throughout the school year aimed at promoting a healthy and safe/friendly school community

SOCIAL NETWORKING SITES

East Orange Campus High School is in the process of initiating a social media presence via multiple sites. Information will be forwarded to faculty, staff, and parents/guardians once the process is complete.

STORM AND SNOW (DELAYED OPENINGS)

The Superintendent of Schools decides whether or not school in the city will have a delayed opening or will close because of a storm or snow. This information is broadcast over stations WWOR and WVNJ. As soon as the principal is notified, the school messenger, who has been developed for the district, goes into effect. In the event of delayed opening, teachers will report for work by 9:45 a.m. and students will report at 10:00 a.m.

STUDENT ABSENCES

The state of New Jersey requires all students to attend school for at least 180 days in a school year. Students who miss 10% (18 days) in a year are considered to be “chronically absent”. Any students that are “chronically absent” potentially experience a loss in their high school educational journey academically and socially. In addition, this loss can negatively affect the district in terms of funding from the state of New Jersey. Parents/guardians encourage your child to attend school on a regular basis.

Students who return to school after being absent are to return to school with a note from their parent explaining their absence. Students who are absent for three (3) or more days are to report to the nurse’s office to obtain medical clearance before being allowed to return to class. Teachers are to maintain a file of all written documentation relating to students’ absences.

Students, who will be out of school for a prolonged period of time due to medical reasons, must have their physician request that they receive Home Instruction and the school nurse is to process this request. Facilitating the Home Instruction process is not the responsibility of the classroom teacher or the school’s administration. Please note no students are permitted to attend classes on crutches.

STUDENT DRESS CODE

Campus High School students are expected to dress in a manner consistent with the recognition that they have a responsibility to help foster a learning environment promoting health and safety, respect and pride, as well as a positive regard for discipline and authority. The following are guidelines to help promote a safe & effective learning environment.

Campus High School students have the option of wearing the following clothing to school:

Ladies:	Collared Polo shirts, school color (Solid Grey or White only) and tan Khaki pants or tan/beige Khaki skirts. Skirts must be worn with a Polo shirt and must extend no higher than two inches above the students’ knees. NO JEANS or SHORTS! Students may not wear long sleeve T-shirts under their Polo shirt.
Gentlemen:	Collared Polo shirts, school color (Solid Gray only) and tan Khaki pants. NO JEANS or SHORTS! Students may not wear long sleeve T-shirts under their Polo shirt.

During the months of December to March only, students may wear identifiable sweaters/cardigans/vests **ONLY** with a Collared Polo shirt underneath*

The wearing of *pants below the waistline* (SAGGING) is **unacceptable and will not be tolerated**. Pants should be size appropriate and worn at the waist.

Any article of clothing which displays indecent writing, pictures, or slogans shall not be permitted.

Headgear of any kind, including hats, caps, hoods, visors, headbands, scarves, do-rags, ski hats, hair nets, bandanas, baseball hats, hair rollers, head wraps, or other types of head covering may not be worn

in the school during school hours. Any prohibited headgear will be confiscated and only be returned directly to the student's parent/guardian. Regulations relating to headgear apply equally to all students, regardless of gender. **Exceptions may be made by administration for religious or medical reasons only.**

Sun glasses and tinted glasses are not to be worn during school hours, unless the school nurse has accepted a medical note indicating the need to wear such glasses.

Appropriate shoes must be worn at all times. Flip-flops **of any type** and bedroom slippers are prohibited. Sandals may be worn if they are held securely to the foot by a forefoot cover over the top of the foot or have a heel strap.

Coats, jackets, and all other outerwear may not be worn in school. All outerwear must be placed in the student's locker upon entering school.

Administration reserves the right, if necessary, to amend or supplement the dress code policy, to ensure a safe and secure learning environment at Campus High School.

Students are encouraged and expected to comply with the dress code policy

STUDENT ENTRY/EXIT PROCEDURES

7:30 – 7:54 a.m.

Students enter the building from the Prospect Street entrance or the Edgerton Street entrance using their school ID. Temporary IDs will be issued (for free two times only in a month) via the 2nd floor Edgerton Street entrance during this time. All students are to report to the Cafeteria prior to 7:55 a.m.

7:55 a.m.

All students are released from the Cafeteria and are to report to their first period classes. Students without a first period class must remain in the Cafeteria and are required to scan their ID for building access. Students with a first period class schedule and who is attempting to enter the Cafeteria at this time will be issued a consequence.

8:00 – 8:43 a.m.

All first period late students and 2nd period students must enter via the Cafeteria doors accessible from Edgerton Place and remain in the Cafeteria until the end of first period, at which time students will be released. Temporary IDs will be issued at this entrance during this time.

After 9 a.m.

Students arriving after 9 a.m. must enter using the 3rd Floor Prospect Street entrance, and be accompanied by a FOCUS listed parent/guardian (with state ID, preferably). Parents/guardians are to provide reasons why their child was late to school. Physical documentation such as: a court or a doctor paper work would suffice.

Temporary IDs

Students will be issued a maximum of three (3) temporary IDs per calendar month without penalty. Students exceeding this limit will receive the following consequences:

- Saturday detention, after the first occurrence
- Mandatory parent conference, after the second occurrence
- One day suspension, after the third occurrence
- A new student school permanent ID must be purchased in case a student loses or misplaces his/her school ID. It is a school policy that students carry their school ID on a daily basis. No exceptions!

Inclement Weather

In the event of inclement weather, students arriving to school after 8:00 a.m. will be admitted to the building via the Cafeteria entrance accessible from Edgerton Place and will remain in the Cafeteria until the end of first period.

Parent/Guardian Entry

Accompanied or unaccompanied parents/guardians are to enter via the 3rd floor Prospect Street entrance only; this entrance is open 7:30 a.m. – 3:30 p.m.

Exiting the Building

All students will exit the building at the end of their scheduled school day via the second floor Edgerton Place doors and must swipe their ID for exit. Students attempting to exit the building prior to the end of their scheduled school day will be issued a consequence.

Afterschool Access to the Building

Any athletes wishing to re-enter the building for sporting related activities (i.e.; a game, practice, to see the trainer) must enter via the Gallery and swipe their respective school ID. Students without their school issued ID will not be allowed to enter the building.

STUDENT SUPERVISION

Supervision of students is the staff and teachers' job any time students are placed under their supervision. When correction is needed, do not hesitate to correct students. Be polite and treat all students as you wish to be treated. If they fail to respond, act with authority and use the firmness it takes to redirect their behavior. Teachers and other staff members should be aware of the volume, tone, and attitude of their voice when addressing students.

Teachers and students are not equal. Teachers command respect of students by being a competent, friendly, fair, consistent, firm professional. Enjoy your students, but keep it on a professional basis. Teachers are to maintain control both in and out of the classroom. This includes the halls, cafeteria, other classrooms, and grounds. Always remember you are liable for the students, whether they are in the classrooms, the halls, or in the restrooms.

Visibility is the key to supervision. Teachers are required to be at their door, in a position to monitor students both in the classroom and in the hallways during transition periods.

TELEPHONES, CELL PHONES, IPODS, MP3 PLAYERS, & VIDEO GAMES

During instructional time, students are to keep their personal cell phones off (or on “vibrate”) so it cannot be visible or doesn’t ring during instructional time. Students are not allowed to use the classroom phone nor their personal cell phones to make calls in class during or after instructional time. If students have cell phones, iPods, MP3 players, and video games, they should be kept in their backpack or pocket and kept turned off during the school day, as they are disruptive to the instructional climate. Teachers who confiscate iPods, MP3 players, video games, or cell phones need to document the action in FOCUS, contact the student’s parent/guardian, label the item with the student’s name, teacher name, and date and turn the device in to their respective Department Chair. Parents/guardians will be required to come to school to retrieve their student’s device.

Likewise, ear-buds and any headgears seized by teachers or administration will be picked by parents/guardians at the end of the school year. A special day for pickup of those items will be announced by the school administration. Parents/guardians are notified of this school rule via School Messenger messages.

VISITOR POLICY

You can support our initiative to have a safe and secure facility by understanding and adhering the following:

- All visitors must utilize the 3rd floor main entrance from Prospect Street to enter and exit Campus High School.
- All visitors must present valid photo identification during every visit to Campus High School.
- Only legal parents/guardians visiting Campus High School for official school business will be allowed into the facility.
- All visitors must sign in and out, wear a valid visitor's pass, walk through our weapons detection system, and be escorted to their destination by a security monitor.
- All visitors must be escorted back to the 3rd floor security desk to sign out, return the visitor's pass, and exit Campus High School.
- Parents are asked to encourage their student (s) to report safety concerns because it is the right thing to do. Reassure students that it is not "tattling" but good citizenship. Students must understand the dangers of not reporting and the importance of reporting.
- Parents are encouraged to forward any and all suggestions for increased school safety and security to the building administration.

VOLUNTEERS

Volunteers are a wonderful resource for our school. Parents/guardians, please consider being a volunteer in your child's school. Submit your name, address, phone number, etc. to the Main Office to volunteer your service to the school. A member of the Parent Teacher Association (PTA) will reach out to you for follow-up. Volunteers who will work with students outside of their classroom should submit an application for a criminal background check.

THE SENIOR'S CONTRACT

It is the responsibility of all seniors to strive to excel in academic, discipline, and attendance. It is the duty of all school staff, including teachers and administration, to provide a safe and supporting environment to help students be successful in academic, discipline, and attendance. However, administration reserves the right to take away privileges inherently associated with senior students in the case where expectations are poor or not met. Among other things, seniors are expected to:

1. Be in school regularly (not to be chronically absent: having been absent 10% or more of school days unless it is medical or excused absences)
2. Avoid fighting in school and out of school. Seniors are the leaders in the eye of the all the underclassmen.
3. Be respectful of school staff members, administration, and self. Seniors are expected to be role models in our school. Any disrespect to anyone in the school is considered to be a disrespect to everyone.

Should a senior student fail to abide by the 3 points described above, the following privileges may be subject to be taken away in the order they are listed:

1. No participation in Senior Prom/Graduation Project
2. No participation in Senior Toast-Off
3. No participation in Senior Class Party
4. No participation in graduation exercises and graduation ceremony
5. No participation in Senior Field Trips
6. Senior High School Diploma will be mailed home (if qualified to graduate)

This is how the process works:

If one of the above privileges is taken away from a senior, then following steps are to be taken by the Disciplinarian who considers the measure.

1. Plan to meet with the involved senior and his/her parent/guardian (agenda and sign-in sheet are necessary)
2. A letter (or a special form) must be signed by the parent/guardian, student, and the disciplinarian to acknowledge that this privilege has been taken away. In this letter (special form), specify which privilege has been taken away and why it was taken away.
3. Provide a copy of this signed letter (special form) to the Office of Safe & Orderly Schools Department, the Senior Class Adviser, and the Guidance Department once the meeting with student and parent took place.

Any unresolved issues raised during the process of taking away senior privilege should be brought to the attention of the Administrator of the Safe & Orderly Schools Department.

STUDENT ATTENDANCE & CUTTING POLICY

EOCHS recognizes that regular class attendance exposes students to a greater amount of academic content and instruction. The state of New Jersey requires students to attend school for at least 180 days during any academic school year. Any student who misses 10% or more of the total number of school days during the school year is considered to be “*chronically absent*”. Eochs also recognizes that students who miss classes without authorization lose an opportunity to learn and thus to succeed. Our goal at Eochs is to decrease the rate of unauthorized absences from assigned classes, and thus positively impact academic achievement levels. Students may fail a course for the year if those students are “chronically absent” from school. Parents/guardians are strongly encouraged to support their child daily school attendance.

For the purpose of this Student/Parent Handbook, class cutting is defined as when a student is present in school but for some unknown reasons fails to report to the appropriate and correct classroom in time in order to receive instruction from his/her teacher.

Teachers must take daily attendance via FOCUS (for homeroom and period-per-period attendance), with proof shown, and the following procedures for monitoring/reporting class cutting shall be implemented:

1st Cut:

- Teacher must verify student attendance via the Homeroom Period in FOCUS and indicate a CUT in FOCUS using the “C” option
- Teacher notifies parent/guardian via email, snail mail, telephone call, or text message on the same day of class absence and documents these actions in the provided Weekly Parent Contact Log
- Teacher conferences with student regarding the importance of regular class attendance and/or absence policies (if necessary) and documents conference in FOCUS
- Students who miss assignments due to cutting class will not receive credit for work that was completed during that class period.
- Student will not be able to make up any work missed during the period in which they cut class.

2nd Cut:

- Teacher must verify student attendance via the Homeroom Period in FOCUS and indicate a CUT in FOCUS using the “C” option
- Teacher notifies parent/guardian via email, postal mail, telephone call, or text message on the same day of class absence and documents activity in the provided Weekly Parent Contact Log
- Teacher conferences with student and documents the date of the conference in FOCUS
- Students who miss assignments due to cutting class will not receive credit for work that was completed during that class period.
- Student will not be able to make up any work missed during the period in which they cut class.

3rd Cut:

- Teacher must verify student attendance via the Homeroom Period in FOCUS and indicate a CUT in FOCUS using the “C” option
- Teacher conferences with student and shall notify guidance via email to solicit guidance assistance and attendance with student conference and documents these actions in FOCUS
- Teacher notifies parent/guardian via email, postal mail, telephone call, or text message on the same day of class absence and documents these actions in the provided Weekly Parent Contact Log
- Students who miss assignments due to cutting class will not receive credit for work that was completed during that class period.
- Student will not be able to make up any work missed during the period in which they cut class.

4th Cut:

- Teacher must verify student attendance via Homeroom Period in FOCUS and indicate a CUT in FOCUS using the “C” option

- Teacher will verify three successful points of interaction with the students' parent/guardian, as required on the Parent Notification Log, and then notifies the Discipline Office via Discipline Referral in FOCUS and includes detailed information about all documented information from previous occurrences (referrals are only to be filed and submitted on Focus after the 3rd offense)
- Student will be assigned Saturday Detention by the Discipline Office. Should the student fail to report to Saturday Detention, the student will then be issued a Mandatory Parent Conference. In the conference, the parent/guardian will be provided with students' grades, discipline history, and attendance record and informed of possible actions to be taken should the cutting incident continue
- Students who miss assignments due to cutting class will not receive credit for work that was completed during that class period.
- Student will not be able to make up any work missed during the period in which they cut class.

Chronic Cutters

Students who continue to cut class after the fourth cut in a marking period are considered chronic cutters, and they may fail the class for the quarter, and they are subject to the following disciplinary actions:

- Parent/guardian and guidance counselor notification of continued cutting, contact is documented in FOCUS
- Notification provided to the Drop-Out Prevention program by the Discipline Office and documented in FOCUS
- Placed on an Attendance Contract for that class by the Discipline staff and required to submit a weekly progress report completed by their teachers to the Discipline Office or designated personnel each Friday before leaving school
- Copies of the weekly reports will be provided to parents/guardians at the end of the quarter. Failure to comply will result in the following disciplinary actions:
 - **1st Failure to Submit Completed Weekly Report and/or Continued Cuts in the Same Class:** A Mandatory Parent Conference and In School Suspension (ISS) will be issued
 - **2nd Failure to Submit Completed Weekly Report and/or Continued Cuts in the Same Class:** A Mandatory Parent Conference and two days of ISS will be issued

- **3rd Failure to Submit Completed Weekly Report and/or Continued Cuts in the Same Class:** A Mandatory Parent Conference will be required, the student will be formally referred to the Dropout Prevention Office, possible referral to an alternative program, and the student may receive an “F” in the class for the quarter based on the current teacher average.

APPENDIX

LEGEND 1ST FLOOR – ARCADE LEVEL (PURPLE)

	<u>Room No.</u>		
1	B100	-	Gymnasium
2	B101	-	Academic Classroom
3	B102	-	Life Skills S/C Classroom
4	B104	-	Academic Classroom
5	B105	-	Life Skills Room
6	B106	-	Academic Classroom
7	B109	-	CTE Classroom
8	B110/B112	-	Faculty Lounge
9	B111	-	Court Room (Law Academy)
10	B113	-	Life Skills Academy
11	B115	-	Life Skills Academy
12	B116	-	Audio Classroom
13	B117	-	Life Skills S/C Classroom
14	B118	-	Technology Networking
15	B121	-	Mechanical/Electrical Room
16	B123-1	-	Mr. Womack, Security Coordinator
17	B123-2	-	Mr. Pullins, Lead Security Monitor
18	B125	-	Custodial Office
19	B127	-	General Storage/Records
20	B129	-	General Supplies Storage
21	B131	-	Social Studies Book Room
22	B135	-	Art Room
23	B139	-	Discipline Office
24	B141	-	Art Room
25	B143	-	Printing
26	B145	-	Discipline Office
27	B147	-	Film/TV Studio
28	B149	-	Classroom
29	B151	-	Audio Suite
30	B155	-	CAD
31	C120	-	Classroom
32	C122	-	Academic Classroom (Res. Center)
33	C124	-	Ms. Holmes/AFJROTC Office
34	C126	-	Classroom
35	C128	-	Academic Classroom
36	C157	-	Culinary Classroom
37	C167	-	Science Lab
38	C169	-	Science Lab
39	C177	-	Academic Classroom
Gymnasium		-	Physical Education/Weight Room/Dance Studio School Resource Officers Athletic Director/Department Chair's Office

LEGEND 2ND FLOOR – ARCADE LEVEL (RED)

	<u>Room No.</u>		
1	A201	-	Academic Classroom
2	A202	-	Academic Classroom
3	A206	-	CTE Classroom
4	A207	-	Academic Classroom
5	A208	-	Mr. Baldwin, Disciplinarian
6	A213	-	Amphitheater
7	B210	-	Security Office/Camera Room
8	B212	-	Academic Classroom
9	B214	-	Small Group Instruction/Classroom
10	B215	-	Academic Classroom
11	B216	-	Reception Office/Mr. Ansah, Ms. Eason
12	B216-1	-	Mr. Amo, School Treasurer
13	B216-2	-	Mrs. Boone, Assistant Principal
14	B219	-	Academic Classroom
15	B220	-	Central Space/School Entrance
16	B223	-	Mrs. Elvie, Math Department Chair Mrs. Lyte-Adam, English Department Chair
17	B224	-	Academic Classroom
18	B226	-	Academic Classroom
19	B228	-	Media Center
20	B229	-	Campus School Store
21	B233	-	Student Dining/Cafeteria
22	B235	-	Kitchen
23	B239	-	Faculty/Staff Dining
24	B243/B245	-	Receiving/Loading Dock
25	C228	-	Dr. Parayanthal, Science Department Chair
26	C230	-	Small Group Instruction/Classroom
27	C232	-	Vacant
28	C234	-	Small Group Instruction/Classroom (S/C)
29	C238	-	ROTC
30	C249	-	Vocal Music
31	C253	-	Instrumental Music
32	C261	-	Science Lab
33	C263	-	Science Lab
34	C265	-	Science Lab

LEGEND 3rd FLOOR – STREET LEVEL (GREEN)

	<u>Room No.</u>		
1	A301	-	Academic Classroom
2	A302	-	Academic Classroom
3	A307	-	Academic Classroom
4	A308	-	Child Study Team
5	A310	-	Child Study Team
6	A312	-	Child Study Team
7	A313	-	Academic Classroom
8	A314	-	Kenneth Sykes, Social Studies Department Chair
9	A318	-	Small Group Instruction/Classroom
10	B315	-	Academic Classroom
11	B319	-	Academic Classroom
12	B321	-	Medical Suite/School Nurse
13	B322	-	Main Office
14	B322-1	-	Mr. Hasan, Principal
15	B322-2	-	Administrative Conference Room
16	B323	-	Data / Climate & Culture
17	B327	-	Academic Classroom
18	B329	-	Academic Classroom
19	B330	-	Guidance Suite/Guidance Department Chairperson, Dr. Fortun
20	B333	-	Academic Classroom (S/C)
21	B335	-	Academic Classroom
22	B337	-	Stairway
23	B339	-	Academic Classroom (S/C)
24	C334	-	Mr. Reed, Disciplinarian
25	C336	-	Small Group Instruction/Classroom
26	C340	-	Small Group Instruction/Classroom
27	C341	-	Science Lab
28	C342	-	Academic Classroom
29	C345	-	Stairway
30	C349	-	Science Lab
31	C351	-	Academic Classroom
32	C353-1	-	Reception Office/Admin. Secretary, Ms. Mitchell
33	C353-2	-	Mrs. Davis, Assistant Principal
34	C361	-	Academic Classroom

LEGEND 4th FLOOR – UPPER LEVEL (BLUE)

<u>Room No.</u>			
1	A401	-	Academic Classroom
2	A402	-	Academic Classroom
3	A404/A406	-	CTE Classroom
4	A407	-	Academic Classroom
5	A408	-	Discipline Office
6	A410	-	Small Group Instruction/Classroom
7	A413	-	Academic Classroom
8	B402	-	Small Group Instruction/Classroom (S/C)
9	B414	-	Academic Classroom
10	B415	-	Academic Classroom
11	B416	-	Academic Classroom
12	B419	-	Academic Classroom
13	B423	-	Academic Classroom
14	B424	-	Academic Classroom
15	B425	-	Academic Classroom
16	B426	-	Academic Classroom
17	B427	-	Reception Office/Ms. Glasgow
18	B427-1	-	Mr. Damein Phoenix, Assistant Principal
19	B428	-	Small Group Instruction/Classroom
20	B429	-	Academic Classroom
21	B431	-	Academic Classroom
22	B435	-	Academic Classroom
23	B437	-	Academic Classroom
24	B441	-	Academic Classroom
25	C433	-	Mrs. Arrington, Disciplinarian
26	C434	-	Small Group Instruction/Classroom
27	C436	-	Small Group Instruction/Classroom
28	C438	-	English Book Room
29	C440	-	Academic Classroom
30	C443	-	Academic Classroom
31	C445	-	CTE Classroom
32	C451	-	Science Lab/Classroom
33	C453	-	Science Lab/Classroom
34	C461	-	Academic Classroom