

REMOTE LEARNING HANDBOOK



For Parents/Guardians & Students of
East Orange Campus High School
344 Prospect Street
East Orange, NJ 07017
Telephone: (973) 266 7300
<http://tinyurl.com/eosd-campus>

East Orange Central Administration	
Mr. Abdulsaleem Hasan	Superintendent of Schools
Dr. Deborah Harvest	Assistant Superintendent, Operations
Ms. Anita Champagne	Assistant Superintendent, Curriculum
Mrs. Marissa McKenzie	Director, Labor Relations & Employment Services
Ms. Beth Brooks	School Business Administrator & Board Secretary

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Mr. Wayne R. Stackhouse, Jr.	Member

East Orange Campus High School Administration		
Mr. Willie Worley	Principal	willie.worley@eastorange.k12.nj.us
Ms. Monikk Gray	Assistant Principal	monikk.gray@eastorange.k12.nj.us
Ms. Christina Jaquez	Assistant Principal	christina.jaquez@eastorange.k12.nj.us
Mr. Damein Phoenix	Assistant Principal	damein.phoenix@eastorange.k12.nj.us
Mr. Elvin Williamson	Assistant Principal	e.williamson@eastorange.k12.nj.us

I: Introduction

Remote Learning allows East Orange Campus High School to extend learning into the home and keep everyone safe during emergency closures. During remote learning, educators have the capability not just to create resources but to share their content across several levels of education. A complete classroom experience will be provided online. We strive to provide excellence by focusing on Future Ready Skills that will facilitate both College and Career Preparedness.

II: Mission

East Orange Campus High School will assist in the continued **transformation** of the East Orange School District and City of East Orange through the **academic, artistic, social, emotional, and athletic excellence** of the **students, staff, faculty, and administrators** here at East Orange Campus High School.

III: Vision

“Cultivating Jaguars with Phenomenal Will and Skill”

IV: Daily Schedule and Procedures

For remote learning, scholars are expected to complete the following tasks daily:

1. Log on to your **district-issued Google Account** with your laptop/device
<http://classroom.google.com>
Default Username for Google Accounts: YourLunchNumber@eastorange.k12.nj.us
Default Password for Google Accounts: INITIALSYourLunchNumber
(INITIALS ARE CAPITALIZED)
NOTE: The login for your school-issued Chromebook is the same as your login for Google Classroom.
2. Open your FOCUS Student Account to view your class schedule
URL: <http://eosd.focusschoolsoftware.com>
App Store (Mac): [EOSD Community Portal](#)
Play Store (Android): [EOSD Community Portal](#)
3. You must log into FOCUS Each day and click the “I’m Present” button **no later than 8:00 AM.**
 - a. **Please click “I’m Here” prior to the start of each class.**
4. Open the Google Classroom Application.
5. Your teachers have invited you to their Google Classrooms. Accept all invitations by clicking “join”. If you’re scheduled for a class, and have not received a Google Classroom invite, **please email that teacher directly through the FOCUS portal.**
6. Follow the instructional schedule listed on the next page during both synchronous and asynchronous learning time.

<u>Description of Issue</u>	<u>Contact Person</u>	<u>Email Address</u>
FOCUS Account	Jade Alston	jade.alston@eastorange.k12.nj.us
School-issued Laptop*	Bryan Jones	bryan.jones@eastorange.k12.nj.us
Google Account	Jade Alston	jade.alston@eastorange.k12.nj.us
Missing Google Classroom Invite	Teacher on your Schedule	Send Email Through FOCUS

= The Technology Department is not authorized to fix personal devices. If the student needs a device, they must schedule an appointment with the school to pick up a Chromebook. To obtain a school-issued Chromebook, please fill out this [form](#) and then contact (973) 266-7300 to arrange for device pickup.

Synchronous Learning Schedule (Monday, Tuesday, Thursday, Friday)	
<u>Period</u>	<u>Time</u>
Ready for Learning: Attendance- I'm HERE	8:00 AM
Period 1	8:30 AM - 9:00 AM
Period 2	9:00 AM - 9:30 AM
Period 3	9:30 AM - 10:00 AM
Period 4	10:00 AM - 10:30 AM
Period 5	10:30 AM - 11:00 AM
Period 6	11:00 AM - 11:30 AM
Period 7	11:30 AM - 12:00 PM
Period 8	12:00 PM - 12:30 PM
Period 9	12:30 PM - 1:00 PM
Lunch/Break	1:00 PM - 1:30 PM
Tutoring Support- Asynchronous Work Small Group Virtual Instruction Social Emotional Learning	1:30 PM - 3:00 PM

Early Dismissal/In-Service Workshop Schedule

<u>Period</u>	<u>Time</u>
Warning Bell	7:55 AM
Period 1	8:00 AM - 8:25 AM
Period 2	8:28 AM - 8:53 AM
Homeroom	8:53 AM - 8:56 AM
Period 3	8:59 AM - 9:24 AM
Period 4	9:27 AM - 9:52 AM
Period 5	9:55 AM - 10:20 AM
Period 6	10:23 AM - 10:48 AM
Period 7	10:51 AM - 11:16 AM
Period 8	11:19 AM - 11:44 AM
Period 9	11:47 AM - 12:12 PM

Delayed Opening Schedule

<u>Period</u>	<u>Time</u>
Warning Bell	9:55 AM
Period 1	10:00 AM - 10:25 AM
Period 2	10:29 AM - 10:54 AM
HOMEROOM	10:54 AM - 11:02 AM
Period 3	11:06 AM - 11:31 AM
Period 4	11:35 AM - 12:00 PM
Period 5	12:04 PM - 12:29 PM
Period 6	12:33 PM - 12:58 PM
Period 7	1:02 PM - 1:27 PM
Period 8	1:31 PM - 1:56 PM
Period 9	2:00 PM - 2:25 PM

V: Student Lateness

Online classes meet daily at the times indicated under “Synchronous Learning Schedule”. Teachers will take attendance daily, and are expected to mark students as “late” if they arrive after the start of class. 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 lifestyle. 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, both synchronously and asynchronously.

VI: Attendance Policy

The East Orange Board of Education supports the concept that increased student time on academic tasks improves academic achievement. The intent of an attendance policy is to reduce student absenteeism and ensure increased student time on academic tasks.

State law requires regular attendance of each student in this district between the ages of six and sixteen (twenty-one if classified). Students are required to be in attendance 162 to 180 days in order to be considered for a passing grade, course credit, promotion, or graduation.

Attendance of students enrolled in the school of this district during the days and time school is in session unless the student is excused for:

- i. Personal illness or injury
- ii. Death of a member of the family or household
- iii. Absence due to court intervention
- iv. Religious holidays as prescribed in [N.J.S.A 18A: 36-16](#)
- v. Quarantine
- vi. College Visitations
- vii. School Sponsored Activities
- viii. Unique circumstances which may develop on a case-by-case basis
- ix. Suspensions

Proper documentations are required to verify all absences. Parents or guardians of students under age 16 are advised that they may be taken to court for excessive absences. [Chronic Absenteeism](#) and truancy is against state law. Parents or guardians of students 16 years of age and older will be advised that repeated absence of their child is cause for his or her removal from school.

VII: Student Computer Use

Laptops are school property, and are subject to search and seizure at any time. 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. Students will login to the district network using their own login credentials. Account information and passwords must be kept private, and never shared. The individual in whose name a system account is issued will be responsible at all times for its proper use.

Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking and problem solving. Any misuse or improper use of school computers may engender the revocation of student privilege to use the device for the remainder of the school year. Any physical damage caused to the equipment (laptop, charger etc.) by students must be paid by the student, per the Board-Approved fee schedule.

Additionally, all students and their parents/guardians must complete and return the District's [Acceptable Use Policy](#) prior to using school devices.

VIII: Grading Policy

All classes will use the following category weights for their respective gradebooks:

<u>Category</u>	<u>Percentage</u>
Classwork	40%
Summative Assessments (Tests)	25%
Homework	20%
Formative Assessments (Quizzes)	15%
Total	100%

*There is no minimum grade for an assignment.

Final course averages are calculated as follows:

<u>Category</u>	<u>Percentage</u>
Marking Period 1	20%
Marking Period 2	20%
Marking Period 3	20%
Marking Period 4	20%
Final Exam	20%
Total	100%

When a student returns to school after an **excused** absence, they are responsible to make-up all missed assignments and tests. The student has two days to make up the assignments for each day absent.

Assignment of Letter Grades

<u>Letter Grade</u>	<u>Meaning</u>	<u>GPA Points, Regular Scale</u>	<u>Percentage Points</u>
A	Excellent	4.0	90% - 100%
B	Above Average	3.0	80% - 89%
C	Average	2.0	70% - 79%
D	Below Average	1.0	65% - 69%
F	Failure	0.0	< 65%
I	Incomplete	0.0	-----

Incomplete Grades

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 the School Counseling Department by the teacher. **A grade cannot be changed in FOCUS without the principal's approval.**

Absences

Pursuant to NJSA 18A:38-25, 18 unexcused absences for a full-year course will result in loss of credit, while 9 unexcused absences for a half-year course will result in a grade of "F" and loss of credit.