

East Orange Campus High School
STAFF HANDBOOK



2018 ~ 2019

17 Years of Jaguar Pride

Please make sure you read this publication thoroughly. It is your responsibility to become acquainted with the content of this handbook. If you have any questions/comments in reference to this Handbook please contact the Office of the Safe and Orderly Schools Department at: 973-266-7300; X-tension: 51023.

East Orange Campus High School

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Staff Handbook 2018-2019

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INTRODUCTION

The East Orange Campus High School Staff Handbook provides procedures for handling routine matters, clarifies expectations of teachers, and provides a unified approach to our service to students, to our staff, and to the community at large. All staff members are responsible to read and adhere to all information provided in this Staff Handbook. As a new and/or veteran teacher, you are expected to learn the rules and regulations defined within the confines of your school. The best way to do so is to read the Student Handbook and the Staff Handbook. There are a few sections that should be of great importance to you: Absences (Teacher), Accident Report, Building and Room Regulations, Conferences (Parents), Discipline, Homework, Parent Contact, Respect, Supervision, etc.

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

Spelman College

Penn State University

West Virginia University

ACCIDENT REPORT

When a staff member is hurt or injured during school hours, please follow the procedure listed below.

1. Immediately report the injury to the Main Office. In the event that a student is the cause of the injury, please contact Dr. Azard, Assistant Principal of the Safe and Orderly Schools Department so that a Confidential School Critical Incident Report (CSCIR) may be filed.
2. Report to the Nurse's Office to complete a "School Nurse Report of Related Injury (SNRRI)" form. The nurse will telephone the Division of Labor Relations and Employee Services (LR&ES) to get authorization for the injured employee to go to the Board of Education's physician located at *310 Central Avenue, East Orange, NJ*.
3. While waiting for authorization from Central Office, Ms. Eason will give the injured employee an "Employees' Report" form to be filled out and returned to Ms. Eason before leaving the school building. There is also a "Supervisor's Accident Investigation Report (SAIR)", which will be completed by the Principal/Principal's designee.
4. The injured staff member is to make sure that upon leaving the doctor's office, they call Ms. Eason to notify her of the disposition of his/her injury. Please remember to bring in all notes from the doctor upon returning to work.

When an accident occurs, teachers and other staff members are to aide the victim and notify the Main Office and the school Nurse immediately. Accident reports must be filed with the nurse or Main Office. If a staff member is injured while at school or at a school-sponsored function/activity, which she/he is supervising, the Main Office and the school nurse must be notified immediately and Workman's Compensation paperwork must be completed and filed within 24 hours.

ADMINISTRATIVE APPROVAL

All **written communications** to any parties outside of this school must be done on the school district's letterhead. Staff members **MUST** secure administrative approval to use the official District's Letterhead.

ADVISORSHIP

All staff members interested in becoming an advisor (paid or unpaid advisor) must submit a letter of interest to Ms. Boone. Advisors will be required to:

- Meet with students on at least a monthly basis
- Submit agendas and sign-in sheets on a monthly basis
- Submit a monthly contribution (realizations: party, events, etc.) to the School Newsletter
- Attend a mandatory monthly meeting the last Tuesday of every month with administration along with other advisors
- Provide at least one "showcase" to display club's talent or end-of-year activity/function
- Follow all rules and regulations regarding fundraising activities.

ASSEMBLIES

Assemblies may be held throughout the school year to provide entertainment and enrichment to our students and staff. Teachers are required to escort their classes to all assemblies and stay with them to help monitor/supervise. If you have novel ideas for specific assemblies, please notify your respective Department Chair or the administrator in charge of Student Club/Activities (Ms. Boone).

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 conferences, sectionals, 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 in which students can participate.

BELL SCHEDULES

DAILY 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 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

*The sign-in time for all certificated teachers is: 7:45 AM and the sign-out time is 2:40 PM. This takes into account the two fifteen (15) minutes of school service before and after school. Any teacher who is allowed to start working during second period instead of first period must adhere to the two 15 minute before and after school services.

Delayed Opening 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

2018-2019 School Hours for Staff and Students

Student Hours	Student Early Dismissal/ In-Service Hours	Teacher Hours	Teacher Assistant Hours	Student Delayed Opening Hours	Teacher Delayed Opening Hours	Early Dismissal/ In-Service
8:00 AM-2:25 PM	8:00 AM-12:03 PM	7:45 AM-2:40 PM	7:30 AM-3:30 PM	10:00 AM-2:25 PM	9:45 AM-2:40 PM	7:45 AM-12:18 PM

BUILDING MAINTENANCE REQUEST

When needed, faculty and staff are asked to complete building maintenance request forms and submit these forms to the Safe and Orderly Schools Department Office. If there is any issue in your classroom, please notify the Safe and Orderly Schools Department's Office as soon as possible. Heating and air conditioning issues are examples of problems that should be reported immediately.

BUILDING AND ROOM REGULATIONS

Teachers' rooms should be organized and tidy before leaving for the day. All windows must be closed and locked, and all lights turned off. Be sure any electrical appliances are on a surge protector. This is especially important for your computers! Thermostats will be set according to district settings: summer – 74 degrees during the day, 80 degrees at night, winter – 67 degrees during the day, 60 at night. Remind students they are to take care of classroom furniture and equipment. Anyone defacing school property should be reported to the Safe & Orderly Schools Department Office and violators will be responsible for financial restitution by completing an "Obligation Card". Teachers should be in their classrooms whenever students are present. Teachers are liable if there are accidents or injuries to students left unattended while staff/teachers are responsible for the supervision and safety of their students. If there is an emergency, call the Main Office or notify a teacher next to you to watch your class. If you are the last teacher who uses a classroom at the end of the day, turn off all lights and shut down and lock all windows before leaving the classroom.

BULLETIN BOARDS

Bulletin boards are an important part and extension of teachers' classroom display of information. They should be kept current and used appropriately to keep students interested and up-to-date, as well as provide rubrics and exemplary work. No student work should be on display past 30 calendar days.

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.

CLASS CUTTING POLICY

EOCHS recognizes that regular class attendance exposes students to a greater amount of academic content and instruction. 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. For the purpose of this Staff 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.

CLASSROOM VISITATION AND SUPERVISION

Building and District Administration may visit each classroom (instructional walkthroughs) formally and informally as part of the performance-based teacher evaluation (PBTE) process. The purpose of this is to improve quality instruction and sustainable student learning. Classroom visits may be announced or unannounced. Conversely, teachers are to inform their respective Department Chairperson of special projects or performances so that Administration may attend/observe.

COMMUNITY OUTREACH

Outside of the classroom, students are encouraged to get involved in the more than 20 available clubs that are offered as another way for students to connect to EOCHS. 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 before the Thanksgiving Holiday, initiating a toy drive in December, reading and tutoring elementary school students, and raising money and awareness for cancer research projects.

COMPUTER USE

Teachers are to avoid accessing in school inappropriate websites or websites that have no educational relevance or value to students. 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 recommended that teachers log out of their schoolwork computer if left unattended for an extended period of idle time.

Additionally, all students and their parents/guardians must complete and return the District's Internet Use contract, available on the District's website at the beginning of the first marking period.

CONFERENCES (PARENTS/GUARDIANS)

Teachers shall contact parents/guardians any time there is a problem with a student whether the issue is academic, social, or behavioral. Parents/guardians are to know or are to be aware how their child is doing in school. Frequent parent/guardian contacts strengthen the relationship between the school and home. Additionally, positive calls often make a situation much smoother if a problem arises in the future.

Teachers are to contact a student's home before report cards come out if there is any issue that is to be considered and reported. The goal is to contact 100% of the parents/guardians at least twice during the school year. Reminder: All communication with parents/guardians must be documented in the *Weekly Parent Contact Logs* and should be submitted weekly with teachers' lesson plans to respective Department Chairperson.

COPIER MACHINES

Copy machines are located in the Teacher's Lounge and the Media Center. Teachers are to speak with their respective Department Chairperson for mass copying needs that may arise, especially during project time. Sometimes, the Print Shop may be able to help out as well.

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 (AP) 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 credits (with few exceptions). World Languages 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 courses. 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 competently compete at the local, state, and national levels.

DISCIPLINE

Teachers should handle minor discipline issues in their classrooms. If a problem persists (or is severe enough) do not hesitate to involve the Discipline Office. Before problems become serious, talk to the student and the parent/guardian about the situation in order to resolve it at a lower level. Frequent contacts with parents/guardians are important in maintaining good discipline habits. Teachers should not send students out of their classrooms for disciplinary reasons. The Main Office/Security is to be contacted should a discipline issue warrants the attention of Security or Disciplinarian. In no circumstances are teachers allowed to throw students in the hallway because of discipline reasons.

Teachers are not to send students in the hallway without a legitimate hall pass (with date, time, full name of student, and the destination) or a security escort. Teachers are to make sure also to submit a detailed referral in FOCUS in case of student infractions. Referrals to the Main Office written on post-it notes, napkins, and notebook paper do not qualify and thus are NOT acceptable.

DISTRICT MAILING

In an attempt to better handle returned mail, we would like to request that teachers include name and/or department on the return address. In addition, if the letter is regarding a student, please include his/her name on the envelope. This will allow us to accurately forward your mail if returned and update our record, if necessary. Your attention is requested to this process.

DISTRICT STAFF ATTENDANCE REQUIREMENTS

The East Orange Board of Education adopted a policy on “Staff Attendance” that established a goal of at least 96.5 percent attendance for all staff members. This translates to absences of not more than **.64 days per month (or 6.4 days per year) for a ten-month period or 7.7 days per year for a twelve-month period.**

In order for an employee to receive a *satisfactory rating* on his/her attendance, that staff member cannot be absent for more than **.64 days per month** for the period of his/her employment, which is under review, regardless of the given reasons. This applies to all absences with the exception of the following authorized leaves:

- *Military Reserve Training*
- *Jury Duty*
- *Court Appearances to testify on behalf of the Board of Education*
- *Board approved professional leaves*
- *Worker’s Compensation*
- *Official Vacation Days*
- *Qualified Days used for Death in the Family*
- *FMLA approved Days*

DISTRICT STAFF ATTENDANCE IMPROVEMENT PROCEDURES

Following the **third absence** for ten (10) month employees or the **fourth absence** for twelve-month employees, the principal or designated administrator, shall notify the employee by memorandum of the number of days absent with the reasons for the these absences. THIS MEMORANDUM WILL BE FORWARDED TO THE DIVISION OF LABOR RELATIONS and EMPLOYMENT SERVICES (LR&ES). A consultation meeting will be held at the building level.

Following the **sixth absence** for ten-month (10) employees or the **eighth absence** for the twelve-month (12) employees, the principal or designated administrator, shall notify the employee by memorandum of the number of days absent with the reasons for the these absences. THIS MEMORANDUM WILL BE FORWARDED TO THE DIVISION OF LABOR RELATIONS and EMPLOYMENT SERVICES (LR&ES). A consultation meeting will be held at the building level. During that meeting, a copy of the “Staff Attendance Improvement Plan” shall be given to the staff member for his/her review.

Following the **ninth absence** for ten-month (10) employees or the **eleventh absence** for twelve-month (12) employees, the principal or designated administrator shall arrange for the staff member to meet with the Director of Division of Labor Relations and Employment Services (LR&ES). *The building administrator may be present at this meeting if circumstances warrant his/her attendance.*

The meeting will focus on the relationship between the employee’s *performance, attendance, and the district’s goals of improving student achievement.*

The meeting will include, but not limited to a discussion of the following:

- *Total number of days absent and times tardy*
- *Number of absence incidents*
- *Possible pattern of absences*
- *Reasons for absences or tardiness*
- *Impact of chronic absenteeism on the overall structure of the school*
- *Development of a corrective action plan with the employee*

Please note that absences identified, as an ‘*authorized leave*’ will not be considered when calculating number of days. (See list under “District Staff Attendance Requirements”)

In addition, personal illness of four (4) consecutive days is not included in this calculation.

E-MAIL

All staff members have a district email that they are required to check several times on a daily basis. Please note e-mail is the main means of communication between administration and school staff. Therefore, staff members are expected to check their school e-mail at least 3 times a day.

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 students to the Principal.
- Do not admit anyone except emergency responders or district administrators into your class or offices.
- 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) to communicate with Board phones and/or via handheld Walkie Talkies.

EVALUATION OF PROFESSIONAL EMPLOYEES

Please refer to the Staff Evaluation Handbook distributed by the Division of Operations and Compliance at the beginning of September.

EXEMPLARY PROGRAMS

Several extracurricular programs offer students opportunities to excel beyond the classroom walls. 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. Each One Reach One Program offers mentoring to male students, which may be able to help them from boyhood to manhood.

EXTRA HELP SCHEDULE

Each faculty member is required to post in and out of 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.

Staff/Departmental Meetings Schedule 2018-2019

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

***Monday, September 10, 2018 Departmental
Monday, September 17, 2018 Faculty
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

STAFF ATTENDANCE PROCEDURES

1. Sign in on arrival each day at 7:45 AM. (Attendance book located in Main Office).
2. Sign out each day/time before (2:40 PM) departing from the building.
3. Be mindful that you may only leave the building during your lunch period and/or prep (Please let your immediate supervisor know that you are leaving the building for lunch).
4. All special requests are to be submitted in writing to the Principal or his/her designee.
5. Any staff member who has been out for an extended sick leave (at least 3 days of consecutive absence) must report to the Labor Relations & Employment Services (LR&ES) Division prior to returning to work assignment.
6. Staff members are required to post in sign-in book exact time of arrival
7. All Staff members are to follow the work schedule allocated by the East Orange Board of Education. Any change in work time schedule is to be in writing and approved by the building Principal or his/her designee.
8. Failure to follow the above procedures constitutes a reason for payroll/attendance changes and/or other adverse personnel action.

Emergency Departure

Teachers must remain in the building a minimum of fifteen (15) minutes at the close of the regular school day. Each teacher is responsible for the direct supervision of their students during the times indicated on their schedule. If for any reason a teacher finds it necessary to leave a scheduled class, he/she must have the request form to leave the building signed by the person who oversees his/her department (i.e. evaluator of record). The completed form is to be brought to the secretary in charge of teacher attendance who will provide a substitute to cover class(es). Teachers requesting to leave during the normal school day will be charged with sick or personal leave time. Should a teacher have to leave the building during his/her lunch or preparation period, the teacher must sign out in the Main Office. As prep periods are not considered as free periods, teachers must have request forms signed before leaving the building during these periods. However, administrative permission is not required to leave the building during lunch.

Failure to Call in Absence

If a teacher fails to call in their absence then the teacher is liable for disciplinary action. Adequate provisions for class coverage cannot be made in a timely fashion if the school is notified of absences late or in a haphazard fashion.

Grading and Extended Leave (FMLA)

Teachers must notify building administration (Principal/Assistant Principals and Department Chairs) when they anticipate an extended leave. Although the Division of Labor Relations and Employment Services (LR&ES) maintains information regarding the leave, the building-based administration needs to be made aware immediately. Teachers are required to leave extended lesson plans corresponding to the anticipated extended leave. Department Chairpersons must be able to

access most recent grades to keep FOCUS grades updated.

In the case of a teacher's long-term absence, the Department Chairperson is responsible for ensuring that student work is graded and entered into FOCUS. An Incomplete (I) grade can be issued in this situation temporarily to be changed during the next marking period.

Late Arrival/Early Exit

Any teacher who is absent from school for part of the day will be charged for all missed periods – except lunch. Four (4) periods will constitute a half-day's work. Seven (7) periods will constitute a full day of work. All staff requiring an early dismissal must fill out a form (found in the Main Office) and receive written permission from an Assistant Principal or a Department Chairperson. The form must be returned to the Main Office prior to departure of the staff member from school.

Medical Documentation

A medical note/certificate is required for absences of four (4) or more consecutive school days. Such documentation shall be filed with the Principal or his/her designee.

A medical certificate may be required after one (1) day of absence due to illness at the discretion of the building Principal or his/her designee.

A conference with Division of Labor Relations and Employee Services (LR&ES) must take place prior to reporting to school for anyone who has been absent three (3) or more consecutive days.

Teacher Absence

Teachers must notify the Automated Educational Substitute Operator (AESOP) at 1-800-942- 3767 or online at <http://www.aesoponline.com> and the Main Office at (973) 266-7300 to report their absence from school. Failure to comply may result in loss of pay, and/or disciplinary actions. Under no circumstance shall any person be absent from school without the knowledge of a building administrator and/or departmental chairperson. Teachers are required to develop and submit emergency lesson plans for at least five (5) days and leave plans with the Attendance Secretary and Department Chairpersons.

FIELD TRIPS

As early as possible, but at least:

Twelve Weeks Ahead Field trip request Forms/Resolutions 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 from trip: 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 participation 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)
- Various 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 a teacher's prerogative to allow additional time. (Example: A student absent for three (3) 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 on FOCUS as soon as the student completes the work missed.

NOTE: STUDENTS WILL HAVE AN OPPORTUNITY TO DO A MAKE-UP 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 (I) 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 ON FOCUS.**

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 department chairperson. **A grade cannot be changed without the school Principal's approval.**

GUIDELINES for STUDENT PARTIES/EVENING EVENTS

To ensure the safety of all students and staff during Campus High School student parties/events, 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 by the school administration.

1. All student parties must be pre-approved by the designated building administrator 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 school schedules.
3. Building administration must be directly informed four (4) weeks prior to the event occurring in order to schedule and secure appropriate security personnel.
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/monitoring 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 sponsored by East Orange Campus High School

Teachers are required to make contact with parents/guardians and keep detailed documentation of that contact in East Orange Campus High School Weekly Parent Contact Log, which is delivered electronically. This log is to be submitted to teachers' respective Department Chairperson on a bi-weekly basis. Methods of contact are:

1. Calling the FOCUS listed parent/guardian
2. Emailing the FOCUS listed parent/guardian (be sure to archive/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.

Please encourage parents to maintain 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 (Dr. Azard’s Office). Faculty, staff, and students must not park in unauthorized areas. Five spaces are designated for school administration, and should only be occupied by vehicles belong to the EOCHS Administration. Additionally, there are designated parking spaces for the handicapped, which require, by law, that a permit be displayed in all vehicles parked therein. There are also designated areas for emergency vehicles and/or fire hydrant accessibility. Please avoid parking in these areas.

Note: Violators will get their cars 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, staff and the community at large of snow days, a crisis, or other important information.

RECORDS

Student records are confidential information and should not be shared indiscriminately. For further information about 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/Parent Handbook, or on the district’s website.

RESPECT

Do not allow students to belittle, make fun of, disrespect, 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 climate and culture in our building. The Committee will schedule various workshops and presentations throughout the school year aimed at promoting a healthy and safe school community environment.

RULES, REGULATIONS, & POLICY COMPLIANCE

Teachers are expected to do their best work possible and to comply with all school and district policies. Teachers who are out of compliance will be notified either verbally or in writing as to the improvements necessary to be in compliance. The “Board Policy Manual” is a great resource to refer to and it can be found in the library, Main Office front desk, or on the district’s website.

SICK LEAVE AND PERSONAL DAYS

Please refer to the current Teacher’s Contract.

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 and staff 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 (natural disasters). This information is broadcast over stations WWOR and WVNJ. As soon as the Principal is notified, the school messenger, which 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. (enclosed).

STUDENT ABSENCES

Students who return to school after being absent are to return to school with a note signed by their parent/guardian explaining the reason of 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 classes.

Teachers are to maintain a file of all written documentation relating to students’ absences.

Students, who are absent from 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 unless allowed by a certified physician or the school nurse.

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, safety, respect and pride, as well as a positive regard for school established authority. The following are guidelines to help promote a safe & effective learning environment. Teachers and other staff members are expected to help administration enforce the student dress code policy.

Campus High School students are expected to wear 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) and any other indecent and inappropriate garments are **unacceptable and will not be tolerated**. Pants should be size appropriate and worn at the waist with a belt.

Any article of clothing which displays indecent/offensive writing, pictures, or slogans shall not be permitted on school grounds and property. Administration reserves the right to send students back home in order to adhere and enforce school uniform policy.

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, by request, 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. 'Ear-buds' and 'do-rags' are not allowed in school. If ceased, they will not be returned to students. Those items become school property to be disposed of. Teachers are expected and responsible to enforce this policy in their respective classrooms.

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 at all times.

STUDENT ENTRY/EXIT PROCEDURES

- 7:30 – 8:00 a.m.** Students enter the building from the Prospect Street entrance and the Edgerton Street entrance using their school ID. Temporary IDs will be issued via the 2nd floor Edgerton Street entrance during this time. All students are to report to the student 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 (8:00 AM). Students without a first period must remain in the Cafeteria and are required to scan their ID for access. Students with a scheduled class (with first period) attempting to enter the Cafeteria at this time will be issued a consequence.
- 8:00 a.m.** First period classes start.
- 8:00 – 8:43 a.m.** Entrance Doors remain open to accommodate late students
- After 9:00 am** All late students and 2nd period students must enter via the Prospect Street Entrance (3rd Floor). A parent/guardian shall accompany the student in order to get access to the building. Otherwise, students are to be escorted by security/disciplinarians to the ISS/ACS room and parents are to be called when arrived in the ISS/ACS room. Students are allowed to come in when carrying a court or a doctor's note

Temporary IDs

Students will be issued a maximum of two (2) 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

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 Terrace and will remain in the Cafeteria until the end of first period.

Parent/Guardian Entry

Accompanied or unaccompanied students are to enter via the 3rd floor Prospect Street entrance only; this entrance is open 9:00 a.m. – 2:40 p.m.

Exiting the Building

All students will exit the building at the end of their scheduled school day via the second floor Edgerton Terrace and Prospect Street exits and must swipe their ID to exit. Students attempting to exit the building prior to the end of their scheduled school day will be issued a disciplinary 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 (First Floor) and swipe their respective school ID. Students without their school issued ID will not be allowed to enter or re-enter the building.

SUBSTITUTE PLANS

All teachers must submit initial Substitute Plans to their respective Department Chairperson by second week of September. These plans must be updated as needed.

STUDENT SUPERVISION

Supervision of students is your job any time you are on the premises. When correction is needed, do not hesitate. Be polite and treat the student as you wish to be treated. If they fail to respond, act with authority and use the firmness it takes to do the job. Teachers should be aware of the volume, tone, and attitude of their voice when addressing/interacting with 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 level. 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 hall during class transition times.

USE OF THE FACILITIES

No one is to use the building/equipment after regular hours without prior approval from the Principal or his/her designee. People wishing to use the facilities must submit a written request (forms available in Dr. Azard's Office) and provide proof of liability insurance for those participating. Employees are not to remove R-III District property from the premises without authorization.

VISITOR POLICY

Staff members can support our initiative to have a safe and secure facility by understanding and adhering to 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 the Main Office which will call for a security escort in order to accompany and direct the visitor to the desired location.
- 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 via the Prospect Street exit.
- Parents/Guardians are asked to encourage their children to report safety concerns to administration/Security because it is the right thing to do. Re-assure students that it is not "tattling" but good citizenship. Students must understand the dangers of not reporting and the importance of reporting.

Parents/Guardians 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. Please carefully screen and check each volunteer. Submit your volunteer's name, address, telephone number, e-mail, etc. for further checks by your respective Department Chairperson. Volunteers who will work with students outside of your classroom should submit an application for a

criminal background check. Teachers should submit a list of adults who will chaperone trips or activities to the Main Office. The ratio of students to chaperone is 10:1 (for each 10 students, one chaperone is needed).

APPENDIX

LEGEND 1ST FLOOR – ARCADE LEVEL (PURPLE)

	<u>Room No.</u>		
1	B100	-	Gymnasium
2	B101	-	Instructional Classroom
3	B102	-	Life Skills Instructional Classroom
4	B104	-	Instructional Classroom
5	B105	-	Life Skills Room
6	B106	-	Instructional 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 Instructional Classroom
14	B118	-	Technology Networking
15	B121	-	Mechanical/Electrical Room
16	B123-1	-	Discipline Office
17	B123-2	-	Attendance Officer Office
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	-	Instructional Classroom
29	B151	-	Audio Suite
30	B155	-	CAD
31	C120	-	Instructional Classroom
32	C122	-	Instructional Classroom (Res. Center)
33	C124	-	Ms. Holmes/AFJROTC Office
34	C126	-	Instructional Classroom
35	C128	-	Instructional Classroom
36	C157	-	Culinary Classroom
37	C167	-	Science Lab
38	C169	-	Science Lab
39	C177	-	Instructional Classroom
	Gymnasium	-	Physical Education/Weight Room/Dance Studio

LEGEND 2ND FLOOR – ARCADE LEVEL (RED)

	<u>Room No.</u>		
1	A201	-	Instructional Classroom
2	A202	-	Instructional Classroom
3	A206	-	Instructional Classroom
4	A207	-	Instructional Classroom
5	A208	-	Language Arts Department Chair Office
6	A213	-	Amphitheater
7	B210	-	Security Office/Camera Room
8	B212	-	Instructional Classroom
9	B214	-	Small Group Instruction/Classroom
10	B215	-	Instructional Classroom
11	B216	-	Reception/Administrative Office
12	B216-1	-	Mr. Amo, School Treasurer
13	B216-2	-	Mrs. Boone, Assistant Principal
14	B219	-	Instructional Classroom
15	B220	-	Central Space/School Entrance
16	B223	-	Disciplinarian Office
17	B224	-	Instructional Classroom
18	B226	-	Instructional 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. Mwangi, Science Department Chair
26	C230	-	Small Group Instruction/Classroom
27	C232	-	Vacant
28	C234	-	Small Group Instruction/Classroom
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	-	Instructional Classroom
2	A302	-	Instructional Classroom
3	A307	-	Instructional Classroom
4	A308	-	Child Study Team
5	A310	-	Child Study Team
6	A312	-	Child Study Team
7	A313	-	Instructional Classroom
8	A314	-	Kenneth Sykes, Social Studies Department Chair
9	A318	-	Small Group Instruction/Classroom
10	B315	-	Instructional Classroom
11	B319	-	Instructional Classroom
12	B321	-	Medical Suite/School Nurse
13	B322	-	Main Office
14	B322-1	-	Mr. Estrick, Principal
15	B322-2	-	Administrative Conference Room
16	B323	-	Data / Climate & Culture
17	B327	-	Instructional Classroom
18	B329	-	Instructional Classroom
19	B330	-	Guidance Suite
20	B333	-	Instructional Classroom
21	B335	-	Instructional Classroom
22	B337	-	Stairway
23	B339	-	Instructional Classroom
24	C334	-	Social Studies Department Chair
25	C336	-	Small Group Instruction/Classroom
26	C340	-	Small Group Instruction/Classroom
27	C341	-	Science Lab
28	C342	-	Instructional Classroom
29	C345	-	Stairway
30	C349	-	Science Lab
31	C351	-	Instructional Classroom
32	C353-1	-	Reception Office/Admin. Secretary, Ms. Mitchell
33	C353-2	-	Ms. Boone, Assistant Principal
34	C361	-	Instructional Classroom

LEGEND 4th FLOOR – UPPER LEVEL (BLUE)

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

End of Document