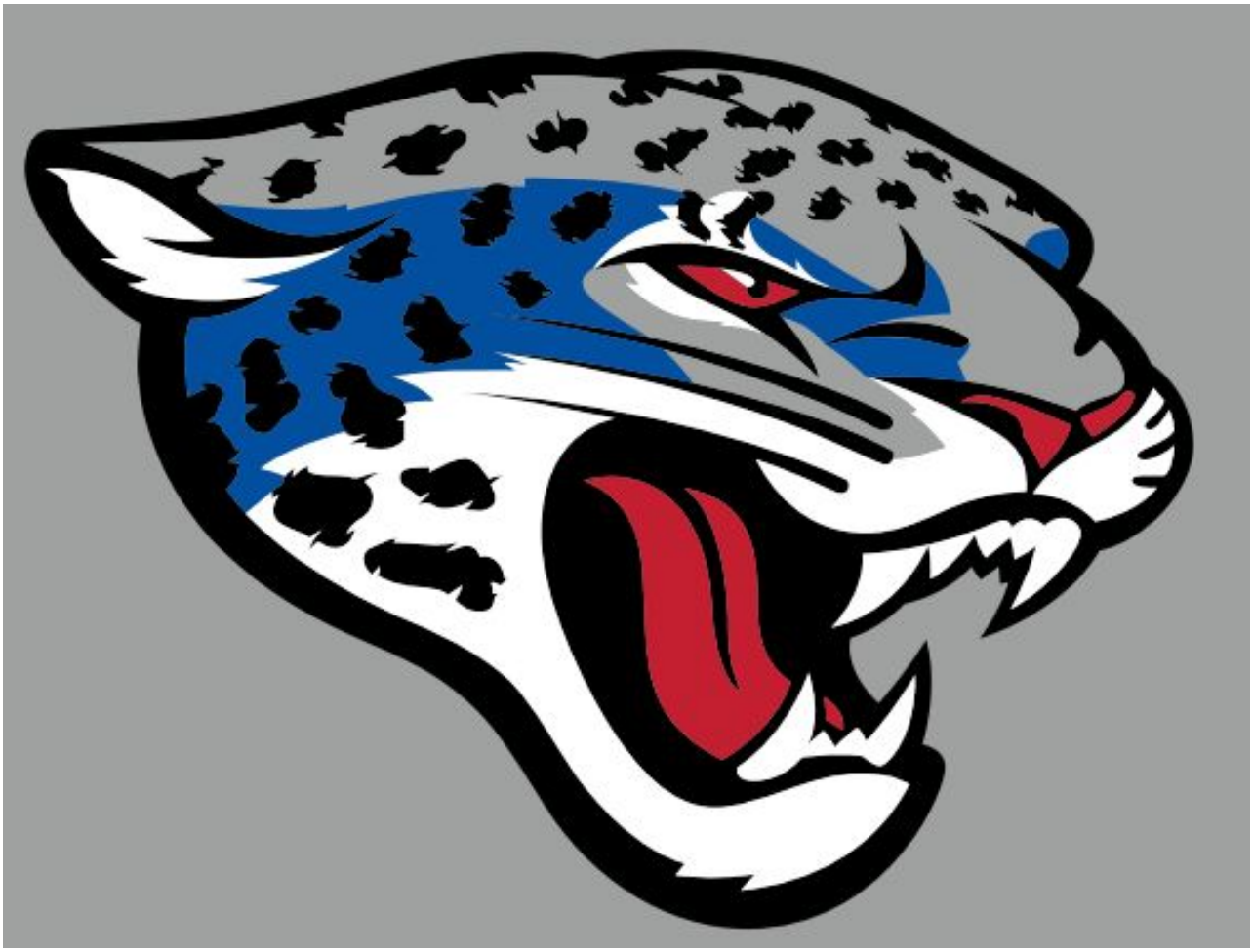
EAST ORANGE CAMPUS HIGH SCHOOL

STAFF HANDBOOK



2020 ~2021

18 Years of Jaguar Pride

Please make sure you read this publication carefully and 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 Mr. Phoenix, Assistant Principal, at: 973-266-7300; Extension: 51047.

East Orange Campus High School
344 Prospect Street
East Orange, NJ 07017 (973) 266-7300

Staff Handbook 2020-2021

Mr. Willie Worley-Principal
Mrs. Monikk Gray-Assistant Principal
Mr. Damein Phoenix-Assistant Principal
Mr. Elvin Williamson-Assistant Principal
Ms. Christina Jaquez -Assistant Principal
Ms. Diana Holmes - Special Education Department Chairperson
Mr. Michael Baldwin - Athletic Director
Ms. Vanessa Ming - Supervisor of School Counseling

East Orange Board of Education Members

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Ms. Marsha B. Wilkerson, Vice President
Ms. Darlene Clovis
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Mr. Wayne R. Stackhouse, Jr.

Central Administration

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Dr. Deborah Harvest, Assistant Superintendent of Operations
Ms. Anita Champagne, Assistant Superintendent of Curriculum
Ms. Marissa McKenzie, Director of Labor Relations & Employment Services
Ms. Beth Coleman, School Business Administrator/Board Secretary

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 our 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, Grade Policy, Grade Makeup Policy, Parent Contact, Respect, Supervision, etc.

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.

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.

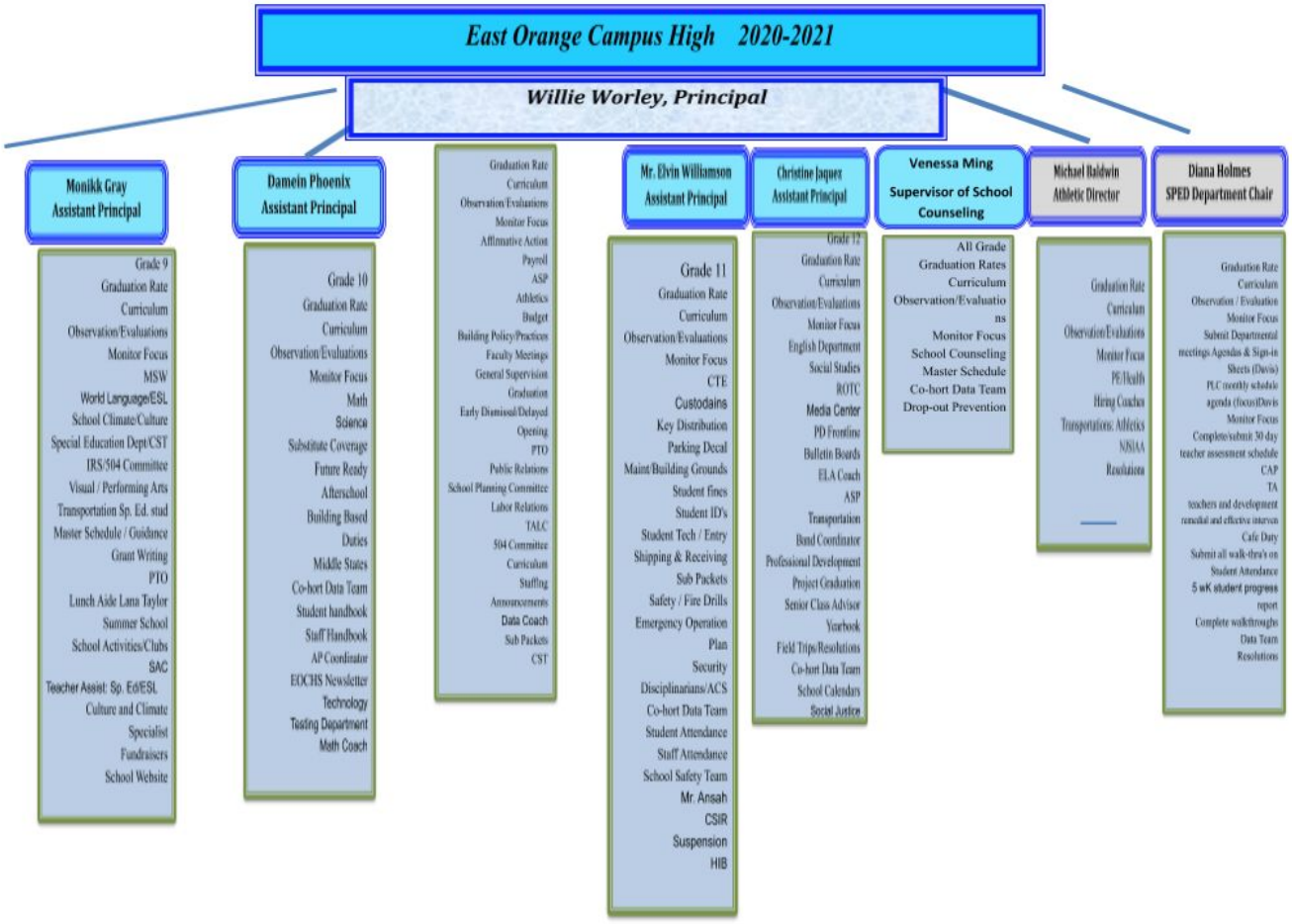
VISION

"Cultivating Jaguars with Phenomenal Will and Skill"

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 is 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.

ADMINISTRATIVE SUPPORT TEAM



REMOTE LEARNING SCHEDULE

September 2nd - October 2nd: You will work remotely during this timeframe. However, you may report to work in-person if you so desire. Please inform your building administrator if you choose to report in-person during this timeframe.

October 5th - November 4th: You will report to work (in-person) two (2) full days per week and work remotely three (3) days per week. The days that staff report to work in-person each week will be determined by building principals.

November 9th - November 30th: You will report to work (in-person) four (4) days per week.

Remote Learning Days

Remote learning allows the East Orange School District to extend learning into the home and keep everyone safe during emergency closures.

Google Classroom is one of Google Apps for Education's products that is being used by many educators globally. It is a learning management system that allows you to digitally create and manage assignments as well as to provide feedback to the students. Google Classroom works particularly with Google Apps for Education, a suite of productivity tools (Drive, Docs, Gmail, etc.) that we already use in our schools. The East Orange School District educators create an engaging and stimulating educational environment via virtual learning with the Google Classroom.

Schoology will be our student learning platform on or before November 1, 2020 (date subject to change). Training has been provided and additional training will be provided throughout the upcoming weeks.

Focus Student Information System is designed to provide our school Districts with a scalable and flexible solution that meets not only the information demands of today, but also the future. ... In addition, the District can share in the developments of other Focus users. Focus is 100% web-based. Focus runs in the Cloud and warehouse for a variety of resources for students, parents and staff. Parents, Students and Staff are able to connect and communicate in this user-friendly environment in order to provide support to our students in many different facets. FOCUS also allows connectivity to Google Classroom.

Our number one goal with Remote Learning is to make sure students continue to learn and are safe. With a new process, there will be many things students can share about their learning and demonstrate success, but there will also be some areas of improvement for the whole system. When students return to school, there will be an opportunity for the students to share strengths and areas in need of improvement related to eLearning.

Classroom lessons will be delivered via the Google Classroom Platform. Teachers will provide a minimum of 60-minute lessons daily following a modified schedule for instruction.

Instructional Access

Teachers will be available throughout the day via synchronous learning time 8:05am - 1:00pm and asynchronous 1:30pm - 3:00pm. Teachers are on a regular 6 hours and 55- minutes day and will be allowed duty/prep on synchronous days accordingly.

During these hours, our teachers will be accessible through a line of communication and be available for feedback, discussion and for grading of student work via *Focus,* our student information system.

Students are expected to complete the lesson(s) assigned by their teachers on a daily basis. Remote Learning

days are about extending learning outside of the school building and not stopping instruction. Teachers will enter grades into Focus weekly. Due to the crisis that resulted in an extended remote learning environment, students will be allowed 5-10 days to make-up work that they may have missed.

Digital Code of Conduct

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of District activities. All users are expected to use the District technology resources in a legal, responsible, ethical, and polite manner. The digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with the East Orange School Board policy on use of technology resources in instruction. A student who knowingly violates any portion of the digital citizenship expectations will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the school District disciplinary handbook.

Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property. See District Fair Use and Copyright Guidelines for more information (Policy 3260- 3261). Students will practice safe and appropriate online behavior including using digital citizenship etiquette while communicating online. Improper use of District technology resources is prohibited including, but not limited to:

- Using racist, profane, pornographic, sexually oriented, or obscene language or materials
- Attempting to send or sending anonymous messages of any kind
- Using the network to access inappropriate and/or harmful materials
- Bypassing the District's security measures to access sites that are filtered on the District network
- Encrypting communications so as to avoid security review or monitoring by the system administrator
- Using the network to provide addresses or other personal information that others may use inappropriately
- Purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group)
- Forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the electronic messages of other system users or deliberate interference with the ability of other system users to send/receive electronic messages
- Using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines

Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking, and problem solving. Improper use of the District's technology resources is prohibited including, but not limited to:

- Using the network for political activity, financial gain, or commercial activity
- Attempting to harm or harming equipment, materials, or data
- Changing any computer configurations and/or settings
- Installing software, including freeware and file sharing services, without permission from the director of technology or his/her designee
- Running security programs or utilities that reveal or exploit weaknesses in the security of a system such as password cracking programs, packet sniffers, port scanners or any other non- approved programs on District Streaming media, such as radio, games, video, etc., for non-educational purposes
- Proxy sites - bypassing or attempting to bypass the filtering device by using sites such as, but not limited to, proxy sites on the District's electronic communications system technology resources

Use of Cameras

Students are encouraged to use the video camera feature on the student learning platform(s), however it is not mandatory.

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)
   p{ ¶, ≯¶4 ≯Ꝑ-9ⱪ≯ƒ Œⱪ ©Œ 4ff P.9”© >4ŒEY ff M9≯4 ≯ëY æ”≯Ç ©ŒꝐ-9ⱪ≯ƒ ŒDff-P>Pæ””ŒfY ?
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.

Description of Issue	Contact Person	Email Address
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.