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PARENT & STUDENT HANDBOOK

2015-2016



Dr. Cayce J. Cummins, Principal

FOCUS * DISCIPLINE * RESPECT

TABLE OF CONTENTS

Board Members and Superintendent page

The District Vision and Mission

Principal's Message

PTO President's Letter

Orange Public Schools District Objectives and Goals 2015-2016

Cleveland Street School Mission and Vision Statements

Cleveland Street School Staff Roster and Room Assignments

Attendance

School Closings

Homework Policy

Uniform Policy

Cellular Phone Policy

Lunch Forms

Parking

Classroom Visits

Guidance

Health Services

PTO News

Code of Conduct

Rules and Expectations

Student Contract

Parent and Student Signature Page

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2015-2016

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PRINCIPAL'S MESSAGE

I would like to take this opportunity to extend a warm welcome to parents and students of Cleveland Street School. As you know, Cleveland Street School is a special place that provides academic and social development while building our students' self-esteem. We are proud of the successes that we have made and look forward to another exciting year of teaching and learning.

Our school is like a family, composed of a diverse group of educators, staff and parents all focused on one common goal, providing an excellent academic experience for all students. Your continued interest and participation will enhance the quality of education and activities at our school. I am hoping to have at least one person from every family be an active part of our Parent Teacher Organization (PTO). It was great to see the large increase in PTO activities and participation last school year.

This handbook has been prepared to acquaint you with various policies, procedures and activities that have been developed in order to maintain an exceptional and safe educational environment. We are always available to assist you in any way possible. Please be sure to save the school website as a favorite and visit the site often to receive updates, information and announcements. <http://c2.orange.schoolwires.net/Domain/687>

I look forward to working with you this school year as we continue to be partners in your child's educational experience at the great Cleveland Street School!

Dr. Cayce J. Cummins, Principal

The Orange Board of Education Vision and Mission Statement

Vision

"The Orange Public School District commits to provide a safe and caring environment where each student is expected to grow and succeed. We pledge to prepare all students with equitable opportunities for college and career readiness, leading to lifelong learning and responsible citizenship in a competitive global community."

Mission

- The Orange Public School District in collaboration with all stakeholders is responsible for promoting the academic, social, emotional and personal success of all students.
- With a commitment to academic excellence, the district provides teachers, families, and administrators the tools needed for all students to reach their full potential.
- The district serves all students in our schools, acknowledging their unique backgrounds, cultural perspectives and learning styles.
- The district recognizes that curiosity, discipline, integrity, responsibility and respect are necessary for success.
- The Orange Public School District cultivates a community of 21st century learners where students take ownership of the learning process, achieve high standards of excellence, and focus on academics.

No Alibis, No Exceptions, No Excuses!

Cleveland Street School

VISION STATEMENT

Our vision is to prepare our children for the future, which will require them to demonstrate competencies throughout every phase of their educational experience. They must be able to collaborate, understand and reason effectively using higher order thinking skills. In order to be productive and viable citizens in this 21st century, they must also be proficient in the use of state of the art technology.

MISSION STATEMENT

Cleveland Street Elementary School is committed to the delivery of instructional services, which will provide a safe, positive and challenging climate conducive to teaching and learning. The Common Core State Standards along with brain based research activities will be our guiding principles in achieving our mission.

CLEVELAND STREET ELEMENTARY SCHOOL

2015-2016 STAFF ROSTER

STAFF MEMBER	ASSIGNMENT	RM	STAFF MEMBER	ASSIGNMENT	RM
Dr. Cayce J. Cummins	Principal	Office			
Simone Davis	Admin. Secretary	Office	Bella Gomez	World Language	9
Juliana Perez	Security Officer	Hallway	Miriam Martin	Technology Coordinator	12
			William Harris	Computer Literacy	12
<u>Kindergarten</u>			Robin Daniels	Library / Read 180	10 & 19
Charmaine Fraser	Spec. Ed (Incl.)	1	Edward Harris	Physical Ed. & Health	MPR
Stephanie Gagliardo-Sabol		1	Daniel Turk	School Counselor	1C
Leah Baguidy		2	Lynn Jacobs	School Nurse	Med Rm
			Marianne Mroz	Instrumental Music	21
<u>First Grade</u>			Martha Greenberg	Art	6A
Jaime McConnell		5	Brian Silvoy	Vocal Music	4C
Lynda Jackson		18	Stacey Estrada	ICS (K-4)	19
			Orslla Ojentis	ICS (5-7)	19
<u>Second Grade</u>			Britt Keshner	Drama	21
Tiesha Smith		20	Enid Shapiro-Unger	ESL (K-4)	12A
Toshia Copeland		3	Yvonne Mildon	ESL (5-7)	12A
<u>Third Grade</u>			<u>Child Study Team</u>		
Ketsia Jean-Baptiste	ELA & Soc. Studies	8	Sheronda Braker	CST Social Worker	13C
Esak Crawley	Math & Science	7	Tara Cariello-Carota	School Psychologist	13C
			Vicki Moultry	LDTC	13C
<u>Fourth Grade</u>			Elizabeth Boyle	Speech	13C
Keisha Hooks-Lee	ELA & Soc. Studies	6			
Iesha Fennell	Math & Science	4	<u>Paraprofessionals</u>		
			Gail Matthews	1:1 Gr. K Sp. Ed. Para	1
<u>Fifth Grade</u>			Arlene Freeman	K – Paraprofessional	2
Julie O'Connor	ELA (5 & 6)	16	Manina Marquez	K - Paraprofessional	1
Ingrid Fullerton	Math (5 & 6)	17	Elizabeth Phillip	Sp. Ed. Para (5,6,7)	13
			Maurice Hall	1:1 Gr. 2 Sp. Ed. Para	3
<u>Sixth Grade</u>			Taneesha Gillard	1:1 Gr. 6 Sp. Ed. Para	11
Felicia Bateman	Science (5, 6 & 7)	11	Michael Spillman	1:1 Gr. 6 Sp. Ed. Para	13
James DeLoatch	Math (6&7)	15	Sharon Duren	1:1 Gr. 2 Sp. Ed. Para	3
<u>Seventh Grade</u>			<u>Lunch Aides:</u>		
Steven Antunes	Science (6 & 7)	14	Rhonda Wills	K - 7	Café
Marc Levenson	Soc. Studies (5,6&7)	9	Daphaine Stuckey	K - 7	Café
			Marjorie Gilbert	K - 7	Café
<u>Special Education</u>			Tracy Stimage	K – 7	Café
Joseph Nathan	Self-Cont. (6-7)	13			

ATTENDANCE

The school hours are **8:30 AM - 3:00 PM**. Students **should not arrive to school prior to 7:30 AM**. Breakfast is served IN THE CLASSROOM from 7:30 AM – 8:15 AM. Instruction begins promptly at 8:30 AM. School ends at **3:00 PM on FULL day sessions and 12:30 on HALF day sessions**. See the school/District calendar for days with early dismissal times (2:30 p.m.). *All children are expected to be picked up promptly at the close of school hours. No supervision is available for students after that time.* Those parents who are in violation will be reported to the Division of Child Protection and Permanency (DCPP).

Over the years we've experienced some parents dropping their children off at school as early as 7:00 AM. Morning supervision is available beginning at 7:30 AM. Sending or bringing your child to school before its scheduled opening is parental neglect and must not occur. Therefore, it is the parent's responsibility to adhere to the school district's scheduled hours.

When children arrive to school in the morning, they will go directly to their classroom or the cafeteria (Grades K and 1). There is at least one adult Breakfast Monitor in all breakfast locations. Remember that children develop habits early in life. Coming to school on time every day is one way to reinforce good attendance and foster good work habits.

Early Pickup: Students will not be dismissed early from school unless it is an emergency, a call is made to the school or a written note is submitted to the teacher or Main Office ahead of time. Interrupting classes during instruction for students who are being picked up early is disruptive and will not be allowed.

Important- Parents be reminded of the District's Student Attendance Policy: Children may not accumulate more than **18** unexcused absences during the school year. Absence from school jeopardizes the ability of a child to satisfactorily complete the prescribed curriculum of study and violates the statutes requiring children to attend school regularly. The interruption of the instructional process caused by frequent and or repeated absences or lateness is a major concern for all involved. Note: Accrual of more than 18 unexcused absences from the school may jeopardize your child's promotion to the next grade.

SCHOOL CLOSINGS / DELAYED OPENING

In the event it is necessary to close the school or delay the opening of school the district will send out a **telephone blast via the Global Connect System**. **It is imperative that you maintain current telephone numbers with the main office in case of an emergency.** Information will also be available through the following radio or TV stations between 6:30 AM - 9:00 AM for details:

WOR AM 710	WINS AM 1010	WFME FM 97.4
WRKS (KISS) FM 98.7	WJDM AM 1530	WADO (SPANISH) 1280
	FOX - CHANNEL 5 TV	

It is the responsibility of parents and student to tune in for announcements of delayed opening or school closings. **DO NOT CALL THE SCHOOL, CENTRAL OFFICE, BOARD MEMBER OR THE RADIO/TELEVISION STATIONS.** The following procedures shall be followed whenever a delayed opening is announced:

- School will open at 10:00 AM for students
- The Breakfast Program will be CANCELED
- School will close at the regularly scheduled time

HOMEWORK POLICY

The primary purpose of homework is to foster a sense of student responsibility for the learning process through tasks requiring time budgeting and decision-making. It is an extension of the learning that occurs in the classroom each day and reinforces what is taught and what is to be tested in the future. The objective of assigning homework is to:

- Provide for essential practice in skills
- Enrich and extend classroom experiences and build positive work and study habits
- Provide experiences in finding resources and gathering data
- Encourage the development of self-discipline and integrity
- It is expected that homework serve a valid purpose

The amount of time your child should spend on completing homework assignments may vary from grade to grade. Of course for kindergarten children, the homework assignment should be relatively short. For children in grades K-7 the following is a guide to the amount of time your child should spend on daily homework assignments:

<u>GRADE</u>	<u>MINIMUM NUMBER OF MINUTES</u>
KINDERGARTEN	20 MINUTES 4 days a week
1 st GRADE	30 MINUTES 4 days a week
2 nd GRADE	40 MINUTES 4 days a week
3 & 4 th GRADES	60 MINUTES 4 days a week
5&7 th GRADES	90 MINUTES 4 days a week

It is highly recommended that all children read at least ***30 minutes a day***. Parents can help by reading to their children or reading with their children (something that is informative or just for pleasure). The time-spent reading to your child/children will be invaluable. **ASSIGNMENTS EACH NIGHT**. Remember, when the school and parents work together and collaborate, our children are the beneficiaries. **Please access the Grading Promotion and Retention Guidelines on the District Website. www.orange.k12.nj.us**

UNIFORM POLICY

In June of 1966 the Orange Board of Education approved and implemented a mandatory K-12 District Uniform Dress Code Policy CODE # 5132 for ALL children who attend the Orange Public School System. **It is expected that your child wear his/her uniform each day.** Parents of those children who are not in uniform will be contacted and reminded of the dress code policy. Sanctions will be imposed for those who continue to ignore the uniform policy. If there are extenuating circumstances that prevent you from adhering to this regulation, please contact the building principal. Only the approved elementary uniform dress code color components are acceptable as indicted below:

PRIMARY GIRLS (K-4)	PRIMARY BOYS (K-4)
White or Light Blue Blouse with Peter Pan Collar	White or Light Blue Collared Shirts
Navy Blue Pants or Navy Blue Skorts/Skirt	White or Light Blue Shirt Turtleneck Shirt
Navy Jewel Neck Cardigan Sweater w/o Emblem/Patch	Navy Blue Pants
Blue or White Tights	Navy or Grey Sweats
White Turtleneck Shirt	Navy Round Neck Cardigan Sweater w/o Emblem/Patch
Gym Uniform (Navy or Grey Sweats)	Gym Uniform (Navy or Grey Sweats)
INTERMEDIATE GIRLS (5-7)	INTERMEDIATE BOYS (5-7)
White Collared Shirt / Turtleneck	White Oxford Shirt with Tie
White or Light Blue Blouse with Plain or Peter Pan Collar	White Collared Shirt/ Turtleneck
Navy Jewel Neck Cardigan Sweater with Emblem/Patch	Navy Cardigan Sweater with Emblem/Patch
Khaki Pants or Khaki Skorts/Skirt	Khaki Pants
*Gym Uniform (Navy or Grey Sweats)	Gym Uniform (Navy or Grey Sweats)

*Students who are not dressed appropriately for gym will not be allowed to participate.

Parents who have gently used uniforms and are willing to donate to our school closet, is greatly appreciated. We will donate these uniforms to students who are in need.

NOTE: APPROPRIATE SHOES, THAT COMPLIMENT THE ATTIRE, SHOULD BE WORN DAILY. SNEAKERS ARE ACCEPTABLE FOR GYM. DISTRICT WIDE SKIRTS SHOULD BE NO SHORTER THAN 3 FINGERS LENGTHS ABOVE THE KNEE

CELLULAR PHONE POLICY

District policy prohibits students from carrying cell phones when on school grounds. The only exception is district approved Bring Your Own Device programs (BYOD). Upon arriving on school premises students must turn their cell phones off and put them away. If a student is seen with a cell phone it will be confiscated. For the first offense the cell phone will be returned to the student at the end of the day. For the second offense the cell phone will only be returned to a parent. On the third offense the cell phone will be kept in the main office and returned at the end of the school year.

LUNCH FORMS

Each child in the school MUST have on file, a lunch application form for the Fiscal Year 2015-2016 whether or not they are eligible for free or reduced lunch. If you have not filled out a form, please do so by **Friday, September 25, 2015** and return it to the main office of the school. Each and every child must be included in the school's Annual State Lunch Report. Please complete and return the form even if you do not want the lunch for your child. Every application submitted helps state funding for our school.

PARKING

PLEASE DO NOT PARK IN FRONT OF THE SCHOOL DURING SCHOOL HOURS AND ESPECIALLY DURING DISMISSAL TIME. When you illegally park in front of the school you block the view of other cars driving past that cannot see the children crossing the street. The Orange Police Department will issue citations to those individuals who ignore posted NO PARKING SIGNS. Barriers are positioned along the front yellow curb of the school to ensure that children are safe crossing the street and to allow those children who receive transportation easy access onto the school buses. Your cooperation is greatly appreciated.

CLASSROOM VISITS

The faculty and staff of Cleveland Street School are always glad to see and talk to parents. However, unannounced visits interrupt the classroom learning environment. **All visitors** must have a pass from the Principal's office. If your child's teacher is conducting a lesson, our secretary will be more than happy to assist you in scheduling an appointment to see the teacher at an appropriate time. Please do not go directly to your child's classroom without reporting to the main office first and receiving a pass. Teachers have been instructed to refer parents to the main office who do not have a visitor's pass. Your cooperation would be greatly appreciated.

GUIDANCE SERVICES

At Cleveland Street School, we offer in-house counseling services to assist you and your child. These supported services are provided by certified trained professionals who will provide address to those students who manifest emotional and social problems within the school setting. The guidance counselor and/or school's social worker will assist your child in improving their peer relationships, developing good decision making skills, and developing strategies to cope with issues of stress they may face. They provide individual as well as group counseling, in addition to referrals for appropriate community agencies and services as needed. In addition, our guidance and counseling staff will identify factors that can make school a more successful, productive and happier experience for all our students and their families.

HEALTH AND NURSING SERVICES

The school nurse reviews immunization records, delivers medical care and first aid as well as screenings for height, weight, blood pressure, vision, hearing, and scoliosis when appropriate. Health information is shared with essential staff to assist your child in achieving his/her educational goals. Administration of medication in school requires a parent/guardian's note and physician's note with medicine in original containers. Questions regarding health concerns should be directed to the school nurse.

PTO NEWS

“NOTHING IS MORE IMPORTANT TO SUCCESS IN SCHOOLS THAN THE QUALITY OF RELATIONSHIPS BETWEEN AND AMONG STUDENTS, STAFF, AND PARENTS”

Dr. James P. Comer

Parents please join and support the PTO (Parent Teacher Organization). This is your organization and your input, commitment and hard work are much needed in supporting the fund raising activities and other programs in our school. Our PTO Board is dedicated to serving and supporting the programs and activities that in turn make it possible for us to provide additional field trips, special events and rewards / incentives for our children during the school year. Your ideas and help are needed.

We are asking every family to join our PTO. Fundraisers will help to support some of our school-wide activities.

The PTO will meet every second Wednesday from 6:00-7:00 p.m.

PTO Officers

Samira Sewell, President

Christine Vassell, Vice President

Rhonda Wills, Secretary

Charmaine Fraser, Treasurer

CODE OF STUDENT CONDUCT

Students learn best in a safe and orderly environment. One of the most important lessons education should teach is **DISCIPLINE**. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Students must conduct themselves in a proper manner at all times. This includes whether on the bus, at school, and at all school functions. All students are expected to abide by school policies and regulations at all times. Please refer to the District Code of Conduct located on the district website www.orange.k12.nj.us

Student Responsibilities (RELATED TO DISCIPLINE)

- Respect the rights and privileges of others
- Accept responsibility for his/her actions and consequences of behavior
- Abide by the authority of teachers, staff, and adults
- Be regular and prompt in meeting all school responsibilities
- Help maintain school property free from damage and vandalism

Parental Responsibilities (RELATED TO DISCIPLINE)

Good discipline begins in the home. Parents are the child's first teachers. Through example and direct teaching, parents instill in children habits of acceptable behavior and positive attitudes.

As a parent, you can help us by doing the following:

- Support and assist the school in the administration of recommended consequences;
- Provide your child with counseling, guidance and direct teaching of good habits and acceptable behavior
- Keep the line of communication between home and school open.
- Be sure to leave phone numbers with the school where you can be reached in case of an emergency
- Contact the school (973-677-4100) if you have any questions or have any important information to share
- If you have a problem or concern please contact your child's teacher first.

11 NON-NEGOTIABLE RULES AND EXPECTATIONS

1. Always put your academics first. Be on time and prepared for class. Bring books, paper, pencils and other necessary classroom materials.
2. Move quickly from class to class: line-up quietly in the hall, when told, enter classrooms quietly, take your assigned seat, and begin work immediately. No bathroom/hall passes are given during the first 10 minutes or the last 10 minutes of the period.
3. Do homework nightly. This is your opportunity to practice the skills taught and discover on your own.
4. Cellular phones, iPods, video/sound recording devices, games, other electronic devices and/or items not related to academic instruction are to be **TURNED OFF** during the school day. Failure to comply will lead to these items being confiscated until a parent conference is held.
5. Be considerate, courteous and respectful. Inappropriate behavior includes rudeness, back talk, swearing, name-calling, putdowns, etc.
6. We have a zero tolerance policy for bullying. Do not engage in physical or verbal violence. *Learn to disagree without being disagreeable. Mediation is available for disagreements.*
7. Show respect for school property and the property of others. Inappropriate behavior includes: writing on or scratching school or other people's property, or taking things without asking to borrow or use them.
8. Wear your complete uniform daily. On gym days wear the appropriate P.E. uniform.
9. Listen to and follow directions given by teachers, administrators, custodians, secretaries, instructional assistants, substitutes, and other adults in authority.
10. Maintain integrity at all times. Cheating and plagiarism are unacceptable practices.
11. Bring issues and concerns to the attention of an adult. Cleveland Street staff members are here to educate and support you. Please be sure to express any concerns you have to make sure your time in school is as productive as possible.

Students who choose to comply with the 11 non- negotiable rules and expectations will receive the following incentives and rewards:

1. Opportunity to acquire an education that will prepare you to be successful in any endeavor you choose.
2. Opportunity to explore the world outside of Orange, N.J. by going on educational and social field trips.
3. Recognition of academic and behavioral successes with awards, rewards, dances, movie nights/afternoons, etc.

Students who choose not to comply with the 11 non- negotiable rules and regulations will receive the following consequences:

Warning

Phone call home

Lunch &/or After-School Detention given by teacher/ staff member

Written Referral—after your second write up you are off all field trip lists for the school year

Parent Conference

Out of School Suspension

Appropriate administrative action

The consequences for infractions have been divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline is based on the severity of the misbehavior. In determining the level of seriousness of the misbehavior and the level of discipline necessary, the following factors will be considered:

- Student's discipline history
- Degree of premeditation, impulse, or self-defense
- Age and/or disability
- Strength of evidence
- Cooperation/remorse

Final decisions will be made by the building principal.

By signing this contract you are agreeing to follow the 11 non-negotiable rules and expectations to ensure your academic success. Please return this contract to your homeroom teacher.

Name: _____

Homeroom: _____

X _____
Student Signature

Date: _____

X _____
Parent Signature

Date: _____

Cleveland Street School
Parent & Student Handbook

Dear Parent(s)/Guardian(s):

Please review the information presented in our school handbook. In addition, please sign, date, and return this page to your child's homeroom teacher. The handbook signature page must be returned. Your signature will confirm receipt of this very important document. Thank you.

Sincerely,

Dr. Cayce J. Cummins
Principal

Parent Signature

Child's Name

Date