

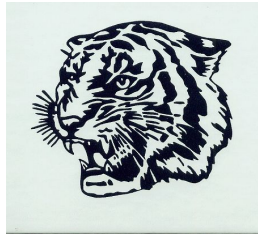
Updated 8-24-2016



**HEYWOOD AVENUE SCHOOL**  
421 Heywood Avenue  
Orange, New Jersey 07050  
Phone (973) 677-4105 Fax (973) 672-2107  
[www.orange.k12.nj.us](http://www.orange.k12.nj.us)



Welcome to



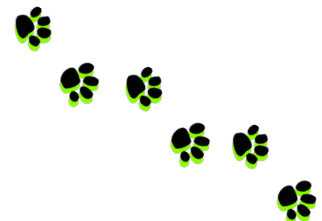
Heywood Avenue School  
“Keeping Children First”

[www.orange.k12.nj.us](http://www.orange.k12.nj.us)



Student/Parent  
Handbook

2016 – 2017



## **Vision**

### **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.

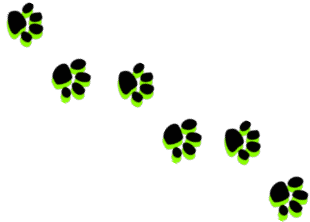

With a commitment to academic excellence, the district provides teachers, families, and administrators the tools needed for all students to reach their full potential.

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!**



Dear Students and Parents,

Welcome to the Heywood Avenue School family! The Heywood Avenue staff is committed to providing children with a safe and stimulating learning environment that will enable them to excel academically and socially.

This handbook contains basic policies and procedures necessary to maintain a school climate conducive to teaching and learning.

It is the responsibility of all students and parents to read this handbook, follow the guidelines, and keep it available for future reference. Our policies and procedures are designed to ensure that children have a positive educational experience at Heywood Avenue School where we have ....**P**ositive **A**ttitudes to promote Positive Actions that **W**ork at **S**chool! P.A.W.S.!

Educationally Yours,

Ms. Alcantara  
Principal



Mr. Murphy  
Assistant Principal



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## Parent Involvement/PTA Membership

The Orange School District recognizes that without parent partnership student achievement cannot flourish. In an effort to nurture the partnership between the Orange School District and our parents a Parent Academy has been established in order to:

- Increase Communication
- Provide training for parents in all district and state initiatives
- Provide opportunities and training for parents to become school leaders
- Create schools where parents are recognized as partners on the educational process
- Increase collaboration within the Orange, NJ Community.

Parents are welcome to volunteer in our school and should inform their child's teacher and/or principal of their availability. Both parent and teacher must agree on the day/time for parents to volunteer. If you desire to be a consistent volunteer (scheduled one or more days per week), parents will need to have a background check and be cleared from the district office and administrative office to volunteer. See the office for the appropriate paperwork.

Parents may volunteer in a number of capacities to include: reading one-on-one with a student, reading to a group of students, assisting at snack time, distributing classroom supplies, assisting a teacher with paperwork, etc. We encourage you to become a member of our school PTA. Our PTA needs your support and offers an array of programs during the school year that benefits all of our parents and students.

**Please schedule appointments with administration and teaching staff to ensure adequate conference time.**

Parents are welcome to see the building principal if they have a concern regarding their child's educational experience and/or performance. Parents can schedule an appointment with one of our school secretaries to meet with the principal. Also, parents can communicate with the principal via email at [AlcantFa@orange.k12.nj.us](mailto:AlcantFa@orange.k12.nj.us) and/or assistant principal at [murphyge@orange.k12.nj.us](mailto:murphyge@orange.k12.nj.us) and a timely response will be provided.

## District and School Calendars

The district calendar is available on the district website at [www.orange.k12.nj.us](http://www.orange.k12.nj.us). Our school calendars will be published monthly and provided to all students as well as available on our school website. It is important that our parents and students keep both posted in a safe area and reference them on a regular basis to ensure you are aware of school events and closings.

# I. Academic Program

## Curriculum

The curriculum at Heywood Avenue School includes instruction in a variety of basic academic disciplines as well as personal enrichment activities. Cross curricular connections are made in every subject area.

Subject Area	K	1	2	3	4	5	6	7
English Language Arts	X	X	X	X	X	X	X	X
Mathematics	X	X	X	X	X	X	X	X
Science	X	X	X	X	X	X	X	X
Social Studies	X	X	X	X	X	X	X	X
World Languages	X	X	X	X	X	X	X	X
Movement/Physical Education/Health	X	X	X	X	X	X	X	X
Subject Area	K	1	2	3	4	5	6	7
Technology Integration	X	X	X	X	X	X	X	X
Library/Media Literacy	X	X	X	X	X	X	X	X
Vocal Music	X	X	X	X	X	X	X	X
Visual & Performing Arts	X	X	X	X	X	X	X	X
S.T.E.M.						X	X	X

## Grading System

The following grade equivalents will be in effect in all courses earning honor roll credit:

### Explanation of Academic Grades (Grades 1-8)

- A (Exceeds the Standard) ..... 100- 90
- B (Meets the Standard).....89-80
- C (Marginally Meets the Standard).....79-70
- D (Below Standard).....69-65
- F (Unsatisfactory Performance 64 and below)



*District guidelines indicate 72% and below mandates a parent teacher conference.*

## Reporting of Academic Performance

Report cards will be distributed four times each year. During the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> reporting periods, progress reports will be sent home by the 5<sup>th</sup> week of every marking period. The progress report is to be signed by a parent and returned to school immediately. Formal parent conferences are held at the end of the 2nd marking period. Reports cards are sent home at the end of each marking period. You will receive special bulletins concerning this area. Teacher-Parent conferences, however,

can be on any school day as needed to discuss your child's progress. A teacher or parent may request a conference and mutually agree upon a convenient day and time.

## **Honor Roll**

Heywood Avenue School acknowledges students every marking cycle via an awards assembly.



### **Honor Roll**

1. Principal's Academic Honor Roll 100- 97%
2. Academic High Honor Roll 96- 90%
3. Academic Honor Roll 89-80%
4. Rising Stars (Grades K-7) Improved Performer (8-12) (Students Making Significant progress in a marking period, but not honor roll).

**Students maintaining Principal's Academic Honor Roll will be initiated into the Superintendent's list.**

**Please refer to the District Grading Promotion and Retention Guidelines on the District Website for future information. [www.orange.k12.nj.us](http://www.orange.k12.nj.us)**

### **Student Responsibility Factors/Citizenship**

1. Citizenship Honor Laureate. Student has no infractions; student has shown outstanding acts of kindness and/or citizenship coverage.
2. Citizenship Honor Roll – No infractions.

### **Attendance**

- Attendance Honor (No absences or tardiness during the marking period).

### **Student Recognition of Honors**

- Academic, Citizenship and Attendance recognition programs must occur at the end of each marking period.

## **100% UNIFORM COMPLIANCE**

Teachers closely monitor the wearing of uniforms. Students should have reported to school in uniform every day during the marking cycle. (see pg.11 for dress code)

## Promotion/Retention Policy

The Orange School District's approved board policy #5410 provides guidance on the promotion and retention policy for all schools. The following steps will be taken when deciding upon retention of any student:

- Parents of elementary students in jeopardy of failing a content area should be notified no later than February of a given year.
- Intervention plans should have been in action up to said date with timelines met.
- After parental contact, an aggressive plan should be initiated immediately.
- Monthly contacts should be made with the parent(s) and student.
- The last week of April a formal letter of intent to retain must be sent to parents.
- A log must be maintained in reference to parent contacts.
- Recommended retentions are approved by the School Management Team.
- An educational program must be developed for all students who are retained.
- Parents may file appeals; however, all appeals are finalized by the school principal.

## II. Responsibilities

### RESPONSIBILITIES OF ADMINISTRATORS

Administrators have the responsibility to (not in order of priority):



- Assume responsibility for instructional leadership;
- Serve as appropriate role models for students on their campus in accordance with the standards of the profession;
- Provide assistance to students in learning appropriate school behavior;
- Facilitate the school discipline management plan, train teachers, and respond to discipline problems;
- Encourage parent communication with the school;
- Provide responses to parental inquiries (i.e. attendance, discipline, grades, etc.);
- Supervise all affairs regarding school management, operations, and activities;
- Serve as liaison between students, parents, teachers, and the school board

### RESPONSIBILITIES OF PARENTS

Throughout this handbook, "PARENTS" includes any parent, legal guardian, or person having lawful control of the student.

For your child's success you are encouraged to: (not in order of priority):

- Make every effort to provide for the physical and emotional needs of the child;





- Encourage their child's daily attendance to school, required detention and Saturday School, and promptly report and explain absences and tardiness to the school;
- Keep informed of school policies and academic requirements of school programs;
- Support their child in pertinent school-related activities/organizations;
- Be sure their child is appropriately dressed at school and school-related activities;
- Discuss report cards and school assignments with their child;
- Bring to the attention of school authorities any learning problems or conditions that may relate to their child's education;
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school;
- Assist their child in understanding their responsibilities as outlined in this handbook and submit a signed statement (see last page of handbook);
- Promote high expectations for your child's behavior, school achievement, and homework;
- Establish and maintain open lines of communication between home, school and teachers;
- Participate in school activities including parent-teacher conferences.

### **RESPONSIBILITIES OF STUDENTS**



Student responsibilities for achieving a positive learning environment at school or school-related activities shall include (not in order of priority):

- Attending all classes, daily and on time;
- Being prepared for each class with appropriate materials and assignments;
- Being properly attired;
- Exhibiting respect toward others;
- Conducting themselves in a responsible manner;
- Paying required fees and fines;
- Refraining from violations of the code of student conduct;
- Obeying all school personnel, school rules, safety rules at school-related activities and on the bus;
- Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels;
- Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense; and
- Conveying information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports).

### **RESPONSIBILITIES OF TEACHERS**

Teachers have the responsibility to (not in order of priority):

- Perform teaching and extracurricular duties with appropriate preparation;
- Teach to the standards of performance required by the district;
- Teach the district curriculum;
- Serve as appropriate role models for the students, in accordance with standards of the teaching profession;
- Promote good student discipline by modeling regular attendance and punctuality;
- Comply with district and school policies, rules and regulations, and directives;



- Maintain an orderly classroom atmosphere conducive to learning;
- Establish rapport and open lines of communication with parents, students, and other staff members;
- Encourage students to strive toward self-discipline;
- Participate in meaningful parent-teacher conferences.

### Attendance

1. After returning from an absence, parents and students are responsible for contacting their teachers to determine the learning activities which were missed and student responsibilities for making up class requirements.
2. Home Instruction is provided for students absent for an extended time due to serious illness or injury. The Main Office should be contacted for additional information related to this service. All Home Instruction requests must be approved by the Department of Special Services.
3. Except for illness, lack of proper immunizations, religious holiday, disciplinary action or death in the family, students are expected to report to school, each day that school is in session.
4. A written note (from the student's parents/guardians) must follow all absences. A student who has accumulated more than 18 absences in a single school year may be retained in the same grade for another year.
5. Medical and dental appointments should be scheduled when school is not in session. If an appointment must be kept during school time, the student must bring a note to school on the Doctor's stationery stating the time and date that his/her services were rendered to the student.
6. To avoid being late, students are advised to arrive at school by 8:20 am and line up in their classrooms designated area. Students who enter the classroom **after** 8:30 am are late and will be marked accordingly in the class register and on their report cards.



### Removal from school

1. If it is essential that your child be dismissed early from school, please send the teacher a written request. The child will be dismissed to the office and you or another adult must sign him/her out from the office. **NO CHILD WILL BE ALLOWED TO GO HOME EARLY UNATTENDED.**
2. All individuals that have permission to pick up a student from the school and other district sponsored activities must be included on the appropriate emergency forms. If the office does not receive

### Extracurricular Activities/Participation Policy

All extracurricular activities are an integral part of our school programs. An opportunity to participate in athletic and non-athletic extracurricular activities is a vital part of our school district's philosophy. Representing the school and community on the field of athletic competition, or through a performing group or club, carries with it an important responsibility. The image of the school and the community it represents is conveyed by student actions.

In order to participate, students must be in good standing from the point of view of regular attendance, school work and that of general citizenship. To be eligible for extracurricular activities a student must maintain an academic standing approved by the administration in the following areas:

- Any student absent from school the day of a planned extracurricular activity may not participate in that activity.
- Any student suspended from school on the day of a planned extracurricular activity may not participate in that activity until the return to school conference takes place with the principal.
- Any student failing more than **one** subject at the end of any given marking period will not be able to participate in that activity until notification is received by the teacher that the student is making satisfactory progress.



### **Homework Policy**

The homework policy; which will begin the first week of every September for children at Heywood Avenue School, is as follows:

Homework Timeline Guide by Grade (recommended but may be differentiated)

- K-20 minutes
- 1 st and 2nd - 30 minutes
- 3rd and 4th - 45 minutes
- 5th and 6th - 60 minutes
- 7th thru 12th - 90 to 120 minutes

Monday thru Thursday, but includes long term projects over weekends and holidays.

On Friday, Saturday, and Sunday, parents are encouraged to have their children read books appropriate for their reading level and work on projects that are assigned. Parents are asked to make sure children complete their homework independently, neatly, and correctly. Projects in various area will be assigned at specific intervals throughout the year. These long term assignments will require students to efficiently budget their time in order to complete assignments as expected. The district values the importance of reading and has an additional required reading time for each night that extends beyond homework assignments.

**Pre-k to Grade 3**--minimum 20 minutes of reading

**Grades 4-7**—minimum thirty (30) minutes of reading

Students shall be requested to:

1. Make sure they understand the assignment, its purpose, due date and how it should be done prior to leaving class.
2. Develop a personal system for recording and keeping track of daily assignments.
3. Remember to take home appropriate materials necessary for the completion of all homework assignments.
4. Organize their after-school schedule so as to provide sufficient time to complete all homework assignments.
5. Turn in all assignments on time and in proper form, assure neatness.
6. Do their own assignments.
7. Arrange with the teacher to make up homework assignments, missed due to illness, on the day the student returns to school.

Parents/Guardians shall be requested to:

1. Make a study area available for their child. It should be equipped with a table or desk, comfortable hardback chair, good lighting, and quiet surroundings.
2. Have study tools readily available. These should include pens, pencils, scissors, ruler, and dictionary.
3. Establish a regular time for homework to be completed each day or evening.
4. Be aware of their child's homework assignments on a daily basis, and help him/her budget time for its completion.
5. Monitor TV/video games watching and community involvement so that they do not interfere with completion of homework assignments.
6. Encourage their child to curtail co-curricular activities that may interfere with the completion of homework assignments.
7. Help their child to make a systematic, step-by-step approach to completing long-term homework projects, such as term papers, major reports, etc.

We encourage all concerned persons to work together in support of the homework practices.

## **Dress Code**

Believing that school dress can significantly influence student behavior; Heywood Avenue School will expect all students who have not received exemption, to comply with the **district's uniform dress code**.

**Boys-** White or light blue polo or oxford shirt, navy blue (grades K – 7) or khaki (grades 5 – 7 only) pants, navy blue sweater, tie is optional.

**Girls-** White or light blue polo or oxford Shirt, navy blue (grades K – 7) or khaki (grades 5 – 7 only) skirt, skort, or dress jumper, or pants. White or blue tights or socks, navy blue sweater.

**Boys/Girls (PE requirements)** - White, light blue, navy or gray t-shirts and/or sweatshirts with navy blue or gray shorts/sweatpants. A Heywood Avenue T-shirt is also acceptable. **Sneakers are to be worn only on Physical Education days.**



## **BACKPACKS**

Students are allowed to carry backpacks, sling back backpacks, cinch sacks, bags and purses to and from school. Students must place these items in their designated area before the start of the school day. **Middle School** students in grades 5-7 may carry their belongings in a cinch sack or drawstring bag. Carrying their backpacks to each classroom is not permitted due to instructional space and safety in the hallways and stairwells.

## **Expectations of Behavior/Code of Conduct**

The Orange School District expects students to adhere to a “code of conduct” which has been fully outlined in Board Policy #5600 and Regulation #5600. Parents can expect to receive a copy of the *Orange School District Code of Conduct*. All staff members have received and reviewed both and will implement the guidance found in each.



Based on the Orange School District board policy, Heywood Avenue School has a code of conduct to ensure that each individual can thrive securely and safely.

Part of the growing process is the recognition of such rules and learning to live by them. Students are expected to:

1. Be considerate.
2. Be courteous and use good manners.
3. Respect the work and opinions of others.
4. Respect and care for materials and property.
5. Follow safety rules.
6. Be responsible for their own actions.

We expect that all of our students will demonstrate respect for every individual and the school itself. Disruptive behavior, either verbal or physical is unacceptable. If such incidents occur, students will be made aware of the consequences and held accountable.

The following items are to be adhered to by the entire school community:

### **Show respect for yourself**

- Carry yourself with dignity and integrity
- Always give your best effort
- Participate fully and enthusiastically in all activities
- Think of what you might say BEFORE you say it

### **Show respect for others**

- Follow the directions of all staff members
- Treat all adults in the building with courtesy and respect
- Never walk away when someone is speaking with you
- Always be polite and willing to listen to your classmates
- Respect the personal property and good name of others



- Treat fellow students as you would have them treat you

### **Show respect for school property**

- Take good care of your books and school materials
- Never write on desks, walls, or other inappropriate areas
- Keep the bathrooms clean
- Clean up after yourself
- Leave every space as you would like it to be left for you
- Remove and place in proper receptacles trash and papers from classrooms and hallways

### **Show respect in the classroom**

- The teachers and students set the standards and expectations of the classroom
- Be helpful and considerate to each person in the room
- Greet guests cordially and welcome them to our school
- Be prepared: have your homework finished and be ready to learn
- Get to school on time; always make an effort to be punctual
- Be willing to contribute to the success of the group
- Contribute to the success of the learning environment by following directions and being prepared

### **Hallways**

- Walk carefully in classrooms, hallways, and stairwells
- Use quiet voices in the hallways

### **Disciplinary Actions**

Student misbehavior is handled directly by the classroom teacher and/or adult responsible for student supervision at the time of the occurrence.

All adults will discuss the student misbehavior with all concerned parties and assist students in resolving their concern(s) in a peaceful manner whereby all parties accept responsibility for their individual actions and understand what is expected of their behavior in the future.

***However, any student interaction that results in a physical and/or significant verbal altercation, disrupting and/or creating an unsafe learning environment, will be referred immediately to an administrator (with a discipline notice) for resolution.*** The administrator will contact the parent(s) of all students involved and if deemed necessary, will schedule a meeting between all involved students and their parents. If a parent conference is scheduled, students will not be allowed to return to their class the next day until the conference is held.

Student suspensions are administered as provided for in the Orange School District Board Policy #5610 and corresponding Regulation #5610. Parents may request a copy of both the board policy and regulation at any time.

### **CHEATING**

Cheating in any form or manner is unacceptable. Every incident of cheating will be investigated by the teacher/designee and an administrator. The offending student will redo an assignment or assessment

similar to the one on which they cheated. This assignment or assessment must be completed outside of instructional time. If the student is unwilling or unable to complete the assignment or assessment outside of instructional time, the student will receive a zero on the assignment or assessment. The offending student will also be assigned disciplinary consequences deemed appropriate by the administrator.

### **DETENTION**

Detention is an assigned time students are required to attend during non-instructional times, before/after school, or on Saturday for disciplinary or academic reasons. Students who do not report to detention on time may be assigned to additional consequences.

### **DISCIPLINE STEP PROCEDURE**

The following is the procedure for offenses that disrupt normal school functioning. Major offenses may result in a suspension and/or recommendation for Administrative Hearing at any time, depending on the severity.

#### **Tier One:**

Step 1: Teacher conferences with student and documents student behavior.

Step 2: Teacher documents student behaviors and determines appropriate intervention strategies. Teacher contacts parents and possibly the counselor and administration.

(Behavioral interventions may begin on Step 1 or Step 2)

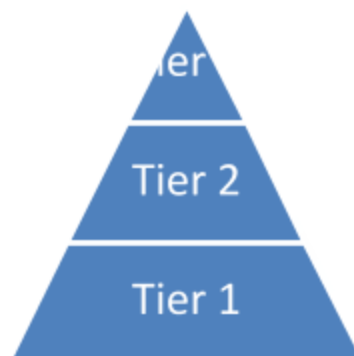
#### **Tier Two:**

Step 3:

- Teacher refers student to the administration on a referral form and parents are contacted. This indicates that the student has not responded to Tier One interventions in the classroom.
- Referrals will result in a conference with the student/parent and assignment of a consequence determined by the administration. A review of Tier One interventions and alternate strategies may be considered by the administration and the teacher.
- For severe deviant behavior, incorrigibility, or repeated violations, the student may be temporarily suspended from school for a period of one to five (1-5) days by Administration.
- Continued referrals may result in progression to Tier Three

#### **Tier Three:**

- When the student does not respond to interventions, an Administrative Hearing will be requested for a further action plan.



## Middle School (Gr. 5-7): Class Punctuality

	1 <sup>st</sup> and 2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
<b>Reporting late to class</b>	- Teacher contacts household - Student to make up any work missed - Detention at Teacher's discretion	- Referral to administrator for investigation - Parent conference in school with administrator, staff, and student - Behavior action plan developed in conjunction with student, and staff	Saturday Detention or In School Suspension
<b>Cutting class (reporting 20 minutes late to class without a valid pass)</b>	Referral to administrator for investigation - Parent contact by administrator - Student to make up any work missed	Referral to administrator for investigation - Parent conference in school with administrator, staff, and student - Behavior action plan Reviewed by I&RS - In school suspension 1 day	Saturday Detention or In School Suspension



### Bullying/Teasing/Harassment



According to Board Policy #5512, “The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil’s ability to learn and a school’s ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. “Harassment, intimidation, or bullying” means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property;



or

**4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.**

**“Electronic communication” means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager. Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).”**

All Heywood Avenue staff is committed to providing a safe and secure learning environment for all. Students learn best when they feel comfortable and safe among their peers. Bullying, of any kind, is not tolerated and will be addressed by all staff.

If a student feels they are the subject of bullying/teasing/harassment, they should report this immediately to their parent(s), classroom teacher and/or a school staff member or family member they trust. Once it is reported, the state regulations for Harassment, Intimidation, and Bullying (HIB) procedures will be conducted to include:

- An investigation to determine the specific nature of the teasing/bullying/harassment and make note of the findings
- Parents/Guardians of the students involved will be informed about the investigation, the findings, and resolution to the matter.

It is our intention to determine the root cause for the bullying behavior and work with all concerned to resolve in a manner that is beneficial and restores a safe and risk free learning environment for all students.

### **CAMPUS SAFETY**

The Orange School District takes the safety of our students very seriously. Fire drills and emergency drills are conducted on a regular basis at all schools. Each school has an Emergency Crisis Plan. The Emergency Crisis Plan is intended to be used during the first ten to fifteen minutes of any crisis. After that time “outside” emergency services provided, i.e., police, fire, will have an effect on the actions we take. We also have a School Safety Team that meets to update our school safety concerns. If you have any questions or concerns about the Emergency Crisis Plan, please contact the school office. Ensuring a safe environment takes training, practice, and cooperation from everyone. Schools continue to be a very safe place for students and with your help we can make them even safer!

### **REPORTING THREATS**

Heywood Avenue School takes all threats against the safety of our students seriously. Students/parents who are aware of a threat being made against either an individual or the school population should report that threat immediately. Threats can be reported directly to a principal, assistant principal, counselor or other member of the school staff for investigation and follow-up. If after school hours, or on a weekend, contact local law enforcement.

## SURVEILLANCE CAMERAS

Heywood Avenue school has surveillance video cameras on campus. Please be advised that surveillance cameras are in operation inside and outside of school facilities.

**All visitors must sign in at the front desk with security and report immediately to the office area. Parents are welcomed to visit classrooms with scheduled appointments only with the teachers.**

## BEFORE AND AFTER SCHOOL SUPERVISION

For your child's safety, students shall not arrive on school grounds prior to 7:45 a.m. and must be picked up by 3:15 p.m. School personnel are not available for supervision outside of those times. Students must be picked up on time from after school. Habitual lateness of picking up your child will result in outside authorities to investigate the situation.

**School Lockers** - Lockers are assigned to students in Grades 5-7. Additional grades may be assigned lockers based on availability and at the discretion of teachers and school administration. The lockers are the property of the school district. It is imperative that students and parents read the following procedures as they apply to lockers:

- **Purpose of Lockers**

The purpose of having student lockers is to provide storage for students during the day. The lockers are to be used to store student items that are school related. No items that may interfere with the school program may be stored in the lockers.

- **Locks**

The school will provide a lock for each student. The school owned lock must be the one that the student uses on his or her locker. Any other lock will be removed by the school administration.

**Students should not give their combination to another classmate and the student must keep the locker locked at all times.** No student is to be in another student's locker for any reason.

Heywood Avenue School assumes no responsibility for loss or damage to personal property brought on campus. The school-issued lock must be returned at the end of the year undamaged. Damaged locks are subject to a fine.

- **Inspection**

Students must keep their locker clean and orderly taking any edible (food) items out on a daily basis. The school administration has the right to inspect any locker without prior notice given to the student. Regular locker inspections will be done throughout the year to ensure proper maintenance.

- **Decoration of Lockers**

Students may personalize the inside of his or her locker with temporary items. No decorations will be permitted on the outside of the lockers. Students may personalize the inside by using magnets to decorate using school appropriate materials that are not contrary to our school's mission. **No stickers or permanent markings** may be placed on or in the lockers.

- **Student Visits to Lockers**

**Students may only go to their lockers before the start of school in the morning, before lunch, and at the conclusion of the school day.** No student will be permitted to leave class to retrieve items from their locker. In the event that items are left in the locker, any policies that apply to **late work** will also apply in this scenario.

- **Use of Backpack** –

No backpacks will be permitted to be carried throughout the day into the classrooms.

### **III. Student Services**

#### **School Social Worker**

Our school social worker is trained to provide students with information, suggestions, or plans related to many topics including: careers and future planning, study methods, relating with others (friends, parents, teachers), decision-making and priority setting, test taking skills and achievement. Students can be referred to the Social Worker by their classroom teacher. The School Social Worker will contact the parent to obtain signed permission to schedule counseling sessions with their child and provide assistance on personal and academic concerns.

#### **Library**

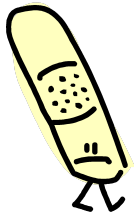


Students can visit the library on a weekly basis and have the opportunity to borrow various resources. Students may visit the library during recess only after securing written permission from a teacher. Homeroom periods can be used for returning library materials. Students are responsible for all materials borrowed from the library. Students who do not return material when due will receive a notice from the librarian. **Lost or**

**damaged library items must be paid for by the student.**

#### **Health Care**

1. A school nurse is available for emergency health care. Should the nurse be unavailable, students in need of emergency care should report to Office.
2. Whenever possible, students should secure written permission or a pass from a teacher before visiting the nurse unless it is an emergency.
3. The school nurse or administrators are the only members of the school staff who may excuse student from school during the school day because of illness or injury.
4. Illnesses or injuries which occur during the school day should be reported by the student immediately to the teacher, school nurse.
5. Ongoing health care for student illness or injury is the responsibility of the student's personal physician and parent.
6. Medications to be taken by students must be delivered to the school nurse.
  - a. The medication will be dispensed only by the school nurse, or a staff member designated by the school nurse in cooperation with the Principal: and **only with a written prescription from a physician.** This includes both prescription and over the counter drugs.
  - b. The prescription must indicate the name of the medication, dosage, and time to be administered.
  - c. Medication must be clearly labeled in the original container displaying the student's name and dosage of medication.
7. The school nurse maintains health records for each student and advises staff members of health conditions which may adversely affect student learning or presents a danger to the student. If your



child has a medical condition, physical or emotional, which you feel your child's teacher should be aware of, please make arrangements to share this information with your child's teacher and/or guidance counselor.

All health information should **always** be shared with your school nurse, either through a written health history or an individual personal interview. The information given to the school nurse is considered both privileged and confidential. This means the information will be shared only on a need to know basis for the safety and well-being of the child. Please contact the school nurse with any questions or to update your child's health history. The school nurse will periodically send written requests to update health information.

8. Student **vision exams** are given by the nurse each school year with notice provided if results are below normal.
9. Student **hearing exams** are given annually to all students. Notice is provided if results are below normal.
10. Student **scoliosis screening** is conducted for all fifth grade students. Notices will be sent home for any student exhibiting positive symptoms of scoliosis.
11. It is recommended that all students in sixth grade have a dental examination every school year.

In the event of a medical emergency requiring your immediate presence the school must have a telephone number or address where you may be reached. The telephone numbers of a relative or neighbor who will know where you may be contacted is also desired. As you are aware; no treatment, except first aide, can be given at any hospital without parental consent. A wait of three or four hours to make contact with you may prove hazardous to your child's health and welfare.

When communicable diseases occur, the school must be advised so that notices can be sent out. Check your children daily for symptoms until the contagion is over.

Children must have a "written" note from their physician to be readmitted to school after having had any of the following medical problems:

Hepatitis	Mononucleosis	Diarrhea
Conjunctivitis	Head Lice	Hand and mouth disease
Plantar's Warts	Rash of unknown origin	Mumps
Scarlet Fever	Ringworm of skin or scalp	
Venereal Disease	Strep Throat	
Chicken Pox	Continuous unexplained colds or coughs	
Temperature over 101.5	Discharge from the eye or nose	

**NOTE:**

Parents are encouraged to keep their child home if any of the following symptoms are evident.

- a). An unexplained rash on child's face or body. Consult a physician for diagnosis.
- b). Child complains of headache, fever, and upset stomach or doesn't generally appear in good health.

- c). Child is sneezing, coughing, has runny nose.



### Food Services

Breakfast is served to all students in the gym/cafeteria from 7:45 - 8:10 am. The lunch program, open to all students, utilizes a rotating lunch menu, which is posted for approximately 19 school days. Students may purchase lunch at school or may bring their lunch from home.

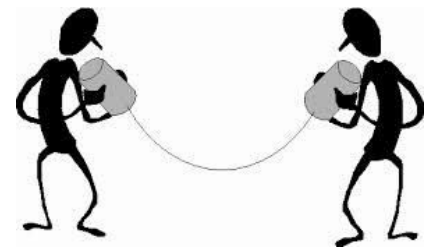
Parents will be given the opportunity to make an application for free lunch or reduced price lunch. According to family income status, students will be granted free or reduced price lunch, or they may buy lunch at the full reasonable priced rate. Application to the lunch program automatically qualifies a student for the breakfast program. **The lunch cost is posted on the monthly menu distributed to all students at the beginning of the month.**

The following rules are expected to be observed in the cafeteria/classroom:

- 1) Students are expected to walk in the cafeteria/classroom.
- 2) Conversational tones are acceptable.
- 3) **The tables and floors are to be kept clean.** Garbage must be placed in wastebaskets.
- 4) **Only teachers are to be extended the courtesy of cutting into lines.**
- 5) **Students are to eat only at their class table.**
- 6) Students are expected to be courteous to cafeteria aides, administrators, cafeteria workers and other students. Any infraction of the rules listed above may result in disciplinary action.
- 7) Lunches brought from home should
  - A. avoid glass containers,
  - B. avoid unhealthy snacks and beverages such as soda,
  - C. will not be refrigerated or warmed up by staff.

### **CHANGE OF ADDRESS, PHONE NUMBER OR E-MAIL**

Please keep the school informed of your correct home address, phone numbers for home, business and your emergency person, and email address. Updating this information will ensure that we will be able to contact you in an emergency.



### **COMPLAINT PROCEDURES**

When there are issues/problems between a parent or student and an employee, every effort should be made to solve the problem at the lowest level. Parents and/or students should first bring the matter to the teacher for resolution. If the matter is not resolved, a conference with an assistant principal may be requested. If the matter is not resolved with the assistant principal, a conference with the building principal may be requested.

### **LITTERING**

Students are expected to act responsibly at all times. A clean environment shows pride and improves the overall learning environment for all students. Littering is irresponsible and will not be tolerated. Students may be disciplined for littering.

### **Standardized Testing Program**

#### **PARCC - The Partnership for Assessment of Readiness for College and Careers**

All 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> grade students in the state of New Jersey take the PARCC Assessment. Specific information regarding the assessment is sent home annually to parents.

In order to obtain the best results from students, parents should assure that during the designated testing periods their children are well rested and eat a good breakfast each day.

### **Electronic Devices**

Students will use electronic communication or data devices only in a manner consistent with instructional and testing activities in the classroom. These devices include, but are not limited to, handheld calculators, music playing devices, one-to-one computing devices, cameras, and laptop computers. Use of these devices must not violate any district policy or cause classroom disruption nor may they be used in the access, creation, or possession of inappropriate materials. Use of electronic devices in the classroom is at the discretion of the teacher and/or building administrator. Parents or students who bring any electronic device to school or to a school activity do so at their own risk – Orange School District and Heywood Avenue School assume no liability for damage, theft, etc. Videotaping or taking pictures is prohibited on campus unless approved by building administration. If the policies are violated, administrators will determine consequences based on the severity of the incident. Additionally, on the first offense the device may be confiscated until a parent/guardian retrieves it from the front office/administration. District policy #5516 states, “Pupils are not permitted to use cellular telephones while school is in session. Cellular telephones must be **turned off** (not on vibrate) while the pupil is in the school building and may only be turned on after school has concluded for the day and outside the school building. Cellular telephones that are turned on are in violation of this policy will be confiscated by the Building Principal and the pupil will be subject to appropriate disciplinary action, which may include in and/or out of school suspension. Additionally, on the first offense the device may be confiscated until a parent picks it up. Students can request use of a telephone in the main office to contact their parent and/or guardian before, during and after school hours.



If the policies are violated, administrators will determine consequences based on the severity of the incident.

### **Lost & Found**

Students are responsible for all personal items brought to school. Heywood Avenue School does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason.

1. Students finding books, notebooks, school materials and equipment, or personal possessions belonging to others are requested to bring such items immediately to the Main Office.



2. Students are urged to mark school and personal property clearly with their names in order to assist in properly identifying items.
3. Most lost and found items will be held for a maximum of two weeks before being donated to charitable organizations. Students are, therefore, urged to report losses immediately to their classroom teacher and/or the main office.

### **RELEASE OF STUDENTS DURING THE DAY**

For your child's safety, parents are required to sign a student out at the office when removing them from school. Students **will remain** in the classroom until parents arrive to maximize instructional time.

### **STUDENT TRANSFERS**

From the District - Should you move from the District and enroll your child in a new school situation, we suggest you utilize the following procedures:

1. If possible, contact the school office several days prior to your actual moving date.
2. Advise the school of the district your children will be attending. This will allow us time to prepare the necessary school records.
3. Contact the school office to sign a Transfer Card.
4. Be sure your child has returned all textbooks, library books, and materials to the school. Lunch balances must be paid in full.
5. Parents/guardians who fail to notify the District that they no longer live in the District and who continue to send their children to school in the District are violating policies. An attendance officer will investigate the situation.

**\*\*When anyone other than a parent/guardian is picking up a child, they MUST be identified on the Emergency Card pick up as authorization for pick up AND must have a photo ID. Students will NOT be released without the proper identification and authorization. Student safety will not be compromised. \*\***

**A parent may also call the office and authorize the person listed as an emergency contact to pick up their student. Picture ID may be required for anyone picking up a child. Please see attendance policy for further information.**

### **Technology Guidelines/Internet Use**

All students and parents are required to sign an “**Acceptable Use**” policy statement prior to any student given access to our computer and internet services. This policy outlines the responsibilities of both students and parents in ensuring the safe use of equipment, searching functions, and computer internet safety. Students are provided numerous opportunities to utilize computers in their classroom and in our computer lab. Students will also be given the opportunity to use technology for homework assignments, written reports, and various other types of projects.



## **IV. Student Involvement Program**

### **Assembly Programs**

1. A variety of assembly programs including films, dramatics, learning demonstrations, musicals, and student talent productions have been presented to students.
2. Pep rallies, athletic competitions, and other special events are held in the gymnasium and/or auditorium.
3. Students attending assembly programs are reminded of the following regulations for all assemblies:

- Students will travel to assemblies accompanied by teachers.
- Student conversation is prohibited while traveling to the assembly or during the assembly unless specifically announced otherwise.
- Upon arrival, all students are to sequentially fill all seats, beginning with the front of each level of the Auditorium.
- Polite applause is recognized as an appropriate method for demonstrating appreciation of an assembly performance. Yelling, whistling, booing or other types of behavior designed primarily to focus attention on the audience are inappropriate for a school assembly and will not be tolerated.
- Assembly dismissal will be accomplished in a safe and orderly manner. Rows will be dismissed individually with no student permitted to stand for dismissal until the row immediately in front has totally entered the aisle of the auditorium.

### **Field Trips**



A standard walking trip parental permission request will be sent home for parents to sign and return to the student's teacher; giving the child permission to accompany his/her class on a walking trip.

Field trips requiring buses must be approved by the Board of Education. Parents will receive a permission slip with the purpose of the trip for approval at least one week prior to the trip from the homeroom teacher or the teacher that is supervising the trip.

In order to assure that students derive the greatest educational benefit from class trips and in order to assure the safety of all students participating, the following is required:

1. A signed field trip request with the signature of a parent or guardian must be returned no later than one week prior to the trip.
2. Proper uniform attire (unless specified otherwise by classroom teacher) must be worn on all field trips.
3. Students attending field trips must possess the following characteristics which must all be demonstrated prior to the field trip on a regular basis: desire for knowledge, responsibility, punctuality, cooperation, respect for others, proper bus conduct, proper dining behavior, and self-restraint. Parents may be requested to attend field trips with their child.

### **Student Council**



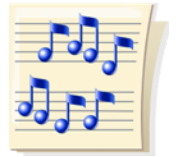
Elections are held in September for the offices of President, Vice President, Secretary, and Treasurer. Students in grades 5 – 7 may run for specific offices.

Student council representatives are selected from all homerooms in grades 4 – 7. A faculty member serves as Student Council advisor and hold monthly meetings with Student Council. Student council will plan special events, fundraising, and community service initiatives throughout the year. Student Council will devise an events calendar and budget which they will submit to our School Management Team for approval. The Student Council President and Vice President are student representatives on our School Management Team and are involved in the decision-making process on the organization and functioning of our school.



## Musical Organizations

Heywood Avenue School offers students an opportunity to become actively involved in a variety of musical organizations such as the school chorus and concert band. Performances during school assemblies, at other schools and organizations, and in public concerts and programs are offered.



## Community Service Fundraisers/Opportunities

Heywood Avenue School students are involved in community service opportunities through Student Council as well as class and school projects. Our school participates activities such as The Leukemia & Lymphoma Society program Pennies for Patients and Food Drives for the local pantry.

## Scholastic Book Fairs

To further encourage independent reading and a desire to explore various genres, we host three book fairs yearly. Our Library/Media Specialist coordinates these events at various time throughout the year giving both parent and student to “Buy one, get one Free”, receive discounted prices on children’s favorites, and attend to student interests.

## After School Clubs and Tutoring Programs

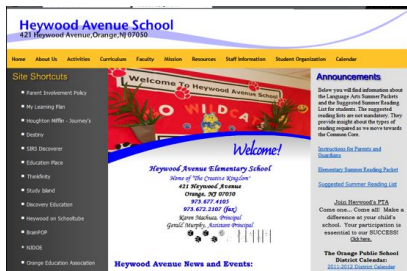
We offer a variety of clubs, some of which run every year, and new clubs that are introduced each school year. Club opportunities are open to students in grades 2 -7 and can include Chess, Robotics, Cheerleading, Yearbook, Debate, and Art. We encourage students to participate, as much as possible, in extracurricular activities. Club topics are subject to change from year to year.

We also offer after school tutoring for students in grades 1 – 7 to provide additional remedial support in the core subject areas of Reading and Math, attending to district curriculum, Common Core State Standards, and individual student learning needs. Homework assistance is also provided to students as a part of their tutoring sessions.

# V. General Information

## “Home Page” and Updated Contact Communication:

Consistent communication enables all members of the school community to stay updated with the educational journey of students. All staff members have a website for communication and updates about their classroom. Please visit [www.orange.k12.nj.us/heywood](http://www.orange.k12.nj.us/heywood) for the announcements, calendar updates, and a wealth of information to assist with your child(ren)’s education. Please ensure that your email and phone numbers are up-to-date! It is extremely important that phone numbers are updated, and are valid numbers. Phone blasts are used on a consistent basis to



provide information to parents. **Should a phone number change, it is the responsibility of the parent/guardian to provide the new numbers to the office and to the Homeroom teacher as well. Emergency phone numbers must be provided for all students.** Parents are encouraged to be part of the Principal’s

Please ensure that your email and phone numbers are up-to-date! It is extremely important that phone numbers are updated, and are valid numbers. Phone blasts are used on a consistent basis to provide information to parents.

Email distribution list to receive email alerts and information. Send an updated email address to [alcantfa@mail.orange.k12.nj.us](mailto:alcantfa@mail.orange.k12.nj.us). Parents are also encouraged to sign up and utilize the Parent Portal to monitor their child(ren)'s academic progress.

### **School Closing/Delayed Opening**

#### Time And Bell Schedule/Line Up Procedures

Both the health and safety of your children are affected by the time that they arrive at school. This time has been a concern to us. As a result, you need to be aware of the following rules:

**\*\*CHILDREN MUST NOT ARRIVE TO SCHOOL BEFORE 7:30 AM.**

**Appropriate supervision is not available until 7:30 a.m.**

- a). When the weather is clear (no rain or snow, not damp) all the children are to report directly to their classroom's designated area when they arrive at school. This procedure will help us supervise the children more closely.
- b). All classes are to assemble on the large black top outside.
- c). When the weather is inclement (**rain, snow, damp**) you can be a great help to us by not sending your children to school early. Try to plan it so they will arrive 5 minutes before the bell (8:25 a.m.).
- d). Students are to line-up by homerooms upon hearing the first bell in the morning and at lunchtime.

<b>Lunch Times</b>	First Lunch	Second Lunch	Third Lunch
	11:00 - 11:35	11:30 - 12:05	12:25 - 1:00

### **School Closings**

If schools are to be closed due to hazardous weather conditions announcements will be made over these radio stations:

WOR (710) AM	WADO (1280) AM (SPANISH)
WNJR (1430) AM	WJDH (1530) AM
WINS (1010) AM	98.7 KISS FM

A voice message will also be sent to all home phone numbers on file to notify parents of school closures and/or delayed openings. The message will also be posted on the district webpage.

[www.orange.k12.nj.us](http://www.orange.k12.nj.us).

### **Arrival and Dismissal**

- Parents wishing to drop their child off in the morning need to pull-up alongside the curb located in the front area of the school. Vehicles should form a single line and it is strongly recommended that children exit each vehicle using the doors closest to the sidewalk.

- Parents wishing to walk their child to the main entrance of the school should park their car and use the crosswalk to cross the street.
- Double parking is **NOT** permitted as this causes dangerous situations for students trying to get in and out of vehicles.
- Children should cross Heywood Avenue with a parent, guardian, or crossing guard.
- There is no parking in the bus zone.
- Buses keep their flashing lights on while loading and unloading students. It is the obligation of drivers to remain stopped while flashers are on. Police can ticket drivers who choose not to obey the state law.
- Some drivers have chosen to make a U-turn in the middle of the street which is unsafe for children crossing the street and causes unnecessary congestion.



Parents who need to pick up their children for early dismissal are asked to do so **BEFORE** 2:50 pm. We cannot make calls to classrooms after this time as dismissal routines will have begun.

### **Care of and Responsibility for School Property**

Books are provided by the Board of Education and issued to students at no cost. Students are responsible for all books issued to them and must pay a fine if books are lost or damaged beyond that of general use.

All textbooks are to be covered and cared for properly. Student's name should appear inside the front cover.

**NOTE: The school reserves the right to make amendments to the policies and procedures in this handbook throughout the school based upon the needs of the students and the community. In the event of updates, parents will receive written notification from administration.**