

Career and Innovation Academy of Orange

Guide to Student Success

POLICIES, PROCEDURES, AND EXPECTATIONS

123 Cleveland Street
Orange, New Jersey 07050

<http://www.orange.k12.nj.us>



C.I.A.O
Career and Innovation Academy of Orange
Student Services
2017-2018
REVISED 9/6

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Discover what's happening in **Career and Innovation Academy** right now, anywhere in the world.

Look for us CIAO on 

<http://Twitter.com/CIAOtweets>

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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!

CAREER AND INNOVATION ACADEMY VISION






Career and Innovation Academy will provide all students with an educational atmosphere supportive of academic achievement. CIAO students will be prepared to engage in a technologically advanced society and contribute meaningfully to their community. They will be encouraged to work to their full potential. **CIAO students are the core and all that we do will be done in their best interest.**

CAREER AND INNOVATION ACADEMY MISSION

Career and Innovation Academy has an unwavering commitment to maintain a child-centered approach to education in a clean and safe environment. Staff work to establish and maintain a loving, positive, supportive, and accountable climate. We encourage collaborative involvement from students, parents, and staff. **We are architects of life long learners who are culturally aware, emotionally fit, and lovers of knowledge.**

CIAO Community Agreement:

The Students, Staff, and Administration of CIAO...

-  **Have Integrity.**
-  **Are Prepared, Punctual, and Positive.**
-  **Respect each other and this facility.**
-  **Have education as the primary focus.**
-  **Protect the reputation of our school.**

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FACULTY CONTACT INFORMATION

Office Contacts

Title	Name	Room #	Ext.
Principal	Dr. Erica L. Stewart	Office	1701
Building Secretary	Ms. Marjorie Tetterton	Office	1701
Security	Mr. William Starks	Front Door	1705
School Social Worker	Mr. Donald Nicholson	Front Office	1704
Guidance Counselor	Michelle Martin	Rear Office	1703, 5008
CST Member	Ms. Denise Baskerville	Rear Office	1703, 5026
CST Member	Ms. Lori Risbrook-Olivera	Rear Office	1703, 5026
Student Assistance Coordinator	Mr. Jacob Martin	Rear Office	1703, 5621
Behavioral Specialist	Ms. Tiffani Branch	Rear Office	1703
Registrar	Ms. Pia Frazier	Office #102	973-677- 4050 ext. 5038

Supervisors

Ms. Meng ChiLiu, Supervisor of Mathematics	973-677-4000 x6092
Ms. Caroline Onyesonwu, Supervisor of Bilingual/ESL	973-677-4000 x6099
Ms. Karen Deas, Supervisor of Special Services/ Secondary	973-677-4000 x6042
Ms. Donna Sinisgalli, Supervisor of Visual and Performing Arts	973-677-4000 x5056
Mr. Kurt Matthews, Supervisor of ELA 8-12	973-677-4000 x6107
Mr. Shafeek Mohammed, Supervisor of STEM K-12	973-677-4000 x6038
Mr. Jahmel Drakeford, Supervisor of CTE and PE K-7	973-677-4000 x5042
Ms. Linda Epps, Supervisor of History 5-12 and Ed Technology	973-677-4000 x5644
Mr. Ben Suro, Supervisor of Science K-12	973-677-4000 x6110

Instructional Staff

Dr. Clyde Griffith, Science	Mrs. Samma Ajavon-Romer, ELA
Ms. Aminah Mateen, Resource	Mr. Shadi Taha, PE/Health
Mr. Pedro Fortun, Culinary	Mr. Vincent Vigorita, Math
Mr. Randy Daniel, Woods	Mr. Emmanioul Nikitopoulos, History
Ms. Anna Erkan, Chemistry	Mr. Nate Brown, Art
TBD, Spanish	

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SCHOOL CALENDAR

Parents will be notified of Open House, Parent Meeting, and Conference dates

September 1 st	Friday	Superintendent's Forum
September 4 th	Monday	District Closed for Labor Day
September 6 th	Wednesday	School Open for Students (12:30 p.m. Dismissal)
October 9 th	Monday	Professional Development 12:30 Dismissal for students
October 10 th	Tuesday	OEA Day Schools Close at 2:30 p.m.
November 9 th – 10 th	Thursday-Friday	NJEA CONVENTION; District Closed
November 22 th	Wednesday	Thanksgiving Recess, (12:30 p.m. Dismissal)
November 23 rd – 24 th	Thursday-Friday	Thanksgiving Recess, District Closed
December 22 nd	Friday	Holiday Recess, (12:30 p.m. Dismissal)
December 27 th – 31 st	Monday-Sunday	Holiday Recess, District Closed
2018		
January 1 st	Monday	Schools Closed
January 2 nd	Tuesday	Schools Reopen
January 15 ^h	Monday	Observance of Dr. Martin Luther King Jr.'s Birthday: District Closed
January 24-25 th	Wednesday Thursday	District Professional Development-12:30 Dismissal for Students
February 7 th	Wednesday	Secondary Parent-Teacher Conferences (12:30 p.m. Dismissal)
February 8 th	Thursday	Secondary Parent-Teacher Conferences 6-8 p.m.

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2018 (cont.)		
February 19th – 23rd	Monday-Friday	Winter Recess, Schools Closed
March 7th	Wednesday	General OEA Meeting, 2:30 p.m. Dismissal
March 15th	Thursday	Professional Development 12:30 Dismissal for students
March 30th	Friday	Good Friday, District Closed
April 2nd – 6th	Monday-Friday	Spring Recess, Schools Closed
May 17th	Thursday	Professional Development 12:30 Dismissal for students
May 28th	Monday	Memorial Day, District Closed
June 18-20th	Monday-Wednesday	Last Days of School for Students (12:30 p.m. Dismissal)
June 20th	Wednesday	High School Graduation 6:00 p.m.

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SCHOOL HOURS

The school opens at 7:30 A.M. Students are considered LATE TO SCHOOL after 8:20 a.m. School ends at 3:00 p.m.

Regular Day		Half-Day		Delayed Opening	
8:20-9:00 am	Advisory/ Intervention	NO Advisory		1:18-2:08 pm	Advisory
9:02 -10:22	BLOCK 1	8:20-9:22	BLOCK 1	10:10 -11:00	BLOCK 1
10:24-11:44	BLOCK 2	9:23-10:25	BLOCK 2	11:02 -11:52	BLOCK 2
11:46-12:16	LUNCH	10:26-11:28	BLOCK 3	11:54-12:24	LUNCH
12:18-1:38	BLOCK 3	11:29-12:30	BLOCK 4	12:26-1:16	BLOCK 3
1:40-3:00	BLOCK 4			1:18-2:08	ADVISORY
				2:10-3:00	BLOCK 4

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Marking Period, Report Card, Progress Report Dates

MARKING PERIOD

The four marking periods for the 2017-2018 school year are as follows:

1 st Cycle	September 6 to November 7
2 nd Cycle	November 8 to January 24
3 rd Cycle	January 25 to April 12
4 th Cycle	April 13 to June 20

Progress Reports will be distributed during the following week(s):

<u>Progress Notes:</u>		<u>Report Card:</u>	
Cycle 1	October 5	Cycle 1	November 14
Cycle 2	December 14	Cycle 2	January 31
Cycle 3	March 2	Cycle 3	April 19
Cycle 4	May 14	Cycle 4	June 20

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STUDENT RIGHTS AND RESPONSIBILITIES

The Right to Public Education

The constitution of the State of New Jersey requires that free public schools be provided for all New Jersey residents between the ages of five and eighteen. The compulsory education laws of New Jersey also restrict the “temporary or permanent exclusion from school by the Board of Education of any district of any child between the ages of 5 and 20, except as explicitly otherwise provided by law.”

The New Jersey Supreme Court said that the state has an obligation to provide students with a “Thorough and Efficient Education.” Similarly, the laws of New Jersey require that students must be given an education that enables them to learn to function politically, economically and socially in a democratic society. This does not simply mean that regular classroom instruction must be provided. The law requires that the school system provide programs, and encourage public involvement in establishing goals.

Both parents and school officials have an obligation to see that students of school age attend school. The compulsory education laws of New Jersey hold parents or guardians responsible for regular attendance for children between the ages of six and sixteen. The Commissioner of Education has said that school officials also have an obligation to see that all students attend school until the age of sixteen.

Regular attendance at school is a fundamental prerequisite which enables students to benefit from the provision of free public education.

Equal Rights

Every student has a legal right to be free from discrimination on the basis of sex, race, disability, or ethnic origin in relation to any school matter – whether it involves academic, extracurricular or disciplinary procedures or penalties.

First Amendment Rights

Students, as citizens of the United States, are guaranteed under the First Amendment to the Constitution the right to free speech and expression.

To prohibit a particular form of expression, school officials must reasonably believe that the speech would substantially disrupt the educational process, threaten students’ health or welfare, or violate privacy rights.

Individual Speech

Students have a right to freely express their views on any subject whether it relates to national issues or policies at the school in a manner that is not disruptive to the learning environment. The school may reasonably regulate the time, place, manner and duration of speech, as long as ideas are not censured nor expression stifled.

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ACADEMIC GRADING

Grade Point Average

During the first years that students are in high school and earning grades, they are accumulating a GPA (grade point average) and determining rank in class. This means that each numerical grade is factored into the year's and cumulative GPA.

What the grade may look like in the classroom

An **“A”** represents **Excellent**, and reflects a numeric grade of between 90-100.

- ✓ The student masters all assigned work and completes work on time
- ✓ Makes a real contribution to class discussions, works with vigor and enthusiasm
- ✓ Evaluates and improves his or her own efforts and is willing to do more than assigned work
- ✓ Works independently of teacher and fellow students

A **“B”** represents **Good**, and reflects a numeric grade of between 80-89.

- ✓ The student masters a major portion of assigned work and completes work on time
- ✓ Makes a good response in class and shows a decided interest in work
- ✓ Tries to evaluate and improve his/her own efforts and is willing to do more than assigned work
- ✓ Works with little assistance from others

A **“C”** represents **Fair**, and reflects a numeric grade of between 70-79.

- ✓ The student masters the minimum assignments and completes work on time
- ✓ Does work assigned and makes an average response in class
- ✓ Shows some interest in work, evaluates and improves work under direction and makes an effort to do work
- ✓ Any student with an average of less than 72 requires an action plan and teacher/student conference.

A **“D”** represents **Borderline** and reflects a numeric grade of between 65-69.

- ✓ The student barely masters the minimum assignments but completes work on time
- ✓ Incomplete work assignments and below average responses in class
- ✓ Shows minimum interest in work

An **“F”** represents **Failing**, and reflects a numeric grade of 64 and below.

- ✓ The student's work does not meet the accepted standard for passing.

<u>Alphabetic Scale</u>	<u>Numerical Scale</u>	<u>Grade Equivalent</u>
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	65-69	1.00
F	50-64	0.00

Class Rank

At the end of each year, the guidance department computes the grade point averages for the year. Senior class rank is a listing of all seniors by grade point average. Rank calculations determine highest grade point

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average (valedictorian), second highest grade point average (salutatorian), as well as the grade point average of the remaining graduation class in descending order. Senior class rank is determined at the end of the junior year.

Report Cards

Report cards are issued four times during the school year – in November, January, April, and June. Distribution of report cards will be as follows: 1st, 3rd semesters parent/guardian conference; 2nd, 4th semesters mailed.

Work graded by teachers throughout the marking period will be scored using numerical equivalents for the alpha grading system.

1. Report cards shall be issued at the end of every marking period and shall indicate a grade, attendance, and comment.
2. Interim reports will be issued midway through each marking period. The student's current grade and comments will be listed. The grade on the progress report is ONLY a projection. Students must continue to maintain their progress throughout the balance of the marking cycle. There will be final grades noted twice per year. The first semester ends January 24, 2018 and the second semester ends June 20, 2018.

Notices of Concern

Listed below are the basic components of the pupil progress reporting system.

- Student progress reports are mailed home four (4) times a year, however, notices may be sent home that indicate an academic, attendance, or conduct challenge. Parents are encouraged to schedule appointments with teachers if they receive this type of correspondence. CIAO has adopted an OPEN DOOR policy and parent/guardian inquiry is welcome at any time.

Honor Roll Criteria

Students in Grades 9-12 may achieve Principal's Honor Roll status based on their grades for each marking period. The following is the criteria for Principal's Honor Roll and Honor Roll:

Principal's Honor Roll

- All grades 90 and above

Honor Roll

- No grades below 80

On a Roll

- A cycle average of no less than 80

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INCOMPLETES

Students who have attended classes for more than two weeks MUST receive a grade based upon work produced during that period.

Teachers submit grades for their students at the end of each marking period. Incompletes may be given only to those students with unfinished course work due to excused absences. Students are responsible for completing the required work according to the time lines listed below. Special circumstances may warrant an extension of these procedures, but must be approved in advance by the dean of students. It is the responsibility of the student to make up incomplete work.

Incompletes for the 1st, 2nd, and 3rd, quarter:

The completion of make-up work should be done according to the regular excused absence policy. A maximum of fourteen (14) calendar days will be extended to students with incompletes to finish required work. *All incompletes after that period will be **automatically resolved**.*

STUDENT RECORDS

Every school system collects and maintains a system of records on the students enrolled in its schools. A student's school record generally contains information about the student's academic and personal progress through the school system. The district offers a PARENT PORTAL for both parent and student access to grades and attendance. PLEASE SEE SCHOOL SECRETARY FOR FORM.

Confidentiality

No one may see a student's school record without the written permission of the student's parent or student aged 18 or older; except certain certified school personnel, secretarial, and clerical personnel acting under their direct supervision. Accrediting organizations, staff of the State Department of Education, state protective services agencies and bona fide researchers who have provided the chief school Administrator with prior written assurance that the records will be used under strict conditions of anonymity and confidentiality are also permitted access.

HOMEWORK

Homework is an extension of the school day and an integral part of the school's academic program. Teachers are expected to give homework assignments daily. Homework is to be checked and graded upon its submission and returned quickly to students.

Homework provides a student with additional practice and exposure to similar or new materials. It reinforces what was learned in the classroom and helps develop positive study habits. Teachers are expected to post assignments on their district webpages. Students may access these from home.

It is the student's responsibility to complete all homework assignments. Teachers will notify parent (s)/guardian (s) whenever a student repeatedly fails to do his/her homework. Repeated failure to complete homework assignments may result in an adverse impact on the cycle grade.

Amount Of Homework

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The amount of time which students should spend on homework will vary due to individual differences and the homework assignment. Students should be prepared to spend an average of 30-60 minutes on each academic subject daily. Periodically students will need to spend a greater amount of time on a long-term project/assignment.

Purpose Of Homework

Some of the purposes of homework assignments are to:

1. Strengthen academic skills
2. Extend classroom learning
3. Stimulate further interest in a subject area
4. Reinforce independent study skill and habits
5. Develop initiative, responsibility and self-direction
6. Promote meaningful use of leisure time
7. Acquaint parents with schoolwork.

Homework During Absences

All class work and homework assignments missed due to absences are to be made up within the time period specified in the Attendance Policy. The student is expected to show initiative in seeking out a teacher to determine what assignments were missed and when they will be due. Work may be sent home to any student involved in an extended absence due to a documented illness.

Homework/Study Tips

Studying is one of the biggest issues for students. If a student does not know how to study, the results will inevitably be poor grades and a loss of confidence within the student for their academic abilities. Here are a few homework and study tips that can really benefit at all levels of education. Most of these tips are plain common sense, tried and supported by students and teacher:

- Find a quiet spot at home with minimum disruption and good light where you can concentrate on what you are doing.
- Make a schedule of when to study, include how long to study each time, when to take breaks and for how long, and what to study. Test it for one week; make necessary revisions, then stick to your schedule.
- Don't allow yourself to fall behind in your studies.
- Keep good notes. Organize them immediately following class, while ideas are still fresh in your head and review them that night.
- Information is remembered best if recalled within twenty-four (24) hours, according to psychologists. Be sure to review frequently.
- Prepare for tests and examinations in advance. Start with a review of notes, set up a study schedule, listen for teacher tips on what to cover, ask what type of exam is expected essay questions, true/false, multiple choice, short answer, oral, presentation, etc.

Learning to study takes time. Studying is a combination of being a good listener in class, asking the right questions on material not understood, doing homework and assigned studies, and reviewing regularly

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COURSE REQUIREMENTS and CREDITS

Needed for Graduation

<u>Course</u>	<u>No. of Semesters</u>	<u>Credits</u>
English	4	20
History	2	10
World History/Cultures	1	5
Mathematics	3	15
Science	3	15
Health/Phys. Education	4	20
Fine Art (Art/Music)	1	5
Practical Art	1	5
World Language	3	10
Career Education	1	5
Electives	4	15
Total Credits Needed		125

In addition to the listed course and credit requirements, all students must meet the state’s assessment requirement in order to receive a high school diploma.

PASSING SCORES ARE AS FOLLOWS:

PARCC ELA	750
PARCC Math	750
Minimum SAT Verbal	400
Minimum SAT Math	400
Minimum ASVAB Score	31

Promotion Policy

For promotion to the tenth grade, students must have accrued a minimum of 30 credits.

For promotion to the eleventh grade, students must have accrued a minimum of 60 credits.

For promotion to the twelfth grade, students must have accrued a minimum of 90

For graduation, students must have earned at least 125 credits, fulfilled 9th – 12th grade core course requirements, and have met the state’s assessment requirement; except if they are exempt.

LOSS OF COURSE CREDIT

A student absent without excuse for 18 or more days in a school year will lose their credit for all courses within the school year. If he/she accumulates 9 or more absences in a semester course, the student will not receive credit for that course.

Notification Process

A) Warning Letter

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The classroom teacher will generate a form letter (Notice of Concern) that will be mailed to the home of the student informing the parent/guardian that because of excessive absences, their son/daughter is in danger of being denied course credit. A copy of the letter will also be sent to the student's guidance counselor/case worker. This letter will be generated at the third absence per four cycle course.

B) Phone Call to Parent/Guardian

A phone call will be made to the parent/guardian of the student alerting them that because of the child's excessive absences, he/she is in danger of being denied course credit. The call will be made by the teacher at the sixth absence per four cycle course.

C) Notice of Concern Letter

Once a student has exceeded the allowable number of absences for a course, the designated Administrator will send to the home of the student a certified "Notice of Concern" letter for excessive absences in a course. This letter will be generated when absences reach 9 days per four cycle course. Copies of the letter will be sent to the teacher and the supervisor of guidance.

The Appeals Process

The parent/guardian of the student who believes that there is a valid reason to have course credit reinstated can make a formal written request for a hearing before the appeals committee:

1. Upon receipt of the Notice of Concern letter, the parent/guardian of the student must notify the administration in writing within five school days of receipt of the letter for the intent to petition the appeals committee for credit reinstatement.
2. A hearing before the appeals committee is scheduled by the Administration.
3. The appeals committee will render a decision by majority opinion and will notify the parent/guardian by mail.
4. The appeals committee will render a decision within five school days. The committee chair will send written notification of the committee's decision to the parent. Copies will be sent to the teacher, guidance counselor/case manager and committee members.
5. Within five (5) school days of any decision, an Administrator will review all decisions adverse to the student. If a student, parent or guardian wishes to be interviewed and/or to provide additional information to the Administrator, they must arrange for such an interview and/or to provide such information within this five (5) day period. The parent/guardian and student will be notified by certified mail of the decision of the Administrator. The parent/guardian and student who believes there is a valid reason to appeal the decision of the Administrator can appeal to the Superintendent of schools in writing within five (5) school days after receiving the Administrator's decision. As permitted by law, an aggrieved student, parent/guardian may appeal the decision of the Superintendent to the Orange Board of Education.

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PARENT INFORMATION

School Visitors

Parent/guardian visits to the school are welcomed. However, each visitor is required to sign in and out at the front desk. Any articles brought for a student should be left with the Secretary in order to minimize class interruptions. Parent/guardians wishing to observe a particular class should make arrangements with the guidance counselor in advance. Parents are encouraged to come eat lunch with their children occasionally. Lunch time is 11:46-12:16.

Parent Conferences

In order that home and school may work together more effectively for the education and training of the students, two parent conferences are scheduled. Additional conferences may be initiated either by the parent or the teacher when either deems it advisable. These conferences may be arranged through guidance or the school office, unless it is more convenient for both parties to do otherwise.

Transfers

Transfer cards will not be issued to students. Parents/guardians of a student leaving our school district should give the building secretary the following information:

1. When the student will be leaving the school.
2. The name, address, and fax number of the student's new school
3. Payment for any outstanding obligations

The transfer card and all other pertinent information will be issued to the parent/guardian after the student has completed a Transfer Clearance Sheet. This is a paper signed by the student's teachers indicating that all books, fines, etc have been properly accounted for. The transfer clearance sheet requires the signature of the guidance counselor, school nurse, register clerk and appropriate Administrator.

TRANSCRIPTS/HEALTH POLICY

The school is responsible for keeping accurate cumulative transcripts and health records for each student. It is necessary for each parent/guardian to provide the school with prior transcripts and immunization records and/or other health information.

Health Records are maintained separately in the Nurse's Office.

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ATTENDANCE POLICY

Absence: Definition and Verification: Student absences are deemed “excused” when the student is able to provide documentation ONLY for the following circumstances:

1. Medical illness/injury
2. Required court appearance
3. Family death
4. College Visitation
5. Scheduled appointment for a government agency

All notes from a licensed physician, dentist or legal agency must be submitted within three days after returning to school. These notes will be kept on file in the attendance office for future references, particularly incases where an “appeal process” is instituted. These absence days, although excused, will still accumulate as part of the eighteen (18) maximum per semester.

The following circumstances will not be considered an UNEXCUSED absence:

1. School field trip/activity
2. External suspension
3. External Community Service Requirement

Students who are absent with parent permission for reasons other than those listed above will be considered unexcused. Students who are absent without parent permission will be considered truant and will be addressed using discipline plan.

Absenteeism: School attendance is the basic responsibility of the pupil and parent(s)/guardian(s). Individual records must be maintained by the parent(s)/guardian(s), keeping a personal record of each absence, tardy or early dismissal as verification data to be provided to the school in the event that an appeal is requested under this policy. State guidelines mandate that all schools have strong attendance procedures in order to avoid chronic absenteeism. Under normal circumstances, high school students are not subject to childhood diseases, as are elementary children. Therefore, absenteeism by a high school student should be minimal. The number of days, delineated in this policy, is total allowable days. Any subsequent absences (over eighteen (18) per school year) must have a legal/medical documented excuse. In keeping with state and local Board minimal expectations, pupils attending Career and Innovation Academy who accumulate more than eighteen (18) absences in a school year are subject to loss of credit.

**SENIORS WHO VIOLATE THIS POLICY JEOPARDIZE THE PRIVILEGE OF PARTICIPATING
IN THE GRADUATION CEREMONY AND PROJECT GRAD.**

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Attendance Appeals Process: A student has the right to appeal the decision to be “retained”. Such an appeal should begin with a letter of explanation to the administration of the basis for the appeal. If this is denied, the student may then submit the appeal to the Superintendent’s office and, if again denied, to the Board of Education.

Miscellaneous Provisions:

1. Students who are under the age of 16 and are absent five (5) or more consecutive days will have truancy charges brought against them.
2. Students who are over the age of 16 and are absent 10 or more consecutive days may jeopardize their placement.
3. Students who transfer to CIAO will be expected to meet the same criteria under the attendance and academic policies. Previous academic and attendance records will be used to determine the student’s status.

Family Vacation/College Visitation/Military: The regular school calendar provides more than ample opportunity for families to plan vacations at a time when school is not in session. SCHOOL AUTHORITIES WILL NOT APPROVE FAMILY VACATION DAYS. A letter can be forwarded to the Supervisor of Guidance to notify the district of their intention to be absent due to family vacation. Such notice is for informational purposes and to assist students in obtaining their assignments. It is strongly recommended that such vacations not take place after June 5th, to allow students to be present for PARCC testing, and to avoid a no credit status. Any junior or senior who plans to visit a college or technical school for a tour or interview must obtain a form from the Guidance office prior to such a visit in order for the absence to be excused. This form must be submitted to the Attendance Office upon the student’s return to school. A maximum of five (5) days will be excused for (out of state) college visits. Seniors may also be excused for interviews and/or testing by the military as part of their recruitment if the proper documentation from the recruiter is submitted to the school.

PROCEDURE FOR ABSENCE FROM SCHOOL

1. If a student is absent from school, the student or his/her guardian must call and advise the office as soon as possible. The telephone number is (973) 677-4000x1701. This call should be placed prior to 8:00 a.m. The attendance officer *may* return the phone call to discuss the absence.
2. If the student does not come to school the office will telephone the home.
3. If the student is absent for three consecutive days a referral will be sent to the attendance officer.
4. All students 16 and under, who are absent for three consecutive days or six accumulated days, will be referred to I&RS. Parents of students 16 and under may be issued a notice to appear in court.
5. All students who are 18 and older who are absent for eighteen days may be dropped from the rolls of CIAO.

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6. Copies of the recommendation for disenrollment letter will be forwarded to the Superintendent of Schools, the Deputy Superintendent, the Supervisor of Guidance, Director of Special Services (if applicable), teachers and file.

NOTE:

CUTS ARE UNEXCUSED ABSENCES!

Cutting class is a serious offense. A student who is present in school must attend every class listed on his/her schedule. Any student who is absent without such an excuse will be looked upon as having cut class and will be subject to disciplinary action.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather or other emergency, a special announcement will be made by 6:00A.M (via global connect telephone service) and it may be posted on News 12's public school closings. Radio – 1010 WINS AM Radio.

In the event of a change of school hours, you will receive as much advance notification as possible, either written or by telephone.

EARLY DISMISSAL

If it is necessary for a student to be dismissed before the end of the school day for any reason, a note from the parent/guardian needs to be given to the principal with as much advance notice as possible. **Early dismissal is discouraged since it takes away valuable learning time from your child's education.** For your child's protection, we require the parent or guardian to "sign out" the child at the principal's office. In case of emergency, a telephone call will be necessary.

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CIAO SCHOOL
ACCOUNTABILITY PLAN 2017-2018

PHILOSOPHY

Students attending Career and Innovation Academy are expected to demonstrate good behavior and embody the traits outlined in the CIAO Community Agreement while participating in the educational program. A discipline code is an important tool for students, staff, and parents interested in the goal of a stable and productive learning environment.

RESPONSIBILITY

School discipline is a shared responsibility. Students, teachers, parents, administrators and community members must work together to insure an effective discipline program. A learning environment is built on a foundation of discipline. One cannot learn in a chaotic and unruly environment and one cannot benefit from knowledge never acquired.

The students must know consequences for inappropriate behavior. Students' knowledge of school rules and consequences means that the students have a choice; and those who choose to violate the rules choose to receive the consequences of their behavior. The consequences will be applied fairly and consistently.

RESPECT

The CIAO Community Agreement speaks of “RESPECT”. Schools should exist in an environment of respect. Respect for the process of learning, respect for others, and respect for the facility that is Career and Innovation Academy is the goal. Students should feel free to learn and enjoy the process of education. This regard for others can be subdivided into specific categories:

- Respect for self -- Self-admiration is the foundation of all other respect. One cannot respect others without first having self-respect.
- Respect for staff – Career and Innovation Academy requires the commitment of many different types of employees (cafeteria staff, maintenance personnel, teachers, administrators, secretaries, etc.) These employees exhibit respect and should, in turn, be given respect.
- Respect for other students -- Both in and out of the classroom, other students have a right to the pursuit of their own education in a safe and orderly environment.
- Respect for the learning process -- Positive teacher/student interaction, studying, and following directions are all essential to learning.
- Respect for the institution and buildings – Career and Innovation Academy should be considered a monument to the community, alumni and a symbol of prestige to those currently enrolled. CIAO is every student’s home.

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ADDRESSING MISBEHAVIOR
AND/OR FAILURE TO COMPLY WITH STANDARDS OF CONDUCT

An effective discipline code assures that unacceptable student conduct receives appropriate and sure consequences for such misbehavior. Such consequences will be applied consistently and as the conduct becomes more or continuously inappropriate the punishment will become more severe. Excessive misbehavior in different categories of the conduct code may result in severe consequences for the student. Severe consequences will be applied immediately to serious misbehaviors/infractions. Administrators may increase or decrease the consequences at their discretion and in extraordinary circumstances. It is also the principal's discretion to adjust/revise standards of conduct in order to maintain an orderly atmosphere conducive to learning.

Note: Students who commit serious violations of the discipline code, specifically truancy, drug or substance abuse, (including tobacco), weapons, fighting, and assault will be given due process, however, the consequences will be aligned with action. Serious violations may also be reported to law enforcement officials and documented in the student's permanent record. Students of Career and Innovation Academy are held to these standards of conduct at all times while in the context of a school day. School/district personnel responsible for the care and supervision of students are authorized to hold every pupil accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during field trips, assemblies, lunch or recess periods.

GENERAL SCHOOL CONDUCT
STUDENT DISCIPLINE/INTERVENTION ASSIGNMENT

The chart which follows (following page) is a list of rules infractions that may have to be addressed with students at Career and Innovation Academy and the school personnel who will directly address the student violation/incident listed. The bullet (•) indicates the personnel who may address the cited violation/incident and assign any necessary disciplinary measures.

Note that repeat offenses lead to a progressively more serious disciplinary response than the original violation. In most instances, continued violations of the same rule will result in an involuntary transfer (or even expulsion) to another school.

Every attempt will be made to follow the progression/assignments of consequences noted on the chart. The administration reserves the right to objectively determine consequences based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.

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CIAO GENERAL SCHOOL CONDUCT
STUDENT DISCIPLINE/INTERVENTION DESIGNEES

The bullet (•) indicates the personnel who may address the cited violation/incident and assign any necessary disciplinary measures.

Violation/ Incident	Teacher	Guidance Counselor	Social Worker	Student Assistance Coordinator (SAC)	Advisor Security	Administrator
Assault/Battery upon school employee						•
Attendance-Unexcused absences	•	•	•		•	
Causing physical injury to another student						•
Cell phone (other electronics) violation	•				•	
Commit/attempt to commit sexual assault/inappropriateness	•	•	•	•	•	•
Cutting Class	•	•	•	•	•	
Defiance	•		•		•	
Disruption of class/school	•	•			•	•
Dress Code Violation (including failure to show I.D.)	•				•	
Drug Paraphernalia			•	•		•
Drug Sales			•	•		•
Drug/tobacco/alcohol possession or use			•	•		•
Eating/Food in Unauthorized Area	•				•	
Fighting	•	•	•	•	•	•
Harassment/threats/intimidation	•		•		•	•
Hate Violence			•		•	•
Leaving school grounds without permission					•	•
Obscenity/Profanity	•	•	•		•	
Robbery/extortion			•		•	•
Tardy to school/class	•	•	•	•	•	

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Theft	•		•		•	•
Unauthorized Area/Trespassing. (Including, but not limited to, entering classrooms with substitutes)	•				•	•
Vandalism	•		•	•	•	•
Weapon possession, furnishing or sale						•



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STUDENT EXPECTATIONS IN SCHOOL/CLASS

Behavior in School/Class

1. Students must be prepared for class as required by each teacher. The minimum required items are a notebook, pen/pencil, and textbooks or written material.
2. Every student must carry his/her ID card, and it is to be presented to any member of the administration, faculty, or staff upon request.
3. No weapons or drugs (other than those prescription drugs which are on file with the school social worker of any kind are to be brought into the building.
4. No student is to strike or threaten a staff member. Any conflict with a staff member should be reported to the school Social Worker for resolution.
5. No RADIOS, Cell Phones, Music players, etc. may be visible or audible at any time while in the building. ***This may result in a ban of these items from the building.***
6. No gambling is permitted in or around the school building at any time.
7. No food may be eaten in class or in the halls.
8. No student is permitted to leave school to purchase food or have food delivered without prior approval.
9. Loitering in the corridors is not permitted.
10. Every teacher must communicate expectations and requirements for every class, and these will be distributed to every student at the beginning of school year.
11. Do not fight, play-fight, roughhouse, or act in a manner that may endanger others.
12. Do not be disrespectful or defiant.
13. Eat in the cafeteria area, not in classrooms or halls.
14. Attend all assigned classes.
15. Keep your coat and hat in your locker.
16. Threatening or assaulting others (physically or verbally) will result in disciplinary action.
17. Know and follow your assigned schedule.
18. When your teacher is absent, show respect and manners by cooperating fully with the substitute teacher.
19. Consider your reputation, that of your regular teacher, and that of your school.

Unacceptable Student Behavior

The following are some specific examples of behavior that may cause a student to be suspended.

- Alcohol/drug abuse
- Assault on another student teacher, Administrator or staff member
- Chronic violation of school rules
- Class disruption
- Continued and willful disobedience
- Causing or attempting to cause damage to school property
- Creating a safety hazard
- Disregarding directives of crossing guard
- Disrespectful or open defiance of any teacher of person having authority over pupil.
- Cutting all or part of a class

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- Distribution, possession, or sale of a controlled substance
- Excessive time used on a hall pass
- Extortion (taking or attempting to take personal property or money by force or fear)
- Excessive roughhousing or horseplay on school grounds.
- Failure to attend assigned detention
- Failure to display agenda books, handbooks, and ID cards upon request from a staff member
- Failure to identify oneself to a member of school staff
- Fighting
- Play fighting
- Forging school documents (passes, report cards, etc.)
- Gang activity and apparel*
- Insubordination (defiance of authority)
- Intimate behavior**
- Inciting other pupils to break school rules
- Leaving school building or assigned area without permission
- Leaving class without permission
- Leaving class before dismissal bell
- Misbehaving at a school function, assembly, or class trip
- Opening outer door to permit a stranger to enter the building
- Possessing magic marker, spray paint, or any other materials used to vandalize school property.
- Possession of unsafe or illegal articles (weapons, fireworks, etc.)
- Possession of an/or playing of a radio on school property
- Possession of stolen property
- Use of profanity or abusive language
- Using any profanity directed at staff member
- Stealing
- Smoking
- Trespassing on school property
- Threatening another student or staff member
- Truancy, poor attendance, lateness, class cutting
- Turning in a false alarm or acting in a way that constitutes a continuing danger to other students
- Vandalism
- Selling or buying lottery tickets or lunch tickets on school property (gambling)
- Talking or playing during a fire drill

***Any student caught engaging in any gang activity: stacking, defacing school property, threatening any person and/or representing any gang may be excluded from school. This activity applies to the school building, and/or any participation in school activities.**

****Students are expected to refrain from inappropriate public displays of affection on school property. The practice of kissing and embracing is considered in poor taste, and is prohibited in the school building.**

Students who are cited with inappropriate behavior or who violate any of the expected behaviors that are listed above are subject to disciplinary consequences, which may include central detention,

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exclusion from school, or any other consequence deemed appropriate by School Administration. Failure by students to adhere to the given consequence may result in further disciplinary action.

Sexual Harassment

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board of Education shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment, which may include quid pro quo harassment and hostile environment. Definitions:

1. Harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational decision on the pupil's submission to unwelcome sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcome sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party, that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This policy protects any person from sex discrimination. Accordingly, both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Anyone who believes that he or she has been sexually harassed is encouraged to immediately report it to a responsible adult. This could include parents, school employees, or others in whom the person has confidence. The important thing is to tell someone immediately so that appropriate action can be taken.

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DRESS CODE & EXPECTATIONS

Dress Code

Students are expected to dress in an appropriate manner. The dress requirement for ALL Career and Innovation Academy students is a collared shirt (White, Gray, Black, Orange) and black/Khaki slacks (No Jeans). Additionally, the dress code also includes the possession of a proper Career and Innovation Academy Identification card*.

***I.D. CARDS** - ID cards must be worn at all times. Students who lose their ID cards will be issued a **one time** complimentary replacement card. Each subsequent time that a card is lost there will be a replacement cost of \$5.00. Any student who reports to school without an ID badge must report to the main lobby to purchase a replacement or contact a parent to bring the ID badge to school. Students will not be allowed to enter school or attend classes without an I.D. card. Students will not be admitted to -school functions without an ID badge.

Security Inspection at Entrance - A student's person and possessions are inspected daily upon entrance to school. The use of metal detectors and a manually search of students' book bags, purses, etc. are conducted. This procedure is necessary as a means of ensuring the safety and well being of all students.

Students who arrive to school in violation of the dress code are subject to a "policy violation". The "policy violation" affords the student one (1) hour to remedy the violation in lieu of a disciplinary action.

In addition to the Uniform dress policy, All Career and Innovation Academy students are expected to adhere to the following:

1. Students at Career and Innovation Academy are expected to be well groomed each day.
2. **HATS OR HEAD COVERINGS** may not be worn in the building by any student- male or female.
3. **JEANS, TEES, AND HOODED SHIRTS** are not acceptable.
4. **SHORT SKIRTS OR DRESSES** more than five inches above the knee are not acceptable.
5. **CURLERS, SCARVES,** and other items associated with preparation of hairstyles may not be worn in the building by any student – male or female.
6. **SHIRTS** and **BLOUSES** must cover the entire torso. The breast and midriff of the body must not be exposed.
7. **HALTER TOPS** may not be worn in the building.
8. **SEE THROUGH SHIRTS, BLOUSES** and **SKIRTS** may not be worn. **Students must wear proper undergarment with sheer attire.**
9. T-shirts, tank tops, bare midriffs, short shorts, or any clothing bearing offensive designs or language are strictly prohibited.
10. SHOES or SNEAKERS should be tied at all times.
11. **NO CHINESE SLIPPERS:** slippers are boudoir attire and should be worn at home.
12. **DURAGS, FITTED CAPS** and **FLAGS** are not permitted
13. **All Garments Should be gender appropriate as to not create a disturbance in the learning environment**

STUDENTS MAY BE GIVEN GARMENTS TO CAMOUFLAGE INAPPROPRIATE ATTIRE SHOULD A CLOTHING CHANGE BE UNAVAILABLE. IN CASES OF INDECENCY, STUDENTS MAY BE SENT HOME BY THE ADMINISTRATION TO CHANGE THE ATTIRE DEEMED INAPPROPRIATE.

Students who violate any of the expected behaviors that are listed above are subject to disciplinary consequences, which may include central detention, exclusion from school, or any other consequence deemed appropriate by school Administration. Failure by students to adhere to the given consequence may result in further/additional disciplinary action.

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TARDY TO SCHOOL/CLASS POLICY

ANY STUDENT WHO ARRIVES TO SCHOOL AFTER 8:20 AM. IS TARDY

Doors will open at 7:30 a.m. School begins promptly at 8:20 a.m. Students are expected to arrive to school no later than 8:20 a.m. Students that arrive after 8:20 are considered late and are subject to the following:

- Late students will be allowed entrance into the building after the building has been secured and school personnel/security are adequately and properly prepared to administer entrance procedures to those who are late.
- Late students are subject to consequences for incurring the infraction of tardiness to school. Consequences may include central detention, exclusion from school, or any other consequence deemed appropriate by school Administration. Failure by students to adhere to the given consequence may result in further disciplinary action.

Students **will NOT be admitted** after 8:45 a.m. **without a Parent/guardian escort**

Tardy to Class

If a student is detained from getting to class on time by another teacher, the detaining teacher must issue an ADMIT slip to the receiving teacher through the student.

Students will be afforded *two (2) minutes* to travel to each class. For any student who arrives tardy to class the teacher should record the tardy in the appropriate record as tardy and should submit a citation to the office.

Students who are tardy to class are subject to disciplinary consequences, which may include central detention, exclusion from school, or any other consequence deemed appropriate by school Administration. Failure by students to adhere to the given consequence may result in further disciplinary action.

When students have been late three or more times to class the teacher should notify the parents of the problem and the actions taken. *Please note: Students who are continually tardy are to be referred to the attendance office, and a parent conference will be scheduled.*

Consequences for Tardy Students

Students who are tardy to school will be assigned Central Detention to be served the same day that it was issued. If a student cannot serve Central Detention on the same day, it is their responsibility to report this to the appropriate Administrator and an alternate date/arrangement will be determined in which the detention will be served.

Failure by any student to complete the assigned Central Detention may result in disciplinary actions, including the following:

- Additional detention days including Saturday Detention
- Exclusion from school pending parent/guardian conference
- In School Suspension, Out of School Suspension, Community Service
- Any other disciplinary consequence deemed appropriate by Administration

PROCEDURES FOR LEAVING CLASS

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Hall Logs- With permission, students may sign the hall log. This log must indicate their requested location and time excused. Students gone more than (5) five minutes require a pass to return to class. If the student is absent beyond the five minutes allotted, they MUST secure a pass in order to return to the classroom. If the student returns to class without a pass, the teacher may invoke restrictions on future requests. Each classroom teacher will be responsible for maintaining and having students sign in Hall log. Consistent use or abuse of a hall privileges may result in restrictions placed on this privilege for a given period. **Students are NOT to be in the halls during the first 10 minutes of class and 10 minutes prior to the end of the class.**

Restrooms - Adequate restroom facilities are provided. They are not to be used as meeting places or cell phone zones. Keeping these facilities clean requires cooperation of all students. CIAO students are young adults and it is expected that they can ask to be excused to use the facilities and return promptly to class. Consistent abuse of trust may result in a pass being required to leave the classroom.

Students who violate the procedures that are listed above are subject to disciplinary consequences, which may include central detention, exclusion from school, or any other consequence deemed appropriate by School Administration.

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CAFETERIA RULES & EXPECTATIONS

All students will be assigned a specific lunch period. Students may not enter the cafeteria unless it is their scheduled lunch period. Students must be in proper school uniform and have a valid O.H.S. I.D. card to enter the cafeteria.

Students who are scheduled for a particular lunch period are not permitted to be in the academic areas, hallways, stairwells (outside and inside), or the gym during their lunch period. Students may only purchase food or beverages from the cafeteria during their scheduled lunch period.

Cafeteria Rules

The following common courtesies are expected of our students during lunch:

- Throwing food, paper or other items is unacceptable.
- All trash/trays in your area must be disposed of properly in garbage containers.
- No food, cans, or bottles may be taken from the cafeteria
- The restrooms that are to be used during the lunch periods are those directly outside (adjacent to) the cafeteria.
- Food items are not allowed in the classrooms, hallways or restrooms

Disciplinary Consequences

Failure by any student to abide by the rules above throughout the duration of the cafeteria hours may result in disciplinary actions, including the following:

- School Detention, Suspension, Expulsion (extreme infractions)
- Exclusion from Cafeteria (provisions will be made to eat in alternate area/setting)
- Any other disciplinary consequence deemed appropriate by Administration

LUNCH APPLICATIONS

Lunch surveys are due by the third week in September. One survey is to be completed for **EACH** household, **even if you chose not to participate in the lunch program**. It is recommended that the eldest sibling submit the survey for the family. The school district is a part of a direct certification program which enables all students to receive free meals if the survey has been completed.

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LOCKER USE/EXPECTATIONS

The use of student lockers is a privilege and convenience granted to students. Most students use lockers as a storage place for their books and for other personal belongings. Unfortunately, some students also misuse the luxury of a locker. The misuse includes students leaving their books and other academic materials in their lockers instead of bringing them to class, leaving homework and other assignments in the locker instead of taking them home to work, and students using the locker as a place of storage where books and other academic materials are stored for the semester and never used. Needless to say, this practice not only results in a student being unprepared for class, but also contributes to a lack of academic success.

The privileges and expectations for locker usage are reciprocated with students performing at high standards and demonstrating academic achievement in all areas. Students who have failed to show adequate achievement in their studies may not be granted this opportunity and convenience.

Students are allowed to use lockers

- **before 8:20 a.m.**
- **before lunch**
- **after school**

Students found to be using their lockers at any other time are subject to having their locker padlocked by building security and their privilege of having a locker taken away for a period of time to be determined by an Administrator.

PROCEDURE FOR OBTAINING A LOCKER

Student lockers are secured with an CIAO combination lock. The obligation fee for a damaged or lost combination lock is \$5. This obligation will be posted in Genesis until paid. No student records will be released until this obligation is satisfied.

The following rules must be followed at all times. Any violation of the rules will result in immediate loss of locker privileges and use.

- Combination locks must remain on the assigned student locker at all times. They are not to be removed for any reason.
- No combination lock is to be tampered with. Any student seen tampering and/or causing damage to a combination lock will have their locker privileges revoked and will be subject to disciplinary consequences, including detention, suspension or any other consequence deemed appropriate by Administration.
- Only CIAO approved combination locks are to be used on student lockers.
- **LOCKERS ARE PROPERTY OF THE ORANGE BOARD OF EDUCATION AND SUBJECT TO SEARCH**

REMEMBER: THE USE OF STUDENT LOCKERS IS A PRIVILEGE.

For more information regarding the use/procedure for student lockers please contact Mr. Nicholson, School Social Worker at (973) 677-4000 x 1703.

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Your Personal Locker Assignment



Please Remember:
Students USE Lockers
Before 8:20 a.m.
Before Lunch & After School

- Combination locks must remain on the assigned student locker at all times. They are not to be removed for any reason.
- No combination lock is to be tampered with. Any student seen tampering and/or causing damage to a combination lock will have their locker privileges revoked and will be subject to disciplinary consequences, including detention, suspension or any other consequence deemed appropriate by Administration.
- Only CIAO approved combination locks are to be used on student lockers.

This document is confirmation that you have been given your 3-digit combination for the duration of your ownership of this locker. It is our intention to assign each student his/her personal corridor locker for as long as you remain in CIAO School. We remind you that your locker is property of the Orange Board of Education. You must take proper care of your locker, i.e., keeping it clean and orderly so that it opens and closes without jamming. **ONLY YOUR PERSONAL AND SCHOOL PROPERTY BELONGS IN YOUR LOCKER! Your locker privileges may be revoked by the Administration for your failure to comply with these requirements.**

FOR YOUR ITEMS TO BE SAFE

- 🔒 ***KEEP YOUR LOCKER LOCKED AT ALL TIMES***
- 🔒 ***KEEP VALUABLE CLOTHING & JEWELRY ITEMS AT HOME***
- 🔒 ***DON'T BRING LARGE AMOUNTS OF CASH TO SCHOOL***
- 🔒 ***DON'T TURN THE COMBINATION TO THE LAST DIGIT JUST SO YOU CAN OPEN IT QUICKLY***
- 🔒 ***IN CASE OF LOCKER THEFT REPOT TO CIAO SECURITY***

**DO NOT SHARE LOCKERS OR COMBINATION WITH ANYONE. IF YOU DO SO,
IT IS AT YOUR OWN RISK AS YOUR ITEMS MAY NOT BE SAFE.**

***** Career and Innovation Academy has a **law enforcement unit** which indicates that there are surveillance cameras throughout the school. Surveillance tapes may be utilized as evidence for incidents that may occur which may cause disruption or disorder to the school. The **unit** will be responsible for the storage of the tapes and ensuring confidentiality*****

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FIELD TRIP PROCEDURES & EXPECTATIONS

Field Trips - In order to expedite the smooth planning for field trips, it is necessary that every student desiring attendance on an approved school trip secure a parental consent form (permission slip) from the teacher/sponsor of the field trip; who is in charge of distributing, collecting, and accounting for all permission slips prior to the trip.

No student will be able to attend the field trip without such a permission slip on record.

It is the responsibility of the student to make up any test, class work, or homework as a result of an approved field trip.

The importance of proper conduct while waiting for boarding, riding of disembarking from the bus cannot be over emphasized. Any behavior that distracts the bus driver instantly endangers all. In the interest of safety, all students should understand and parents are urged to impress upon their children the necessity for strict compliance with the following rules.

- Students are to remain well out of the roadway while waiting for the bus.
- Getting on and off the bus should be done in an orderly manner.
- Students are to remain seated while the bus is in motion.
- No part of the body should ever be extended outside the bus.
- Aisles should be kept clear at all time.
- Conversations should take place in normal tones of voice.
- Nothing should be thrown either in or from the bus.
- Smoking on the school bus is strictly forbidden.
- Crowding, pushing, shoving, etc. are unnecessary and dangerous.
- Attitudes of helpfulness and cooperation will do much to insure safe transportation.
- Following directions of bus driver and staff members in charge of the field trip.

Failure by any student to abide by the guidelines above throughout the duration of the field trip may result in disciplinary actions, including the following:

- Exclusion from future school field trips, activities, and/or functions
- School Detention, Suspension, Expulsion (extreme infractions)
- Any other disciplinary consequence deemed appropriate by Administration

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EMERGENCY EVACUATIONS AND FIRE DRILL

Emergency Evacuation Procedure

Everyone should remain quiet and listen to instructions.

Fire Drill/Bomb Threat Procedure

1. At the sound of an alarm, EVERYONE MUST EXIT THE BUILDING.
2. Students are to exit immediately and quietly with their class and teacher.
3. Everyone must leave through assigned exits. Exit routes for each class are posted in the classroom.
4. Students must remain with their class and teacher.
5. Students who are not in a classroom when the alarm sounds must **exit AND return with the nearest class.**
6. fire drill sites are on location, HOWEVER, in the event of a bomb threat ALL staff and students will report to Rosa Parks Community School
7. An extended ringing of the bell is the signal to return to the building.
8. Upon re-entry, the period and time schedule to be followed will be announced.
9. Staff MUST carry Student Record Book

Under no circumstances during a fire alarm or drill are students to leave the school property to go to the store or visit another school. **ANY STUDENT CAUGHT DOING SO WILL BE DISCIPLINED.**

- 1st Offense – Suspension/CSI 3-5 days
- 2nd Offense – Suspension/CSI 5-10 days
- 3rd Offense – Suspension Pending Board of Education Hearing

ANY STUDENT WHO PULLS A FALSE ALARM or CALLS IN A BOMB THREAT WILL BE SUSPENDED, AND SUBJECT TO ARREST AND EXPULSION PROCEEDINGS

Students who fail to adhere to any of the expected procedures that are listed above are subject to disciplinary consequences, which may include central detention, suspension, exclusion from school, or any other consequence deemed appropriate by school Administration.

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Career and Innovation Academy of Orange
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ALCOHOL, TOBACCO, AND OTHER DRUGS
POLICY AND PROCEDURES

It is the policy of Career and Innovation Academy that the use of drugs and/or alcohol is prohibited, unless prescribed by a physician, by pupil in school, on school property, on the way to and from school or at any school sponsored event or function. Use of drugs and/or alcohol, unless prescribed by a physician, is in violation of New Jersey state law.

CIAO is determined to eliminate the sale, possession and use of illegal drugs and alcohol either in, on the way to and from school, and/or at any school sponsored event. The use of the word “drugs” in this policy shall refer to all controlled substances as defined in state statutes, alcohol and various paraphernalia associated with the use of illegal substances.

Career and Innovation Academy recognizes that when substance abuse occurs at any time, significant learning cannot take place. CIAO further recognizes that substance abuse among pupils is best treated as a condition requiring total family involvement. In this spirit, the following procedures are developed to provide guidelines for helping pupils and families treat substance abuse.

General Policy

Career and Innovation Academy staff are committed to more than just upholding the law and recognizing their responsibilities in contributing to the mental, emotional and physical well-being of all pupils. To that end CIAO will:

- A. Implement a substance abuse prevention program and develop curriculum relating to same. It will also establish procedures to assist pupils with drug or alcohol-related problems.
- B. Any time chemical dependency is determined, CIAO will insist on the student being enrolled in a program for treatment of chemically dependent students.
- C. No student shall smoke, carry or possess a lighted cigarette, pipe, match or other lighted instrument capable of causing naked flame in or about a school building or appurtenance of the school building.
- D. Cooperate with community resources which are involved in combating substance abuse.
- E. Cooperate with law enforcement agencies to eliminate the availability and use of illegal drugs and alcohol in our schools.
- F. If a parent/guardian presents a statement that the state mandated drug education part of the instruction conflicts with his/her conscience or sincerely held religious beliefs, the pupil must be excused from that part of the instruction without penalty.

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Student Searches and Securing Physical Evidence

The principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Court in New Jersey v. D.A... U.S. 325 (1985), as set forth in Appendix C of the attorney general's statewide action plan for narcotics enforcement.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is found, or if a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the building principal; the principal shall immediately, in turn notify the appropriate law enforcement agency. The Principal shall ensure that the controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The Principal shall then contact the student's parent/guardian to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the Principal shall request that the law enforcement officials conduct the search, seizure, or interrogation.

CIAO has a law Enforcement Unit which indicates that there are surveillance cameras throughout the school. Surveillance tapes may be utilized as evidence for incidences that may occur which may cause disruption or disorder to the school. The unit will be responsible for the storage of the tapes and ensuring confidentiality.

Implementation

A. Prevention activities

1. On-going supportive groups or individual short-term counseling to meet the needs of the children who may have experienced emotional crisis situations.
2. Informational activities, such as special seminars, speakers' distribution of printed materials.
3. Establishment of peer counseling, leadership program, and any other drug and alcohol educational group.
4. Provide for parent/guardian and family programs to improve parenting skills and family communications through workshops.
5. Curriculum 7-12 curriculum will emphasize substance abuse prevention throughout all appropriate subject areas.

B. Treatment program

A list of agencies and recommended treatment programs will be given to the parents/guardians by the Crisis Intervention Specialist or designee when student is required to enroll in a treatment program for chemical dependency.

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C. Interaction with community resources

1. Prevention and education- presentation of programs, resources and agencies
2. Assessment, treatment and referral
3. Program review

D. Cooperation with law enforcement agencies

1. The Career and Innovation Academy will initiate mandatory school and student hearings before leading to possible school expulsion of a student.
2. The Career and Innovation Academy also recognizes the need for total staff commitment to eliminate the sale, possession and substance abuse in our schools. To that end, all staff members share responsibility in enforcement of this policy and shall notify appropriate school authorities when a violation is observed.
3. Crisis Intervention Specialist or designee will coordinate all court ordered programs for students. A release of information to the Crisis Intervention Specialist is requested when a student is involved in court ordered drug and alcohol program.

STUDENTS SUSPECTED OF BEING UNER THE INFLUENCE

Reporting suspected cases – Staff members shall immediately report any student who is exhibiting behavior, or whose physical condition is unusual enough to warrant concern to the building Principal or his/her designee or nurse.

1. In conference with NJAC: 6:29-6.1-6.5, staff members must immediately report any student exhibiting behavior or a pattern of behavior, or whose physical condition is consistent with signs and symptoms of being under the influence of alcohol or other drugs to the designated building Administrator or nurse.
2. When a student is suspected of being under the influence of drugs or alcohol the steps below will be followed in the order listed below:
 - a. The staff member expressing the concern shall contact the nurse, building principal or his/her designee.
 - b. The Principal or his/her designee will locate the student and escort him/her directly to the nurse's office.
 - c. The nurse shall document the student's observable physical condition in narrative form.
 - d. The Administrator or nurse shall immediately contact the parent/guardian.
 - e. The Administrator's Incident Checklist and a NJ Department of Education and Violence, Vandalism and Substance Abuse Incident Report shall be completed and forwarded to the District Supervisor of Counseling and student services.
 - f. The school nurse shall complete the Nurse's and Physician's Exam from to determine if a student is in need of immediate medical attention.
 - g. When a student is in need of immediate medical attentions, the building Administrator shall take appropriate action to insure the student is taken for immediate medical attention by our contracted limousine service.

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- h. The parent/guardian shall be offered the option to take the student for an examination by a Board of Education Physician (to be designated annually) or by a physician of their own choosing which shall be at the family's expense.
- i. If no parent/guardian is available to transport the student to a physician, the school will arrange an examination of the student at Renaissance House 50-56 Norfolk St. Newark, NJ 07013.
- j. Failure to comply with the requirement to complete a physical examination and lab test within 24 hours will be considered a positive diagnosis resulting in an immediate suspension (*refer to readmission criteria*).
- k. The student shall receive an immediate medial dismissal for the remainder of school day.

Readmission Criteria – *Return to school is prohibited until the student can present:*

- 1. The suspended physician's assessment form and a re-entry note (pending the results of any lab work) from the examining physician stating that the student is medically able to return to school.
- 2. Meeting the above criteria, the student will be readmitted without suspension, pending the results of the lab reports.
- 3. Positive diagnosis will require a chemical dependency assessment from a New Jersey Department of Health approved program listed in the appendix providing it is received within ten (10) school days. Nothing in these procedures shall prevent a parent/guardian from seeking a second opinion from an approved program at the parent's/guardian's expense.
 - a. The selection of a treatment or assessment facility shall be done by the parent/guardian who shall be informed by the referring staff member that this will be "at the parent/guardian's expense."
 - b. The parent/guardian will be given a list of approved facilities from which to select their referral, the referring staff member may act on the parent/guardian's behalf by contacting their program choice.
 - c. The student will not be re-admitted until he/she meets the readmission criteria specified above; meeting this criterion may result in the reduction in the length of suspension to not less than five (5) DAYS.
 - d. Students attending a school ordered treatment program causing an extended absence will be readmitted only upon a receipt of a written recommendation from the treatment program.

Being under the influence of Alcohol and/or other drugs (First Offense)

When an assessment suggests that a student is "experimenting", but, not chemically dependent, the SSST Committee, in concert with a student, parent/guardian, the Substance Abuse Coordinator will develop a program to assist the student to resolve their "experimentation" difficulties.

When participation in a treatment program is not recommended at this time, the student will be required to develop a "contract" with the Substance Abuse Coordinator which may include one or more of the following:

- 1. Participation in a school based program for at least six (6) weeks during which time aspects of chemical awareness, social skills, and personal insight will be addressed;
- 2. Participation in counseling outside of school
- 3. Completion of a random urine testing some time within the six (6) week period, not to exceed three (3) times within the next six (6) weeks. An analysis of the urine testing will serve as a basis for possible treatment evaluation.
- 4. Acknowledge to the student's parent/guardian that the SSST Committee reserves the option of requiring a formal Treatment Evaluation at a date, if increased substance use, questionable behavior, or deterioration condition is noted.

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5. Students enrolled in an approved out-patient treatment program may continue to attend school as long as participation can be documented.
6. Parents/guardians who fail to comply with the assessing program's recommendation for alcohol and drugs treatment will result in the school's filing a report alleged child neglect filed with the Division of Youth & Family Services as well as the option of filing a formal complaint in municipal court.

Being under the influence of Alcohol and/or other drugs (Second Offense)

1. Completion of all procedures outlined under first offense.
2. Confirmation of being under the influence will require the student be reassessed, at the parent's/guardian's expense, and participate in a treatment program of such length as deemed appropriate by the assessing facility.
3. Formal release at the program's recommendation will be the only acceptable reason for termination of treatment.

Being under the influence of Alcohol and/or other drugs (Third Offense)

1. The Administration, in conjunction with the SSST Committee reserves the option to recommend expulsion to the Board of Education for any chronic violator of this policy. Thirst offenders will automatically be presented to the Board for an expulsion hearing.
2. As an option to expulsion, an individual program shall be developed for him/her in consultation with the building Administrator, Substance Abuse Coordinator, parent/guardian, District Substance Awareness Coordinator, any treatment program involved. This may include Alternative instruction or referral to an alternative education program t the Board's expense.

Possession or Distribution of Alcohol and/or Drugs:

1. When a student is found to be in possession of any quantity of illegal substance (drugs or alcohol) on school grounds or at activity, a Police Officer will be called in to investigate.
2. When illegal substances are found, it shall be the responsibility of the Police to complete their normal reporting procedures, and any other illegal actions, such as complaints. Depending on the quantity of substances.
3. The Orange Police shall be considered "possession" or "distribution", in accordance with New Jersey Law or in consultation with the County Prosecutor's Office.
4. Students found "in possession" will follow the same procedure for suspected of being "under the influence" as outlined in this policy.
 - a. The Board of Education maintains the right to conduct an expulsion hearing on any student found selling, possession or distributing illegal substances.
 - b. Students charged with distribution, or intent to distribute drugs who are neither treatment appropriate, nor test positive on urine screen, will be subject to the following additional disciplinary measures:
 - i. Out-of-School Suspension not to exceed ten (10) days.
 - ii. Appear at an automatic expulsion hearing before the Board of Education.

Confidentiality of Pupil Involvement in Intervention and Treatment Programs

Nothing in this policy shall be constructed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school's own substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. N.J.A.C. 6:3-6.6.

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ORANGE BOARD OF EDUCATION

DISTRICT GOALS 2017-2018

1. By June 2019, the Orange Board of Education will enhance and improve student achievement for all students, as measured by a minimum increase of 20 percentage points on the PARCC assessments in mathematics and English Language Arts per grade over the 2017 baseline. (10 percentage points in 2018 and 10 percentage points in 2019)
2. By June 2018, 80% of students in all subject areas will meet grade level major standards, as measured by a score of 75% or higher on benchmark assessments. Additionally, students who have not met the standards must show growth, as measured by benchmark assessments.
3. By June 2018, 100% of all principals will, at a minimum, meet proficiency, as measured by the major QSR indicators.
4. During 2017-2018, each Orange Public School and department will develop and incorporate a brand and branding campaign with a lens on students and learning that is transparent, communicated, and understood in partnership with all stakeholders.

CAREER AND INNOVATION ACADEMY REPERTOIRE

Momentum: All Students will be afforded the opportunity to engage in meaningful and motivational learning experiences.

Clarity: All Students will be given clear and precise instruction.

Expectation: All students will be expected to meet and exceed NJ State Learning Standards and Assessment requirements.

Attention: All students will be expected to give their full and undivided attention during instruction.

Assessment: All students will be assessed using formative, summative, and authentic methods of evaluation.

ALMA MATER

Oh, Orange High we praise thee, our voices ring on high,
In tribute to the memories, which we know will never die.
Now join us all together in fellowship and cheer, pay homage
to old Orange High our Alma Mater dear

Career and Innovation Academy of Orange

123 Cleveland Street

Orange, NJ 07050

Telephone: (973) 677-4000 EXT 1701

FAX: (973) 673-0671

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ORANGE TOWNSHIP PUBLIC SCHOOLS
Career and Innovation Academy of Orange
123 Cleveland Street Orange, New Jersey 07050
Tel: (973) 677-4000 EXT 1701 Fax: (973) 673-0167

Website: <http://www.orange.k12.nj.us>

Mr. Ronald C. Lee
Superintendent of Schools

Dr. Erica L. Stewart
Principal

CIAO
PERFORMANCE CONTRACT

My goal is to earn a high school diploma from Orange High School.

- I, _____, pledge to work toward excellence. In preparation for my future, I realize the need to study, to complete all of my class work or homework, and to be prepared to learn.
- I understand that excessive absences will not benefit my academic growth. I will make a concerted effort to attend school on a daily basis, arriving no later than 8:20 a.m. to ensure that I have ample time to prepare for classes.
- I will make certain that a parent/guardian calls and speaks to a counselor or an Administrator if I am running late, I find it necessary to be absent, or have concerns.
- I will make certain that a parent/guardian verifies why I was absent or late. I will bring in a note signed by my parent/guardian.
- I will carry a notebook, pencil, and all other necessary items to class in order that I may do school work effectively.
- I will work to stay focused. I can only make my dreams become reality by pushing forward. As I go through the High School Program, I will take time to listen in order to learn.
- I will give respect to my fellow classmates as well as the staff at CIAO.
- The minimum requirements for graduation are 125 credits and meeting the state assessment requirement.

AS OF TODAY'S DATE _____ I HAVE A TOTAL OF _____ CREDITS TOWARD COMPLETING MY GRADUATION REQUIREMENTS. I HAVE _____ HAVE NOT _____ MET THE STATE ASSESSMENT REQUIREMENT.

I further understand that the staff at Career and Innovation Academy will give me the support and guidance that is necessary as I go through my studies.

Student's Signature

Principal's Signature

Advisor/Counselor

Date

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The Home-School Compact

DATE: _____

THE PARENTS WILL...

- Show interest in academic work and school activities
- Interact with school and make sure homework is completed
- Provide a quiet study area and talk with your child about his/her school day
- Balance praise, reward and support with appropriate discipline when necessary
- See that students get enough rest, proper nutrition, and attend school regularly
- Ensure that students read every day

Parent: _____

THE STUDENTS WILL...

- Come to school with a positive attitude and develop self respect and discipline
- Follow school rules and demonstrate respect for the school, staff, and classmates
- Apply maximum effort regarding the completion of class work and homework assignments
- Make sure that they do some reading at home every day

Student: _____

THE SCHOOL WILL...

- Provide instruction with appropriate materials to achieve academic goals and objectives
- Provide ongoing information for the parents regarding individual student progress
- Provide information/materials to parents to encourage assistance with homework
- Maintain good public relations and be receptive to make parents feel welcome

Principal: _____

Teacher: _____

EVERYONE WILL...

- Be equal partners to achieve successful learning
- Communicate clearly, regularly and respectfully regarding roles and responsibilities

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Le contrat foyer- école

DATE: _____

LES PARENTS DEVRONT...

- Montrer leur intérêt au travail académique et travaux scolaires
- S'impliquer à l'école et vérifier à ce que les devoirs soient complétés
- Offrir un espace sans bruit pour l'étude et parler avec l'enfant de ce qui s'est passé durant la journée
- Balancer les louanges et les récompenses et supporter avec la discipline appropriée lorsqu'il est nécessaire
- Voir à ce que les étudiants reçoivent assez de sommeil, une bonne nutrition, et qu'ils soient à l'école régulièrement
- S'assurer à ce que les étudiants lisent chaque jour

Parent: _____

LES ETUDIANTS DEVRONT...

- Venir à l'école avec une attitude positive et développer le respect individuel et la discipline
- Suivre les règlements de l'école et démontrer le respect pour l'école, le personnel, et les autres étudiants
- S'appliquer au maximum en ce qui regarde la complétion du travail de classe et des devoirs
- S'assurer qu'ils lisent chaque jour

Etudiant: _____

L'ECOLE DEVRA...

- Procurer l'enseignement avec le matériel approprié afin d'accomplir les buts et objectifs académiques
- Offrir aux parents l'information courante concernant le progrès de l'étudiant
- Offrir aux parents l'information et le matériel nécessaire afin d'encourager l'aide dans les devoirs
- Maintenir de bonnes relations publiques et être réceptive à l'accueil des parents

Directeur: _____

Professeur: _____

TOUS DEVRONT...

- Être partenaires afin d'apprendre avec succès
- Communiquer clairement, régulièrement et respectueusement en ce qui a trait aux rôles et responsabilités



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Convenio Hogar-Escuela

FECHA: _____

LOS PADRES, NOS COMPROMETEMOS...

- Interesarnos por el desempeño académico de nuestros hijos y sus actividades escolares.
- Interrelacionarnos con la escuela y garantizar que cada día los estudiantes regresen a la escuela con las tareas terminadas.
- Garantizarles un lugar apropiado en el hogar para su estudio individual y conversar con ellos todos los días sobre aspectos relacionados con sus clases en la escuela.
- Establecer cada vez que sea necesario un balance justo entre la ayuda brindada a los niños y la estimulación cada vez que se lo merezcan.
- Garantizar que los niños descansen lo suficiente, se alimenten adecuadamente y asistan a la escuela con regularidad.
- Asegurarnos que los estudiantes practiquen la lectura todos los *días*.

Padres: _____

LOS ESTUDIANTES, NOS COMPROMETEMOS...

- Asistir a la escuela con actitud positiva, mostrando autodisciplina, respeto y buen comportamiento en general.
- Cumplir con las reglas de la disciplina escolar, demostrando respeto por la escuela, profesores y compañeros de aula.
- Esforzarnos al máximo en todas las clases y en las asignaciones extra clases.
- Asegurarnos de leer algo siempre después de las clases.

Estudiante: _____

POR LA ESCUELA, NOS COMPROMETEMOS...

- Garantizar la instrucción escolar con la base material necesaria con vistas a cumplir las metas y los objetivos trazados.
- Mantener a los padres correspondientemente informados acerca de los avances de sus hijos en la escuela.
- Proveer a los padres, de los materiales necesarios para que ellos puedan ayudar a sus hijos en los trabajos de la escuela.
- Establecer un ambiente afable y cordial con los padres de manera que estos se sientan bien atendidos.

Director(a): _____

Profesores: _____

Y TODOS NOS COMPROMETEMOS...

- Mantenernos siempre unidos para lograr éxitos en la educación de nuestros niños.
- Establecer periódicamente, por cada parte una clara y respetuosa comunicación sobre las metas y responsabilidades de cada cual.

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ORANGE TOWNSHIP PUBLIC SCHOOLS
ADMINISTRATION BUILDING
451 Lincoln Avenue
Orange, New Jersey 07050
Tel: (973) 677-4000 Fax: (973) 677-2518

Annual Integrated Pest Management Notice
For School Year 2017 - 2018



September 1, 2017

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. **The Orange Township Board of Education Public Schools District** has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for **The Orange Township Board of Education Public Schools District** is:

Name of IPM Coordinator: Akindele Avodele, School Business Administrator

Business Phone number: (973) 677-4000

Business Address: 451 Lincoln Ave. Orange, N.J. 07050

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan **The Orange Township Board of Education Public Schools District** may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following items must be included with this annual notice:

- 1) A copy of the school or school district's IPM policy.
- 2) A list of pesticides that are in use or that have been used in the past 12 months on school property.

Insect Monitors, Glue Boards, FMC Monitors for bedbugs, Nightwatch Monitors for bedbugs, Fly Lights,

This form is in the student handbook for the student, parents, guardian, and the staff members of the Orange Township Board of Education Public School District.