

# *Orange High School*

Student/Parent

**HANDBOOK**



**2020 – 2021**

**Mr. Jason Belton, Principal**

Dr. Shadin Belal, Assistant Principal

Mrs. Kavita Cassimiro, Assistant Principal

Mr. Anthony Frantantoni, Assistant Principal/Athletic Director

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## **COVID-19 ADDENDUM**

Orange High School Student/Parent Handbook is being modified to inform parents/students of district and school policies and procedures during these uncertain times.

### **IMPORTANT UPCOMING DATES TO REMEMBER**

#### **BACK TO SCHOOL NIGHT (Virtual)**

- **Wednesday, September 16th 6:00 p.m.-8:00 p.m.**

#### **PARENT-TEACHER CONFERENCES (Virtual)**

- **November 19<sup>th</sup> 5:30pm – 7:30pm**
- **February 10<sup>th</sup> 1:15pm – 4:00pm**
- **February 11<sup>th</sup> 5:30pm – 7:30pm**

**The Orange High School Student Handbook** is one of several publications that students are responsible for reading.

This handbook is not all-inclusive in that it cannot possibly address all the possible scenarios which may arise and still be a convenient and understandable guide for students and parents. The Board of Education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations which are not specifically addressed herein.

The Orange High School website, the District's student/parent Code of Conduct handbook and academic program handbooks or handouts also include student policies and expectations. Parents and students are encouraged to become familiar with and use the OHS website and Parent Portal for additional information.

# **ORANGE TOWNSHIP BOARD OF EDUCATION**

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*Frank Tafur, Guidance*

*Amina Mateen, Special Services*

***"GOOD TO GREAT"***

## **Orange High School Administrative Team Contact Information**

### **Principal – Jason Belton**

**Tel #:** 973 – 677- 4050 Ext. 5071

**E-mail:** [beltonja@orange.k12.nj.us](mailto:beltonja@orange.k12.nj.us)

### **Vice Principal – Dr. Sadin Belal**

**Tel#:** 973 – 677 – 4050 Ext. 5623

**E-mail:** [belalsha@orange.k12.nj.us](mailto:belalsha@orange.k12.nj.us)

### **Vice Principal – Kavita Cassimiro**

**Tel#:** 973 – 677 – 4050 Ext. 5611

**E-mail:** [cassimka@orange.k12.nj.us](mailto:cassimka@orange.k12.nj.us)

### **Vice Principal – Anthony Frantantoni**

**Tel#:** 973 – 677 – 4050 Ext. 5003

**E-mail:** [frantoan@orange.k12.nj.us](mailto:frantoan@orange.k12.nj.us)

### **GENERAL INFORMATION**

Orange High School

400 Lincoln Ave

Orange, NJ 07050

Telephone Number: 973-677-4050

Fax Number: 973-677-4069

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



**Orange Township Public Schools**  
Orange High School  
**Mr. Jason Belton, Principal**



Gerald Fitzhugh, II, Ed.D.  
Superintendent of Schools

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Dr. Shadin Belal, Assistant Principal -Grade 10  
Mr. Anthony Frantantoni, Assistant Principal- Grade 11  
Mrs. Kavita Cassimiro, Assistant Principal- Grade 12

August 24, 2020

Dear Orange High School Staff,

Our team at Orange High School looks forward to welcoming our 10<sup>th</sup> Graders and the return of our upperclassmen for the 2020-2021 school year. Thank you for your patience and understanding as the faculty and staff have been coordinating efforts to ensure the health and safety of everyone. Orange High School's opening will be guided by the 'School Reopening Guidelines 2020-2021 developed by our Superintendent, Dr. Fitzhugh and his Reopening Committee.

### **Health and Safety**

In prioritizing the health, safety, and well-being of our school community, the district focused on developing requirements from the Center for Disease Control (CDC) and New Jersey Department of Education to address the well-being of student and all staff. We ask that families assist us with updating your contact and emergency contacts and talking to your child(ren) about the importance of following CDC guidelines. Please see our return to school health safety procedures:

- Prescreen your child(ren) prior to sending to school for illness. Please keep them home if they are sick. Students and staff will be screened before entering the school building. Students and staff that report feeling ill or showing symptoms of illness shall report to the designated 'health check' office where they will be seen by the school nurse. Students and staff with non-COVID-19 health concerns will have a separate office available to address their concerns.
- In the event of any future positive cases of COVID-19 of an Orange High School student or staff, the principal will notify the OSD Superintendent with details and if appropriate receive approval for closing. Contact tracing will be conducted. Confidentiality rules apply for all employees.
- All students, staff, and district employees must wear face coverings before entering the school building and at all times while inside the building. Face masks will need to be worn on the bus. Social distancing of 6 feet apart will apply during transitions and classroom seating. Signage will be placed throughout the school building to provide hygiene advice and reminders.
- High touch areas such as rails in stairwells and doorknobs will be cleaned frequently throughout the day. The building will close, as learning continues synchronously, Wednesday of each school week for cleaning and sanitizing.

- Hand sanitizer access and dispensers will be placed throughout the school building. All classroom and bathroom sinks will be maintained with soap and paper towels. The bathroom will be monitored throughout the day for cleaning and disinfecting.
- Building Access will be restricted to limit the number of people and contact opportunities with our students. Breakfast and lunch will be delivered through a Grab-and-Go kiosk service.

### **School Design**

Although the traditional face-to-face learning is the best instructional model for our students, our current public health status and the requirement of 6' social distancing will not allow us to meet the simultaneous face-to-face instruction for our 840-student body. We will be implementing Plan B, a hybrid-learning model that incorporates synchronous, asynchronous, and face-to-face learning in the later phases of the program.

- Phase 1: All staff and students will engage in 100% virtual learning between September 8th to October 2nd. Our students, staff, and parents will receive intensified trainings on approved digital platforms. Trauma informed/SEL programming will be integrated into traditional instructional programs. “Print” materials and resources (textbooks, manipulatives, science materials) will be disseminated in a kiosk fashion to students.
- Phase 2: Synchronous and asynchronous will continue for students between October 5th and November 25th. Teachers will report onsite for 2 days per week to provide virtual synchronous instruction within their designated classroom spaces.
- Phase 3: Our school will identify vulnerable students based on current assessments and/or services to receive instruction face-to-face twice per week starting November 30th and ending December 23rd. All other students will follow the same format determined in Phase 2.
- Phase 4: Beginning January 4th, all students will report to school in a staggered-like schedule.
- Attendance will be recorded and required at each phase of the OHS Reopening Plan. All assignments, tasks, tests will be graded and will count for access to your child(ren’s) progress.

### **Forthcoming Kiosk Distribution**

Throughout the course of each Phase, Orange High School will be scheduling kiosks for the purpose of distributing and/or collecting important documents and materials for our students.

- Thursday, August 27th and Friday, August 28th – Student schedules will be available for pick up in front of the main entrance of Orange High School. Students have been staggered by last name, grade level and time as follows:
  - 9th and 11th graders: 8:30 a.m. – 9:00 a.m. (A-C), 9:15 a.m. – 9:45 a.m. (D-J), 10 a.m. – 10:30 a.m. (K-Q), 10:45 a.m. – 11:30 a.m. (R-Z)
  - 10th and 12th graders: 1:00 p.m. – 1:30 p.m. (A-C), 1:45 p.m. – 2:15 p.m. (D-J), 2:30 p.m. – 3:00 p.m. (K-Q), 3:15 p.m. – 3:45 p.m. (R-Z)
- A face mask will be required and social distancing will be enforced to ensure the safety of our staff, students and their families.

## **FOOD SERVICES: GRAB & GO MEALS**

**The District continues to provide packaged ‘Grab-and-Go’ breakfast and lunch, during all virtual/remote phases at no cost to families, at multiple locations for pick up. The selected locations are:**

- OECC (includes students from Cleveland Street School), located 397 Park Avenue
- Scholars Academy, located at 268 Capuchin Way
- Forest Street School, located 651 Forest Street
- Heywood Avenue School, located at 421 Heywood Avenue
- Lincoln Avenue School, 216 Lincoln Avenue
- Oakwood Avenue School, located at 135 Oakwood Avenue
- Park Avenue School, located at 231 Park Avenue
- Rosa Parks Community School, located at 369 Main Street

Please be advised that all locations will host the breakfast/lunch grab and go program from 7:30 AM until 1:30 PM; Monday through Friday. Students may pick up their meal from any of the locations listed above.

Social distancing as well as the wearing of a mask is required when reporting to all locations. It is important to note, once students receive their breakfast/lunch grab and go bags it is the expectation to return to their respective homes.

### **Operations**

- Bus Transportation: Buses will seat students one child to a seat and alternate the rows in which students sit in. Face coverings will be encouraged when alternating rows for seating is not possible.
- Meal services will continue to provide packaged ‘Grab-and-Go’ breakfast and lunch at select district locations.

We ask for your continued patience and support as we begin this new school year. The past six months have tested our ability to be flexible and show our inner “Grit.” There will be many challenges, new procedures, requirements and possible disruptions but please know that Orange High School will continue to make student-centered decisions and adhere to the guidelines by the Board of Education, Governor, and Department of Health.

Our school’s vision is to “provide a culture that empowers all learners to embrace learning, to excel, and to own their future in an engaging, inspiring and challenging learning environment” will require a sustained effort from all of us. Communication and collaboration will be integral. In closing, we look forward to seeing all of our students in the virtual space on September 8, 2020.

Jason Belton

Proud Principal of Orange High School

(973) 677- 4050

**THE ORANGE BOARD OF EDUCATION**  
**VISION AND MISSION STATEMENT**

***"GOOD TO GREAT"***

**Vision Statement**

"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 Statement**

- 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.

## **ORANGE HIGH SCHOOL**

### **VISION AND MISSION STATEMENT**

#### **Mission Statement**

**Orange High School strives to Educate, Elevate, and Empower Every Student Every Day.**

#### **Vision Statement**

Orange High School strives to provide a culture that empowers all learners to embrace learning, to excel, and to own their future in an engaging, inspiring and challenging learning environment created collectively by all stakeholders.

# **Hard Work – All Day!**

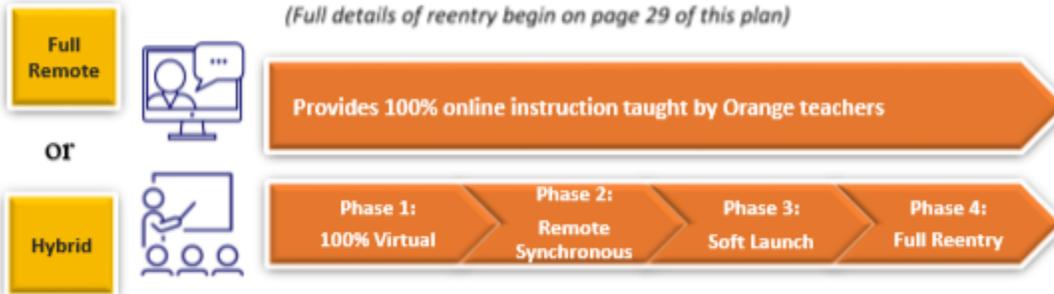
# “PLAN B”



Decelerated  
Reentry

## The Orange Public Schools School Reopening Guidelines At a Glance

*(Full details of reentry begin on page 29 of this plan)*



Families can choose from two pathways, (A) full remote learning that allows a family to opt in to a fully online curriculum or (B) a hybrid of remote and in-person and remote learning.

Note: Parents must register for the Full Remote option at [www.orange.k12.nj.us](http://www.orange.k12.nj.us).

 <b>Full Remote</b>	 <b>Hybrid</b>
<p>Within this model, students engage in virtual instruction as guided by their teacher(s).</p> <p><b>Students, from home</b></p> <ul style="list-style-type: none"> <li>✓ Log into the weekly synchronous lessons lead by their teachers</li> <li>✓ Routinely check appropriate Google Classrooms and emails for information on courses, assignments, and other resources, on a daily basis</li> <li>✓ Attend and participate in any check-in times offered by their teachers</li> <li>✓ Engage in the virtual platforms with academic honesty, integrity, and according to the district's Acceptable Use Policy</li> <li>✓ Submit all assignments in accordance with provided protocols, timelines and/or due dates</li> </ul>	<p><b>Phase 1: 100% Virtual Learning</b> September 8 – October 2 (4 weeks) All teaching/learning is done virtually</p> <p><b>Phase 2: Remote Synchronous</b> October 5 – November 25 (7 weeks) Teachers only are onsite 2 days per week providing virtual instruction; support staff (guidance, CST, social workers, attendance officers), nurses, TC's, secretaries are onsite 4 days per week.</p> <p><b>Phase 3: Soft Launch</b> November 30 – December 23 (3.5 weeks) For all pre-identified students (SwD's, ELLs, Tier III, etc.)</p> <p><b>Phase 4: Full Reentry</b> January 4, 2021 – end of year (Remainder of the year) All students-on-site with staggered schedules</p>

The most important impact we can have on our students and staff during the pandemic is on their health, safety, and well-being. Protocols and guidelines have been put in to place to ensure the health and safety of the district's students and staff.

## Phase I and II of the Back to School Plan

During Phase I and II students and teachers are on a half day scheduled for synchronous instruction from 8:30 am-12:30 pm Monday, Tuesday, Thursday and Friday with Wednesday being designated for Office Hours and Professional Development for Staff and a Do Day (asynchronous instruction) for students.

The only difference between Phase I and II is both teachers and students are total virtual in their own homes during Phase I and during Phase II teachers will be in the building in assigned classrooms teaching virtually while students will be in their own homes. Each period in both phases are 45 minutes in length. One group of teachers will teach from their assigned classrooms on Monday and Tuesday and the second group of teachers will teach from assigned classrooms on Thursday and Friday.

### Virtual Attendance Policy

#### Phase I

- Students and teachers operate on a half day schedule for synchronous instruction from 8:30 a.m.-12:30 p.m.
- Afternoon hours have been designed as Office Hours and Professional Development for Staff and a Do Day Time (asynchronous instruction) for students.
- Teachers are required to record student attendance using Genesis for all classes.
- Daily student participation for each class is to be recorded in the OHS Participation Form.
- The A Day/B Day Schedule below outlines the synchronous meeting time for each period and the 15-minute window built in to record attendance and participation before the start of each period.

<b>A Day</b>	<b>B Day</b>
<b>8:30-9:15 am</b> P1	<b>8:30-9:15 am</b> P2
<b>9:30-10:15 am</b> P3	<b>9:30-10:15 am</b> P4
<b>10:30-11:15 am</b> P5	<b>10:30-11:15 am</b> P6
<b>11:30 am-12:15 pm</b> P7	<b>11:30 am-12:15 pm</b> P8
<b>Lunch for staff and students</b> <b>12:30-1:15 pm</b>	<b>Lunch for staff and students</b> <b>12:30-1:15 pm</b>
<b>1:15-3:15 pm</b> <b>OFFICE HOURS</b> <b>for Teachers</b> <b>Do Day Time for Students</b>	<b>1:15-3:15 pm</b> <b>OFFICE HOURS</b> <b>for Teachers</b> <b>Do Day Time for Students</b>

#### **What is Synchronous Learning?**

Synchronous learning is the kind of learning that happens in real time. This means that the class and the instructor interact in a specific virtual place, through a specific online medium, at a specific time. Methods of synchronous online learning include video conferencing, teleconferencing, live chatting, and live-streaming lectures.

Portals Commonly Used:

- Google Meet
- Zoom

## Phase II

- Students and teachers are on a half day scheduled for synchronous instruction from 8:30 am-12:30 p.m. Monday, Tuesday, Thursday and Friday with Wednesday being designated for Office Hours and Professional Development for Staff and a Do Day (asynchronous instruction) for students.
- Teachers are required to record student attendance using Genesis for all classes.
- Daily student participation for each class is to be recorded in the OHS Participation Form.

<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
<b>8:30-9:15 am P1</b>	<b>8:30-9:15 am P2</b>	<b>PD &amp; OFFICE HOURS</b>	<b>8:30-9:15 am P1</b>	<b>8:30-9:15 am P2</b>
<b>9:30-10:15 am P3</b>	<b>9:30-10:15 am P4</b>	<b>FOR TEACHERS</b>	<b>9:30-10:15 am P3</b>	<b>9:30-10:15 am P4</b>
<b>10:30-11:15 am P5</b>	<b>10:30-11:15 am P6</b>	<b>ASYNCHRONOUS INSTRUCTION</b>	<b>10:30-11:15 am P5</b>	<b>10:30-11:15 am P6</b>
<b>11:30 am-12:15 pm P7</b>	<b>11:30 am-12:15 pm P8</b>	<b>FOR STUDENTS *FULL DO DAY*</b>	<b>11:30 am-12:15 pm P7</b>	<b>11:30 am-12:15 pm P8</b>
<b>Lunch for staff and students 12:30-1:15 pm</b>	<b>Lunch for staff and students 12:30-1:15 pm</b>	<b>Staff Lunch 12:30-1:15 pm</b>	<b>Lunch for staff and students 12:30-1:15 pm</b>	<b>Lunch for staff and students 12:30-1:15 pm</b>
<b>1:15-3:15 pm OFFICE HOURS for Teachers Do Day Time for Students</b>	<b>1:15-3:15 pm OFFICE HOURS for Teachers Do Day Time for Students</b>	<b>Same as above regarding PD, Office Hours, and Do Day.</b>	<b>1:15-3:15 pm OFFICE HOURS for Teachers Do Day Time for Students</b>	<b>1:15-3:15 pm OFFICE HOURS for Teachers Do Day Time for Students</b>

### **What is Synchronous Learning?**

Synchronous learning is the kind of learning that happens in real time. This means that the class and the instructor interact in a specific virtual place, through a specific online medium, at a specific time. Methods of synchronous online learning include video conferencing, teleconferencing, live chatting, and live-streaming lectures.

Portals Commonly Used:

- Google Meet
- Zoom

### **What is Asynchronous Learning?**

Asynchronous learning happens on the student's schedule. The instructor provides materials for reading, lectures for viewing, assignments for completing, and exams for evaluation, giving the student the ability to access and satisfy these requirements within a flexible time frame and submit responses through the same portal. Methods of asynchronous online learning include self-guided lesson modules, streaming video content, virtual libraries, posted lecture notes, and exchanges across discussion boards or social media platforms.

## Classroom Occupancy -Phase II and III

*The following room will be used at OHS for instruction as we transition back to the school building:*

Location	Room Number	Capacity
ELA Wing	201	8 – 10
	203	
	205	
	207	
	209	
	211	
History Wing	213 A	6 – 8
	213 B	
	215	
	216	
	8 – 10	221
		222
		223
		225
Math Wing	227	8 – 10
	229	
	231	
	239	
	235	
	237	
Science Wing	239	8 – 10
	240	
	241	
	245	
	247	
	248	
Gym	-	30 – 40
Cafe	-	20 –30
Culinary		8 – 10
1st Floor	107	6 – 8
	108	6 – 8
	109	6 – 8
	123 A	8 – 10
	123 B	8 – 10

## TECHNOLOGY

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Orange School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We (Orange School District) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the 2 end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If an Orange School District user violates any of these provisions, his or her account will be terminated, and future access could possibly be denied.

***Inappropriate Uses:*** The following have been deemed inappropriate uses of technology by either the broad community of computer users or by legal judgment. The list is not all inclusive but includes the major categories of misuse of technology.

- Using the network for illegal activity (e.g., copyright infringement).
- Disrupting or damaging equipment software or the operation of the system.
- Vandalizing the account or data of another user.
- Gaining unauthorized access to another account, confidential school records or to the system operation.
- Using another person's account or name without permission.
- Using abusive, obscene language, sending hate mail or harassing another individual.
- Obtaining pornographic text, graphics or photographs.
- Sending or receiving material that is racist, sexist or offensive to the religious beliefs of people.
- Creating or installing a computer virus.
- Using technology for personal, financial or business gain.
- Installing or using personal software on any computer in the district.
- Changing the configuration of an individual computer or network.
- Downloading software.
- Logging on the Internet or sending e-mail using a fictitious name.
- E-mail broadcasting or spamming.

***Network Etiquette and Child Safety:*** Students are expected to adhere to generally accepted rules of network behavior. These include:

- Be polite. Do not use abusive language.
- Electronic mail is not private. System operators have access to all mail and illegal activities may be reported to law enforcement authorities.
- All documents developed and/or sent or received via e-mail by an authorized user must be identified as belonging to that user. Anonymous documents are prohibited and, if detected, will be purged by the teacher or system operator.
- Logging on the Internet is taking an electronic field trip into cyberspace. Students are going out into the world and need to protect themselves. Students must not give out their names, home addresses or telephone numbers to people they "meet" on the Internet.

## CYBER-BULLYING

**“Electronic communication” means a communication that is transmitted by means of an electronic device, including but not limited to a telephone, cellular phone, computer or pager that takes place on school property, at any school-sponsored event or on a school bus. Cyber-bullying is the use of electronic communication to bully a person; this offense will be seriously handled.**

## ACADEMIC DISHONESTY

Pupils are expected to be honest in all of their academic work. To ensure the integrity of Orange High School’s educational program, a strict adherence to our district policy of academic dishonesty will be enforced. Students are expected to be honest in order to learn and grow as responsible and ethical citizens. Any breach of this standard endangers the learning process and impugns the integrity of the entire school community. The purpose of education is to prepare students to become lifelong learners, and dishonesty undermines and inhibits that process. No forms of personal and/or academic misrepresentation are permitted. A student, whether cheating alone or helping another person to cheat, will be subject to the disciplinary procedure.

### *Students will be expected to:*

1. Complete his/her own academic work
2. Refrain from sharing assignments unless authorized to do so
3. Refrain from engaging in plagiarism on any assignment; and
4. Adhere to classroom academic standards when testing.

The District subscribes to Turnitin.com, an electronic resource for helping to detect and prevent plagiarism. If required to do so by their teachers, students must submit their work to the website before presenting the work to their teacher.

### **Definition:**

***Cheating*** is defined as any misrepresentation of one’s academic work.

***Personal Misrepresentation*** includes attendance records; presenting falsified notes, passes or names; and any other deliberate misrepresentation to school authorities, other than academic work.

***Academic Misrepresentation*** includes but is not limited to, stealing, copying or providing answers on any homework, quiz, test, exam, report, essay or other school assignments, and using sources without proper documentation (plagiarism) as well as changing grades.

### **Procedures:**

A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

1. Any student found to have violated the standards for academic honesty will receive a grade of zero for the work. No make-up work will be permitted.
2. The teacher will meet with student and notify parent/guardian of alleged academic dishonesty.
3. The teacher shall file a discipline referral with an Administrator. The referral must describe in detail the dishonesty that is alleged to have taken place and must request that the matter be reviewed by the Administrator.
4. The Administrator will prescribe a penalty depending upon the previous record of the student and the severity of the offense. See the discipline section of the handbook.
- 5. Any student leader (captain, officer, editor, class representative, etc.) who violates the standards of honesty will be removed from that position and may not hold any position of leadership or trust for the equivalent of one calendar year from the date of the infraction.**
6. The Administrator will inform the advisor of said Student Activity group regarding any determination of dishonesty.

## **OHS ATTENDANCE POLICY**

### **Statement of Belief**

It is our belief that consistent and prompt student attendance in class is essential to achieve the maximum benefit of the educational experience. Much of what is presented in class is sequential and vital to student learning. Learning requires continuity of attendance and effort. Repeated absences from school or class impede the student's participation in classroom activities, and thus attendance should be and will be a significant factor in the determination of a student's grade, according to school policy.

### **Purpose of the Student Attendance Policy**

The purpose of the Orange High School Attendance Policy is to have each student attend all classes, arriving on time and participating fully. Students and parents should familiarize themselves with the provision and procedures of the policy. It is expected that parents will support the intent of the policy and encourage students to maintain good attendance. Official school attendance is taken during the attendance period daily. Classroom attendance is taken every period.

## Role of Students

- Know attendance standards and expectations
- Accept responsibility for their attendance
- Be accountable for their daily attendance by checking the Genesis Parent Portal.
- Be aware of the importance of daily attendance
- Be responsible for completing activities to compensate for lost learning opportunities after absences
- Complete make-up work on a timely basis
- Choose to be in class

## Role of Parent/Guardian

- Be responsible for the student's daily attendance
- Form an alliance with the teachers committed to reducing excessive absences
- Check daily attendance on Genesis Parent Portal.
- Work in collaboration with the school to attain the highest possible attendance rate for their child
- Stress the importance of daily attendance to their children
- Recognize that learning opportunities missed due to absences cannot be exactly duplicated at a later time
- Inform the Attendance Office when students are absent by phone on the day of absence and by note upon the student's return to school.
- Support the school in its effort to maximize student learning

### A. Maximum number of absences

Students are expected to attend every class, study hall, independent study and homeroom period. **Board Policy requires each student to be present for at least 90% of class meetings in order to be eligible to receive credit. The number of absences in each class may not exceed:**

<u>18 Cumulative Absences</u>	Full Year Course
<u>9 Cumulative Absences</u>	Semester Course
<u>5 Cumulative Absences</u>	Quarter Course (Health)
<u>14 Cumulative Absences</u>	Physical Education

“**Cumulative absences**” are those that count toward the 18 (or 9 or 5) day limit.

All class absences, whether excused or unexcused with the exception of those absences specified in Section C, will count toward the 18 (14 or 9 or 5) day cumulative absence limit.

Parents and students should check Genesis Portal each week to monitor student attendance. Any problems should be addressed promptly.

### **B. Excused Cumulative absences**

If a student is absent for either all or part of a school day, a parent/guardian must call the Attendance’s office and send a note explaining the reason for the absence. Notes must include:

- the student’s name
- the date(s) of absence
- the specific reason for the absence, lateness, or early dismissal
- the signature of the parent
- and a daytime phone number where a parent can be reached to verify the note.

The parent/guardian must also call the Attendance Office between 8AM – 9AM at **973-677-4050, extension 5030 or 5038.**

Notes must be presented to the Attendance Office on the first day that the student returns from an absence or on the day of a late arrival or early dismissal. See appendix for approved religious holiday listing. **NO ABSENCE OR TARDY NOTE WILL BE ACCEPTED AFTER THE DEADLINE AT THE END OF EACH MARKING PERIOD.**

#### 2020-2021 Deadlines for Absence Excuses

Marking Period 1: 11/13/20

Marking Period 2: 01/29/21

Marking Period 3: 04/09/21

Marking Period 4: 06/22/21

A student who is absent due to illness or injury, college visits, funeral, medical or dental appointments, driving tests or other reasons that are deemed necessary by the administration may be considered excused when the appropriate note is filed in a timely manner. Although these absences are excused, they will count toward the 18 (or 9 or 5) day limit. A note from a doctor indicating that illness is the reason for the absence does not prevent the absences from counting toward the 18 (or 9 or 5) day limit.

When a student misses part of the day, the parent must notify the Attendance Office as follows:

- For a tardy arrival with a note – the parent must call the Attendance Office and the student must present a parent note to the Attendance and sign in immediately upon arrival.

- For an early dismissal – the parent/guardian who is in the Genesis system as the confirmed contact must physically come to the school with the proper ID for early dismissal; the student and parent must report to the Attendance Office to sign out before leaving school. If the student returns to school, he/she must sign back in at the Attendance Office and obtain a pass to return to class. No phone calls will be accepted.

Parents/Guardians are responsible for insuring that their students follow the procedures for absences, early dismissals, and tardy arrivals. Failure to follow the prescribed procedures will result in the student being charged with an unexcused absence. **Students are not permitted to leave campus at any time. Any student who leaves campus without written authorization will be subject to disciplinary action.**

Planned absences are discouraged because they entail the loss of learning opportunity. In the event of necessary planned absences, parents must submit written notification to the Attendance's office ten (10) days prior to the planned absence. Students are responsible for obtaining assignments from their teachers in advance of planned absences. Planned absences will count toward the 18 (or 9 or 5) day limit and may result in loss of credit.

Excessive student absences without acceptable reasons may be referred to the Division of Youth and Family Services (DYFS).

**C. Exceptions (Excused absences that do not count toward the 18 (or 9 or 5) absence limit.)**

Parents are required to notify the Attendance Office by phone and written note in the following instances however, the absences will not count toward the cumulative maximum.

1. Religious holidays

No student who shall be absent because of observance of a religious holiday shall by reason of such absence be deprived of any award, or of eligibility or opportunity to compete for an award, or of the right to take an alternate test or examination, for any of which the student may have missed by reason of such an absence, if a written excuse signed by a parent/guardian is presented. (NJSA 18A:36-14)

2. Death in the immediate family.

3. Mandatory court appearance as documented by judicial authority.

4. Long-term illness.

When a student is expected to be out of school for more than ten (10) days for medical reasons, the student is eligible to receive home instruction for up to 5 hours per week (10 hours for special education students.) Parents should contact the guidance counselor or the school medical office (extensions 1059 or 1060) for information on how to secure home instruction. Those days when the student is on home instruction do not count toward the 18 (or 9 or 5) day-limit.

In addition, the following absences do not count toward the cumulative maximums:

5. Suspensions

6. Administrative conferences or exclusions initiated by the administrator.

## **D. Unexcused Absences**

### 1. Truancy

A student who is absent from school without documented parental permission is considered to be truant. Students who are truant will be charged with a class cut for each class missed and will be assigned detentions for all cuts. Repeated instances of truancy by students under age 16 may be referred to municipal court.

### 2. Cutting class

A student who is absent from class without express permission from the teacher or an administrator will be charged with cutting class (CUT). Parents will be notified on the day of the cut and Saturday Detention will be assigned by the Attendance or attending Administrator. A cut is an absence that will count toward the 18 (or 9 or 5) day limit. Repeated instances of cutting may result in more severe disciplinary sanctions.

First Offense:

- A. 1 Hour ISS & zero for the day.

Second Offense:

- A. 2 Hour ISS & zero for the day.
- B. Parent notification via phone and letter.

Third Offense:

- A. 2 Hour ISS (2) & zero for the day.
- B. Parent Notification and/or Conference.

Fourth Offense:

- A. 2 Hour ISS (3) & zero for the day.
- B. Loss of Credit
- C. Parent Conference.

**\*WORK MISSED DUE TO CUTTING CLASS MAY NOT BE MADE UP**

## **E. Make-up policy**

When a student's class absence is excused, the student is allowed two school days to complete missing work/tests for each day absent to receive full credit. For example, if a student has an excused absence of three days, the student will have six school days to complete his/her work. **Students are not entitled to make up work or tests missed during an unauthorized absence or cut.** If a parent/guardian knows in advance that the student will be absent from school, students should obtain assignments prior to the absence and complete them before returning to school. Suspended students are also expected to obtain their assignments and make an effort to complete their work while out of school.

## **F. Attendance Appeals**

A student who has exceeded the maximum number of cumulative absences (18 or 9 or 5) may appeal for a waiver of the loss of credit. Appeal forms may be obtained from the office of the appropriate School Attendance Office at 973-677-4050 ext. 5038. Appeals will be considered when based upon 1) serious illness which is documented by a physician note; 2) legal obligations beyond the student's control; or 3) patterns of attendance that demonstrate substantial improvement following earlier instances of absenteeism. **NO APPEAL WILL BE GRANTED IF ANY OF THE ABSENCES ARE UNEXCUSED CUTS. PARENTS ARE RESPONSIBLE FOR REPORTING THEIR STUDENTS' EXCUSED ABSENCES TO THE ATTENDANCE OFFICE IN A TIMELY MANNER THAT IS BEFORE THE DEADLINE AT THE END OF EACH MARKING PERIOD.** Appeals must be filed at the end of each course; the grade-level Attendance Office will notify the parent/guardian of the decision.

## **Tardiness**

Tardy arrival to class disrupts the lesson in progress and deprives the tardy student of valuable learning opportunity. Students are required to be on time to their classes, homeroom, study halls, independent study periods, and cafeteria assignments. During instructional periods, they are expected to be in their seats and ready for work, at the sound of the bell.

- **Classes begin at Orange High School at 8:20am. The backdoor closes and the hallways are cleared. If you arrive at OHS at or after 8:20am, you are late and consequences will be issued.**
- Any student arriving to school after 8:20 a.m. must swipe in, receive a late pass and proceed straight to class-no lockers, bathroom, etc. Students will be assigned an ISS Detention date (please refer to Disciplinary Action for more detail). Failure to report to ISS Detention will result in further disciplinary actions.
- **Any student not in the building by 8:45 a.m. MUST have a parent come into the attendance office and sign student into school.**

### **First Offense:**

- A. Warning
- B. Parent notification via phone and letter.

### **Second Offense:**

- A. 1 Hour ISS
- B. Parent Conference

### **Third Offense:**

- A. 2 Hour ISS
- B. Parent Conference

### **Fourth Offense:**

- A. 2 Hour ISS (2 Days)
- B. Parent Conference



**Orange Township Public Schools**  
Orange High School  
**Mr. Jason Belton, Principal**



Gerald Fitzhugh, II, Ed.D.  
Superintendent of Schools

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Dr. Shadin Belal, Assistant Principal -Grade 10  
Mrs. Kavita Cassimiro, Assistant Principal- Grade 12  
Mr. Anthony Frantantoni, Assistant Principal- Grade 11

## **Orange High School SEL Program**

### **Step #1 - Trauma**

#### **Books and Seminar**

- Dr. Melissa Sadin
- Staff- Teachers' Guide to Trauma
- Administrators-School Leader Guide... Trauma Sensitive Schools
- [https://greatergood.berkeley.edu/article/item/five\\_ways\\_to\\_support\\_students\\_affected\\_by\\_trauma](https://greatergood.berkeley.edu/article/item/five_ways_to_support_students_affected_by_trauma)
- Mrs. Jones will conduct (2) Trauma informed seminars
- Parent and Community Coordinator- Top 20 Parents "Raising Happy, Responsible and Emotionally Healthy Children"

### **Step #2 - RTI: MTSS**

#### **Power Point**

- Promoting Prosocial Behaviors in Schools in Schools
- Nurturing Environments
- Promoting Pro-Social Behaviors within the classroom
- MTSS and Academics
- Mr. Frantantoni and Mr. Belton will conduct (2) Response to Intervention seminars

### **Step #3 - Restorative Practices**

#### **Books and Seminar**

- Better than Carrots or Sticks "Restorative Practices for Positive Classroom Management"
- "The Restorative Circles in School"
- Mr. Wallace will conduct (2) Restorative Practice seminars  
Self-Care for Resilience — Resources

<https://www.mghclaycenter.org/self-care/>

[https://www.youtube.com/watch?v=a9pPK\\_xEav8](https://www.youtube.com/watch?v=a9pPK_xEav8)

<https://nj.pbslearningmedia.org/resource/survival-guide-family-stress-above-the-noise/above-the-noise/>  
<https://www.youtube.com/watch?v=aNHas97iE78>  
<https://www.jbcnschool.edu.in/blog/common-teenage-problems-solutions/>

A Guide to Self-Care for Parents: Why Making Time for Yourself Matters

<https://www.waterford.org/education/self-care-for-parents/>  
<https://www.waterford.org/education/teacher-self-care-activities/>

## Athletics

### Overview

The OHS Interscholastic Athletic Program is administered by the Athletic Department under the rules of the New Jersey Interscholastic Athletic Association (NJSIAA). In accordance with the rules of the NJSIAA, any member of the interscholastic team must be physically fit (approved by the school physical), have parental permission, and satisfy the academic requirements of the district and the state.

***Please visit the OHS Athletic Department webpage for forms and protocol, as well as the Orange High School Athletic Plan and updated NJSIAA Guidelines dealing with Athletics and COVID-19.***

<https://www.orange.k12.nj.us/Page/371>

The New Jersey Department of Education code (N.J.A.C. 6A:16-2.2.h) requires all athletes to have one comprehensive physical examination per year and that the athlete submit a health history update 2 weeks prior to the first practice session for the sport. These forms are required by the New Jersey Department of Education and will be the only comprehensive physical form that will be accepted by the school district for participation in the sports program. The final requirement is that our school physician must approve the completed physical form prior to the athlete being allowed to participate in the sport, including practice sessions. The school physician for the Orange Public Schools performs sports physical exams at OHS. Appointments can be made by contacting Mr. Mohammed Abdelaziz at (973) 677-4050, ext. 5003.

Please note that students who submit paperwork for physicals after deadlines have passed are not guaranteed clearance for participation for their first day practice.

**A student must have earned at least 30 credits in the previous academic year to be eligible to participate in a fall or winter interscholastic athletic team. To be eligible for a spring team, the student must have successfully completed 15 credits in the preceding semester. All students must have a GPA of 2.0 from the previous school year or cumulatively.**

#### \*\*\*Additional Conditions

Any student/athlete who fails the first semester will be required to serve a consequence that could be, but not limited to a maximum of a 1month suspension.

At the conclusion of the suspension, the student's academic performance will be reassessed for future eligibility. Further disciplinary action could be issued if student performance is not improved

## **O.H.S. ATHLETIC DEPARTMENT GOALS**

- To develop in student athletes the desire to continually improve through practice and development of a strong work ethic
- To provide student athletes with the opportunity to demonstrate good sportsmanship and respect for others as a means of learning positive citizenship
- To develop in student-athletes emotional control, dependability, and respect for rules, school property and authority
- To provide student athletes the opportunity to work as a team to achieve a goal and, in the process, learn the importance of cooperation and teamwork
- To foster a sense of self-worth and self-confidence in student athletes
- To provide a safe and healthy environment, free from performance-enhancing and other body-altering substances
- To provide student athletes with experiences that require problem solving, decision making and critical thinking skills
- To provide student athletes the opportunity to participate in activities with others whose backgrounds and experiences may differ from their own
- To provide student athletes the opportunity to pursue lifelong physical fitness
- To develop in student athletes a sense of team loyalty, community, and overall school spirit
- To develop within our entire community a sense of loyalty, pride and mutual support
- To encourage student athletes to achieve academic success and keep athleticism in proper perspective

## **OBJECTIVES OF THE INTERSCHOLASTIC ATHLETIC PROGRAM**

- To develop strength of character, integrity, social competence, and ethical and moral values consistent with the needs and demands of the community and society, and the mission of
  - Orange Township Public Schools
- To strengthen the virtues of good sportsmanship, self-sacrifice, fair play, and teamwork essential to success in athletics and in our society
- To encourage the development of a stronger and healthier young man/woman, with a sound mind, and a healthy work ethic
- To promote the practice of self-discipline and emotional maturity in learning to make decisions in competitive and pressure situations
- To provide opportunity for students to strive for excellence in the practice and performance of athletics
- To develop a sense of balance between “work” and “play”
- To teach and encourage participation, which contributes to the success and well-being of the team
- To motivate students to improve individual athletic skills through practice and preparation
- To teach students strategies of a particular sport, the importance of adhering to the rules, and respect for both the officials administering the rules and their decisions
  
- To demonstrate to our athletes that participation in an interscholastic sports program has responsibilities which students must properly fulfill to compete
- To develop in students an understanding of the value of athletics in a balanced educational process

**Fall Sports**

(August – November)

Football (F, JV, V)

Soccer Boys (V)

Soccer Girls (V)

Girls Volleyball (JV, V)

Cheerleading (V)

**Winter Sports**

(November-February)

Basketball Boys (F, JV, V)

Basketball Girls (JV, V)

Indoor Track (V)

Wrestling (JV, V)

Cheerleading (V)

**Spring Sports**

(March- May)

Baseball (JV, V)

Softball (V)

Outdoor Track (V)

Boys Volleyball (JV)

## NJSIAA ELIGIBILITY GUIDELINES

### **Fall Sports:**

All seniors, juniors, sophomores and freshmen must pass 30 credits from the previous school year including summer school. The start of the 2014 class all student-athletes must pass 30 credits the previous school year to be eligible to participate in a sport.

**Note:** All incoming freshmen are eligible (during fall season). However, a freshman cannot compete on a freshman team if he/she has reached the age of sixteen prior to September 1<sup>st</sup> of his/her freshman year. They may participate on a Varsity or JV team.

### **Winter Sports:**

Seniors, junior, sophomores must pass 30 credits from the previous school year including summer school. All incoming freshman are eligible. Ineligible students can become eligible February 1<sup>st</sup> provided they earn 15 credits during the first semester.

### **Spring Sports:**

All students must earn 15 credits during the first semester to become eligible.

**Note:** No student shall be eligible after the expiration of eight consecutive semesters following his/her entrance into the ninth grade. An athlete cannot participate if he/she has reached the age of nineteen prior to September 1 of any year.

### **Handicapped/Classified Students:**

All handicapped/classified students, as defined by the New Jersey State Department of Education, shall comply with the athletic eligibility rules and regulations of the NJSIAA; in addition, the student must have evidence of the following:

1. Consent from parents or guardians for such a competitive experience.
2. The Child Study Team must certify that the youth is functioning in the school commensurate with his/her ability and is emotionally stable enough to participate in interscholastic athletics. The Principal must give final approval for participation. The medical physician of the school district must certify that the youth has the physical ability to compete equally with other participants.

### **Foreign Students/Transfers:**

In the case of foreign students and/or transfers entering the Orange Public Schools District, the Athletic Director and Principal, working directly with the NJSIAA Administrators shall determine eligibility. The student is NOT eligible to play or practice until eligibility is determined and confirmed. Any coaches having any candidates who may come under these classifications are to notify the Athletic Director immediately. The Athletic Director will then begin the process of determining eligibility.

## **STUDENT ATHLETE ACADEMIC ELIGIBILITY**

### **All student athletes must maintain:**

- a) A current cumulative GPA of at least a 2.0
- b) Hold a cumulative GPA of at least a 2.0 from the previous school year, in order to participate in athletic programs for the upcoming school year.

### **Progress Report**

All student athletes will have their progress monitored by the Head coach, Tutors & Assistant Principal of Athletics using Genesis.

### **Character**

No student athlete who is:

- a) **absent** from school the entire school day; or
- b) **dismissed** from class due to a behavioral incident;  
can lose the privilege to participate in any athletic program, practice and/or game play, that same day, if deemed so by the Principal or the Assistant Principal of Athletics. If a student athlete is **suspended** from school, he/she will not be allowed to participate in the contest on the day he/she must serve the suspension.

### **Consequences**

Students who fail to meet the academic requirements will be put on academic probation for the current school year to improve their GPA to become eligible for the following school year.

## **STUDENT ATHLETE REQUIREMENTS**

1. Players are expected to maintain a 2.0 GPA or better in their school courses.
2. Athletes must have a current school year physical and/or medical clearance form on file in the athletic office in order to participate in practice and games.
3. Participation is at the discretion of the coaching staff and administration.
4. Players may be denied participation in practice or contests for disciplinary reasons.
5. Players are expected to attend every practice or contest unless they are absent from school.
6. Players who quit the team are responsible for notifying the head coach immediately and returning all equipment and uniforms at that time.
7. Players must be on time for all practices.
8. Only the Principal, VP of Athletics or Head Coach can cancel practice.
9. All injuries or illnesses must be reported to the coaching staff immediately.
10. Players with injuries requiring physician or trainer attention cannot return to practice without written approval giving them clearance for practice and/or games.
11. Players are responsible for all equipment and uniforms issued to them. They will be charged the full replacement cost for any equipment or uniform lost, damaged, or stolen that is due to their negligence and will not be able to participate in prom and graduation until the cost is satisfied.
12. There is **ZERO TOLERANCE** for violence or the use of illegal drugs, alcohol, and tobacco. Violations will result in suspension or expulsion from the team, as deemed by administration.
13. There is **ZERO TOLERANCE** for any criminal activity this includes gang involvement, and hazing. Violations will result in suspension or expulsion from the team, as deemed by administration.
14. Sportsmanship for all coaches, officials, spectators, and other players is expected at all times.
15. School attendance is required for participation in all practices and games. No player can attend practice or participate in an athletic event if absent from school, unless approved by the Principal, or VP of Athletics due to extenuating circumstances.
16. Student-athletes are expected to dress appropriately on game days, as designated by coaches and the Assistant Principal of Athletics.

**Anthony Frantantoni, Assistant Principal- Athletics**  
**973-677-4050 ext. 5003**

## Meals

### FOOD SERVICES: GRAB & GO MEALS

**The District continues to provide packaged ‘Grab-and-Go’ breakfast and lunch, during all virtual/remote phases at no cost to families, at multiple locations for pick up. The selected locations are:**

- OECC (includes students from Cleveland Street School), located 397 Park Avenue
- Scholars Academy, located at 268 Capuchin Way
- Forest Street School, located 651 Forest Street
- Heywood Avenue School, located at 421 Heywood Avenue
- Lincoln Avenue School, 216 Lincoln Avenue
- Oakwood Avenue School, located at 135 Oakwood Avenue
- Park Avenue School, located at 231 Park Avenue

Serving times for BOTH breakfast and lunch are organized by last name:

- o A-F: 7:30am – 8:00am
- o G-L: 8:00am – 8:30am
- o M-R: 8:30am – 9:00am
- o S-Z: 9:00am – 9:30am

Please be reminded of the importance of social distancing when reporting to all locations. It is important to note, once students receive their breakfast/lunch grab and go bags it is the expectation to return to their respective homes.



**Orange Township Public Schools**  
Orange High School  
**Mr. Jason Belton, Principal**



Gerald Fitzhugh, II, Ed.D.  
Superintendent of Schools

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Dr. Shadin Belal, Assistant Principal -Grade 10  
Mrs. Kavita Cassimiro, Assistant Principal- Grade 12  
Mr. Anthony Frantantoni, Assistant Principal- Grade 11

## OHS House System

Beginning in the 2019-2020 school year, Orange High School implemented a House System. A House is a diverse community made up of students from specific grade levels who will transition collectively to different houses as they GROW from sophomores to seniors. The Houses are student-led and exist to strengthen the school community, to form students in leadership roles, as well as to ensure all students are actively involved in the school. The House system ensures that each student's personal academic and maturity growth is nourished by encouraging strong relationships with House faculty.

### **Houses (3)**

The student body will be distributed into three Houses by grade level: House 10 (Belal), House 11 (Frantantoni), and House 12 (Cassimiro). These Houses strive to earn points throughout the year to win monthly House competitions. In year one, OHS faculty will be assigned to a House and play a supportive role for students. Leadership opportunities are available for students as each House resembles and acts as an extension of the OHS Student Council. The House System will welcome new students and foster a positive school environment.

Houses create small communities where students can still interact with all grade levels while encouraging accountability/responsibility, communication, tradition, academic excellence, and friendly competition. All future students of Orange High School will be assigned to a house: House Belton (example). Houses will be appropriately named after influential leaders and contributors to the mission and goals of Orange High School. Houses are forever, so future reunions, homecoming, and other alumni events become even more sacred and steeped in tradition.

\*\*\*Please see the complete OHS House System document in the appendix\*\*\*

## **House Points**

The amount of points a House earns each month is determined by several factors, all of them requiring participation of students. Houses learn to work together in order to earn points based on personal contributions, academics, conduct, charity, and a monthly contest.

## **House Cup**

Throughout the school year, the Houses compete in various intellectual, athletic, artistic, and other competitions. Students display school spirit and House pride as they work together to achieve a common goal. Many areas of competition give students opportunities to earn points throughout each month. The House with the highest point total at the end of the school year will be awarded the House Cup and taken on a special trip.

## **House Goals**

The goal of The House system is to create unity and pride in their school, a greater involvement in community and a raised awareness for teamwork and supporting their peers. Our House System will prepare students for success in their post-secondary studies and careers through increased team-building and leadership opportunities. The opportunities for student engagement and success through a House system are endless. The implementation of a House system shows our progressive and innovative vision for the future of our school and the continued growth and development of our student body and school community.

## **OHS House System will:**

- Create 3 Houses
- Houses will be led by an OHS school administrator, along with guidance counselors, teachers, and other school staff members.
- Compete across different areas, including: Academics, attendance, discipline, community relations, and school pride.
- Create leadership opportunities so that each House resembles and acts as an extension of the OHS Student Council
- Plan and organize a selection of events, competitions, school dances, fundraisers, community service, and more
- Create and execute Philanthropic Projects: Each year the Houses take turns selecting philanthropic projects. The project is then introduced to the rest of the community so that everyone can participate. Students learn that, together, they can make a big impact

## **Additional Facts:**

- Each house has its own colors, motto, coat of arms, and a t-shirt.
  - Houses will compete for points throughout the year in the areas of academics, athletics, service/spirituality, school spirit, accountability, and participation in programs to earn the title “House of the Year”.
  - Houses are a great way to know more people outside of the classroom setting.
  - Houses are a source of positive peer-accountability and motivation that have positive effects in the classroom.
- 

### **Alumni are included in the House System.**

Each class has been assigned to houses according to graduation year. In the future, alumni may be contacted by their "house" student representative inviting them to an event, house activity updates or asking for professional help with a project.

## **THE CHILD STUDY TEAM**

An important key to providing the highest quality education for every student in Orange is an understanding and acceptance of all children and their individual differences. Toward this end, the Child Study Team has the responsibility of identifying, evaluating, classifying, and developing appropriate education programs for students with special needs.

Referrals to the Team can be made by anyone – the classroom teacher, school administrators, the nurse, guidance counselors, parents, or even by students themselves. Parents will be consulted and notified in writing of the purpose of the referral before a study is undertaken.

## **ANTI-BULLYING SPECIALIST**

Orange High School and the Orange School district support the anti-bullying legislation in place in New Jersey. OHS provides a school Anti-Bullying Specialist to help students discuss, report and receive counseling services for potential incident(s) of Harassment, Intimidation and or Bullying (HIB). Students who have witnessed or experienced HIB are encouraged to visit **Ms. Dana Jones** in her office located in Room 236B.

## HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation or bullying” means any gesture or written, verbal or physical act, or electronic communication that takes place on school property, at any school sponsored function or on a school bus that:

*is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender identity and expression, or a mental, physical or sensory disability; or is prompted by any other distinguishing characteristics; and a reasonable person should know, under the circumstance , that the act(s) will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of student in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.*

“Harassment, intimidation or bullying” also means repeated unprovoked aggressive behaviors of a physical or psychological nature, carried out against an individual or group of individuals that result in harm or injury to the individual or group. To be considered harassment, the behavior must be unwelcomed by the recipient and have the effect of creating a hostile environment.

“Hazing” means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of inflicting mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

## ACADEMIC POLICIES

Please refer to the district Website for Orange Grading Promotion and Retention or read a copy housed in the school library.

### GRADUATION REQUIREMENTS

To receive a New Jersey State endorsed diploma from Orange High School, each student must earn a *minimum* of 125 credits. Minimum passing scores are set by the New Jersey State Department of Education. Each year, students in grades nine, ten, and eleven must be enrolled in a program of at least 40 credits. Students, as indicated in Board of Education Policy 5460, will receive a high school diploma based on the following graduation requirements:

1. **Option I** -Fulfillment of the following 125 credit program requirements:

Courses	Years of Study	Effective School Year 2014-2015
English	4	20 credits
Mathematics	3	25 credits
Science	3	15 credits
Social Studies	3	15 credits
Physical Education	4	16 credits
Health and Safety Education	4	4 credits
Visual and Performing Arts	1	5 credits
World Languages	2	10 credits
Financial, Economics, Business and Entrepreneurial Literacy	.5	2.5 credits
21st Century Life & Careers or Career Technical Education	1	5 credits
Electives	3	15 credits

2. **Option II** – in whole or in part with the 125- credit program listed above, (see guidelines in Appendix)
3. Proficiency in PARCC/NJSLA, or End-of-Course Assessments, or the Alternative High School Assessment (AHSA); and
4. Attainment of Board of Education attendance requirements (see attendance section for more details); and
5. All other requirements as established by the Orange Board of Education Policy 5460, Graduation Requirements.

## ELA and Mathematics Assessment Graduation Requirements for the Classes of 2021 and 2022

This document reflects the high school graduation assessment requirements put in place for the Classes of 2019, 2020, 2021, and 2022, pursuant to an amended Consent Order received by the NJDOE from the Appellate Division of the Superior Court of New Jersey on June 5, 2019.

The requirements for the Class of 2019, including the cut scores, remain unchanged from the requirements that were applied to the Classes of 2017 and 2018. These requirements now apply to the Classes of 2020, 2021, and 2022.

As of March 18, 2020, Executive Order 117 waives the graduation assessment requirement for any twelfth-grade student who is expected to graduate in the class of 2020 but, had not yet met the graduation assessment requirement. Students in the class of 2020 who have not yet met the assessment requirement must still meet all the other State and local graduation requirements, including but not limited to credit, curriculum, and attendance requirements.

### Pathways Available

#### First Pathway

Demonstrate proficiency in the high school end-of-course NJSLA/PARCC assessments in ELA-10 and/or Algebra I.

English Language Arts/Literacy (ELA)	Mathematics
NJSLA/PARCC ELA Grade 10 $\geq$ 750 (Level 4)	NJSLA/PARCC Algebra I $\geq$ 750 (Level 4)

#### Second Pathway

Demonstrate proficiency in English language arts and/or mathematics by meeting the designated cut score on one of the alternative assessments.

English Language Arts/Literacy (ELA)	Mathematics
<p>One of the following:</p> <ul style="list-style-type: none"> <li>NJSLA/PARCC ELA Grade 9 <math>\geq</math> 750 (Level 4), <i>or</i></li> <li>NJSLA/PARCC ELA Grade 11 <math>\geq</math> 725 (Level 3) <i>or</i></li> <li>SAT Critical Reading (taken before 3/1/16) <math>\geq</math> 400, <i>or</i></li> <li>SAT Evidence-Based Reading and Writing Section (taken 3/1/16 or later) <math>\geq</math> 450, <i>or</i></li> <li>SAT Reading Test (taken 3/1/16 or later) <math>\geq</math> 22, <i>or</i></li> <li>ACT Reading or ACT PLAN Reading<sup>1</sup> <math>\geq</math> 16, <i>or</i></li> <li>ACCUPLACER WritePlacer <math>\geq</math> 6, <i>or</i></li> <li>ACCUPLACER WritePlacer ESL <math>\geq</math> 4, <i>or</i></li> <li>PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15) <math>\geq</math> 40, <i>or</i></li> <li>PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later) <math>\geq</math> 22, <i>or</i></li> <li>ACT Aspire Reading<sup>1</sup> <math>\geq</math> 422, <i>or</i></li> <li>ASVAB-AFQT Composite <math>\geq</math> 31</li> </ul>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>NJSLA/PARCC Geometry <math>\geq</math> 725 (Level 3), <i>or</i> NJSLA/PARCC Algebra II <math>\geq</math> 725 (Level 3) <i>or</i> SAT Math (taken before 3/1/16) <math>\geq</math> 400, <i>or</i></li> <li>SAT Math Section (taken 3/1/16 or later) <math>\geq</math> 440, <i>or</i> SAT Math Test (taken 3/1/16 or later) <math>\geq</math> 22, <i>or</i> ACT or ACT PLAN Math<sup>1</sup> <math>\geq</math> 16, <i>or</i></li> <li>ACCUPLACER Elementary Algebra <math>\geq</math> 76, <i>or</i></li> <li>Next-Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) (beginning January 2019)<sup>2</sup> <math>\geq</math> 255, <i>or</i></li> <li>PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15) <math>\geq</math> 40, <i>or</i></li> <li>PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) <math>\geq</math> 22, <i>or</i></li> <li>ACT Aspire Math<sup>1</sup> <math>\geq</math> 422, <i>or</i></li> <li>ASVAB-AFQT Composite <math>\geq</math> 31</li> </ul>

## CAREER & TECHNICAL EDUCATION AND ADVANCE PLACEMENT OFFERINGS

Accounting & Business	Health Occupation	Digital Media
Introduction to Business Financial Literacy Business Finance Business Law Accounting I Accounting II	Introduction to Health Care in Society Dynamics of Health Care in Society Scientific Principles of Nutrition Fundamentals of Health and Wellness Medical Terminology 1 and 2 Emergency and Clinical Care Health Occupations Education Anatomy and Physiology	Introduction to Digital Media Digital Media Broadcast Journalism Filmmaking Video Production
Culinary	Graphic Arts	Advance Placement
Diet and Nutrition Basic Foods Foods Service and Preparation Culinary Arts	Graphic Arts Web Design Graphic Arts Production Introduction to Graphic Communication Digital Production Printing Print Management Portfolio	English Language & Comp English Literature & Comp Calculus Psychology US History World History French Spanish

We also offer honors courses in the following departments: English, Algebra II, Geometry, Pre-Calculus, US History, Biology, Chemistry, Spanish, & French.

### GRADING PROGRESSION & ADDITIONAL GRADUATION REQUIREMENTS

- In order for a freshman to be promoted as a sophomore they **must** earn **30** credits
- In order for a sophomore to be promoted as a junior they **must** earn **60** credits
- In order for a junior to be promoted to a senior, they **must** earn **95** credits
- In order to **graduate**, a student **must** earn a minimum of **125** credits in the required courses for graduation
- 125 credits minimum required to meet graduation requirements
- Proficiency on the NJSLA assessments. (see pages 16-17)
- 60 hours of community Service (15 hours each year of school)

School Counselors must perform a Memorandum of Understanding (MOU) annually to ensure students are on target towards high school graduation. All scholars are scheduled for Algebra I and II which are 10 credits each and Geometry which is 5 credits. This denotes a semester course only.

## TESTING

All students will participate in a comprehensive standardized testing program in addition to being tested by instructors on specific matter.

New Jersey Student Learning Assessments (NJSLA)

Updated April 7, 2020

On June 5, 2019, the New Jersey Department of Education (NJDOE) updated the high school graduation assessment requirements in both English Language Arts/Literacy (ELA) and mathematics for the Classes of 2019 through 2022, pursuant to an amended Consent Order from the Appellate Division of the Superior Court of New Jersey.

The high school assessment graduation requirements that are in place for the Classes of 2020, 2021, and 2022 are:

1. Demonstrate proficiency on NJSLA/PARCC ELA 10 and/or Algebra I; or
2. Demonstrate proficiency in ELA and/or mathematics by meeting the designated cut score on one of the alternative assessments such as other high school-level NJSLA/PARCC assessments, the SAT, ACT, or ACCUPLACER as defined in the chart below; or
3. Demonstrate proficiency in ELA and/or mathematics by submitting, through the district, a student portfolio appeal to the NJDOE.

Proficiency levels/cut scores for the Classes of 2020 through 2022 are specified in the chart below.

Note: Special Education students, whose Individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies, will continue to follow the graduation assessment requirements set forth in their IEPs.

ELA and Mathematics Assessment Graduation Requirements for the Classes of 2019, 2020, 2021, and 2022

This document reflects the high school graduation assessment requirements for the Classes of 2019, 2020, 2021, and 2022, pursuant to an amended Consent Order received by the NJDOE from the Appellate Division of the Superior Court of New Jersey on June 5, 2019.

The requirements for the Class of 2020, including the cut scores, remain unchanged from the requirements that were applied to the Classes of 2017 and 2018. These requirements now apply to the Classes of 2020, 2021, and 2022.

Students who plan to continue their education after high school should register for certain college entrance exams which may include the SAT, ACT, and AP Exams. Students decide, in consultation with their counselor, which exams they should take.

The **NMSQT/PSAT** (National Merit Scholarship Qualifying Test/Preliminary Scholastic Assessment test) is administered each October to students in grades 10 and 11. See Guidance Department for dates.

**New Jersey Biology Competency Test** - All New Jersey public high school students, regardless of grade level, who are enrolled in a biology or content equivalent, any time during the current school year, must take the NJBCT, regardless of prior testing exposure and experience. See Guidance Department for dates.

**Advance Placement Exams** -All students enrolled in Advanced Placement classes are required to take the AP exams for the designated course. See Guidance Department for dates.

### **STUDENT RECORDS**

By request, a student and his/her parents, together or separately, have the right to review the student's cumulative school records in conference with appropriate school personnel. An explanation and interpretation of the contents shall be provided at that time.

A student who has reached the age of 18, or a younger student who has the written permission of his/her parents or is accompanied by his/her parents, may examine his /her confidential records and health records, provided the appropriate school or health department official is present to explain and interpret these records, if requested.

A student and his/her parents have the right to challenge for cause any material in the student's educational records and to present evidence or argument that such material should be changed or removed. The appropriate school official may decide through an informal conference whether the challenged material is to be changed or removed. That decision is subject to a formal hearing

In all cases, access to student records by school personnel shall only be available for purposes relating to a student's education.

### **HONOR ROLL**

OHS Honor Roll criteria are based on a student's minimum numerical grade in all graded courses. In order to qualify for High Honor Roll a student must not have a grade lower than 90%. Placement on Honor Roll requires a student not having a grade lower than 80%. Students must receive a passing grade for any classes taken Pass/Fail for both High Honor Roll and Honor Roll.

## **GRADING FOR TRANSFER STUDENTS**

All students must have grades in all marking periods. This will only occur if there is accountability and follow through on district mandates and directions.

### **Procedures**

#### ***Students transferring from schools in the United States:***

- All students transferring into the Orange Public Schools on or before October 7th will have grades calculated from the first day of their arrival.
- Students entering after October 7th must have grades from the transferring school. Requests of records will be sent from the office of the Registrar. If records are not received within one week, follow-up is required by the counselor. Once records are received from the Registrar's Office, they will be hand delivered to the counselors for input into Genesis. If conversations are required (i.e. alpha to numerical the Supervisor of Counseling will oversee the process).
- It is important to note if grades are not received by the end of the marking period it is imperative that the teacher(s) provides the student opportunities to accumulate grades.
- Students entering after the first making period must have report cards when registering indicating the final grade from the previous marking period. If a student arrives midway between the second (third or fourth) marking period it is imperative to attempt to get grades from the sending school up to the time of the transfer. If grades are not received it is imperative that the teacher(s) provide opportunities to accumulate grades.
- Again, grades must be inputted in Genesis from the counselor's office. Under no circumstances should there be a transcript without grades in any marking period.

#### ***Students transferring from another Country:***

- The same procedure is required if the student is coming from a school. This may require the counselors to call or e-mail the schools. There must be records.

#### ***Students who had interrupted education:***

Students must make up grades:

- Afterschool
- Credit Recovery
- Option II (for approved courses only)

## **REPORT CARDS AND PROGRESS REPORT**

There are four marking periods in each academic year. At the end of each marking period, a report card is sent home. Students receive a course grade and may receive one or more teacher comments. In addition, a midterm progress report is mailed home halfway through each marking period to convey student progress in each subject. The frequency of reports is designed to keep students and parents apprised of progress or special concerns as the year proceeds. Final report cards are mailed home at the end of the year. Parents and students are encouraged to access Genesis on a regular basis. See the OHS technology coordinator for portal access.

### **Genesis**

The Genesis Parent Portal is an online resource through which parents and students can check on attendance records, progress report comments, report card grades, and midterm and final exam grades. Information on this resource and access codes will be mailed to families in September. Questions about access codes or other concerns should be addressed to **Ms. Budhu** at extension 5046.

### **Classroom Expectations**

It is the goal of Orange High School to provide a classroom environment that is conducive to learning, supports bell-to-bell instruction and offers opportunities for students to realize their academic potential.

We offer students the opportunity to learn in a pleasant, orderly and disciplined environment, free from distractions or disturbances which might interfere with the educational process. To that end, teachers are expected to convey their expectations for positive learning to their students. Recognizing that each teacher and classroom settings may differ, some general rules for classroom conduct will include, but not

be limited to, entering the classroom fully prepared, on time and ready to focus on the lesson; being attentive to the teacher and complying with the teacher's classroom rules and procedures; and remaining on task at all times until the teacher dismisses the class at the sound of the bell at the end of each period. All students are expected to adhere to these rules, as well as specific classroom rules that are created by the faculty.

### **Substitute Teachers**

Students are expected to remain in the assigned classes and follow the directions of substitute teachers and to be cooperative in class, even if a substitute teacher's methods or procedures differ from the regular classroom teacher. Disciplinary action will be taken against students who disrupt the educational process when a substitute teacher is responsible for instruction.

## **STUDENT SERVICES**

### **School Social Workers**

The Student Assistance Program works closely with teachers, administrators and parents to provide support for students who may be experiencing personal, family, academic and/or peer difficulties. The school social workers provide in-school assessment, crisis intervention, counseling and referral services, with goals of supporting and empowering students to build upon their existing developmental assets. Concerns for which students may seek assistance include (but are not limited to): Depression, Anxiety, Bullying, Substance Abuse, Self-Harm, Self-Esteem, Social Skills, Family Changes, Anger, Abuse/Neglect, Eating Disorders and Crisis Management. All sessions are confidential. When students at the high school level seek help on their own, they are encouraged to share this with their families. We do not, however, automatically contact parents unless our assessment indicates a safety risk. This would include a student who is in danger of harming him or herself, harming someone else, or is being harmed by another individual. The School Social Worker is located in Room 236B. Students with concerns about themselves and/or peers are encouraged to stop-in or make an appointment.

### **Guidance**

The Guidance and Counseling Department provides a comprehensive program that promotes academic achievement. Consistent with the ASCA Model, our program is designed to be preventative and proactive in nature. Our Counselors provide individual and group counseling centered on personal/character development, consultative services, college and career readiness, referral services, interpretation of standardized assessments, test registration and study skill strategies. Additionally, our Counselors provide direct and indirect services to help develop leaders of the 21st Century!

It is the belief of the Guidance department that each student is an important, valued, developing, capable, and unique individual who will learn from experience and grow personally and educationally throughout adolescence.

## **OTHER STUDENT SERVICES**

### **LIBRARY**

Students may come to the Library before and after school. The library opens at 7:30 AM; school starts at 8:20 AM. The library stays open after school until 4 PM, unless there is a scheduled after-school event. Students are welcomed and encouraged to come to the library after school to work on homework and/or school projects. If you have any questions, you can call the library directly at 973-677-4050, ext. 5050 or 5017.

Throughout the year, classes are often brought to the Library by their teachers for research, writing and computer use. These classes have priority status. In order to avoid overcrowding, students must obtain a pass from the

librarians before the start of 3rd block. Students must present their school ID in order to obtain a pass. Upon entering the library, students must submit the library pass to the Librarian.

Teachers can write student passes to the library for course work. Substitute teachers may not write passes to the library.

Students may come to the library during a free period, but the library reserves the right to limit the number of students. If there are multiple classes using different areas of the library, they get priority for computer use and services.

**LUNCH PERIODS** – In order for students to come to the library during lunch, they must follow this procedure: Come to the library before the start of lunch; show their school ID to obtain a pass; eat lunch in the cafeteria; show the pass to the lunch duty teacher; come directly to the library; and then submit the pass to the Librarian.

Students may borrow books and other materials for two weeks at a time; these can be renewed. Lost and damaged items must be paid for so materials can be replaced. For a more detailed list of library rules and procedures, please refer to the OHS library homepage.

## **LOCKERS**

**All lockers are the property of the school and, as such, the school reserves the right to open, inspect, or restrict the use of lockers at any time.**

### Hall Locker Assignment Information

1. Students are assigned lockers by Mr. Neglio in the Library
2. Students must not share lockers.
3. Students must not give their combinations to other students.
4. Students will receive locker assignments and locks on the first day of school. Replacement locks will be issued at a cost of \$5.00. **Students cannot use their own locks and must use school issued locks. Unauthorized locks will be cut off.**
5. Lockers and other storage facilities (such as desks) are the property of the School District and may be searched at any time.
6. OHS is not responsible for lost or stolen property.

## **LOST AND FOUND**

Students should not bring valuable articles to school such as large sums of money or expensive electronic devices including cell phones, headphones, video game players, etc. **since the school is not responsible if such items are lost or stolen. Students are expected to monitor their own belongings and to secure valuables in their lockers during the school day.** In order to prevent loss, please mark all belongings with indelible ink or by sewing on nametags. Students who find or lose articles are urged to report to the security desk. Owners claiming lost articles must give satisfactory identification. Large amounts of clothing and other articles are accumulated in the lost and found department. After 30 days, unclaimed articles are donated to charitable organizations. Students must clearly write their names in all textbooks issued to them. Students are required to return textbooks at the end of each course or pay the replacement costs.

## **EXTRA CURRICULAR ACTIVITIES**

### **\*\*WHAT IS APPROVED\*\***

#### **CLUBS AND HONOR SOCIETIES**

CULINARY

DECA

DIGITAL MEDIA

FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

HOSA

NATIONAL HONOR SOCIETY

PUBLIC SPEAKING/DEBATE TEAM

RHO KAPPA SOCIAL STUDIES HONOR SOCIETY

STUDENT COUNCIL

YEARBOOK

## SCHOOL PROCEDURES

### **Change of Address, Phone numbers, or Email address**

For all changes to your home address, it is imperative that you promptly notify the Registrar's Office at 451 Lincoln Avenue in Orange, NJ. The number is (973) 677-4050 ext. 3091. OHS personnel do not have the authority to alter the address under which you registered as a resident.

Parents/guardians should notify the appropriate Attendance Offices at 973-677-4050 ext. 5038 to change contact information including home, work, and cell phone numbers, e-mail addresses, and emergency contact persons.

### **Beverages and Food**

No food or beverages are to be consumed in the classrooms. Water bottles in clear containers are permissible with individual classroom teacher's consent. Water bottles may also be carried by students with medical reasons, documented by a physician, and recorded by the school nurse.

### **Hall Passes**

Hall passes will be given out at teachers' discretion during class time. **No Passes during the first 10 minutes or last 10 minutes of the period.** It is expected that if a student is in the halls when classes are in session, he/she will have a valid pass in his/her possession

### **Tardy to School**

If a student arrives at school after **8:20am**, he or she must report to the cafeteria to secure a pass. **This pass is not an excuse**, but merely a pass to class. The secretary in the Attendance Office (Room 102) will mark the student as Tardy.

### **Tardy to Class**

Any student reporting to any class late should have it documented in Genesis, and contact home should be made to the parent/guardian if the behavior continues.

## **Electronic Devices, Cell/Camera Phones, Unauthorized Items**

The use of cell phones/camera phones during school hours is strictly prohibited. All cell phones/camera phones must be turned off and concealed from 8:15 a.m. until 3:25 p.m., while in the hallways and classrooms. Students may use cell phones to listen to music during their designated lunch period **ONLY**. In the event of an emergency, students are expected to ask to use the phone in the Main Office. Parents wishing to contact their child must do so by calling the Main Office.

## **EMERGENCY EVACUATIONS, DRILLS, AND LOCKDOWNS**

All actions that should be taken during an emergency situation cannot possibly be covered in this handbook; however, there are some actions that are inherent to every emergency situation. Those are covered below:

- 1. YOU ARE TO TREAT EACH DRILL AS IF IT WERE AN ACTUAL EMERGENCY.**
- 2. Follow the instructions of your teacher or the adult present in your classroom.**
- 3. If in the hallways when an emergency occurs, follow the directives of school personnel.**
- 4. Remain quiet so that you do not miss important instructions**
- 5. Do not use your cell phone, music player, or ear buds/headphones.**
- 6. Stay with your class until you are properly released by a school official. From time to time, we will practice emergency drills with the most common being the fire drill. Those students who fail to return to class after practice drills or who fail to remain with their class during an actual emergency will be subject to disciplinary consequences.**
- 7. Drills may come without warning or prior notice to staff and students. Drills, such as Active Shooter and Lockdowns, may have components that simulate an actual event in coordination with the Orange Police and/or Fire Departments. It is imperative that you remain calm and follow instructions from staff during these drills.**

## **Field Trips and Assemblies**

During the 2020 – 2021 School Year ALL field trips and assemblies will be held virtually. These activities are designed to enhance the curriculum and expose students to a wide variety of topics and issues and are often related to the curriculum. Attendance at and participation in these activities is a privilege, not a right. Students need to recognize that inappropriate behavior may result in revoking the privilege to attend such events. It is the responsibility of the student to retrieve and submit all missing work, for ALL classes, due to field trip attendance.

- **Students that are failing any class, are chronically absent and/or tardy, or have multiple disciplinary infractions will not be allowed to attend any school sponsored field trips.**

## **Posters**

All posters must be approved by an Administrator prior to posting. Posters must be removed by the sponsoring group following the event. Posters must relate to events sponsored by an OHS organization.

## **Student Identification**

OHS requires all students to be issued a student identification card. Students must present their identification card to any school staff member when requested to do so. ID cards are always required when entering the school building and also required for admission to some school events and to borrow materials from the library. Without an Identification Card, items cannot be borrowed from the library.

In accordance with the school discipline policy, any student who refuses to provide identification, is unable to provide identification or provides false identification may be subject to disciplinary actions.

For students who have lost their Identification Cards: Replacement cards are available for a \$5.00 replacement fee. Identification cards can be ordered in the Attendance Office during each school day between 8:15 am and 9:00 am. Replacement fees are charged after the initial issuance and must be paid in full before the replacement card will be produced.

## **Campus Security/Safety - Video Surveillance/Photo and Video Policies**

OHS follows the Federal law regarding the Family Education Rights and Privacy Act (FERPA). OHS's premises are monitored and recorded 24/7 by video cameras inside and outside the school to protect the student body and monitor potentially dangerous situations. Students involved in regular classroom, co-curricular, or school-related social events may be photographed, videotaped, or recorded by OHS representatives or members of the community press (TV, radio, newspaper, and internet). According to law, images or recordings are called "directory information" and may be legally used in yearbooks, rosters, programs, displays, newsletters, promotions, videos, CDs, DVDs, or other media distributed by the school. Parents who do not want the school to disclose directory information from their student's education records without prior written consent must notify the high school in writing within 10 days after the first day of school.

A full copy of FERPA policy is available by contacting the School Office. Parents with legal reasons for suppressing information, which would identify their student(s) to the public, need to meet with the Principal or Assistant Principal for the protection of both the student(s) and those who work with the student(s) in the school setting.

## Hall Sweeps Protocols

Hall-Sweeps will be regularly performed during passing periods beginning with first period. Initial passing bell will sound, and students will have three minutes for the passing period. Once the second passing bell sounds, an announcement will be made for all teachers to shut their doors. Any students remaining in the hallway are considered caught in the Hall-Sweep and will be subject to consequences.

## Searches

Student searches by school officials may be conducted based upon reasonable suspicion that are reasonable in scope and may be conducted to detect violations of law or school rules. In order for a search to be reasonable, there must be reasonable grounds at its inception for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. School officials may inspect student lockers or other storage facilities at any time.

## Visitors

Dear Orange High School Parent(s)/Guardian(s):

Orange High School is committed to providing safe and orderly school environments for all students, staff and families in our school system. Recently, Orange High School revised our visitor's policy to ensure its effectiveness. For the 2020-2021 School Year, the following safety protocols will be in place:

- ALL visitors to OHS will be subjected to a temperature check.
- ALL traffic at the school will be directed to the front main entrance of the school located beyond the Lincoln Ave parking lot. This is the only entrance open to visitors. Video systems are installed at all schools so that Security staff can see all visitors as they approach the building.
- **Note: School parking lots are for the use of school staff personnel. All visitors are encouraged to utilize street parking.**
- Security at the front desk will use access control to determine entry into schools. School doors will be locked at a certain time during the day, and at that point, all guests must be buzzed -in to the front office by a security staff member. Visitors should plan ahead to build in time for the new sign-in process as they prepare to go to a school.
- All visitors must present valid photo identification during every visit to Orange High School.
- Only legal parents/guardians visiting Orange High School for official school business will be allowed into the facility.
- All visitors must sign in and out, wear a valid visitor's pass, walk through our weapons detection system, and be escorted to their destination by a security monitor.
- All visitors must be escorted back to the security desk to sign out, return the visitor's pass, and exit Orange High School.
- Parents are asked to encourage your child(ren) to report safety concerns because it is the right thing to do. Reassure students that it is not "tattling" but good citizenship. Students must understand the dangers of not reporting and the importance of reporting.

No visitors will be permitted on-site if they:

- ✓ Are showing symptoms of COVID-19
- ✓ Have been in close contact\* with someone who has confirmed or suspected case of COVID-19 in the last 14 days

**Thank you in advance for your consideration, cooperation, and support.**

## **ORANGE HIGH SCHOOL DRESS CODE REGULATIONS**

### **STUDENT ATTIRE**

Students should dress appropriately for a school setting. Sneakers must always be worn for physical education classes. Uniforms should be worn daily. In the schools where uniforms are not required, it is the expectation of the following in terms of dress:

The following items of clothing are inappropriate and are not to be worn. Failure to do as such will be addressed immediately and through the code of conduct:

- Blouses or sweaters that show a bare midriff
- Halter tops
- All non-religious head coverings, including bandanas, hats, doo-rags, shower caps, hoods.
- Tank tops, tops with thin straps
- Short shorts or short mini-skirts
- Clinging or form fitting spandex leggings (without the appropriate length skorts, shorts, skirt, or dress)
- Pants/jeans worn below the waist.
- Pants/jeans with rips 4" above the knee (including any rip that shows through to skin, undergarments, or fabric.).
- All flannel-type pants and sleepwear are not permitted.
- Any clothing item with images or messages that show or reference drugs, alcohol, gang affiliation, vulgar/inappropriate language.
- Any items that can be considered a distraction to the learning process.

Appropriate and safe footwear must always be worn. Specifically, no flip-flops or “sliders” are to be worn due to the safety factor when using stairs. All sandals must be secured at the toes and ankle for safety.

## CAFETERIA

The cafeteria should be an area for civilized socializing and eating. The following rules of conduct are expected of each student:

The cafeteria is available to students during their assigned lunch periods. **STUDENTS ARE NOT PERMITTED TO TAKE FOOD AND BEVERAGES OUT OF THE CAFETERIA UNLESS STUDENTS ARE ATTENDING THE S.P.A.C.E PROGRAM** or other previously approved teacher-supervised classroom. Violations of this rule will be handled by an Administrator.

Cafeteria expectations are very basic. We ask that students remain seated while eating and visiting. They walk into a clean eating area every day and are asked to leave a clean cafeteria for the students in subsequent lunch periods. It is expected that the students follow directions the first time they are given.

In order to keep the cafeteria clean and attractive, the following rules must be observed by all students. Any violation of the rules may result in disciplinary consequences.

1. Keep tables, chairs, and floors clean.
2. Food and beverages may not be taken out of the cafeteria.
3. Each student is responsible for cleaning his/her table before leaving the cafeteria. If directed by a teacher to clean up the table, students are expected to cooperate.
4. Students will not be permitted to leave the cafeteria without a written pass from the teacher or counselor who expects to meet with them.
5. Students may use the lavatories across the hallway from cafeteria.
6. Vending machines can only be used during lunch periods and after school.
7. Students are permitted to use cell phones. Students should speak at a reasonable volume.
8. Food will not be sold in the cafeteria during the changing time between periods and for 5 minutes at the beginning and end of each period.

**CODE OF CONDUCT**

Please refer to the Orange Public Schools Code of Conduct

**DISTRICT DISCIPLINE CODE**

Please refer to Orange School District Code of Student Conduct

**OHS DISCIPLINE CODE**

**FAILURE TO REPORT TO TEACHER DETENTION**

**First Offense:**

- A. Reprimand and referral back to teacher
- A.1 Hour ISS detention (1)

**Second Offense:**

- B.2 Hour ISS Detention

**FAILURE TO REPORT TO ISS DETENTION**

**First Offense:**

- A. 2 Hour ISS

**Second Offense:**

- A. 2 Hour ISS for 2 Days

**Third Offense:**

- A. 2 Hour ISS for 3 Days
- B. OSS, pending circumstances.

## **COMPROMISING SCHOOL SECURITY**

This may include but is not limited to the following: propping exterior doors open, the use of unauthorized entrances or exits, opening exterior doors for students/visitors, or leaving the building without permission. Consequences may vary depending on the severity of the security breach.

### **First Offense:**

- A. 2 Day ISS and/or OSS

### **Second Offense:**

- A. 2 Day ISS
- B. 2 Day OSS
- C. Parent Conference.

### **Third Offense:**

- A. 3 Day ISS
- B. 3 Day OSS
- C. Parent Conference
- D. Loss of (1) extracurricular activity

## TYPES OF DISCIPLINARY ACTION

(NOT INCLUSIVE)

One purpose of disciplinary consequences is to deter the student from continuing inappropriate behavior at school or school functions.

**Teacher Detention:** Required presence of a student after school in the room with the teacher/representative who assigned the student the detention. Students are to bring study materials. If the student is unable to serve a detention for any reason, an alternative study may be assigned in its place, at the discretion of the teacher.

**ISS Detention:** Required presence of a student after school in the room with the representative who assigned to facilitate ISS Detention. Students are to bring study materials. If the student is unable to serve a detention for any reason, an alternative study may be assigned in its place, at the discretion of an administrator. ISS detention will be held after school, beginning at 3:30pm, and held in a classroom to be determined by an Administrator.

**Suspensions:** Suspensions will take two forms: In-School Suspension (ISS) and Out-of-School Suspension (OSS). Students given an ISS will report to school during regular hours and then will be assigned to ISS after school, beginning at 3:30pm. OSS is the temporary removal of a student from school property for disciplinary reasons not to exceed ten school attendance days. Suspended students are not permitted on school property during the school day or for school activities. If it becomes necessary to suspend a student for a third time for any reason, a recommendation of expulsion will accompany the suspension. Parents must meet with Orange High School administration before a student is allowed to return to school. Students suspended from school will be allowed to make up their work but can only obtain **75% credit** for that work. A student suspended from school is provided with a copy of the suspension notice. An attempt will be made to reach the parent by telephone. A copy of the suspension notice is mailed to the parent/guardian.

**Expulsion:** Expulsion is the most severe form of discipline. It is the removal of a student from school property for disciplinary reasons for a period of time exceeding ten school attendance days. Expelled students are not permitted on school property during the school day or for school activities. No make-up work may be done for credit.

### Removal from class:

- **1st Offense:** May result in a removal from the class for the remainder of the period and a parent-teacher contact required.
- **2nd Offense:** May result in a removal from the class for the remainder of the period, a parent-teacher contact required, and an ISS Detention may be given.
- **3rd Offense:** Removal from the class for the remainder of the period and a parent-teacher conference required; an ISS Detention may be given.

**Administrative Rights:** The administrators reserve the right to proceed to an appropriate measure of disciplinary action in order to preserve the learning climate and to insure the health, safety and welfare of the students and staff. In addition to the above stated disciplinary measures, the following policies must also be adhered to:

- **Students that are failing any class, are chronically absent and/or tardy, or have multiple disciplinary infractions will not be allowed to attend any school sponsored field trips.**
- **Students that owe fines or fees must pay the balance prior to the purchase of tickets to school sponsored events, which includes but is not limited to, Senior Prom, Class Trips, and/or Graduation.**

**Faculty Rights:** Teachers have the right to teach free from interruption and the right to preserve the climate for learning and teaching.

**Student Rights:** Students will be afforded due process and the opportunity to present the facts as they perceive them. Board Policy governs behavioral interventions with students with disabilities.

## **Law Enforcement Unit**

**Orange High School** 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.

# **APPENDIX**

## Memorandum of Understanding: OHS/OPA/CIAO

Class of 2015 & Beyond (Students Enrolling after September 2011)

Scholar Name \_\_\_\_\_ Current Grade \_\_\_\_\_ Date Request Created: \_\_\_\_\_

		Required	Earned	In Progress	Next Year	Recovery			Required	Earned	In Progress	Next Year	Recovery			Required	Earned	In Progress	Next Year	Recovery	
<b>ENGLISH (20 credits required)</b>																					
English I	5.0						Global Studies	5.0													
English II	5.0						US I	5.0													
English III	5.0						US II	5.0													
English IV	5.0						Financial Lit.	2.5													
<b>TOTALS</b>	<b>20.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>TOTALS</b>	<b>17.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>								
<b>MATH (25 credits required)</b>																					
Algebra I	10.0						Health I	1.0													
Algebra II	10.0						Family Living	1.0													
Geometry	5.0						Driver's Education	1.0													
							First Aid	1.0													
<b>TOTALS</b>	<b>25.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>TOTALS</b>	<b>4.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>								
<b>SCIENCE (15 credits required)</b>																					
Physics	5.0						PHYSICAL EDUCATION (16 credits required)														
Chemistry	5.0						Phys ED I	4.0													
Biology	5.0						Phys ED II	4.0													
							Phys ED III	4.0													
							Phys ED IV	4.0													
<b>TOTALS</b>	<b>15.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>TOTALS</b>	<b>16.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>								
<b>HISTORY (17.5 credits required)</b>																					
<b>21st CENTURY SKILLS/CTE (5 credits required)</b>																					
<b>WORLD LANGUAGES (10 credits required)</b>																					
<b>ELECTIVES (10 credits required)</b>																					
<b>RECOVERY PLANS</b>																					
<b>Total Credits Earned:</b>		<b>0.0</b>	<b>Total Credits In Progress:</b>		<b>0.0</b>	<b>Total Credits Projected:</b>		<b>0.0</b>	<b>Total Credits Needed:</b>		<b>125.0</b>	<b>COMMUNITY SERVICE (60 hrs required)</b>		Earned* _____		Needed _____		60		*All hrs as of MOU date	
<b>HSPA SCORES</b>																					
<b>Subject</b>																					
<b>Needed</b>																					
<b>Score</b>																					
<b>Date</b>																					
<b>LA Literacy</b>																					
<b>Math</b>																					
<b>200</b>																					
<b>200</b>																					

*My signature acknowledges that I understand the information contained on this MOU, and know that it is contingent on my child passing all current & recovery classes.*

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of School Counselor/Administrator \_\_\_\_\_ Date \_\_\_\_\_

## High School College Planning Checklist

### 10<sup>th</sup> Grade-Sophomore Checklist

- Keep up your grades, continue good study habit and ask for help from your teachers or a tutor-Strive for a **B** or better. This is a good year to build GPA
- Talk to your counselor about
  - a. Classes you plan to take to meet graduation
  - b. Concurrent enrollment options or AP classes
  - c. Update your Plan of Study, file of documents and notes
  - d. CTE Re-assessment
  - e. Alternative Rd. filter
- Continue with extracurricular activities
- Community Service hours
- Start attending college fairs-**take notes and ask questions!**
- Register and take the PSAT in **October**
- Start prepping for the SAT/ACT
- Find a summer job for money for college
- Research Summer enrichment programs on college campuses
- Create your resume-include community service, extracurricular activities. Update as you progress

### Parents

1. Attend College Night
2. Help your child develop independence by encouraging him or her to take responsibility for balancing homework with other activities or a part-time job. **Time management is key!**
3. Learn About standardized tests for college entrance: PSAT ([www.collegeboard.com](http://www.collegeboard.com)) & PLAN ([www.act.org](http://www.act.org))
4. Learn the differences between grants, loans, work-study and scholarships at [www.college.gov](http://www.college.gov).

## 11<sup>th</sup> Grade –Junior Checklist

- Research careers and earning potential
- Continue to attend college fairs
- Maintain your grades this year
- Continue extracurricular and community service activities-**document, document, document!**
- Maintain good grades-or improve, take challenging courses
- Schedule an appointment with your counselor and review
  - ✓ Plan of study
  - ✓ Concurrent enrollment courses
  - ✓ College entrance exams
  - ✓ College admission requirements
- Start to focus on your career & college research
  - a. Academic programs, location, size, cost, activities, athletics
  - b. Narrow college list to include schools within your GPA range and above

### August

- Obtain schedules and forms for SAT I and II, ACT and AP exams

### September

- Register for the PSAT exam offered in **October**
- Begin scheduling interviews with admissions counselors if applicable

### November

- Review your PSAT results with your counselor

### December

- **Sign up for an SAT prep course-khan academy, SAT prep tests**

### January

- Tour campuses to further narrow down college list

### February

- Register for the March SAT or the April ACT tests

### March

- Take the March SAT I exam

### April

- Take the April ACT test

### May

- Take AP, SAT I and SAT II exams
- Talk to teachers about writing letters of recommendation

### June

- See your counselor to add new report cards, test scores, honors, or awards to file
- Take the SAT I, SAT II and the ACT tests
- **Send thank-you notes for interviews or visits**

## **Parents**

1. Talk to your child about schools he or she is considering; ask why those are appealing; help clarify goals & priorities
2. Attend College Fairs with your child when possible
3. Visit colleges with your child, preferably when classes are in session
4. **Attend College Night!**

## **Summer between Junior and Senior Years**

- Know the steps for applying to college
- **Apply for your PIN with FAFSA @ [www.pin.ed.gov](http://www.pin.ed.gov)**
- **Start applying for FAFSA- begin in the spring**
- **Write essays drafts**
- Prepare Resume
- **Apply for scholarships**
- Attend summer enrichment programs
- Practice writing online applications
- Review applications, especially the essays
- Decide about applying under early decision or early action programs
- Read college mail and send reply cards to schools of interest

## **12<sup>th</sup> Grade- Senior Year Checklist**

- **Avoid Senioritis-Stay focused to the end of the year!**
- Apply for colleges during the fall
- See your counselor to update your Naviance with official transcripts, recommendations, and applications
- Continue with letters of recommendations from teachers- Start early!!
- Essay drafts from the summer should be edited by your English teacher or counselor
- Continue applying for scholarships
- Schedule college interviews (if necessary)
- Follow up with financial aid offices

## September

- Check transcripts for credits for colleges of choice
- See your counselor to update your Naviance with official transcripts, recommendations, and applications
- Register for October/November SAT I, II and ACT tests
- Recheck college list and make sure you still satisfy their admissions requirements
- Double-check deadlines
- If considering early decision status, applications are due between October 1<sup>st</sup> and November 1<sup>st</sup>

## October

- Narrow down school list to final choices
- Take SAT or ACT and have official scores updated on transcripts
- Finalize all essays

## November

- Submit your college applications
- Follow up with admissions office to make sure that they've received your materials-anything missing, see your counselor

## December

- Early decision replies sent out
- Continue to make sure official test scores have been updated on transcripts
- Schedule remaining interviews

## January

- Complete and submit college financial aid application and the FAFSA
- Go to FAFSA on the web form
- Make sure parents have completed income tax forms
- Contact the admissions to make sure that information has been received

## February

- Receive Student Aid Report (SAR)-make corrections and return
- Continue completing scholarship applications

## March/April

- Receive acceptance letters by April 15<sup>th</sup>
- Compare acceptance letters, financial aid and scholarship offers
- Choose an accepting college, pay **non-refundable freshman tuition deposit**

## May

- Take AP exams for any AP subjects
- Make decision by May 1<sup>st</sup>, notify school by mailing commitment deposit check
- Contact waiting list colleges

## June

- Request counselor to send final transcripts to college of choice
- Contact college to determine when fees for tuition, room and board are due and how much they will be

### **Summer After Senior Year**

- Participate in summer orientation programs for incoming freshmen
- Get student health insurance

### **Parents**

- Assist your child with college applications and deadlines
- Ask your employer whether scholarships are available for employees' children
- Complete your income tax forms so you can complete FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))
- Apply for your PIN with FAFSA @ [www.pin.ed.gov](http://www.pin.ed.gov)

### **GUIDELINES FOR THE UTILIZATION OF OPTION II N.J.A.C. 6A:8-5.1 ET SEQ.**

The New Jersey Department of Education (NJDOE) recognizes and acknowledges that all students will not achieve Common Core State Standards in the same manner and/or with the same level of success. To this end, the Orange School District is permitted to allow students with individualized learning opportunities outside of the traditional classroom that are stimulating and challenging and that enable students to meet or exceed the Common Core State Standards. This is commonly referred to as, "Option II." Option II allows for the design and implementation of programs to meet the needs of all students. Students are permitted to earn credit toward graduation through Option II learning experiences. These experiences include, but are not limited to: interdisciplinary or theme-based programs, independent study, early college credit, magnet programs, student exchange programs, distance learning, on-line learning, work-based programs, internships, co-curricular or extra-curricular programs, and/or other structured learning experiences. In addition, Option II allows for group programs based upon specific instructional objects that meet or exceed Common Core State Standards. Participation in Option II is predicated on the application process through which students seek approval. The process for application, evaluation and assessment is detailed below. Attainment of credit toward graduation is based on the successful completion of assessments that verify student achievement in meeting or exceeding the Common Core State Standards at the high school level.

## **Guidelines for the Utilization of Option II N.J.A.C. 6A:8-5.1 et seq. Continued 2**

### **Option II Credit Attainment**

Students planning to pursue course work for credit external to the traditional offerings of district curriculum are required to submit a completed application to the Principal's Option II Credit Review Committee. This committee will be comprised of the High School Principal, a designated Departmental Supervisor, Supervisor of School Counseling, and a designated School Counselor. Deadlines for submission are first week in September for Fall Semester course work and first week of January for Spring Semester course work. The Principal's Option II Credit Review Committee will review each application to determine eligibility and grant approval/disapproval based on the criteria outlined. Each student's application will be reviewed on its own merit. The committee will ensure that each student is on track to fulfill graduation requirements. The Assistant Superintendent will review all decisions of the committee.

Grades for approved Option II course work will be reflected on a student's transcript in compliance with district policy 2624. Upon approval, policies regarding the dropping of said course work will follow those procedures as outlined by the institution providing the course work **and** the procedures as outlined in the district's Program of Studies. Option II course work will not be included in the calculation of a student's overall Grade Point Average (GPA). Official transcripts generated by course work taken outside of the district may be attached to a student's transcript. Such requests must be made through the student's assigned school counselor and approved by the school principal. Once credit has been earned in an approved Option II course, students will not be permitted to enroll in an equivalent district course.

### **Credit Recovery**

Students receiving a final grade of "64" in a course will not receive credit. Student options include the repeat of the course during the next school year; enrollment in an approved summer school program; or enrollment in an approved Option II alternative. Option II alternatives require approval by the Principal's Option II Credit Review Committee and Deputy Superintendent. **Completed applications must be submitted by the first week in September of each school year for enrollment in a Fall Semester course and the first week in January of the school year for a Spring Semester course.** Credit Recovery courses require students to be enrolled for a minimum of 60 hours for a 5-credit course. Grades for completed Credit Recovery courses will be reflected on transcripts as consistent with the district grading policy. Credit recovery courses are included in the calculation of a student's overall GPA. The original course and final grade will be retained on the student's transcript. Appropriate credits will be applied toward graduation requirements. Credit recovery can be achieved through in-person or on-line coursework.

### **Advanced Credit; Additional Credit; Acceleration**

Students may opt to enroll in Option II courses to include on his/her transcript and/or to advance a course level. A common example of advanced coursework is the student who takes an additional mathematics course to advance to the next level of math or a world language that is not available for study at the high school. Advance

credit, additional credit, or acceleration can be achieved through in-person or on-line coursework. The following guidelines must be followed:

**Guidelines for the Utilization of Option II  
N.J.A.C. 6A:8-5.1 et seq. Continued 3**

1. Completed applications must be received by the Principal's Option II Credit Review Committee by the first week in September for enrollment in a Fall Semester course; and the first week of January for a Spring Semester course.
2. The course must be from an accredited institution and/or monitored by a certified staff member. Accreditation must be from a United States Department of Education recognized national or regional professional accrediting organization. Advanced/Additional/Acceleration Credit courses must meet the 120-hour enrollment requirement for complete course advancement.
3. The course must be approved by the Principal's Option II Credit Review Committee.
4. An official transcript from the institution must be submitted promptly following the completion of the course. Grades for completed Advanced/Additional/Acceleration Credit courses will be reflected on transcripts in compliance with district policy 2624.
5. Permission to advance a course level is dependent on a final assessment as determined by the school principal. The assessment will be utilized to determine proficiency and the ability to succeed in the next level. The assessment does not impact the awarding of credit based on course completion. If deemed not to meet proficiency standards, credit earned will be applied as elective credit, and the student will be required to enroll in the next, OHS level course.
6. Advanced credit can be awarded for successful completion of demonstrated proficiency in Algebra I and Geometry if taken at the middle school.

**College Credit**

Students may opt to enroll in college level courses and apply credits earned toward high school graduation requirements. Students enrolling in college level courses must meet eligibility requirements as established by Board of Education Policy 5460 **and** those established by the college or university. College credit can be achieved through in-person or on-line coursework. The following guidelines must be followed:

1. Completed applications must be received by the Principal's Option II Credit Review Committee by the first week of September for enrollment in a Fall Semester course and the first week of January for a Spring Semester course.
2. The course must be taken from a regionally accredited two or four year college/university.

3. The course must be approved by the Principal's Option II Credit Review Committee.
4. An official transcript from the college/university must be submitted promptly following the completion of the course. Grades for completed College Credit courses will be reflected on transcripts; however, the grade will be included in the calculation of a student's overall GPA.

**Guidelines for the Utilization of Option II**  
**N.J.A.C. 6A:8-5.1 et seq. Continued 4**

***Independent Study***

The Independent Study program is intended for individuals who seek intense study in an academic area not currently offered by the OHS curriculum. Independent studies may not replace a course listed in the district's Program of Studies. Independent Study credit can be achieved through in-person or on-line coursework. The following guidelines must be followed:

1. Completed applications, Option II and Independent Study, must be received by the Principal's Option II Credit

Review Committee by the first week of September for enrollment in a Fall Semester Independent Study and the first week of January for a Spring Semester Independent Study. Independent Study applications are in addition to the Option II application. The Independent Study application provides specific details of requirements. See application for more information.

2. The course must be approved by the Principal's Option II Credit Review Committee.
3. A certified faculty member must serve as an advisor and be secured prior to the submission of required paperwork. Advisors are voluntary participants working collaboratively with the student to develop independent study goals. The responsibilities of student and advisor are detailed in the Independent Study application.
4. The Independent Study advisor is responsible for the final evaluation of the study and must submit verification those instructional objectives have been achieved. Grades for Independent Study courses will be reflected on transcripts in compliance with district policy 2624.

**Internship**

Students are encouraged to seek opportunities within the community to complement their education through volunteering. Under Option II, students may apply credit from Internship to high school graduation requirements if approved in advance by the Principal. The following guidelines must be followed:

**A PRE-APPROVED INTERNSHIP MUST BE ESTABLISHED**

1. Completed applications, Option II and Internship, must be received by the Principal's Option II Credit Review Committee by the first week of September for enrollment in Fall Semester Internship and the first week of

January for Spring Semester Internship. Internship applications are in addition to the Option II application. The Internship application provides specific details of requirements. See application for more information.

2. The Internship must be approved by the Principal's Option II Credit Review Committee.

**Guidelines for the Utilization of Option II**  
**N.J.A.C. 6A:8-5.1 et seq. Continued 5**

3. The student must have an approved mentor for the project by the Principal.
4. The student must complete a self-reflection and learning outcome report at the conclusion of the internship experience and submit it to his/her mentor. The mentor will include a copy of the report with his/her evaluation.
5. The Internship mentor is responsible for the final evaluation and must submit verification that Internship objectives have been met. Grades for Internship will be reflected on transcripts in compliance with the district's grading policy. Internships will be included in the calculation of a student's overall GPA. Failure to submit a report by the mentor will result in the designation of "64" or lower on the student's transcript.
6. Internship credit cannot be earned for providing assistance to a staff member.

**Orange Public School District**  
**OHS, Twilight Program & OPA**  
**Instructions for the Application for Option II Credit**  
**N.J.A.C. 6A:8-5.1 et seq.**

**1. Eligibility**

- a. Option II Credit is available to students in grades 9 – 12; however, advanced/accelerated credit may be earned by students who have demonstrated proficiency in courses taken prior to high school. For example, middle school students who have demonstrated proficiency in Algebra I and/or Geometry may apply awarded credit toward graduation provided an Option II application was submitted and approved.
- b. Receipt of a completed Option II Credit Application by the Principal's Option II Credit Review Committee.
- c. Acknowledgement of student, parent, and advisor/mentor (if applicable) responsibilities, expectations and means through which the credits will be reported in the student's permanent record.

**2. Complete Application**

- a. Obtain an application from assigned school counselor or download forms on-line at Option II.
- b. Complete Sections 1, 2, and 3 of the **Application for Option II Credit** forms. Submit application to appropriate Department Supervisor for completion of Section 4. Independent Study and Internship Credit require the completion of additional application forms.
- c. Secure an advisor/mentor, if applicable.
- d. Obtain all signatures required in Section 5 of the **Application for Option II Credit**.
- e. Optional - include additional information that will assist the Principal's Committee in evaluating the request.
- f. Submit completed application to the Principal's Option II Credit Review Committee the first week of September Fall Semester course work and the first week of January for Spring Semester course work.

**3. Application Review/Approval**

- a. The Principal's Option II Credit Review Committee will review completed applications within 3-5 days following established deadlines and a determination will be made.
- b. Notification of the Principal's Committee's decision to approve or disapprove will be sent to the student and parent.

**4. Certification of Option II Credit**

- a. If approved, the student shall participate in the Option II Credit experience and submit necessary documents to verify completion. These documents shall include any or all of the following and deemed necessary by the Principal's Committee: official transcript; evaluation report; attendance report; completed project; and any other elements agreed to in the Option II application agreement.
  - b. Following the final review of the Option II Credit experience by the Principal's Committee, notice will be sent to student, parent, and school counselor regarding the decision to award credit. The student's transcript will be amended as necessary.
  - c. Appeals – students and parents have the right to appeal the decision of the Principal's Committee. Such appeals must be submitted within 3 days of the Committee's decision. The appeal should address the specific reason(s) cited by the Committee in reaching its decision. Appeals can be made regarding eligibility and/or regarding the awarding of credit.
5. If seeking to advance a level, the student shall arrange a final assessment with the content area Teacher in which he/she is seeking advancement. The content supervisor will then forward the results of the final assessment to the Principal's Committee. The student's transcript will be amended as necessary.



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**The Home-School Compact**

Date: September 2020

*The Parents Will*

- Show interest in academic work by signing tests, assignments and report cards.
- Check homework for completion and accuracy and sign off.
- Ensure students make up any missing work.
- Ensure attendance and punctuality.
- Ensure your child is adhering to school and district rules and policies.
- Balance praise and reward to support student effort.
- Ensure your child reads every day according to district guidelines.

Parent: \_\_\_\_\_

*The Students Will...*

- Come to school with a positive attitude and develop self-respect and discipline.
- Come prepared and ready for daily work and complete all class and homework assignments.
- Accept responsibility for learning, effort, and behavior.
- Ask teachers, parents, and peers for help when needed.
- Make sure that you read every day at least 60 minutes (grades 5-12).

Student: \_\_\_\_\_

*The School Will...*

- Provide quality curriculum and instruction in a supportive and effective learning environment to enable all children to meet the standards.
- Develop opportunities for each student to meet their maximum potential.
- Provide appropriate materials and resources for students to meet 21st Century goals.
- Inform students and parents frequently of program and progress.
- Provide a safe and secure learning environment.
- Maintain highly qualified teachers/staff.
- Maintain good public relations with parents and community.

Principal: \_\_\_\_\_

Teacher: \_\_\_\_\_



## Convenio entre Escuela-Hogar

Date: Septiembre 2020

*Los padres de familias se comprometen a...*

- Mostrar interés en los trabajos académicos mediante la firma de ejercicios, tareas y tarjetas de calificaciones.
- Revisar que la tarea esté terminada y bien hecha y firmarla.
- Asegurar que los estudiantes terminen cualquier trabajo no hecho.
- Garantizar la asistencia y puntualidad.
- Asegurarse que los niños están cumpliendo con las reglas y pólizas del distrito y escuela.
- Balance de alabanza y recompensa para apoyar el esfuerzo de los estudiantes.
- Asegúrese de que su hijo lea todos los días de acuerdo a las normas del distrito.

Padre: \_\_\_\_\_

*Los estudiantes nos comprometemos...*

- Ir a la escuela con una actitud positiva y desarrollar el respeto propio y la disciplina.
- Ir preparado y listo para el trabajo diario y completar todas las clases y las tareas asignadas.
- Aceptar la responsabilidad de aprender, hacer el esfuerzo y mantener la conducta apropiada.
- Pedir ayuda a los profesores, padres y compañeros cuando sea necesario.
- Asegúrese de leer todos los días por lo menos de y 60 minutos (grados 5-12).

Estudiante: \_\_\_\_\_

*La Escuela se compromete a...*

- Proveer un currículum e instrucción de calidad y apoyo efectivo con un ambiente de aprendizaje para que todos los niños puedan cumplir las normas.
- Proporcionar oportunidades para que cada estudiante exceda su máximo potencial.
- Proporcionar materiales y recursos apropiados para que los estudiantes puedan cumplir con los objetivos del siglo 21.
- Informar a los estudiantes y padres frecuentemente de los programas y progresos.
- Proporcionar un ambiente de aprendizaje seguro.
- Mantener maestros y empleados altamente calificados.
- Mantener buenas relaciones públicas con los padres y la comunidad.

Principal: \_\_\_\_\_

Maestro/a: \_\_\_\_\_



### Kontra ant Lakay-Lekòl

Dat: Septanb 2020

#### *Paran yo Va....*

- Montre enterè nan travay akademik lè yo siyen ekzamen yo, devwa yo avèk kanè yo.
- Tcheke devwa pou wè si yo fèt byen epi siyen yo.
- Asire ke elèv yo refè travay yo te manke.
- Asire yo vini lekòl a lè.
- Asire ke ti moun ou swiv règ avèk lwa lekòl yo a distri a.
- Balanse louwanj avèk rekonpans pou sipòte efò elèv yo.
- Asire ke ti moun yo li chak jou jan selon règ distri a.

**Paran:** \_\_\_\_\_

#### *Elèv yo Va...*

- Vini lekòl avèk yon atitid ki pozitif e devlope respè pou tèt yo avèk disiplin.
- Vini tou prepare e prè pou travay chak jou e konplete tout devwa nan klas la e lakay.
- Asepte responsablite pou aprann, efò, e aji byen.
- Mande pwofesè, parant, e lòt elèv pou ede yo lè yo bezwen.
- Asire ke yo chak jou pou o mwens 60 minit (Ane 5-12).

**Elèv:** \_\_\_\_\_

#### *Lekòl la Va...*

- Bay bon liv avèk enstriksyon nan yon anviwònman kap sipòte elèv byen prepare pou yo rive nan standa yo.
- Devlope opòtinite pou chak elèv rive nan potansyalite maksimòm yo.
- Bay materyèl avèk resous ki apwopriye pou elèv rive nan objektif 21èm syèk yo.
- Enfòmè elèv yo avèk paran yo sou tout pwogram avèk pwogrè nan tan apwopriye.
- Bay yon anviwònman ki gen sekirite pou elèv yo aprann byen.
- Mentni bon pwofesè e moun kap travay ki vrèman kalifye.
- Mentni bon relasyon piblik avèk paran yo e kominote a.

**Direktè:** \_\_\_\_\_

**Pwofesè:** \_\_\_\_\_

**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 2020 - 2021**



September 1, 2020

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: **Edwin Vasquez**, Supervisor of Security

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, Maxforce Gel, Nightwatch Monitors for bedbugs.



**Orange Township Public Schools**  
Orange High School  
**Mr. Jason Belton, Principal**



Gerald Fitzhugh, II, Ed.D.  
Superintendent of Schools

Dr. Shadin Belal, Assistant Principal -Grade 10  
Mrs. Kavita Cassimiro, Assistant Principal- Grade 12  
Mr. Anthony Frantantoni, Assistant Principal- Grade 11

## MEMO

To: All Instructional Staff

From: Mr. Jason Belton, Principal

Date: September 1, 2020

Subject: Gradebook Guidelines

As we begin this school year, please ensure that you are adhering to the Genesis Gradebook Guidelines put in place for assignment categories for each marking period:

- 2- Authentic Assessments (25% of total grade)
- 2- Tests (1 teacher made + 1 Benchmark) (25% of total grade)
- 4- Quizzes (20% of total grade)
- 8- Homework Assignments (10% of total grade)
- 8-Classwork Assignments (20% of total grade)

If your gradebook does not reflect the MINIMUM, it is recommended that you make the necessary changes.



Tornado Pride!



State of New Jersey  
STATE BOARD OF EDUCATION

**Adoption Resolution  
May 6, 2020**

**RESOLUTION**

**The List of Religious Holidays Permitting Student Absence from School**

**WHEREAS**, according to N.J.S.A. 18A:36-14 through 16 and N.J.A.C. 6A:32-8.3(j), regarding student absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law; and

**WHEREAS**, the law provides that:

1. Any student absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence;
2. Students who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination;
3. To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or person standing in place of a parent;
4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence;
5. Such absence must not be recorded on any transcript or application or employment form or on any similar form; and
6. The Commissioner, with the approval of the State Board of Education, is required to:
  - (a) prescribe such rules and regulations as may be necessary to carry out the purposes of this act; and
  - (b) prepare a list of religious holidays on which it shall be mandatory to excuse a student. The list, however, is to be a minimum list. Boards of education, at their discretion, may add other days to the list for the schools of their districts; and

**WHEREAS**, the New Jersey Department of Education makes every attempt to ensure the accuracy of the dates using the lunar, Gregorian and Julian calendars; and

**WHEREAS**, the district board of education has the right to add any bona fide religious holiday to the list for its own schools;

**WHEREAS**, dates within this resolution may not be fixed before the State Board adopts the annual calendar and may require additional revision; now therefore be it

**RESOLVED**, that the State Board of Education permits the Commissioner of Education, after annual adoption by the State Board of Education, to revise the dates provided in list of religious holidays; and be it further

**RESOLVED**, that the State Board of Education adopts the following list of religious holidays for the 2020 - 2021 school year:

## 2020-21 School Year Observances

### July 2020

Date	Observance
July 4	Asalha Puja Day (Buddhist)
July 5	Guru Purnima
July 9	Martyrdom of the Bab (Baha'i)
July 25	Naga Panchami (Hindu)* <sup>1</sup>
July 28-August 2	Hajj Day (Islam)*
July 29	Yawm al-Arafa (Islam Dawoodi Bohra)*
July 30	<ul style="list-style-type: none"><li>Tish'a B'Av (Jewish)</li><li>Eid al-Adha (Islam Dawoodi Bohra)*</li></ul>
July 31	Eid al-Adha (Islam)*

### August 2020

Date	Observance
August 1	<ul style="list-style-type: none"><li>Fast in Honor of the Holy Mother of Lord Jesus (Eastern Orthodox Christian)</li><li>Lammas (Christian and Wicca)</li></ul>
August 3	Raksha Bandhan (Hindu)*
August 6	Transfiguration of the Lord (Eastern Orthodox Christian)
August 7	Eid-e-Ghadeer (Islam Dawoodi Bohra)*
August 11	Krishna Janmashtami (Hindu)*
August 13-15	Obon (Buddhist)
August 15	<ul style="list-style-type: none"><li>Feast of the Assumption of the Blessed Virgin Mary (Catholic Christian)</li><li>Dormition of the Theotokos (Orthodox Christian)</li></ul>
August 16-23	Paryushana (Jain)
August 19	1 <sup>st</sup> Muharram (Islam Dawoodi Bohra)*
August 19-28	Ashara Mubarak (Islam Dawoodi Bohra)*
August 20	1 <sup>ST</sup> Muharram (Islamic New Year)
August 22	<ul style="list-style-type: none"><li>Ulambana (Buddhist)</li><li>Ganesh Chaturthi (Hindu)*</li></ul>
August 22-September 2	Onam (Hindu)*
August 28	Yawm Aashura (Islam Dawoodi Bohra)*

<sup>1</sup> \* Disclaimer: New Jersey Department of Education has made every attempt to ensure the accuracy of the dates. The information has been verified through the use of various sources and some dates may vary due to the lunar, Gregorian and Julian calendars.

**September 2020**

Date	Observance
September 1	Ecclesiastical Year begins (Eastern Orthodox Christian)
September 7	His Holiness Sakya Trizin's Birthday (Buddhist)
September 8	Nativity of Mary (Christian)
September 18-20	Rosh Hashanah (Jewish)
September 19	Feast of Trumpets (Church of God, Philadelphia Church of God)
September 21	Nativity of the Theotokos (Eastern Orthodox Christian)
September 21-29	Mabon (Wicca/Pagan)
September 27	The Elevation of the Holy Cross (Eastern Orthodox Christian)
September 28	<ul style="list-style-type: none"> <li>Yom Kippur (Jewish)</li> <li>Day of Atonement (Christian, Church of God, Philadelphia Church of God)</li> </ul>

**October 2020**

Date	Observance
October 2-9	Sukkot (Jewish)
October 3-9	Feast of Tabernacles (Church of God, Philadelphia Church of God)
October 7	Chehlum Imam Hussain (Ism Dawoodi Bohra)*
October 9-11	Sh'mini Atzeret (Jewish)
October 10	Last Great Day (Church of God, Philadelphia Church of God)
October 11	Simchat Torah (Jewish)
October 17-26	Navaratri (Hindu)*
October 19	Birth of Baha'u'llah (Baha'i)
October 20	<ul style="list-style-type: none"> <li>Installation of the Scriptures as Guru Granth (Sikh)</li> <li>Birth of B'ab (Bah'i)</li> </ul>
October 28	Milad an-Nabi (Islam Dawoodi Bohra)*
October 29	Maulid al-Nabi (Islam)*

**November 2020**

Date	Observance
November 1	<ul style="list-style-type: none"> <li>All Saints' Day (Christian)</li> <li>Samhain-Beltane (Wicca)</li> <li>Urus-Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)*</li> </ul>
November 2	All Souls' Day (Christian)
November 14	Diwali (Hindu, Jain, Puja, Deepavali and Sikh)*
November 15	Goverdhan Puja (Hindu)*
November 19	Milad Imam-uz-Zamaan (Islam Dawoodi Bohra)*

Date	Observance
November 1	<ul style="list-style-type: none"> <li>All Saints' Day (Christian)</li> <li>Samhain-Beltane (Wicca)</li> <li>Urus-Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)*</li> </ul>
November 21	The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)
November 24	Guru Tegh Bahadur Martyrdom (Sikh)
November 25	Day of Covenant (Baha'i)
November 27	Ascension of 'Abdul'l Baha (Baha'i)
November 28	Nativity Fast begins (Eastern Orthodox Christian)
November 29	First Sunday of Advent (Christian)
November 30	Guru Nanak Dev Sahib Birthday (Sikh)

### December 2020

Date	Observance
December 5	Milad Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)*
December 8	Immaculate Conception (Christian)
December 11-18	Hanukkah (Jewish)
December 22	Yule (Wicca and Christian)
December 25	<ul style="list-style-type: none"> <li>Christmas (Christian)</li> <li>The Nativity of Christ (Eastern Orthodox Christian)</li> </ul>
December 26	Zarathosht Diso (Zoroastrian)

### January 2021

Date	Observance
January 1	<ul style="list-style-type: none"> <li>Gantan-sai (Shinto)</li> <li>Mary, Mother of God - Catholic Christian</li> </ul>
January 3-10	Holy Convocation (Church of God and Saints of Christ)
January 5	Birthday of Guru Gobind Singh Sahib (Sikh)
January 6	<ul style="list-style-type: none"> <li>Feast of Epiphany (Christian)</li> <li>Feast of Theophany (Eastern Orthodox Christian)</li> <li>Nativity of Christ (Armenian Orthodox)</li> </ul>
January 7	Feast of the Nativity (Eastern Orthodox Christian)
January 13	Maghi (Sikh)
January 14	Makar Sankranti and Pongal (Hindu)*
January 17	World Religion Day (Baha'i)
January 20	Bodhi Day (Buddhist)
January 28	Tu B'shvat (Jewish)

**February 2021**

<b>Date</b>	<b>Observance</b>
February 1	Imbolic-Candlemas (Wicca and Christian)
February 2	The Presentation of Our Lord to the Temple (Eastern Orthodox Christian)
February 12	Chinese/Lunar New Year (Confucian, Daoist, Buddhist)
February 14-23	Midwinter Ceremonies (Native American)
February 15	Nirvana Day (Buddhist, Jain)
February 16	<ul style="list-style-type: none"> <li>• Shrove Tuesday (Christian)</li> <li>• Vasant Panchami (Hindu)*</li> </ul>
February 17	Ash Wednesday (Christian)
February 25	Jonah's Passover (Eastern Orthodox Church)
February 25-28	Intercalary Days (Baha'i)
February 26	Ayyam al Beez (Islam Dawoodi Bohra)*
February 27	Purim (Jewish)

**March 2021**

<b>Date</b>	<b>Observance</b>
March 2	Urus – Syedna Taher Saifuddin
March 10	Yawm al-Mab'ath (Islam Dawoodi Bohra)*
March 11	<ul style="list-style-type: none"> <li>• Maha Shivaratri (Hindu)*</li> <li>• Lailat al Miraj (Islam)*</li> </ul>
March 13	L. Ron Hubbard's Birthday (Church of Scientology)
March 15	Clean Monday (Eastern Orthodox Christian)
March 21	<ul style="list-style-type: none"> <li>• Ostara (Wicca)</li> <li>• Mabon (Wicca/Pagan Northern and Southern Hemispheres)</li> <li>• Nowruz (Zoroastrian)</li> <li>• Naw-Ryz (Baha'i)</li> </ul>
March 25	<ul style="list-style-type: none"> <li>• The Annunciation of the Theotokos (Eastern Orthodox Christian)</li> <li>• The Annunciation of the Virgin Mary (Christian)</li> </ul>
March 26	Khordad Sal (Zoroastrian)
March 27	<ul style="list-style-type: none"> <li>• Lord's Evening Meal (Christian, Jehovah's Witness)</li> <li>• Passover (United Church of God)</li> </ul>
March 27-April 4	Passover (Jewish)
March 28	<ul style="list-style-type: none"> <li>• Palm Sunday</li> <li>• Lailat al Bara'ah (Islam)*</li> <li>• First Day of Unleavened Bread (Church of God)</li> </ul>

Date	Observance
March 28-April 3	Days of Unleavened Bread (Philadelphia Church of God)
March 29	<ul style="list-style-type: none"> <li>• Holi (Hindu)*</li> <li>• Hola Mohalla (Sikh)*</li> </ul>

### April 2021

Date	Observance
April 1	Holy Thursday (Christian)
April 2	Holy Friday (Christian)
April 3	Last Day of Unleavened Bread (Church of God)
April 4	Easter (Christian)
April 5	Easter Monday (Christian)
April 8-16	Passover (Jewish)
April 9	<ul style="list-style-type: none"> <li>• Holy Thursday (Christian)</li> <li>• Passover/Days of Unleavened Bread (Church of God and Saints of Christ)</li> </ul>
April 13	<ul style="list-style-type: none"> <li>• Souramana Yugadi (Hindu)*</li> <li>• Chandramana Yugadi(Hindu)*</li> </ul>
April 13-20	Memorial of the Feast of the Lord's Passover (Church of God and Saints of Christ)
April 13-May 13	Ramadan (Islam)
April 16-17	Yom Ha'Azmaut (Jewish)
April 20	First Day of Ridvan (Baha'i)
April 21	Ramnavami (Hindu)*
April 24	Lazarus Saturday (Eastern Orthodox Christian)
April 25	<ul style="list-style-type: none"> <li>• Mahavir Jayanti (Jain)*</li> <li>• The 11<sup>th</sup> Panchen Lama's Birthday (Buddhist)</li> <li>• Palm Sunday (Eastern Orthodox Christian)</li> </ul>
April 26	Hanuman Jayanti (Hindu)*
April 27	Theravadin New Year (Buddhist)
April 28	Ninth Day of Ridvan (Baha'i)
April 29	Holy Thursday (Eastern Orthodox Christian)
April 30	<ul style="list-style-type: none"> <li>• Holy Friday (Eastern Orthodox Christian)</li> <li>• The Last Friday of the Great Lent (Eastern Orthodox Church)</li> <li>• Lag B'Omer (Jewish)</li> <li>• Shahadat – Amirul Mumineen (Islam Dawoodi Bohra)*</li> </ul>

**May 2021**

<b>Date</b>	<b>Observance</b>
May 1	<ul style="list-style-type: none"> <li>• Beltane (Wicca)</li> <li>• Twelfth Day of Ridvan (Baha'i)</li> </ul>
May 2	Easter (Eastern Orthodox Christian)
May 3	Bright Monday (Eastern Orthodox Christian)
May 3-4	Laylatul Qadr (Islam Dawoodi Bohra)*
May 4	Milad Syedna Mufaddal Saifuddin (Islam Dawoodi Bohra)*
May 7	Aakhir Jumo'a (Islam Dawoodi Bohra)*
May 8	Laylatul Qadr (Islam)*
May 12	Eid al-Fitr (Islam Dawoodi Bohra)*
May 13	<ul style="list-style-type: none"> <li>• Ascension of Our Lord (Christian)</li> <li>• Eid al Fitr (Islam)*</li> </ul>
May 16-18	Shavuot (Jewish)
May 23	<ul style="list-style-type: none"> <li>• Declaration of the Bab (Baha'i)</li> <li>• Pentecost (Christian)</li> </ul>
May 26	<ul style="list-style-type: none"> <li>• Visakha Puja (Buddhist)</li> <li>• Buddha's Birthday/Buddha Day-Buddha Day*</li> </ul>
May 29	Ascension of Baha'u'llah (Baha'i)

**June 2021**

<b>Date</b>	<b>Observance</b>
June 16	Martyrdom of Guru Arjan Dev Sahib (Sikh)
June 21	Pentecost (Eastern Orthodox Christian)
June 24	Litha (Wicca)
June 28	Fast of the Holy Apostles (Eastern Orthodox Christian)

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Lamont O. Repollet, Ed.D., Commissioner  
Secretary, N.J. State Board of Education

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Kathy Goldenberg, President  
N.J. State Board of Education



**Orange Township Public Schools**  
Orange High School  
**Mr. Jason Belton, Principal**



Gerald Fitzhugh, II, Ed.D.  
Superintendent of Schools

Dr. Shadin Belal, Assistant Principal -Grade 10  
Mrs. Kavita Cassimiro, Assistant Principal- Grade 12  
Mr. Anthony Frantantoni, Assistant Principal- Grade 11

We are excited for the start of the 2020-2021 school year at Orange High School! We are partners, jointly dedicated to helping your child grow socially, emotionally, and intellectually. Please be reminded that students report for the first day of school on Monday, September 8, 2020. This school year will be filled with continued opportunities to stretch your child's practice. It is going to be a great school year for not only the school level staff but for each of you as well. Please see the information below regarding school procedures.

### **MORNING ROUTINE FOR STUDENTS**

- Breakfast will be provided in the cafeteria from 7:30 a.m.-8:05 a.m.
- Students are expected to proceed through the back door to the cafeteria for I.D. check-in
- Teachers will meet and greet students outside their classroom doors no later than 8:15 a.m.
- Students must be ***in class*** by 8:20 a.m., ready for instruction. Attendance is vital to instructional supports for our students. We need our students on time and present each day
- Students can access lockers **prior to 1<sup>st</sup> period, during lunch and after school only**

***Due to COVID-19 the following morning routine will be implemented:***

- **During Synchronous Learning, students shall be online and prepared for virtual classes based on the Phases:**
  - **Phase 1 & 2 by 8:30am.**
  - **Phase 3: AM Session by 8:30am. PM Session by 11:20am**
  - **Phase 4: 8:20am**

### **DISMISSAL**

- All students are dismissed at 3:25 p.m.
  - ❖ Once dismissed, students are expected to immediately exit the building and leave school grounds.
  - ❖ For safety reasons, ***students are not to linger and stand in front of stores on Central or Lincoln Avenues and will be asked to move if found in these areas.***
  - ❖ Safety and smooth transitions are paramount to our vision and mission.
  - ❖ Students who are staying for after school activities and clubs are expected to remain in the building and not leave school premises.

***Due to COVID-19 the following morning routine will be implemented:***

- **During Synchronous Learning, student dismissal will vary by Phase:**
  - **Phase 1 & 2 will be 12:30pm.**
  - **Phase 3: AM Schedule ends at 12:30pm. PM Schedule ends at 3:20pm**
  - **Phase 4: ends at 3:25pm**

### STUDENT ATTIRE

Students should dress appropriately for a school setting. Sneakers must always be worn for physical education classes. In the schools where uniforms are not required, it is the expectation of the following in terms of dress:

**The following items of clothing are considered inappropriate and are not to be worn. Failure to do as such will be addressed immediate and through the code of conduct:**

- **Blouses or sweaters that show a bare midriff, halter tops, bandanas, tank tops, tops with thin straps, short shorts, short mini-skirts, clinging or form fitting spandex leggings (*without the appropriate length skorts, shorts, skirt, or dress*), pants/jeans worn below the waist, and pants/jeans with rips 4" above the knee (including any rip that shows through to skin, undergarments, or fabric.). All flannel-type pants and sleepwear are not permitted.**
- Appropriate and safe footwear must always be worn. Specifically, **flip-flops or "sliders" are not to be worn** due to the safety factor when using stairs. All sandals must be secured at the toes and ankle for safety.

*During Synchronous Virtual Learning, adhere to the same dress code.*

### STUDENT ABSENCES

Parents are responsible for reporting daily absences to **Mrs. McNeill, Attendance dept. Secretary at 1- 973-677-4050, ext. 5081**. The district policy indicates that a student must be in attendance for **163 or more school days** in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

### FORMS

Students will receive the emergency contact form on the first day of school. Please review and complete the emergency form and other corresponding forms by **September 14, 2020**. It is important that these forms are returned so we are able to have active communication with you throughout SY 20-21.

Lunch forms are due to Mrs. McNeill in Room 102 by **Sept. 30, 2020**.

**Regular Bell Schedule**

**Class Hours**

**Regular Day Schedule**

**8:20 AM – 3:25 PM**

<b>0 Period</b>	<b>7:30am -8:15am</b>
<b>Period 1</b>	<b>8:20am – 9:06am</b>
<b>Period 2</b>	<b>9:09am – 9:55am</b>
<b>Period 3</b>	<b>9:58am – 10:44am</b>
<b>Period 4</b>	<b>10:47am – 11:33am</b>
<b>A Lunch</b>	<b>11:36am – 12:06pm</b>
<b>Period 5A</b>	<b>12:09pm – 12:55pm</b>
<b>Period 6A</b>	<b>12:58pm – 1:44pm</b>
<b>Period 5B</b>	<b>11:36am – 12:22pm</b>
<b>Period 6B</b>	<b>12:25pm – 1:11pm</b>
<b>B Lunch</b>	<b>1:14pm – 1:44pm</b>
<b>Period 7</b>	<b>1:47pm – 2:33pm</b>
<b>Period 8</b>	<b>2:36pm – 3:25pm</b>

If there is a situation that makes school closing advisable, either before school begins or after it has begun, details will be communicated via our school district's phone blast. In addition, all information will be posted on the District's homepage, [www.orange.k12.nj.us](http://www.orange.k12.nj.us). Please be sure that all telephone numbers are up-to-date.

EXCELLENCE, EQUALITY, CHARACTER