

# ORANGE PREPARATORY ACADEMY



## STUDENT/PARENT HANDBOOK

2016-2017

**ORANGE BOARD OF EDUCATION**

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<b><i>Assistant Principals</i></b>

# Vision

## The Orange Board of Education Vision and Mission Statement

### Vision

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

### Mission

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

**No Alibis, No Exceptions, No Excuses!**

### ORANGE PREPARATORY ACADEMY MISSION STATEMENT

The administration, faculty, and community of Orange Preparatory Academy believe that all children can learn. We accept the responsibility and will provide an environment that celebrates our uniqueness as a learning academy of middle and high school students. We will implement a rigorous curriculum aligned with the Common Core while exposing our students to various academic and enrichment experience, and promoting their individual and collective talents and skills so that we may develop 21<sup>st</sup> century learners prepared for college, career and beyond.



## ORANGE PREPARATORY ACADEMY

### STUDENT PLEDGE

# CHOICES

Life is about Choices.

It's not about where I am.

It's not about where I've been.

It's about where I'm going.

I believe in myself and I am somebody.

I will demonstrate respect, responsibility  
and I will work hard to the best of my ability.

**I AM! I CAN!**

I will make the right choices and **UNLEASH My POWER!**



**ORANGE PREPARATORY ACADEMY FACULTY CONTACT INFORMATION**

**Administrators**

<b>Name</b>	<b>Title</b>	<b>Room #</b>	<b>Ext.</b>
<b>Ms. Aretha Malloy</b>	<b>Principal</b>	<b>Main Office</b>	<b>5600</b>
<b>Mr. Dana Gaines</b>	<b>Principal</b>	<b>111</b>	<b>5015</b>
<b>Ms. Samantha Sica-Fossella</b>	<b>Assistant Principal</b>	<b>211</b>	<b>5609</b>
<b>Mr. Noel Cruz</b>	<b>Assistant Principal</b>	<b>307</b>	<b>5632</b>

**Supervisors and Assistant Directors**

<b>Mrs. Caroline Onyesonwu, Supervisor of Bilingual/ESL</b>	<b>973-677-4000 x6099</b>
<b>Dr. Janet McClouden, Supervisor of Special Services</b>	<b>973-677-4000 x6032</b>
<b>Ms. Karen Deas, Supervisor of Special Services</b>	<b>973-677-4000 x6042</b>
<b>Ms. Linda Epps, Supervisor of Social Studies/Educational Technology Coordinator</b>	<b>973-677-4000 x5644</b>
<b>Ms. Jacqueline Blanton, Supervisor of Early Childhood</b>	<b>973-677-4000 x6080</b>
<b>Ms. Donna Sinisgalli-Nader, Supervisor, Visual &amp; Perform Arts</b>	
<b>Ms. Saundra Gray, Supervisor of Physical Education/Health</b>	<b>973-677-4000 x5042</b>
<b>Mr. Darryl Smith, Supervisor of Guidance</b>	<b>973-677-4000 x1901</b>
<b>Ms. Erika Hackett, Supervisor of Science K-7</b>	<b>973-677-4000 x5042</b>
<b>Mr. Shafeek Mohammed, Supervisor of Science 8-12</b>	<b>973-677-4000 x6038</b>
<b>Ms. Adriana Hernandez, Supervisor of ELA K-2</b>	<b>973-677-4000 x6104</b>
<b>Ms. Germaine Tarver, Supervisor of ELA 3-5</b>	<b>973-677-4000 x6110</b>
<b>Ms. April Stokes, Supervisor of ELA 3-5</b>	<b>973-677-4000 x6117</b>
<b>Ms. Rosa Lazzizera, Supervisor of ELA 6-8</b>	<b>973-677-4000 x6106</b>
<b>Ms. Terry Jefferson, Supervisor of ELA 9-12</b>	<b>973-677-4000 x6107</b>
<b>Ms. Antoinette Booker, Supervisor of Math K-2</b>	<b>973-677-4000 x6102</b>
<b>Ms. Asale Harris, Supervisor of Math 3-5</b>	<b>973-677-4000 x6096</b>
<b>Mr. Daniel Ramirez, Supervisor of Math 6-8</b>	<b>973-677-4000 x6103</b>
<b>Ms. Mengli Chi Liu, Supervisor of Math 9-12</b>	<b>973-677-4000 x6092</b>
<b>Ms. Tia Burnett, Supervisor of Curriculum &amp; Testing</b>	<b>973-677-4000 x5080</b>

**Guidance and Student Assistance Staff**

<b>Ms. Myledy Romero, Guidance</b>	<b>8<sup>th</sup> Grade Students</b>	<b>973-677-4135 x5611</b>
<b>Mrs. Beth Mohr</b>	<b>9<sup>th</sup> Grade students</b>	<b>973-677-4135 x5601</b>
<b>Mrs. Malika Berry, Social Worker</b>	<b>SW/HIB specialist</b>	<b>973-677-4135 x5610</b>
<b>Mrs. Laura Sacks, School Nurse</b>	<b>Nurses Office</b>	<b>973-677-4000 x5607</b>
<b>Mr. Jacob Martin</b>	<b>Substance Abuse Coordinator</b>	<b>973-677-4050 x 5006</b>
<b>Mrs. Lisa Spotswood - Brown, District Registrar</b>	<b>BOE Office</b>	<b>973-677-4050 x 6093</b>
<b>Ms. Pia Frazier, Assistant Registrar</b>	<b>BOE Office</b>	<b>973-677-4050 x 5038</b>

**SCHOOL CALENDAR 2016-2017**  
**Parents will be notified of Open House, Parent Meeting, and Conference Dates**

		<b>2016</b>
September 1	Thursday	Superintendent's Forum
September 2	Friday.	District Professional Development –12:30 Dismissal Staff only
September 6 &7	Tuesday & Wed	District Professional Development
September 8	Thursday	First Day of School for Students
September 22	Thursday	District Professional Development - 12:30 pm Dismissal for Students
October 27	Thursday	District Professional Development - 12:30 pm Dismissal for Students
November 10& 11	Thursday&Friday	NJEA Convention – District Closed
November 16	Wednesday	District Professional Development –12:30 Dismissal for students
November 23	Wednesday	Thanksgiving Recess - 12:30 pm Dismissal
November 24 & 25	Thursday & Friday	Thanksgiving Recess – District Closed
December 23	Friday	Holiday Recess 12:30 Dismissal
December 26-30	Monday-Friday	Holiday Recess – District Closed
		<b>2017</b>
January 2	Monday	District Closed
January 3	Tuesday	District Reopens
January 16	Monday	MLK Birthday – District Closed
January 25 & 26	Wednesday& Thur	District Professional Development Day - 12:30 pm Dismissal for Students
February 8	Wednesday	Grades 8-12 – 12:30 pm Dismissal Parent Conference 1:15 pm – 4:00 pm
February 9	Thursday	Parent Conference Grades 8-12 Evening 6:00 pm – 8:00 pm
February 20-24	Monday - Friday	Winter Recess- District Closed
March 8	Wednesday	OEA/OASA Meeting - 12:30 pm Dismissal for Students
April 14	Friday	Good Friday- District Closed
April 17-21	Monday – Friday	Spring Recess- District Closed
May 29	Monday	Memorial Day – District Closed
June 20 - 22	Monday-Thursday	12:30 p.m. Dismissal for Students. (22nd last day for students)
June 23	Friday	Last Day of School for 10 month Staff



# ORANGE PREPARATORY ACADEMY

## DAILY BELL SCHEDULE

School Hours: 8:20 AM-2:25 PM

After School Activities: 2:45 PM- 4:00 PM

### FULL DAY BELL SCHEDULE

Zero Period	7:30 – 8:15
Block 1	8:20 – 9:42
Homeroom	9:42- 9:45
Block 2	9:48 –11:05
Block 3	11:08 – 1:03
Lunch A	11:08 –11:38
Lunch B	11:49 –12:19
Lunch C	12:30 – 1:00
Block 4	1:03 – 2:25

### HALF DAY BELL SCHEDULE

Zero Period	7:30 – 8:15
Block 1	8:20 – 9:23
Block 2	9:26 –10:24
Block 3	10:27 –11:25
Block 4	11:28 –12:20

### ADVISORY BELL SCHEDULE (MONDAYS)

Zero Period	7:30 – 8:15
<i>Advisory</i>	8:20 – 8:50 (Monday A days)
Block 1	8:53 –10:09
Block 2	10:12 –11:22
Block 3	11:25 –12:33
Lunch A	11:25 –11:55
Lunch B	12:03 –12:33
Lunch C	12:42 – 1:12
Block 4	1:15 – 2:25

## EMERGENCY CLOSINGS AND DELAYED OPENINGS

When school is closed or delayed due to inclement weather or any emergency, parents and/or guardians will receive notification via the Orange Township Public Schools automated phone service. Parents are also asked to make certain that all data including current residence and current phone numbers have been updated with the school registrar to ensure proper and timely notification in the event of an emergency closing or delayed opening. Parents may also visit the district website at <http://www.orange.k12.nj.us> for information. If weather conditions deteriorate after a delayed opening has been announced, the Superintendent of Schools may decide to close schools for the day. This decision will be made no later than 8:00AM and notification will be provided via the district automated phone service to all students and staff members in addition to being posted on the district website.

## A NOTE TO STUDENTS

At Orange Preparatory Academy, we expect all students to have respect for adults, their peers and themselves. We further expect students to have a thorough understanding of school rules and to comply with them. In this school community, the principles of self-respect and self-discipline shall be encouraged. The following guidelines are some of the rules to which we adhere in order to make Orange Preparatory Academy a great place to learn:

1. Students must report to school before 8:15 am. All students who fail to report to their block 1 class by 8:20 are considered late. Students who arrive between 8:30 and 9:00 must report room 111, attendance office, to sign into school. A parent must accompany any student arriving to school after 9:00 am in order to be signed into school.
2. Students are expected to abide by the district's dress code each day they are in school. Hooded sweaters are not allowed to be worn in the building. Failure to comply with the dress code will result in immediate disciplinary action.
3. Headgear is to be removed upon entering the building and secured in your assigned locker. This does not include attire worn specifically for religious observance.
4. Students are expected to be in their classes on time and prepared with required supplies (books, notebooks, writing utensils, and required assignments).
5. During class, students are expected to follow the instructions of the teacher and contribute to a productive instructional environment.
6. Students are expected to make up all missed assignments upon return from an absence.
7. Students are expected to maintain orderly and respectful behavior when moving throughout the building.
8. Students are expected to adhere to all policies and procedures regarding appropriate conduct and behavior when present in the school cafeteria, auditorium and media center.
9. Food and drinks are to be consumed in the Orange Preparatory Academy cafeteria during designated times. No food or drink is to be consumed in classrooms, (except zero period classes) hallways, the gymnasium or the auditorium.
10. Students are required to treat all people, materials and property with appreciation, respect and care.
11. There will be ***no tolerance*** for inappropriate, profane or disrespectful language.
12. Smoking of any kind is not permitted on school grounds.
13. No alcoholic beverages, unlawful drugs or medications are allowed on school grounds.
14. Cellular phones, electronic games, MP3 and/or MP4 music and video players are **not to**

**be used or seen during school hours unless in conjunction with a class assignment.**

These items are to be held in your assigned school locker during the duration of the school day. Items will be confiscated and submitted to building administrators if they are used or seen during the school day. Orange School District and Orange Preparatory Academy are not responsible for lost, stolen, or damaged items.

15. Students are not to leave the school building or grounds.
16. Card games and/or gambling of any kind are not permitted on school grounds.
17. Students are dismissed from school at 2:25 PM. Any student(s) remaining in the building after 2:40 PM must be assigned to or be participating in a scheduled, supervised after-school activity. If the student(s) is/are attending an after-school activity, program or club meeting, the student(s) must be supervised at all times by an advisor and/or instructor up to and including dismissal from said activities.

**A NOTE TO PARENTS AND GUARDIANS**

The maintenance of a constructive and well-structured learning community at Orange Preparatory Academy is dependent upon a cooperative working relationship amongst parents, students, and the school staff. Parents/guardians play an important part in this effort by becoming informed about the administrators' and the teachers' expectations for student conduct. Parents and guardians can assist their children in meeting their responsibilities by:

1. Providing for proper school attire.
2. Providing all materials for daily schoolwork.
3. Insuring that their children arrive at school on time.
4. Acknowledging promptly any written and/or verbal school contacts regarding your child.
5. Attending Parent Teacher Conferences, PTSO meetings
6. Becoming familiar with Common Core State Standards
7. Reviewing and understanding the Grading Promotion & Retention Policy (available on the district website or school main office).
8. Using available school guidance services and making conference appointments when any concerns or problems arise.
9. Informing school personnel of any medical or family problems, which may affect a student's performances or behavior.
10. Encouraging and participating in educational activities at home.
11. Reinforcing positive study habits at home and providing a quiet place for home study.
12. Promoting a sense of individual responsibility and a respect for the rights of others and for the need for order in the school community.
13. Supporting the school in the enforcement of all the rules and regulations, which are established for the safety and well-being of the students and staff.
14. Participating in school activities and attending student performances.
15. Monitoring that their child's compliance with school rules and assumes the responsibility of his/her actions during the school day and during school activities.

Note: Orange Preparatory Academy will not be held responsible for lost or stolen items.

## STUDENT RIGHTS, RESPONSIBILITIES & EXPECTATIONS

### STATEMENT OF STUDENT RIGHTS

The following are rights to which all students are entitled:

- To receive a free public education between the ages of 5 and 19 years of age (N.J.S.A. 18A:36.1) Special education students, ages 3 to 21 are entitled to a free appropriate education.
- To attend school in an **environment that is free from discrimination or bias** due to race, color, creed, religion, sex, and national origin, disability, or social/economic status.
- To receive **due process** prior to discipline including, but not limited to, the notice of the charges and an opportunity to be heard. Students may be searched based upon reasonable suspicion that evidence of an offense will be discovered. In addition, **lockers and other storage facilities provided for students are the property of the school and are subject to inspection at any time.**

### NOTICE OF NONDISCRIMINATION

The Board of Education directs that all students shall be afforded equal educational opportunities in accordance with the law. Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the School District are hereby notified that this District does not discriminate on the basis of race, color, creed, ancestry, marital status, sexual orientation, gender, socio-economic status, national origin, religion, age or disability, in admission or access to, or treatment, or employment in, its programs and activities. In addition to the above, Title VI, 42 U.S.C. §2000d, specifically requires that all vocational opportunities be offered without regard to race, color, national origin, sex or disability.

### SEXUAL HARASSMENT

Pursuant to Title IX of the Education Amendments of 1972, 20 U.S.C. §1681*et seq.* and its enabling regulations, the District may not discriminate on the basis of gender or sexual orientation in the educational programs or activities which it operates. Title IX also prohibits sexual harassment. The District will not tolerate sexual harassment in any form. The Board of Education shall assure that all students are free from sexual harassment. Sexual harassment is wrong and is against the law and will not be tolerated at Orange Preparatory Academy. Sexual harassment is unwelcome and any unwanted sexual advances, sexual suggestions, requests or demands for sexual favors or other inappropriate verbal and/or physical conduct made by a staff member, student or outside vendor to a student when that conduct is based on gender, sexual orientation or affectation, has the purpose or effect of interfering with the person's performance or creates an intimidating, offensive or hostile environment. It includes gestures, jokes, remarks, stories, graffiti, rumors, touching, grabbing, exposure, unwanted kissing or other sexual conduct. Any student who has experienced sexual harassment should inform the offender that the behavior is unwanted and unwelcome, and immediately inform an administrator, teacher, or counselor. The staff member to whom the student reports the harassment should immediately inform the Principal, or designee, who will immediately take appropriate action.

## THE FAMILY ADVISORY SYSTEM

**Meeting Times: Mondays, 8:20 am to 8:50 am (weekly)**

The Family Advisory System helps small learning communities achieve their ultimate goal of improved student performance. Family advocates take special responsibility in helping a manageable number of students succeed in school and to engage their families in working toward that same goal.

To students, having a family advocate means having someone in their corner, day after day, no matter what challenges present themselves. To teachers, being a family advocate means building strong and lasting relationships that will cheer on successful students and put floundering students back on course. It means making sure that every student is known – and watched over – by someone in the school who cares about that particular young person.

- i. In most secondary schools today, sheer numbers make it hard to form close relationships. With so many students across multiple classes, teachers' interactions with families tend to be geared toward rules and problems rather than constructive and positive teamwork in support of their child's education. Experienced family advocates find that building a personal relationship with a small group of students and their families is highly rewarding. At the same time, they have assurance that all students will have someone who advocates for them within their SLC.

### SUMMARY OF A FAMILY ADVOCATE'S RESPONSIBILITIES

1. Meet with students assigned to their advocacy group at the beginning of the school year; get to know them as individuals and meet with the group at least weekly during the family advocacy period.
2. Maintain personal contact with each student in their group throughout the year with at least a five-minute, weekly check-in.
3. Contact the families of their students at least once a month.
4. Hold at least two family conferences (one a semester) with students and their families together during the school year.
5. Meet regularly with their SLC colleagues to share information and monitor students' academic and behavioral progress.
6. Act as an advocate for your students within the school.
7. Refer students and/or family members to the support services they need in the school or the community.

## COMMUNITY SERVICE

**Students are required to complete and log a minimum of 15 hours per year of community service as a part of their graduation requirement of 60 total hours.** Students at all grade levels are encouraged and motivated to engage in an extensive volunteer program providing assistance, lending their talents, skills, time, energy, and positive attitudes to a diverse community population. Through the office of the Mayor of Orange and the Municipal Alliance, students may acquire information about a variety of civic organizations that welcome the expertise and assistance of high school students. Students may arrange with middle, elementary, and high school principals to volunteer as mentors, tutors, and other practical and meaningful capacities. Religious and non-secular organizations are additional organizations through which students may devote their services to others. **Community service hours will be indicated on official transcript with a grade of Pass or Fail.**

## GRADING SYSTEM

**Please refer to the Orange Public Schools Grading, Promotion, Retention Guidelines**

### **REPORT CARDS, PARENT RESOURCES AND GRADE REPORTS**

Students receive report cards at the end of each of the four marking periods. Report cards will be either mailed home or distributed during parent teacher conferences for parent review. Parents are also encouraged log onto the Genesis Parent Portal to view the posting of student grades during a given marking period. Students will receive a Progress/Interim Report after the midpoint of each marking period reflecting significant progress, problems, achievement, and/or improvement.

## STUDENT RECORDS

Every school system collects and maintains a system of records on the students enrolled in its schools. A student's school record generally contains information about the student's academic and personal progress through the school system.

### **CONFIDENTIALITY**

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

## HOMEWORK POLICY

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

Homework provides a student with additional practice and exposure to similar or new materials. It reinforces what was learned in the classroom and helps develop positive study habits.

It is the student's responsibility to complete all homework assignments. Teachers will notify parent (s)/guardian(s) whenever a student repeatedly fails to do his/her homework.

### **AMOUNT OF HOMEWORK**

The amount of time students should spend on homework will vary due to individual differences and the homework assignment. Students should be prepared to spend an average of 30 - 45 minutes on each academic subject daily. Periodically students will need to spend 2 ½ - 3 ½ hours on an assignment.

### **PURPOSE OF HOMEWORK**

Some of the purposes of homework assignments are to:

1. Strengthen academic skills
2. Extend classroom learning
3. Stimulate further interest in a subject area

4. Reinforce independent study skill and habits
5. Develop initiative, responsibility and self-direction
6. Stimulate worthwhile use of leisure time
7. Acquaint parents with schoolwork.

### **HOMEWORK DURING ABSENCES**

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

### **HOMEWORK/STUDY TIPS**

There is a strong correlation between good study habits and student achievement. Here are a few homework and study tips that can really be beneficial at all levels of education

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

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

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are those sponsored and sanctioned by the Orange Board of Education, but do not offer credit toward promotion or graduation. Extracurricular activities will take place following the conclusion of the regular school day and are open to individual students who voluntarily choose to and are qualified to take part in those activities.

Students who choose to take part in extracurricular activities must meet the following criteria in order to be eligible to participate:

1. Must be in compliance with all academic responsibilities.
2. Must be aware of the proper location and report to the extracurricular activity or event on time.
3. Student(s) must be present in school on the day(s) an activity/event takes place
4. Must not be suspended or assigned detention.
5. Must conduct themselves with dignity and respect and are expected to treat others accordingly.

## ORANGE PREPARATORY ACADEMY ATTENDANCE POLICY

### AFFIDAVITS

Affidavits are documents that verify the residence of those students who:

1. Are living with residents of Orange Township other than their legal parents/guardians and are fully supported by same.
2. Are living with an Orange Township resident in conjunction with their parent/guardian.

These affidavits **MUST** be renewed yearly. Failure to do so will result in dropping students from the rolls.

### ABSENCE AND LATENESS POLICY

The Orange Board of Education requires students who are enrolled district's schools to attend regularly in accordance with the laws of the state of New Jersey. Absence from school precludes students from fully engaging in the prescribed course of study and violates the statutes requiring children to attend school. Every parent, guardian, or other person having custody or control of a child between the ages of six (6) and sixteen (16) years shall cause such a child regularly to attend the public schools of the district (NJSA 18A 38.25-26). The interruption of the instructional process caused by frequent and/or repeated absence or lateness is a major concern of all involved. It is with this concern in mind that the following attendance regulations exist.

## ATTENDANCE REGULATIONS

**Please refer to the Orange School District's Code of Conduct**

### GUIDELINES FOR STUDENT PARTICIPATION IN SPECIAL SCHOOL ACTIVITIES

In accordance with district policy and the guidelines set forth by the Orange Board Of Education regarding student conduct in all school settings, a student may, at the discretion of the Orange Preparatory Academy Administrative Staff, be deemed ineligible to participate in special school and district programs based on but not limited to the following circumstances and/or status.

1. Poor academic standing
2. Repeated involvement in disciplinary intervention(s)
3. Out of School or In-School Suspension (OSS/ISS)
4. Collaborative recommendation from community teachers
5. Exclusion or Detention assignment
6. Unexcused Truancy (school/classroom)

Any student who accumulates an inordinate number of disciplinary infractions for unacceptable conduct will be deemed ineligible to take part in extracurricular and special activities, including

1. Dances
2. Class/Field Trips
3. Special performances and concerts
4. After-school clubs and activities
5. Additional extracurricular activities and/or events
6. Promotion exercises

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

The motto at Orange Preparatory Academy emphasizes “respect, responsibility and reflection.” Self-respect and the respect for others, including the student’s family, classmates and staff, will be discussed on a daily basis. Open discussions regarding student responsibilities will be common practice and will include school and personal responsibilities. When students make poor choices which lead to negative outcomes, they will be asked to reflect upon the incident so that they are given an opportunity to correct this behavior and learn from their mistakes.

**How to Succeed:** Make a habit of...

1. Coming to school regularly and reporting to all classes on time
2. Being prepared for every class (books, notebooks, pen/pencil, homework, etc.)
3. Listening carefully in class
4. Handing in assigned work on time
5. Observing neatness in all work
6. Writing legibly and spelling words correctly
7. Asking for help when required
8. Doing your own work. Academic dishonesty is not in your best interest and will not support your learning.
9. Planning for quiet home study five nights per week on the average.

## **DRESS CODE**

The Orange Board of Education implemented the Dress Code Policy in May of 1996 to eliminate clothing as a distraction in the school environment. Our goal is to have 100% parental and student support of the Dress Code Policy

### **DRESS CODE REGULATIONS**

#### **Uniform Policy**

- White, Orange, or Black Polo shirt **or** Oxford shirt. All shirts must have a collar
- Black or Khaki Pants and/or knee length Skirts, Slacks, Skorts
- Sweater Vest or Cardigan (Must be solid black) may be worn
- Any OPA/OHS school apparel

Items such as under shirts, hooded sweatshirts, bandanas, leggings, athletic jerseys, tank tops, flip flops and clothing that is revealing, too short or tight are not appropriate for school attire. Students are expected to come to school dressed in the following:

The district uniform policy will be strictly enforced and detention and other consequences will occur for violators. Clothing must be modest and appropriate for the school setting. Unacceptable clothing includes (but is not limited) the following:

- Hoods, bandanas or offensive language on shirts.
- Extremely low cut, tight fitting or transparent clothing, bare midriffs, and suggestive clothing
- Excessively high cut shorts, skirts, or dresses
- Tube tops, tank tops, leggings or undershirts.
- Clothing, patches, or decorations that contain profane, obscene, offensive, or inappropriate

language; references to alcohol, sex, drugs, or demeaning references to specific gender, ethnic, racial, or religious group.

- Bare feet, unsafe footwear such as; (thong sandals, slippers or other cultural or socially offensive foot wear), cleats. .
- Clothing indicating gang membership
- Ripped Clothing
- Exposed Undergarments

Students found to be in violation of Orange Preparatory Academy's dress code will face the following disciplinary actions:

1st Offense- Change of clothes required and after school detention.

2nd Offense- Change of clothes required and Saturday detention.

3rd Offense- In-school suspension (ISS) and parent conference.

Thank you in advance for helping the administration and faculty provide a safe environment and an excellent educational program for your children.

### **BREAKFAST/LUNCH PROGRAM AND POLICIES**

Each student is assigned a lunch code on a yearly basis. This code is to be used by the assigned student only. Students may use their lunch code only once per meal (one breakfast, one lunch). Misuse or wrongful use of a lunch code is considered theft and/or fraud. Students may not give another student his/her personal lunch code. If a student is caught using another student's code, he/she will be immediately reported to the school administrator.

Breakfast hours are 7:05 – 8:00 am.

### **CAFETERIA RULES AND PROCEDURES**

Students are to arrive for their lunch period in timely manner with their ID worn/displayed. Students are required to be seated at their lunch tables after entering the cafeteria and wait for their table to be called upon to be served lunch. No food or drink is to be taken outside the cafeteria by students.

Lunch periods are thirty minutes in length and require student cooperation to be efficient and safe.

Students are not allowed in the hallways during lunchtime without an authorized corridor pass from a teacher or staff member from the cafe. Students are required to use and demonstrate proper manners and acceptable social behavior while using the cafeteria facilities. Inappropriate behavior will not be tolerated and violations will be dealt with by building administration. Examples of inappropriate behaviors include the following:

1. Loud, offensive, or profane language.
2. Throwing food or beverages.
3. Smashing food or beverage containers.
4. Harassing or taking food from other students.
5. Leaving tables or surrounding areas littered with food or trash.

6. Disrespectful behavior towards lunchroom personnel.
7. Running in the cafeteria.
8. Climbing on the furniture or railings.
9. Theft: Using another person's lunch code or taking of someone's personal property without permission.
10. Failure to follow directions of the cafeteria staff.

### LUNCH APPLICATIONS

Lunch applications are due no later than the third week in September. One application is to be completed for **EACH** household, **even for those who may choose not to participate in the free or reduced-lunch program**. It is recommended that the eldest sibling submit the application for the family. Foster children are to be included on the same lunch application.

### PROCEDURES FOR LEAVING CLASS

#### HALLWAY LOGS

A student leaving a class during instructional time must sign class log and the pass must be signed by the teacher assigned indicating destination, date, and time. have a dated pass signed by a teacher indicating the destination and time. If the student does not have a pass while in the halls, disciplinary action will be taken.

**\*Remember, no hallway passes are to be distributed during the first and last TEN (10) minutes of an instructional class period.**

### DISCIPLINE INFRACTIONS WITH CONSEQUENCES (GRADES 5- 12)

**Please refer to the Orange School District's Code of Conduct**

#### PBSIS at Orange Preparatory Academy

The goals of the PBSIS is to educate our students and develop positive behavior in our school by creating an environment which encourages and support pro-social student behavior school wide, and individual student levels using current, research validated practices in positive behavior support.

Orange Preparatory Academy will begin the school year with the program being introduced immediately. This will be done in the following manner:

1. Teachers will be introduced to the Office Discipline Referral (ODR) which is the discipline form that will be kept by the teacher and all infractions will be recorded. This form will later be shared within the support team and with administrators.
2. Recognition of students will be celebrated school wide. Recognition will be given to any student for following the rules, showing respect to others and making a difference at Orange Prep Academy.
3. Drawings will be done monthly.

## GENERAL INFORMATION

### ACCIDENTS

Every accident that takes place in Orange Preparatory Academy, on school grounds, at practice sessions, or at any event sanctioned by the school or district, must be reported immediately to the person(s) in charge, the building administration and the school nurse.

### ELECTRONICS

Cellular phones, handheld gaming systems, MP3/MP4 music and video players are not to be utilized during school hours. Items if brought to school will be confiscated for the first infraction and returned to a parent or guardian following an administrative conference. In the event of a second violation, the item will be confiscated and held for the remainder of the school year. **The Orange Preparatory Academy Administrative Staff assumes no monetary responsibility for lost or stolen electronic devices. Parents/guardians are asked to discourage students bringing such items to school.**

### CHANGE OF ADDRESS

If at any time during the school year a student's guardianship, address or telephone number should change for any reason, the attendance and enrollment must be informed. For further details please call Attendance Office at (973) 677-4135 extension 5606.

### FIGHTING

**Fighting of any kind is unacceptable at Orange Preparatory Academy.** Any student involved in a physical and/or verbal confrontation before, during or after school is subject to immediate disciplinary action, which can include immediate suspension or expulsion.

### FINES

Students must meet all financial obligations by the designated time in which they are due. Such fines may include lost or damaged textbook and/or library books, gym lock fines, if applicable, laboratory breakage fines, loss or damage of other school property, fund-raising monies, etc.

### FIRE DRILL PROCEDURES (N.J.S.A. 18A:41)

Fire drills shall be held once each month for all pupils. Instructions are posted in each classroom indicating the proper exit strategy in the event of a fire or emergency evacuation. During all evacuations, students are to walk quickly to their designated areas outside and away from the building and without talking. All students must stay with their teacher and follow all instructions.

### GUIDANCE/COUNSELING

Guidance and counseling services are available to all students. Counselors are available to counsel students on issues in both school and personal life. If a student should require the need to meet with a guidance counselor or the school social worker, services are available upon request.

### HALLWAY CONDUCT, PROCEDURES and EXPECTATIONS

Students are given three minutes passing time between class sessions. This time does not allow for stopping to talk, loitering or unauthorized locker visitation. Students are allowed to visit their lockers at specifically designated times throughout the school day. We ask that students walk to the right of the hallway to keep hallway movement orderly and efficient. When moving between floors, walk to the right and never run up or down the staircase. A student who engages in the following behaviors in the hallways of Orange Preparatory Academy is subject to administrative intervention.

### MOVING OR TRANSFERRING

Parents are required to provide written notification to the attendance office of their intention to move out

of the district and/or transfer their child to another school. Additionally, the parent or legal guardian must sign the student out of school in person and submit all books, locks, outstanding obligations and school property before a transfer request is completed.

### **LEAVING DUE TO ILLNESS**

The school nurse is authorized to send a student home if they are ill and unable to complete the school day. The nurse will contact the parent/guardian to inform them of the student's illness. Parents may pick up their child and sign them out in the main office.

### **LIBRARY/MEDIA CENTER**

**The library/media center is open daily from 7:05 AM to 8:15 AM.** Please visit our website for details. Extended hours will be offered and posted in the library. The library is equipped with books, magazines, newspapers, video and audiotapes, CD ROM, internet access, word processing, and multimedia capabilities. Students may use the library individually, with scheduled classes, or in small groups with the permission of their teacher or with a library pass. The library/media center is to be used for reading, checking out books, studying and research. Books and tapes may be checked out for a two-week period and may be renewed twice. **Overdue fines of five cents per day will be charged for overdue items.**

### **INTERNET POLICY**

The Orange Board of Education provides students in the Orange School District with access to the district computer network for online use. It is the policy of the Orange Public Schools that all technology utilized for online access will be done so in a responsible, law abiding, and ethical manner by students, faculty and staff. Technology is used as a tool to support teaching and learning. It is the intent of the Orange Public School District to make Internet access accessible to further educational goals and objectives of the district. Availability to the Internet will make it possible for students to survey thousands of libraries, databases, and bulletin boards throughout the world. Parents/guardians and pupils are to be advised that inappropriate materials could be encountered during a student's online search and if such material is inadvertently accessed, it will be disengaged from immediately. Please note that the Orange Public School District has taken the necessary precautions to restrict access to controversial materials, which includes the use of filtering software and vigilant teacher supervision. These precautions are a safety measure to guard against accessing inappropriate information and/or material; however on a global network, it is impossible to control all materials and an experienced user may unintentionally access controversial information. It is the belief of the Orange Preparatory Academy Administration that the benefit of internet access to students in the form of information, resources and opportunities for collaboration greatly exceeds any disadvantages. All students will be instructed and trained in age-appropriate use of online resources. Students may not download inappropriate or offensive materials.

### **INTERNET ACCEPTABLE USE AGREEMENT**

Access to network services is given to users who have signed the Internet Acceptable Use Agreement Form. All students under 18 years of age must obtain parental permission and must sign and return this form to the appropriate instructor. If there is a policy violation, students may lose right to access.

### **LOCKER POLICY**

Lockers are provided for the students' convenience to keep books and other property needed for school. Lockers remain the property of Orange Preparatory Academy and may be subject to inspection by a school administrator at any time. Each student will be assigned a locker. All books and personal items when not in use are to be kept in your locker. **Students may only go to their lockers before the start of school in the morning, before lunch and at the conclusion of the school day.** Students are discouraged from sharing their locker combinations and lockers with classmates. Lockers should be kept clean, writing inside or outside of a school locker is prohibited. If a locker is knowingly abused, you will lose the use of the locker and be required to pay for any damages to school property. Storage of inappropriate

or illegal items is not allowed: spray paint, permanent ink marker, or other graffiti tools, water pistols, lighters, fireworks, any weapon (real or simulated), obscene writing or pictures will be confiscated, not returned and violators will be prosecuted. Students' rights will be protected if a law enforcement officer initiates a locker search. Students will be charged for loss or damage of school property or equipment placed in their care. A theft or loss report should be filed in the main office if property is stolen or misplaced. Orange Preparatory Academy assumes no responsibility for loss or damage to personal property brought on campus.

### **LOST AND FOUND**

All books or other articles found should be taken to the lost and found department in the main office. Students who have lost items should check in the lost and found periodically for these items. It is recommended that names be placed on all gym equipment. Students are discouraged from bringing valuable items to school. Owners must accurately identify lost items in order to reclaim them. Items left over 30 days will be donated to charity.

### **PARENT/TEACHER/STUDENT ORGANIZATION (PTSO)**

Orange Preparatory Academy's Parent/Teacher Organization improves opportunities for youth, enhances communication, and increases teamwork between school, students and parents. Meetings are scheduled monthly and there is a small membership fee.

### **WEAPONS AND DANGEROUS INSTRUMENTS**

New Jersey State Statute 2C:39-1: An item known to be a weapon, imitation weapon, or any item used in such a way as to intimidate or physically hurt another person is prohibited from school. Any Act which results in violence to another's person or property or which threatens the safety of others in school, on school property, on school busses, or at any school activity is extremely serious and will result in administrative actions up to and including expulsion from school. Both the police and parent/guardian will be notified, as well as the superintendent of school.

## **ALCOHOL, TOBACCO, AND OTHER DRUGS POLICY AND PROCEDURES**

**Please refer to the Orange School District's Code of Conduct**

### **STUDENT SEARCHES AND SECURING OF PHYSICAL EVIDENCE**

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

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

Whenever law enforcement officials have been called into the school, and a search of a student's person

or belongings is necessary, or an interrogation is to be conducted, the Principal shall request that the law enforcement officials conduct the search, seizure, or interrogation.

## **HOTLINES**

**Family Connections - Orange, NJ (973) 675-3817**  
**Offers professional counseling, skills building, and prevention services**

**Addiction Hot Line of NJ 1-800-238-2333**

**Baby Land Family Services/ Domestic Violence Hot Line 1-973-484-4446**

**Crisis Prevention/Suicide 1-973-672-9685**

**ER St. Barnabas Hospital 1-973-322-5180**

**FBI 1-973-792-3000**

**Gamblers Anonymous 1-877-994-2465**

**Help Line 1-973-763-HELP**

**Narcotics Anonymous 1-800-992-0401**

**National Runaway Switchboard 1-800-RUNAWAY**

**NJ AIDS Hotline 1-800-624-2377**

**NJ Child Abuse Reports 1-877-652-2873**

**Parents Anonymous/Family Helpline 1-800-843-5437**

**Poison Control Center 1-800-POISON-1**

**Police-Fire-Medical 911**