

**PARK AVENUE ELEMENTARY SCHOOL**  
**2023 - 2024**  
**PARENT/STUDENT HANDBOOK**



Science • Technology

Engineering • Math

Ms. Natasha Cox, Principal  
Ms. April Stokes, Assistant Principal



## ORANGE TOWNSHIP BOARD OF EDUCATION

### PRESIDENT

Shawneque Johnson

### VICE PRESIDENT

Sueann Gravesande

### MEMBERS

Jeffrey Wingfield  
Tyrone Tarver

Samantha Crockett  
Derrick Henry  
Fatimah Turner, Ph.D.

David Armstrong  
Siaka Sherif

## SUPERINTENDENT OF SCHOOLS

Gerald Fitzhugh, II, Ed.D.

### EXECUTIVE TEAM

Jason E. Ballard, CEFM, QPA, RSBO,  
*Business Administrator/Board Secretary*  
Faith Alcantara, *Office of Innovation/Community Engagement*  
Shelly Harper, *Office of Special Education/Intervention*  
Glasshebra Jones, *Office of Human Resources*

Lamont T. Zachary,  
*Assistant Business Administrator/Assistant Board Secretary*  
Jacquelyn Blanton, Ed.D., *Office of Early Learning*  
Karen Harris, *Office of Humanities*  
David Scutari, *Office of STEM-Focused Learning*

### PRINCIPALS

Jason Belton, *Orange High School*  
Yancisca Cooke, Ed.D., *Forest Street Community School*  
Natasha Cox, *Park Avenue School*  
Cayce Cummins, Ed.D., *John Robert Lewis Early Childhood Center*  
Dana Gaines, *Oakwood Avenue Community School*  
Carrie Halstead, *Orange Preparatory Academy of Inquiry & Innovation*  
Debra Joseph-Charles, Ed.D., *Rosa Parks Community School*

Karen Machuca, *Scholars Academy*  
Dion Patterson, *Heywood Avenue School*  
Robert Pettit, *Cleveland Street School (OLV)*  
Devonii Reid, Ed.D., *STEM Innovation Academy of the Oranges*  
Erica Stewart, Ed.D., *Twilight Program*  
Denise White, *Central Elementary School*  
Patrick Yearwood, *Lincoln Avenue School*

### ASSISTANT PRINCIPALS/DEAN OF STUDENTS

Ehimwenma Adeyin, *Rosa Parks Community School*  
Noel Cruz, *Dean of Students, Lincoln Avenue School*  
Michael Dixon, *Orange Preparatory Academy of Inquiry & Innovation*  
Anthony Frantantoni, *Orange High School*  
Kashiff Foster,  
*Cleveland/Oakwood*  
Sandra Guerra, *Rosa Parks Community School*  
Shannon Keogh, *Forest Street Community School*  
Yoniel Lopez, Ed.D., *Orange High School*  
Michelle Madariaga, *Orange High School*

Aimie McKenzie-Smith, *Lincoln Avenue School*  
Dairon Montesino, *Orange High School*  
Gerald J. Murphy, *Heywood Avenue School*  
Emily Shaltuper, *Orange Early Childhood Center*  
Samantha Sica-Fossella,  
*Orange Preparatory Academy of Inquiry & Innovation*  
April Stokes, *Park Avenue School*  
Christina Tighe, Ed.D., *Lincoln Avenue School*  
Daniele Washington, *Central Elementary School*

### SUPERVISORS

Delia Abreu, *ELA (3-8) & Media Specialists*  
Tia Bumett, *Testing*  
MengLi Chi Liu, *Mathematics (9-12)*  
Jonathan Clerie, *Visual & Performing Arts*  
Jahmel Drakeford, *CTE & Physical Education (K-8)*  
Adriana Hernandez, *ELA (K-2) & Media Specialists*  
Belinda Konarica, *Mathematics (K-5)*  
Marc Levenson, *Social Studies (K-12)*

Amina Mateen, *Special Services*  
Mohamed Metwally, *STEM-Focused Learning (K-12)*  
Janet McClouden, Ed.D., *Special Services*  
Henie Parillon, *Science (K-12)*  
Nurka Nieves, Ed.D., *Bilingual/ESL & World Languages K-5*  
Frank Tafur, *Bilingual/ESL & World Languages 6-12*  
Marcey Thomas, *ELA (9-12)*  
Felicia Williams-Ware, *Guidance K-12*

**"GOOD TO GREAT"**

Revised: 8/15/23

# Orange Board of Education

## **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.

### **District Strategic Plan:**

<https://docs.google.com/viewerng/viewer?url=https://www.orange.k12.nj.us//cms/lib/NJ01000601/Centricity/Domain/3344/BOE+project+Final+update.pdf>

### **District Goals:**

[https://docs.google.com/viewerng/viewer?url=https://www.orange.k12.nj.us//cms/lib/NJ01000601/Centricity/Domain/46/District+Goals+2022\\_2023+Final.pdf](https://docs.google.com/viewerng/viewer?url=https://www.orange.k12.nj.us//cms/lib/NJ01000601/Centricity/Domain/46/District+Goals+2022_2023+Final.pdf)



Orange Township Public School District – 2023-2024 Calendar

Gerald Fitzhugh II, Ed.D.  
 Superintendent of Schools  
 Approved 2/15/2023  
 Revised 4/19/2023



<p>1 Professional Dev. For Staff Only</p> <p>4 Labor Day - District Closed</p> <p>5-6 Professional Dev. For Staff Only</p> <p>7 First Day of School</p>	<p><b>Staff 20 September Students 17</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p><b>Staff 16 February Students 16</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			<p>19-23 District Closed - Winter Break</p>							
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The calendar includes 188 contractual certificated staff days and 183 contractual contact student days. There are 3 snow days or emergency closing days built into this calendar. Should the District use more than 3 emergency closing days the days will be used at the discretion of the Superintendent of Schools

- OEA Day 12:30 Dismiss Students Parent Conf. Gr. 8-12 12:30pm Dismissal Parent Conf Prek-7 12:30pm Dismissal Early Dismissal - 12:30 pm
- District Closed for Staff and Students
- Professional Development Staff Only
- 12:30 Dismissal Students Only

# A Letter From the Principal

August 17, 2023

Dear Parents, Guardians, and Caregivers,

We are excited for the start of the 2023-2024 school year at Park Avenue School! I trust that you are enjoying your summer and are looking forward to our return to school. I am eager to meet your students for the first day of school on Thursday, September 7, 2023. Students must arrive no later than 8:30 am; dismissal is at 3:00 pm. It is going to be a great school year for not only the school level staff but for each of you as well.

Please visit [www.orange.k12.nj.us](http://www.orange.k12.nj.us) and click Park Elementary School to view the supplies needed for our scholars to return. Our Back to School Night will be held on Tuesday, September 19, 2023, from 6pm-8pm. This is a great opportunity for you to meet your child's teachers and hear about school-based initiatives.

## **CLASSROOM SUPPLIES**

For information regarding classroom supplies, please visit [www.orange.k12.nj.us](http://www.orange.k12.nj.us) and select 'Our District' and then 'Our Schools' and 'Park Avenue School' to access the school website for a list of classroom supplies and other important school information and news.



## **DISTRICT CALENDAR**

As you plan your days and weeks, the following link <https://www.orange.k12.nj.us/Page/32723> will allow you to view the district calendar. The calendar can assist you by knowing all days in session and off session. Should you have any questions, you are encouraged to email [reopeningofschools@orange.k12.nj.us](mailto:reopeningofschools@orange.k12.nj.us) for accurate information. You can also access the 2023-2024 District Calendar by scanning the QR code to the right.

## **PARK AVENUE SCHOOL MISSION STATEMENT**

The mission of Park Avenue School is to provide a positive and safe learning environment where all students acquire the academic knowledge and skills to ensure a future of achievement and to instill the core values of responsibility, respect, empathy, and integrity.

## **MORNING ROUTINE FOR STUDENTS**

- Students are not permitted to arrive at school until 7:45 am. Instruction begins promptly at 8:30 am.
- The following entrances will be used to enter the building:
- Main Entrance - SE Students and Kindergarten
- Park Place (Gymnasium Door) - Grades 1- 4
- Park Place (Cafeteria Doors) Grades 5-7
- Students should bring their Chromebooks fully charged to school each day.

## **DISMISSAL**

- **Student dismissal is 3 pm.**
- The following doors will be used to exit the building:
  - **Main Entrance** - SE Students and Grades 2-4
  - **Park Ave (Front Door to the left of the school sign)** - Kindergarten and Grade 1
  - **Park Place (Cafeteria Doors)** - Grades 5-7

## **STUDENT ATTIRE**

Students should dress appropriately for a school setting. Sneakers must always be worn for physical education classes. Uniforms should be worn daily. It is the expectation of the following in terms of dress:

### **Boys (PreK-4<sup>th</sup> Grade)**

- Collared Shirts: Long or Short Sleeved (White/Light Blue)
- Pants: Navy Blue
- Sweaters: Pull-over or button down (Solid Color)

### **Boys (5<sup>th</sup>-7<sup>th</sup> Grade)**

- Collared Shirts: Long or Short Sleeved (White)
- Pants: Khaki Pants or Shorts (if seasonally appropriate)
- Sweaters: Pull-over or button-down (Solid Color)

### **Girls (PreK-7<sup>th</sup> Grade)**

- Collared Shirts: Long or Short Sleeved (White/Light Blue) (PreK-4<sup>th</sup> Grade)
- Collared Shirts: Long or Short Sleeved (White) (5<sup>th</sup>-7<sup>th</sup> Grade)
- Pants/Skirts: Navy Blue (PreK-4<sup>th</sup> Grade), Khaki (5<sup>th</sup>-7<sup>th</sup> Grade)
- Sweaters: Pull-over or button-down (Solid Color) (PreK-7<sup>th</sup> Grade)
- Girls may wear solid color white or navy tights

**The following items of clothing are considered to be inappropriate and are not to be worn:**

- **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 be worn at all times. Specifically, no 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.

**CLASSROOM SUPPLIES:** For information regarding classroom supplies, please visit [www.orange.k12.nj.us](http://www.orange.k12.nj.us) and select Park Avenue School to review posted supply lists.

## **STUDENT ABSENCES**

Parents are responsible for reporting daily absences to the PAS Main Office at 973-677-4124. 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 15, 2023. It is important that these forms are returned so we are able to have active communication with you throughout SY 23-24.

**AFTER SCHOOL PROGRAMS:** PAS Afterschool Programs will begin September 25, 2023. The following programs will be offered on various days and times:

- Seasons of Learning will offer after school programs for grades K-7.
- Tutoring for grades 3-7 will be offered Tuesday-Thursday from 3pm-4pm.
- Various clubs will be for grades 4-7 from Monday and Friday 3pm-4pm.

### **CHROMEBOOKS**

Students are to bring their fully charged district issued Chromebook to school on a daily basis. No personal devices are necessary.

### **COMMUNICATION**

- All teachers and staff will be connected to our students and families using “Class Dojo.” Please ensure you have connected with your child’s classroom teacher on this platform and check the “school story” daily for any announcements.
- E-mail & phone blasts will also be used to communicate with families. Please ensure you have updated your contact information in genesis. It is imperative that all school personnel have the most update information for your household.
- Being able to communicate with our parents is extremely important. Please ensure that all your information is updated. You will receive calls from our secretaries to check and update your information in Genesis.
- Parent Portal will be the means of accessing all your student’s important information, his/her progress/grades, missing assignments and other concerns that might impact your student’s performance or well-being. If you have not done so, please ensure that you sign up for parent portal.
- Please listen to phone blasts sent by the school and/or District. They include important information and guidance. This is even more important in these uncertain times.
- If you have not signed up for the Orange App, you can download on your Android or Apple iPhone.
- The School District’s social media platforms are a great source for posting updates & important information as well as celebrating and sharing photos of our fun activities. You can also follow our school on the following social media platform below:
  - **Twitter:** Orange Public School District and @PAES231
  - **Instagram:** Orange Public School District and ParkAvenueES
  - **Facebook:** Orange Public School District and @PAES231

### **DISTRICT GOALS AND STRATEGIC PLAN**

The district goals and strategic plan are the guiding force in the development of the Orange Public School District. You are encouraged to review each plan and ask questions related to development of the whole child as well as the district’s partnership with families.

The following link is for the District Goals: <https://www.orange.k12.nj.us/Page/30018>.

The following link is for the Strategic Plan: <https://www.orange.k12.nj.us/domain/3344>.

**Looking forward to a happy, healthy, and productive school year!**

Educationally yours,

*Natasha Cox*  
Ms. Natasha Cox  
Principal

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## District Vision and Mission Statements

### 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.

Good to Great!

# Park Avenue Mission and Motto

## Mission Statement

The mission of Park Avenue School is to provide a positive and safe learning environment where all students acquire the academic knowledge and skills to ensure a future of achievement and to instill the core values of responsibility, respect, empathy, and integrity.

## School Motto

I am the best! Yes I am the best!

I pass each and every single test.

Because I concentrate on winning and I usually do, I meditate on good things and that's best for you.

You know an educated mind just can't be beat, when it's full of knowledge and limited defeat.

What! What! Don't you know that it's time to wake up?

The winners are the ones that are booked up.

That's why I get to school early so I won't lose time, you know see, I'm working very hard to educate my mind.

Education is gain is my philosophy. It's one major thing you have to set yourself free.

Man can take some things away from you, but with confidence and knowledge there is nothing he can do.

I am the best! Yes! I am the best!

I pass each and every single test!

*Written by: Carolyn Martin, retired PAS Teacher*

# Academic Program

## Grading Policy

The Orange Township Public School District recognizes that a system of grading student achievement will help students, teachers, and parents/guardians assess progress toward educational goals. Despite years of educational research, there is no evidence to indicate that one grading or reporting method works best under all conditions, in all circumstances (Guskey 1994). As an important component in the improvement of student learning, grading must be understood and articulated by all stakeholders in the educational process, including students, teachers, administrators, and parents/guardians. However, in developing practices that seek to be fair, equitable, and useful to students, parents, and teachers, educators can rely on two guidelines:

- Provide accurate and understandable descriptions of learning.
- Using grading and reporting methods to enhance, not hinder, teaching and learning.

In a standards-based educational system, it is important for grades to reflect a student's mastery of the standards at his/her grade level. This paradigm shift is a shift from a compliance culture driven by teacher power—where grades awarded compliance and punished noncompliance—to a performance culture driven by student empowerment and mastery of learning (Vatterott 2015). Grading shall be that system of measuring and recording student progress and achievement, which enables students, teachers, and parents/guardians to learn the student's strengths and weaknesses and identify where instruction ought to be modified to provide for the student's advancement or remediation. Grades shall measure the student's progress against both individual potential for achievement and the achievements of others.

The implementation of a system of grading student achievement should result in the following:

- Each student should know what behavior and achievements are expected of him/her.
- Each student shall be kept informed of his/her progress during the course of the school year.
- Methods of grading shall be appropriate to the course of study and grade placement of students.
- Students shall be encouraged to review their own achievements.

Grading is an integral part of the teaching and learning process. Grades provide information about student progress as they guide and inform individual and group decisions. Student achievement is the primary factor to include in grades (Marzano 2000). Student achievement is defined as competence in subject-matter content.

### **ACADEMIC GRADE COMPONENTS:**

A minimum of sixteen (16) grades should reflect student progress in grades 1-12, entered in Genesis each marking period, unless noted below.

A minimum of five (5) grades should reflect student progress in grades 1-7 in World Languages, Visual and Performing Arts, Computer Literacy, STEM because they do not meet the same number of days as the core classes.

Academic grades are not reduced as punishment for misconduct.

Teachers are responsible for inputting grades in Genesis, and parents can access grades through the Parent Portal.

### **WEIGHTS:**

25% - summative assessments, which includes end of chapter tests, unit tests, and District assessments.

25% - authentic assessments, including portfolios, performance assessments, exhibitions, research, projects, internships, essays, book reports, speeches, and 21st century real world experiences.

20% - quizzes, including short assessments of targeted learning objectives.

20% - classwork and participation, including discussions, teamwork, problem solving daily journal entries, logs, demonstrations, and skill applications.

10% - homework, including interim checkpoints for long-term projects and independent reading.

### **FREQUENCY OF GRADE REPORTING:**

Report cards are disseminated quarterly. Progress reports are disseminated the fourth week of each marking period. If a student is exhibiting unsatisfactory performance or is experiencing change in performance, the teacher must notify parents/guardians in a timely manner prior to the distribution of the progress report or report card. Please adhere to district calendar/signed report cards are due back to the reporting school no later than five (5) days after the receipt of the report card.

### **KINDERGARTEN GRADING 2023-2024:**

Kindergarten students will receive a report card that uses the following indicators to measure their development in areas of English Language Arts, Mathematics, Science, and Social Studies.

- Exceeds the Grade Level Standards (EG)
- Meets Grade Level Standard (MG)
- Approaching Grade Level Standards (AG)
- Needs Support with Grade Level Standards (NS)

### **EXPLANATION OF ACADEMIC GRADES & OTHER MEASURES (GRADES 1-8):**

- 90-100 Exceeds the standard
- 80-89 Meets the standard
- 70-79 Marginally meets the standard
- 65-69 Approaching the standard
- < 65 Below the standard

*Any marking period or progress report grade less than 72% mandates a parent teacher conference.*

**HOMEWORK (Policy #2330):**

The recommended total number of minutes per grade level may be differentiated for different tiers of students.

<b>Grade Levels</b>	<b>Expected Time for Homework</b>
<b>Kindergarten</b>	20 minutes
<b>Grades 1-2</b>	30 minutes
<b>Grades 3-4</b>	45 minutes
<b>Grades 5-6</b>	60 minutes
<b>Grades 7-12</b>	90 - 120 minutes

**ACADEMIC ACHIEVEMENTS:**

Students who have shown great work, dedication, and determination and have completed all necessary assignments will receive recognition for their achievements. Students must present themselves as role models for our building showing good and outstanding effort, behavior, and attendance.

<b>Honor Roll</b>	<b>Grades 1 - 12</b>
Principal's List	95%-100% average of all grades
High Honor Roll	90%-94%% average of all grades
Honor Roll	80%-89% No grade lower than a 75%
Attendance Honors	100% attendance
Superintendent's List	Principal's List for 3 marking periods at the June Recognition Ceremony

## STUDENT EXPECTATION RUBRICS:

# EFFORT

Rubric Grade	Student Responsibility Rubrics
4	The student participates in classroom activities and discussions without being asked.
3	The student participates in classroom activities and discussions when asked.
2	The student participates in classroom activities and discussions only when required to do so or when the request involves some form of explicit or implied threat.
1	The student refuses to engage in classroom activities and discussions.

Rubric Grade	Assignments Rubric
4	The student is punctual or early turning in assignments and goes beyond the stated requirements relative to neatness and adherence to conventions. The student submits all assignments.
3	The student is punctual in turning in assignments and meets the stated requirements relative to neatness and adherence to conventions. 75% of assignments are submitted.
2	The student is not punctual in turning in assignments or does not meet the stated requirements relative to neatness and adherence to conventions. Less than 75% of assignments are submitted.
1	The student is not punctual in turning in assignments and does not meet the stated requirements relative to neatness and adherence to conventions. Less than half of assignments are submitted

# BEHAVIOR

Rubric Grade	Working In Groups Rubric
4	The student works toward the attainment of group goals without being asked
3	The student works toward the attainment of group goals when asked or cued.
2	The student works toward the attainment of group goals only when required to do so or when the request involves strong urging or even some explicit or implicit threat.
1	The student refuses to work toward the attainment of group goals.

Rubric Grade	Following Rules Rubric
4	The student follows classroom rules and procedures without being reminded or cued.
3	The student follows classroom rules and procedures when reminded or cued
2	The student follows classroom rules and procedures only when required to do so or when the request involves strong urging or even some explicit or implicit threat.
1	The student refuses to follow classroom rules and procedures

# ATTENDANCE

Rubric Grade	Absenteeism
4	The student is present.
3	The student is absent but provides a valid explanation or excuse.
2	The student is absent but provides a questionable explanation or excuse.
1	The student is absent without explanation or excuse.

Rubric Grade	Tardiness
4	The student is on time.
3	The student is tardy but provides a valid excuse.
2	The student is tardy and provides a questionable excuse.
1	The student is tardy without explanation or excuse.

# Retention Guidelines

## **For Kindergarten:**

There will be no Kindergarten retentions, unless approved by the Office of the Superintendent.

## **For Grades 1-7:**

The following explains the actions required by the school needed in order to request a student's possible retention:

1. Parents of elementary and middle school students in jeopardy of failing a content area are notified through progress reports, marking period report cards, and through access to all grades through the Parent Portal.
2. Intervention plans initiated for students whose grades were below 72% are available for review.
3. Monthly letters generated from Genesis and parent contact must be recorded for students in danger of failing.
4. Notes sent to parents must be recorded in Genesis.
5. A log in reference to parent contacts must be readily available.
6. An on-going folder of student work must be maintained.
7. A list of students being considered for retention must be sent by the building principal to the Superintendent of Schools no later than the last week of May. The data for each student must accompany the list, including but not limited to, intervention plans, contact logs, and a copy of the report card and progress reports.
8. In consultation with the building principal, the Superintendent of Schools will determine whether a student will be retained.
9. A formal letter of retention must be sent to the parents no later than the second week of June.
10. Parents may file an appeal; however, all appeals are finalized by the Superintendent of Schools.

There can only be one retention for children in grades 1-4 and only one retention for students in grades 5-8. All students who are in danger of failing should be referred to Intervention and Referral Services (I&RS).

# Students with Accommodations

## Students with Special Needs

### **Accommodations:**

Accommodations are changes made to the instructional/assessment procedures in order to provide a classified student with equal access to the curriculum and an equal opportunity to demonstrate knowledge and skills without fundamentally altering the content or performance criteria.

Accommodations do not change or modify the standard(s) or grading requirements for students. All accommodations for each student are found in his/her Individual Educational Plan.

Accommodations may include, but are not limited to:

- Presentation, format and/or procedure
- Response format and/or procedure
- Instructional strategies
- Time/scheduling
- Environmental alterations
- Assistive Technology

### **Modifications:**

Modifications are changes made to assignments and assessments for the same reasons as stated above. All modifications for each student are found in his/her Individual Educational Plan.

- Modifications may include:
  - Content requirements
  - Changes to assessments
  - Performance criteria

# English Language Learners

The goal of these recommendations is to increase the linguistic and academic abilities of students, set students up for success, and give them a positive feeling of achievement if they are working hard in class.

- ELL student proficiency levels range from 1-6, beginning at the non-verbal and word level, and incrementally progressing towards grade level proficiency. See the “Can Do Descriptors” for more information.
- These recommendations are for English language learners who are in classrooms where English is the predominant language.
- When determining at which level to place a student, consider level of proficiency, grade level expectations, native language skills, class placement, program structure, and other contributing factors.
- Each student is different. What may work with one student may not work with another student. That is why there is overlap in the proficiency level bands below.
- Content area teachers should work in consultation with ESL teachers to evaluate student performance.
- Research suggests that grade retention because of language proficiency and academic background can have negative effects on students (Eastern Stream Center on Resources and Training, 1994, p.26).

WIDA Can Do Descriptors: <https://wida.wisc.edu/teach/can-do/descriptors>

# Responsibilities

## **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 socioeconomic 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.

## **RESPONSIBILITIES OF ADMINISTRATORS:**

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

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

## **RESPONSIBILITIES OF TEACHERS:**

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

- Perform teaching and extracurricular duties with appropriate preparation;
- Teach to the standards of performance required by the district;
- Teach the district curriculum;
- Serve as appropriate role models for the students, in accordance with standards of the teaching profession;
- Promote good student discipline by modeling regular attendance and punctuality;
- Comply with district and school policies, rules and regulations, and directives;
- Maintain an orderly classroom atmosphere conducive to learning;
- Establish rapport and open lines of communication with parents, students, and other staff members;
- Encourage students to strive toward self-discipline;
- Participate in meaningful parent-teacher conferences

## **RESPONSIBILITIES OF PARENTS:**

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

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

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

## **ATTENDANCE:**

- After returning from an absence, parents and students are responsible for contacting their teachers to determine the learning activities which were missed and student responsibilities for making up class requirements.
- Home Instruction is provided for students absent for an extended time due to serious illness or injury. The Main Office should be contacted for additional information related to this service.
- Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused shall be unexcused. Recommended excused absences:
  - Student Illness (over 3 days with physician's note)
  - Family illness or death
  - Educational opportunities
  - Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16
  - Where appropriate, when consistent with IEP (accommodation plans)
  - Suspension from school
  - Students required attendance in court. (Court papers must be presented.)
  - Necessary and unavoidable medical and dental appointments that cannot be scheduled at any other time.
  - Take Your Child to Work Day
  - A reason not listed above, but deemed excused by the Principal upon written request by student's parent or legal guardian.
- A written note (from the student's parents/guardians) must follow all absences. A student who has accumulated more than 18 absences in a single school year may be retained in the same grade for another year. 18 absences whether excused or unexcused will be classified as chronic absenteeism.

- Medical and dental appointments should be scheduled when school is not in session. If an appointment must be kept during school time, the student must bring a note to school on the Doctor's stationery stating the time and date that his/her services were rendered to the student.
- To avoid being late, students are advised to arrive at school by 8:15 am and line up in their classrooms designated area. Students who enter the classroom after 8:30 am are late and will be marked accordingly in the class register and on their report cards. Park Avenue offers a breakfast program that begins at 7:30 am.

### **EARLY DISMISSAL:**

- If it is essential that your child be dismissed early from school, please send the teacher a written request. The child will be dismissed to the office and you or another adult must sign him/her out from the office. **NO CHILD WILL BE ALLOWED TO GO HOME EARLY UNATTENDED.**
- If someone other than the parent is picking up the child, their information must be on the emergency contact in order to pick up any student.

### **EXTRACURRICULAR ACTIVITIES/PARTICIPATION POLICY (POLICY #2431):**

All extracurricular activities are an integral part of our school programs. An opportunity to participate in athletic and non-athletic extracurricular activities is a vital part of our school district's philosophy.

philosophy. Representing the school and community on the field of athletic competition, or through a performing group or club, carries with it an important responsibility. The image of the school and the community it represents is conveyed by student actions.

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

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

### **HOMEWORK POLICY (POLICY #2330):**

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.

### **PURPOSE OF HOMEWORK:**

Homework assignments:

- Strengthen academic skills and extend classroom learning
- Stimulate further interest in a subject area
- Develop initiative, responsibility and self-direction
- Reinforce independent study skills

### **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. All assignments are posted daily on the teacher's website.

### **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:

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

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

### **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. School uniforms reduce the emphasis on fashion wars and reinforced the acceptability of more practical, less costly school clothing. School uniforms must be worn at all times in the building.

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

## The Following Is A Chart of Acceptable Clothing

Student	Grades K - 4	Grades 5 - 7
<b>Boys</b>	Collared Shirts: Solid long or short sleeved (White/Light Blue) Pants: Navy Blue Sweaters: Pull-over or button down (Solid Color).	Collared Shirts: Solid long or short sleeved (White). Pants: Khaki pants or shorts (if seasonally appropriate). Sweater: Pull-over or button down (Solid Color).
<b>Girls</b>	Collared Shirts: Solid long or short Sleeved (White/Light Blue) Pants/Skirts: Navy Blue Jumpers: Navy Blue Sweaters: Pull-over or button down (Solid Color). Tights (optional): navy or white	Collared Shirts: Solid long or short sleeved (White). Pants/Skirts: Khaki Jumpers: Khaki Sweater: Pull-over or button down (Solid Color). Tights (optional): navy or white

### Dress Code Violation Procedure

Offense	Consequence
<b>1st Offense</b>	Teacher will contact the parent and work with the parent to ensure compliance.
<b>2nd Offense</b>	Administration will contact the parent and work with the parent to ensure compliance with the policy.
<b>3rd Offense</b>	Consequences will be given to the student for non-compliance with the policy.

#### **SCHOOL BELONGINGS:**

Middle school students will receive a locker and are responsible for the lock they will be issued. If the lock is lost and has to be replaced by the school, they must pay a fee to replace it. Lockers will be used to store all belongings throughout the day.

#### **LITTERING:**

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

## **12 NON-NEGOTIABLE RULES AND REGULATIONS:**

1. Always put your academics first. Be on time and prepared for class. Bring books, paper, pencils and other necessary classroom materials.
2. Leave all outer clothing (i.e. jacket, coat or hooded garment) in your assigned locker. You are only allowed to go to your locker during the designated time.
3. Move quickly from class to class: enter classrooms quietly: take your assigned seat: and begin work immediately. No bathroom/hall passes are given during the first or last 10 minutes of the period.
4. Do homework nightly. This is your opportunity to practice the skills taught and discover on your own.
5. Do not use cellular phones, ipods, video/sound recording devices, games, smart watches, other electronic devices and/or items not related to academic instruction. These items will be confiscated if utilized in the building. The second time an item is confiscated, it will not be returned until a parent comes to pick it up.
6. Be considerate, courteous and respectful. Inappropriate behavior includes rudeness, back talk, swearing, name-calling, putdowns, etc.
7. We have a zero tolerance policy for bullying. Do not engage in physical or verbal violence. Learn to disagree without being disagreeable. Mediation is available for disagreements.
8. Show respect for school property and the property of others.
9. Wear the Park Avenue School uniform daily.
10. Listen to and follow directions of teachers, administrators, custodians, secretaries, instructional assistants, substitutes, and other adults in authority.
11. Maintain integrity at all times. Cheating and plagiarism are unacceptable practices.
12. Bring issues and concerns to the attention of an adult. Park Avenue staff members are here to educate and support you. Please be sure to express any concerns you have to make sure your time in school is as productive as possible.

*Students who choose not to comply with the 12 non-negotiable rules and regulations will be subject to disciplinary actions.*

## **DISCIPLINARY ACTIONS:**

Student misbehavior is handled directly by the classroom teacher and/or adult responsible for student supervision at the time of the occurrence whether students are in the building or working virtually.

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

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

Student suspensions are administered as provided for in the Orange School District Board Policy #5610. Parents may request a copy of both the board policy and regulation at any time. Please be sure to review the district's code of conduct provided by building based administrators.

### **Cheating**

Cheating in any form or manner is unacceptable. Every incident of cheating will be investigated by the teacher/designee and an administrator. The offending student will redo an assignment or assessment similar to the one on which they cheated. This assignment or assessment must be completed outside of instructional time. If the student is unwilling or unable to complete the assignment or assessment outside of instructional time, the student will receive a zero on the assignment or assessment. The offending student will also be assigned disciplinary consequences deemed appropriate by the administrator.

### **Detention**

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

## **LAW ENFORCEMENT UNIT:**

Park Avenue 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.

## **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR:**

- **Tier One:**
  - Step 1: Teacher conferences with student and documents student behavior.
  - Step 2: Teacher documents student behavior and determines appropriate intervention strategies. Teacher contacts parents and possibly the counselor and administration. (Behavioral interventions may begin on Step 1 or Step 2)
  
- **Tier Two:**
  - Step 3: Teacher refers student to the administration on a referral form and parents are contacted. This indicates that the student has not responded to Tier One interventions in the classroom.
  - Referrals will result in a conference via Google Meet with the student/parent and assignment of a consequence determined by the administration. A review of Tier One interventions and alternate strategies may be considered by the administration and the teacher.
  - For severe deviant behavior, incorrigibility, or repeated violations, the student may be temporarily suspended from school for a period of one to five days.
  
- **Tier Three:**
  - When the student does not respond to interventions, an Administrative Hearing will be requested for a further action plan.

## **CLASS PUNCTUALITY:**

Students are expected to arrive to class on time. They are given enough time to transition from one class to another throughout the day. Being late disrupts both the student's own performance as well as the teacher and classmates. When late, the student is expected to have a pass from the staff member keeping them from arriving to their next class on time.

<b>Offense</b>	<b>Consequence</b>
<b>1st Offense</b>	<ul style="list-style-type: none"><li>● Teacher contacts household</li><li>● Student to make up any work missed</li><li>● Detention at Teacher's discretion</li><li>● Notes are entered into Genesis</li></ul>
<b>2nd Offense</b>	<ul style="list-style-type: none"><li>● Teacher contacts household</li><li>● Student to make up any work missed</li><li>● Detention at Teacher's discretion</li><li>● Notes are entered into Genesis</li><li>● Administration and guidance is made aware of the situation.</li></ul>
<b>3rd Offense</b>	<ul style="list-style-type: none"><li>● Referral to administrator for investigation.</li><li>● Parent conference with administrator, staff, and student.</li><li>● Behavior action plan developed in conjunction with student, and staff.</li><li>● Notes are entered into Genesis</li></ul>

## **CUTTING CLASS:**

Not showing up to class as well as reporting 20 minutes late to class without a valid pass.

<b>Offense</b>	<b>Consequence</b>
<b>1st Offense</b>	<ul style="list-style-type: none"><li>● Referral to administrator for investigation</li><li>● Parent contact by administrator</li><li>● Student to make up any work missed</li><li>● Notes are entered into Genesis</li></ul>
<b>2nd Offense</b>	<ul style="list-style-type: none"><li>● Referral to administrator for investigation</li><li>● Parent conference with administrator, staff, and student</li><li>● Student to make up any work missed</li><li>● Notes are entered into Genesis</li></ul>
<b>3rd Offense</b>	<ul style="list-style-type: none"><li>● Referral to administrator for investigation</li><li>● Parent conference with administrator, staff, and student</li><li>● Behavior action plan reviewed by I&amp;RS</li><li>● In school suspension 1 day</li></ul>

## **BULLYING/TEASING/HARASSMENT:**

According to Board Policy #5512, "The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

## **DEFINING HARASSMENT/INTIMIDATION/BULLYING:**

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

- Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- By any other distinguishing characteristic; and
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

All Park Avenue staff is committed to providing a safe and secure learning environment for all. Students learn best when they feel comfortable and safe among their peers. Bullying, of any kind, is not tolerated and will be addressed by all staff whether it takes place in the building, virtually, or through social media.

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

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

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

#### **ELECTRONIC DEVICES (POLICY #5516):**

Students will use electronic communication or data devices only in a manner consistent with instructional and testing activities in the classroom. These devices include, but are not limited to, handheld calculators, one-to-one computing devices, cameras, and laptop computers. Use of these devices must not violate any district policy or cause classroom disruption nor may they be used in the access, creation, or possession of inappropriate materials. Use of electronic devices in the classroom is at the discretion of the teacher and/or building administrator. Parents or students who bring any electronic device to school or to a school activity do so at their own risk – Orange School District and Park Avenue School assume no liability for damage, theft, etc.

Videotaping or taking pictures is prohibited on school grounds unless approved by building administration.

If the policies are violated, administrators will determine consequences based on the severity of the incident. District policy #5516 states, "Pupils are not permitted to use cellular telephones while school is in session. Cellular telephones must be turned off (not on vibrate) while the pupil is in the school building and may only be turned on after school has concluded for the day. Cellular telephones must remain in the locker for students in grades 5-7. Any student that violates this policy will receive the following consequences.

- First Offense (Phone will be confiscated and returned at the end of the school day.)
- Second Offense (Phone will be confiscated and returned at the end of the school day. Student will receive detention.)
- Third Offense (Phone will be confiscated and the parent must meet with administration.)

# STUDENT SERVICES

## **SCHOOL COUNSELOR:**

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

Ms. Hailey Arbus, School Counselor 973-677-4000 ext. 17810

## **HEALTH CARE:**

- A school nurse is available for emergency health care. Should the nurse be unavailable, students in need of emergency care should report to the office.
- Whenever possible, students should secure written permission or a pass from a teacher before visiting the nurse unless it is an emergency.
- The school nurse or administrators are the only members of the school staff who may excuse student from school during the school day because of illness or injury.
- Illnesses or injuries which occur during the school day should be reported by the student immediately to the teacher, school nurse. All visitors must sign in at the front desk with security and report immediately to the office area. Parents are welcomed to visit classrooms with scheduled appointments only with the teachers.
- Ongoing health care for student illness or injury is the responsibility of the student's personal physician and parent.
- Medications to be taken by students must be delivered to the school nurse.
  - The medication will be dispensed only by the school nurse, or a staff member designated by the school nurse in cooperation with the Principal: and only with a written prescription from a physician. This includes both prescription and over the counter drugs.
  - Prescriptions must indicate the name of the medication, dosage, and time to be given.
  - Medication must be clearly labeled in the original container displaying the student's name and dosage of medication. The nurse cannot administer any medication provided over the counter. All medication must be accompanied with doctor's note.
- The nurse maintains health records for students and advises staff members of health conditions which may adversely affect student learning or presents a danger to the student. If your child has a medical condition, physical or emotional, which you feel your child's teacher should be aware of, please make arrangements to share this information with your child's teacher or guidance counselor.

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

## **SCHOOL NURSE SCREENINGS:**

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

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

When communicable diseases occur, the school must be advised so that notices can be sent out. Check your children daily for symptoms until the contagion is over. Children must have a "written" note from their physician to be readmitted to school after having had any of the following medical problems:

<b>Hepatitis</b>	<b>Head Lice</b>	<b>Diarrhea</b>	<b>Ringworm of skin or scalp</b>
<b>Conjunctivitis</b>	<b>Hand and mouth disease</b>		<b>Rash of unknown origin</b>
<b>Strep Throat</b>	<b>Plantar Warts</b>	<b>Mononucleosis</b>	<b>Mumps</b>
<b>Scarlet Fever</b>	<b>COVID19</b>	<b>Chicken Pox</b>	
<b>Continuous unexplained colds or coughs</b>		<b>Discharge from the eye or nose</b>	

Note: Students may be asked to leave or not come into school if they test positive for COVID19, or exhibit one or more of the following symptoms.

- A fever of 100 degrees or greater
- Cough or shortness of breath or difficulty breathing
- Chills or repeated shaking with chills
- Muscle pain, headache, sore throat, or new loss of taste or smell
- Fatigue
- Congestion, runny nose, nausea, vomiting, or diarrhea

*\*All students will be screened before reentry into the building and may be required to submit a doctor's note to return to school.*

Our School Nurse's contact information is shown below:

Ms. Nicaise Eloi, School Counselor 973-677-4000 ext. 17750

## **FOOD SERVICES:**

The Orange Public Schools will serve breakfast and lunch to all students Monday-Friday. Exceptions are:

- No breakfast on delayed openings due to inclement weather.
- No lunch half days when it is a 12:30 dismissal.

## **PEANUT/TREE NUT POLICY:**

The possibility of severe allergic reactions to peanuts is now a well-documented medical fact. Some individual responses to touching, inhaling or eating a peanut product can be life-threatening. In the case of peanut butter, prevention of exposure to peanut butter and tree nuts is the key to safety. The number of children in our school with such an allergy has increased over the last two years. For this reason, Park Avenue School is a peanut-free school.

The School believes that the correct way forward is through a preventative process:

We ask you to:

- Avoid sending to school any food containing nuts, nut extracts or nut oils (whether this be for morning snacks, lunch or parties); and are manufactured in a facility or on equipment that processes peanuts. Check all labels for hidden ingredients.

The following are some resources that are available to help you support this effort and give you ideas on nut alternatives.

Parents will be given the opportunity to make an application for free lunch or reduced price lunch. According to family income status, students will be granted free or reduced price lunch, or they may buy lunch at the full reasonable priced rate. Application to the lunch program automatically qualifies a student for the breakfast program. EVERY FAMILY MUST HAVE A LUNCH APPLICATION ON FILE WITH THE SCHOOL DISTRICT. The lunch cost is posted on the monthly menu.

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

Students are expected to walk in the cafeteria/classroom.

- Conversational tones are acceptable.
- The tables and floors are to be kept clean. Garbage must be placed in wastebaskets.
- Students are to eat only at their class table.
- Students are expected to be courteous to cafeteria aides, administrators, cafeteria workers and other students. Any infraction of the rules listed above may result in disciplinary action.
- Lunches brought from home should
  - avoid glass containers,
  - avoid unhealthy snacks and beverages,
  - will not be refrigerated or warmed up by staff

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

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

**STANDARDIZED TESTING PROGRAM:**

All 3rd, 4th, 5th, 6th and 7th grade students in the state of New Jersey will also take the NJSLA for ELA and Math in the spring. All 5th grade students take the NJSLA-S for Science. Specific information regarding these assessments are sent home annually to parents. In order to obtain the best results from students, parents should assure that during the designated testing periods their child/ren are well rested and eat a good breakfast each day.

**LOST & FOUND:**

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

- Students finding books, notebooks, school materials and equipment, or personal possessions belonging to others are requested to bring such items immediately to the Main Office.
- Students are urged to mark school and personal property clearly with their name in order to assist in properly identifying items.
- Most lost and found items will be held for a maximum of two weeks before being donated to charitable organizations. Students are, therefore, urged to report losses immediately to their classroom teacher and/or the main office.

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

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

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

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

### **Student Transfers**

All student transfers will be conducted at the District office per policies and procedures.

Parents/guardians who fail to notify the District that they no longer live in the District and who continue to send their children to school in the District are violating policies. An attendance officer will investigate the situation.

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

All students and parents are required to sign an "Acceptable Use" policy statement prior to any student given access to our computer and internet services. This policy outlines the responsibilities of both students and parents in ensuring the safe use of equipment, searching functions, and computer

internet safety. Students are provided numerous opportunities to utilize computers in their classroom and in our computer lab. Students will also be given the opportunity to use technology for homework assignments, written reports, and various other types of projects.

### **Scholars Academy (Gifted & Talented Program)**

It is the philosophy of the Township of Orange School District to identify and provide challenging learning opportunities through the establishment of a program for the gifted and talented in accordance with the New Jersey State Department of Education's regulation that defines gifted and talented students as: Those exceptionally able students who possess or demonstrate high levels of ability, in one or more content areas, when compare to their chronological peers in the local district and who require modification of their educational program if they are to achieve in accordance with their capabilities.

Established in 2012, the Scholars Academy program provides services for students in grades 1-8 who meet the criteria for the program. Students will work with their GT Teacher from Scholars Academy once a week and deeply explore and engage in CORE activities with Science, STEM, Language Arts, and Math. The instructional emphasis is on challenging the students to develop their area of strength. Applications are accepted in December for February enrollment and May for September enrollment. All information is posted online at [www.orange.k12.nj.us/domain/1625](http://www.orange.k12.nj.us/domain/1625).

# STUDENT INVOLVEMENT PROGRAM

## **ASSEMBLY PROGRAMS:**

- A variety of assembly programs including films, dramatics, learning demonstrations, musicals, and student talent productions may be presented to students.
- Pep rallies, athletic competitions, and other special events are held in the gymnasium and/or auditorium.
- Students attending assembly programs in person are reminded of the following regulations for all assemblies:
  - Students will travel to assemblies accompanied by teachers.
  - Student conversation is prohibited while traveling to the assembly or during the assembly unless specifically announced otherwise.
  - Upon arrival, all students are to sequentially fill all seats, beginning with the front of each level of the Auditorium.
  - Polite applause is recognized as an appropriate method for demonstrating appreciation of an assembly performance. Yelling, whistling, booing or other types of behavior designed primarily to focus attention on the audience are inappropriate for a school assembly and will not be tolerated.
  - Assembly dismissal will be accomplished in a safe and orderly manner. Rows will be dismissed individually with no student permitted to stand for dismissal until the row immediately in front has totally entered the aisle of the auditorium.

## **IN-PERSON/VIRTUAL SCHOOL EVENTS:**

Students and Staff may be asked to participate in School Spirit Week or other social activities throughout the year. These events may be in person or virtual. We encourage members of our school community to use these opportunities to make connections with their peers and learn more about each other.

## **FIELD TRIPS:**

Field trips may be taken outside of the building for the 2022-2023 school year. We will continue to maintain the safety of all students and staff during any scheduled trips. Students may also participate in virtual field trips that allow them to make educational connections with the content they are learning in their classes. Our goal is to assure that students derive the greatest educational benefit from their virtual class trips.

## **MUSICAL ORGANIZATIONS:**

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

**COMMUNITY SERVICE FUNDRAISERS/OPPORTUNITIES:**

Park Avenue School students may be involved in community service opportunities through Student Council, class, or school projects. Our school participates in activities such as The Leukemia & Lymphoma Society program called Pennies for Patients and Food Drives for the local pantry.

**ORANGE PAGE TURNERS CHALLENGE:**

All students in PreK-7th grade will participate in the district-wide reading challenge. This challenge has been developed to help students build fluency and reading comprehension skills. Teachers will encourage students to participate in this reading challenge through using a variety of programs such as, Reading Plus or iRead. Students can keep track of their reading through use of a tracker that will be provided by the School Media Specialist.

**AFTER SCHOOL ENRICHMENT CLUBS AND AFTER SCHOOL TUTORING PROGRAMS:**

We offer a variety of clubs, some of which run every year, and new clubs that are introduced each school year. Club opportunities are open to students in grades 3 – 7 and can include Bridge, Robotics, Video Production, Debate, and Art. We encourage students to participate, as much as possible, in extracurricular activities. Club topics are subject to change from year to year.

We also offer after school tutoring for students in grades 3–7 to provide additional support in the core subject areas of Reading and Math, attending to district curriculum, Common Core State Standards, and individual student learning needs. Homework assistance is also provided to students as a part of their tutoring sessions. Saturday Academy will also be offered to students in selected grade levels.

**Afterschool Clubs: Clubs will take place on Tuesday-Thursday from 4:10-5:10.**

Instrumental Club (Grades 5-7) (Wednesday)	Drama Club (Grades 3-5) (Thursday)
Robotics Club (Grades 5-7) (Tuesday & Thursday)	Dance Club (Grades 5-7) (Thursday)
Yearbook Club (Grades 6-7) (Tuesday)	Basketball Club (Grades 4-7) (Wednesday-4-5) (Thursday 6-7)
Board Games Club (Grades 3-4) (Tuesday)	Sewing Club (Grades 4-7) (TBD)
Art Club (Grades 5-7) Wednesday	Cheerleading Club (Grades 4-7) (Wednesday)

**Note: All clubs are subject to change.**

# General Information

## Park Avenue Contact Information

### PARK AVENUE WEBSITE:

Consistent communication enables all members of the school community to stay updated with the educational journey of students. All staff members have a website for communication and updates about their classroom. Please visit [www.orange.k12.nj.us/park](http://www.orange.k12.nj.us/park) for the announcements, calendar updates, and a wealth of information to assist with your child(ren)'s education. Please ensure that your email and phone numbers are up-to-date! It is extremely important that phone numbers are updated, and are valid numbers. Phone blasts are used on a consistent basis to provide information to parents. Should a phone number change, it is the responsibility of the parent/guardian to provide the new numbers to the office and to the Homeroom teacher as well. Emergency phone numbers must be provided for all students. Parents are encouraged to be part of the Principal's Email distribution list to receive email alerts and information. Send an updated email address to **unknown** and [jervisti@orange.k12.nj.us](mailto:jervisti@orange.k12.nj.us). Parents are also encouraged to sign up and utilize the Parent Portal to monitor their child(ren)'s academic progress.

### PARK AVENUE FACULTY CONTACTS:

Name	Title	Phone/Ext.
Ms. Natasha Cox	Principal	973-677-4000 ext. 17800
Ms. April Stokes	Vice Principal	973-677-4000 ext. 17801
Ms. Hailey Arbus	Guidance/School Counselor	973-677-4000 ext. 17810
Ms. Tiffany Jervis	Secretary	973-677-4000 ext. 17712
Mrs. Nicaise Eloi	Nurse	973-677-4000 ext. 17750
Jamie Parziale	Technology Coordinator	973-677-4000 ext. 17888

### School Closings

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

WOR (710) AM  
AM WNJR (1430) AM

WINS (1010) AM  
WADO (1280) AM (SPANISH)

WJDH (1530)  
98.7 KISS FM

A voice message will also be sent to all home phone numbers on file to notify parents of school closures and/or delayed openings. Again, updated contact phone numbers are essential. The message will also be posted on the district webpage. [www.orange.k12.nj.us](http://www.orange.k12.nj.us).

**CARE OF AND RESPONSIBILITY FOR SCHOOL PROPERTY (TECHNOLOGY & TEXTBOOKS):**

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

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

**FAMILY SUPPORT SERVICES:**

<b>Service</b>	<b>Hotline</b>
Family Connections - Offers professional counseling, skills building, and prevention services	(973) 675-3817
Addiction Hotline	(800) 238-2333
Baby Land Family Services/ Domestic Violence Hotline	(973) 484-4446
Baby Land Family Services/ Domestic Violence Hotline	(973) 484-4446
Crisis Prevention/Suicide	(973) 672-9685
ER St. Barnabas Hospital	(973) 322-5180
FBI	(973) 792-3000
Gamblers Anonymous	(877) 994-2465
Help Line	(973) 763-HELP
Narcotics Anonymous	(800) 992-0401
National Runaway Switchboard	(800) RUNAWAY (800) 786-2929
NJ AIDS Hotline	(800) 624-2377
NJ Child Abuse Reports	(877) 652-2873
Parents Anonymous/Family Helpline	(800) 843-5437
Poison Control Center	(800) POISON-1 (800) 764-7661
Police-Fire-Medical	911

# Acknowledgement of Handbook



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

Please click on the link below to fill out a Google Form as your acknowledgement.

Please click on the link to acknowledge receipt and understanding of the Student Handbook: <https://forms.gle/qvr989NZtXzCQEw88>