

Park Avenue Elementary School



SCIENCE • TECHNOLOGY

ENGINEERING • MATH

2021-2022 Student/Parent Handbook

Dr. Hackett, Principal
Ms. Stokes, Assistant Principal

SUPERINTENDENT OF SCHOOLS

Gerald Fitzhugh, II, Ed.D.

ASSISTANT SUPERINTENDENT OF INNOVATION & SYSTEMS

Tina Powell, Ed.D.

BUSINESS ADMINISTRATOR/ BOARD SECRETARY

Jason E. Ballard, CEFM, QPA, RSBO

ASSISTANT BUSINESS ADMINISTRATOR/ASSISTANT BOARD SECRETARY

Lamont Zachary

EXECUTIVE DIRECTORS

Faith Alcantara, *Office of Innovation/Community Engagement*

Shelly Harper, *Office of Special Education/Intervention*

Glasshebra Jones, *Office of Human Resources*

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*

Cayce Cummins, Ed.D., *John Robert Lewis Early Childhood Center*

Dana Gaines, *Oakwood Avenue Community School*

Myron Hackett, Ed.D., *Park Avenue School*

Carrie Halstead, *Orange Preparatory Academy*

Frank Iannucci, Jr., *Lincoln Avenue School*

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*

ASSISTANT PRINCIPALS

Patrick Yearwood, *Lincoln Avenue School*

Anthony Frantantoni, *Orange High School*

Oliverto Agosto, *Orange Preparatory Academy*

Terence Wesley, *Rosa Parks Community School*

Samantha Sica-Fossella, *Orange Preparatory Academy*

Kavita Cassimiro, *Orange High School*

Isabel Colon, *Lincoln Avenue School*

Tarell Harp, *Interim, Orange Preparatory Academy*

Nyree Delgado, *Forest Street Community School*

Emily Bischoff, *Orange Early Childhood Center*

Joshua Chuy, *Rosa Parks Community School*

Gerald J. Murphy, *Heywood Avenue School*

Shadin Belal, Ed.D., *Orange High School*

April Stokes, *Park Avenue School*

Noel Cruz, *Dean of Students, Lincoln Avenue School*

Roberta Washington, *Orange Preparatory Academy*

SUPERVISORS

Tia Burnett, *Testing*

MengLi Chi Liu, *Mathematics (9-12)*

Donna Sinisgalli, Ed.D., *Visual & Performing Arts*

Marc Levenson, *Social Studies (K-12)*

Janet McClouden, Ed.D., *Special Services*

Adriana Hernandez, *ELA (K-2) & Media Specialists*

David Aytas, *STEM-Focused Learning (K-12)*

Henie Parillon, *Science (K-12)*

Delia Abreu, *Interim (3-8) & Media Specialists*

Belinda Komarica, *Mathematics (K-5)*

Caroline Onyesonwu, *Bilingual/ESL & World Languages*

Frank Tafur, *Guidance*

Amina Mateen, *Special Services*

Jahmel Drakeford, *CTE & Physical Education*



"GOOD TO GREAT"

Revised: 8/17/21

A LETTER FROM DR. HACKETT & MS. STOKES

Dear Parents, Guardians, and Caregivers,

We are excited for the start of the 2021-2022 school year at Park Avenue School! We are partners, jointly dedicated to helping your child grow socially, emotionally, and intellectually. As you all know we are in unprecedented times, as we continue to manage life during a global pandemic. We hope all of you have continued to stay safe. The Park Avenue School Community has missed all of our students and are excited to have each and every student return to the building in September.

Children may be experiencing some anxiety due to returning to school for a variety of reasons. The administrative team at Park Avenue would like you all to know that we will ensure the safety of your children, while providing a high quality education for all students. We are entering into the 2021-2022 school year with a newfound energy as we tackle educating all of our students in brick and mortar. There will be continued opportunities for your child to stretch themselves intellectually to improve performance in all academic areas. We will also work diligently to protect their social and emotional well being during this time.

It is going to be a great school year for the Park Avenue School community and we look forward to continuing the necessary work to take your children from “Good to Great”. Please see some important information below related to our return to school.

MORNING ROUTINE FOR STUDENTS

- Students can enter the building at 8:00 am. (K-4 students will enter through the gym door on Park Place, 5-7 students through the cafeteria door on Park Place, and SE students through the main entrance.) Students will wait to be picked up by their homeroom teacher.
- Breakfast will be served in the classroom and all classes will begin promptly at 8:30 am

DISMISSAL

- School will end promptly at 3:20 pm and all students will be dismissed from their entrance that was used in the morning.

STUDENT ATTIRE

Students must wear their school uniform every day. Sneakers should be worn for physical education classes to safely engage in activities.

A LETTER FROM DR. HACKETT & MS. STOKES

STUDENT ABSENCES

Upon returning to the building, parents are responsible for reporting daily absences to Park Avenue School Secretary, 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

Important forms will be sent electronically to parents for completion.

PARENT INFORMATION SESSIONS/BACK TO SCHOOL NIGHT

Park Avenue School will periodically host parent information sessions throughout the school year to keep parents abreast of important information. Sessions may be in person or virtual. Our Back to School Night will take place on Monday, September 15, 2021 from 6-8pm at Park Avenue School. We encourage all families to attend these events to stay well informed.

VIRTUAL & IN-PERSON SCHOOL EVENTS

Park Avenue School will continue to provide our students with opportunities to allow for socializing and connecting to their peers and teachers. School events may be in person or virtual. We encourage our students, parents, and staff to participate in these activities to build a sense of community.

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.

Park Avenue School stakeholders are committed to developing and preparing students to become college and career ready in the 21st Century through a rigorous academic program designed with thematic units of study.

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

Educationally yours,

Dr. Myron A. Hackett
Principal

April Stokes
Assistant Principal

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District Mission Statement

- The Orange Public School District in collaboration with all stakeholders is responsible for promoting the academic, social, emotional and personal success of all students.
- With a commitment to academic excellence, the District provides teachers, families, and administrators the tools needed for all students to reach their full potential.
- The District serves all students in our school, 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 School District cultivates a community of 21st century learners where students take ownership of the learning process, achieve high standards of excellence, and focus on academics.

**Orange Public
School District from
“Good to Great!”**

OUR MISSION, OUR MOTTO

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.

Park Avenue School Motto

By Mrs. Carolyn Martin

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 that are best for you.
You know, an educated mind just can't be beat,
When it's full of knowledge, you have limited defeat.
What! What! Don't you know that it's time to wake
up? The winners are the ones that are all booked up.
That's why I get to school early so I won't lose time,
You see, I'm working very hard to educate my mind.
Education 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!





Orange Township Public School District – 2021-2022 Calendar

Gerald Fitzhugh II, Ed.D.
Superintendent of Schools
Revised 08102021



Tina Powell, Ed.D.
Assistant Superintendent for Innovation

Jason E. Ballard, CEFM, QPA, RSBO
Business Administrator/Board Secretary

1-3 Professional Dev. For Staff	<table><tr><th>Staff</th><th>21</th><th>September</th><th>18</th><th>Students</th></tr><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr></table>	Staff	21	September	18	Students	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			<table><tr><th>Staff</th><th>15</th><th>February</th><th>15</th><th>Students</th></tr><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td></td><td></td><td></td><td></td><td></td></tr></table>	Staff	15	February	15	Students	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						7 Parent Conf. PreK-7 - 5:30 pm- 7:30pm 8 Parent Conf. 12:30 dismissal PreK-7 - 1:15 pm-4:00 pm 9 Parent Conf. 12:30 dismissal 8-12 grades 1:15 pm- 4:00 pm 10 Parent Conf. 8-12 5:30 pm – 7:30pm 21-25 District Closed Winter Break							
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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 Δ Parent Conf Prek-7 12:30pm Dismissal Parent Conf. Gr. 8-12 12:30pm Dismissal District 12:30 pm Dismissal

SCHOOL HOURS

SCHOOL
OHS
OPA
STEM
Elementary
Twilight Program

STAFF
8:05 am
8:05 am
8:20 am
8:15 am
2:00 pm

STUDENTS
8:20 am – 3:25 pm
8:20 am – 3:15 pm
8:20 am – 3:30 pm
8:30 am – 3:20 pm
2:30 pm – 8:00 pm

ZERO period & College Block will be 7:30 am – 8:15 am
ZERO period & College Block will be 7:30 am – 8:15 am

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 rewarded 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:

- A. Each student should know what behavior and achievements are expected of him/her.
- B. Each student shall be kept informed of his/her progress during the course of the school year.
- C. Methods of grading shall be appropriate to the course of study and grade placement of students.
- D. 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.

Homework (Policy #2330)

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

Kindergarten	20 minutes
Grades 1-2	30minutes
Grades 3-4	45 minutes
Grades 5-6	60 minutes
Grades 7-12	90-120 minutes

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 receipt of the report card.

Kindergarten Grading 2021-2022

Kindergarten teachers assess students using Work Sampling. The Work Sampling System, an authentic performance assessment, is based on teachers' observations of children at work in the classroom learning, solving problems, interacting, and creating products. The Work Sampling System includes three interrelated elements—developmental guidelines and checklists, portfolios and summary reports.

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.

EFFORT

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.

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

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.

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

Absenteeism Rubric

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.

Tardiness Rubric

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.

Honor Roll	Grades 1-12
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

Retention Guidelines

Kindergarten:

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

Grades 1-8

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 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 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.

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 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.

Responsibilities of Students

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

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

Responsibilities of Teachers

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

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

Attendance

- 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

for how long, and what to study. Test it for one week; make necessary revisions, then stick to your schedule.

- Don't allow yourself to fall behind in your studies.
- Keep good notes. Organize them immediately following class, while ideas are still fresh in your head and review them that night.
- Information is remembered best if recalled within twenty-four (24) hours, according to psychologists. Be sure to review frequently.
- Prepare for tests and examinations in advance. Start with a review of notes, set up a study schedule, listen for teacher tips on what to cover, ask what type of exam is expected essay questions, true/false, multiple choice, short answer, oral, presentation, etc.

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

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 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 dress. Students are expected to come to school dressed in the following:

The following is a list of acceptable clothing:

Boys (grades K-4)

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

Boys (grades: 5-7)

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

Girls (grades: K-7)

Collared Shirts: Long or Short Sleeved (White/Light Blue) (K-4)
Collared Shirts: Long or Short Sleeved (White) (5-7)
Pants/Skirts: Navy Blue (K-4) Khaki (5-7)
Pants/Skirts: Khaki (5-7)
Sweaters: Pull-over or button-down. (Solid Color) (All grade levels)
Girls may wear solid color white or navy tights.

Dress Code Violation Procedure

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

Locker Policy/School Belongings

Lockers will not be in use for the 2020-2021 school year in an effort to minimize hallway traffic. All students will keep their belongings in their homeroom class in a designated area. They will be required to have a backpack to store all materials. School supplies should not come in contact with any other student's materials.

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, beepers, laser pens, 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's "Dress for Success" 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.

- **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:

Reporting late to class

1st and 2nd Offense	<ul style="list-style-type: none"> • Teacher contacts household • Student to make up any work missed • Detention at Teacher's discretion
3rd Offense	<ul style="list-style-type: none"> • Referral to administrator for investigation • Parent conference via Google Meet with administrator, staff, and student • Behavior action plan developed in conjunction with student, and staff

Cutting class (reporting 20 minutes late to class without a valid pass)

1st and 2nd Offense	<ul style="list-style-type: none"> • Referral to administrator for investigation • Parent contact by administrator • Student to make up any work missed
3rd Offense	<ul style="list-style-type: none"> • Referral to administrator for investigation • Parent conference via Google Meet with administrator, staff, and student • Behavior action plan reviewed by I&RS • In school suspension 1 day

Bullying/Teasing/Harassment

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

- 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.

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. 4038

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.

- 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 aide, can be given at any hospital without parental consent. A wait of three or four hours to make contact with you may prove hazardous to your child's health and welfare.

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

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

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. Please see the conditions for reentry below:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever reducing medications); and
2. Improved respiratory symptoms (cough, shortness of breath, etc); and
3. At least 10 days have passed since symptoms first occurred

Our School Nurse's contact information is shown below:
Ms. Nicaise Eloi, School Counselor 973-677-4000 ext. 4002

Food Services

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

Peanut 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.

“Nut Free” Snack Ideas by Brand Name:

http://www.farmington.k12.mi.us/gil/pdf/nut_free.pdf

Peanut & Nut Free Lunch, Snack and Treat Ideas:

<http://www.farmington.k12.mi.us/gil/pdf/lunch.pdf>

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.

Littering

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

Standardized Testing Program

All 3rd, 4th, 5th, 6th and 7th grade students in the state of New Jersey take the NJSLA for ELA and Math. 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.

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.)

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 Card pick up as authorization for pick up AND must have a photo ID. Students will NOT be released without the proper identification and authorization. Student safety will not be compromised. **

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

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 (Talented and Gifted 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.

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 2021-2022 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 grades K-7 who are in need of additional support.

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 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 hacketmy@orange.k12.nj.us and 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.
Dr. Myron Hackett	Principal	973-677-4000 ext. 4006
Ms. April Stokes	Vice Principal	973-677-4000 ext. 4004
Ms. Hailey Arbus	Guidance/School Counselor	973-677-4000 ext. 4038
Ms. Tiffany Jervis	Secretary	973-677-4000 ext. 4001
Mrs. Nicaise Eloi	Nurse	973-677-4000 ext. 4002
Dr. Rose Morrisroe	Technology Coordinator	973-677-4000 ext. 4052

School Closings

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

WOR (710) AM	WINS (1010) AM	WJDH (1530) AM
WNJR (1430) AM	WADO (1280) AM (SPANISH)	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.

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

Service	Hotline
Family Connections - Offers professional counseling, skills building, and prevention services	(973) 675-3817
Addiction Hotline of NJ	(800) 238-2333
Baby Land Family Services/ Domestic Violence Hot Line	(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
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
Police-Fire-Medical	911

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



Orange Township Public Schools

Park Avenue School
Dr. Myron Hackett, Principal



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

Ms. April Stokes, Assistant Principal

"Learn From the Past, Live in the Present, Prepare for
the Future"

ANCHORED IN EXCELLENCE!

My child and I have read and reviewed the following documents within the
student/parent handbook:

- Mission Statement
- Student Pledge
- Locker Policy
- Uniform Policy
- District Bullying Policy
- Student Code of Conduct

**My signature indicates that I have read and understand all of the information
contained in this document.**

**I also acknowledge that I will be required to attend a conference, and/or shadow
my child in the event that these policies are not adhered to by my child.**

Grade: _____

Homeroom Teacher: _____

Student's Name/Signature

Parent's Name/Signature



Park Avenue Elementary School

