



**FOREST STREET COMMUNITY
SCHOOL
STUDENT HANDBOOK
2022-2023**

**DR. YANCISCA LOFTEN-COOKE, PRINCIPAL
MRS. SHANNON KEOGH, ASSISTANT PRINCIPAL**

ORANGE TOWNSHIP BOARD OF EDUCATION

Shawneque Johnson
President

Jeffrey Wingfield
Vice President

Members

Guadalupe Cabido
Sueann Gravesande

Samantha Crockett
Derrick Henry
Fatimah Turner, Ph.D.

David Armstrong
Siaka Sherif

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 BUSINESSADMINISTRATOR/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 of Inquiry & Innovation*
Patrick Yearwood, *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

Aimie McKenzie-Smith, *Lincoln Avenue School*
Anthony Frantantoni, *Orange High School*
Terance Wesley, *Rosa Parks Community School*
Samantha Sica-Fossella, *Orange Preparatory Academy of Inquiry & Innovation*
Kavita Cassimiro, *Orange High School*
Christina Tighe, Ed.D., *Lincoln Avenue School*
Daniele Washington, *Cleveland/Central Schools*
Michael Dixon, *Orange Preparatory Academy of Inquiry & Innovation*

Shannon Keogh, *Forest Street Community School*
Emily Shaltuper, *Orange Early Childhood Center*
Sandra Guerra, *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*
Yoniel Lopez, Ed.D., *Orange High School*

SUPERVISORS

Tia Burnett, *Testing*
MengLi Chi Liu, *Mathematics (9-12)*
Jonathan Clerie, *Visual & Performing Arts*
Marc Levenson, *Social Studies (K-12)*
Janet McCloudon, Ed.D., *Special Services*
Adriana Hernandez, *ELA (K-2) & Media Specialists*
TBD, *STEM-Focused Learning (K-12)*
Marcey Thomas, *ELA (9-12)*



Henie Parillon, *Science (K-12)*
Delia Abreu, *ELA (3-7) & Media Specialists*
Belinda Komarica, *Mathematics (K-5)*
Nurka Nieves, Ed.D., *Bilingual/ESL & World Languages*
Frank Tafur, *Guidance*
Amina Mateen, *Special Services*
Jahmel Drakeford, *CTE & Physical Education (8-12)*

- I.** Table of Contents
- II.** Principal Welcome (vision, mission, shared beliefs statements)
- III.** Forest Street Community School Creed
- IV.** School overview/ Instructional program
- V.** Registration
- VI.** Attendance
 - A. Doctors' Appointments
 - B. Procedures for leaving school early
 - C. Tardy
 - D. Time and bell schedule
 - E. School closings
 - F. Full, Half, Delayed Opening Schedules
- VII.** Health Related Services
- VIII.** Lunch Program
- IX.** Instructional Program Description
 - A. Homework policy (see homework policy contract enclosed)
 - B. Books
 - C. Suggestions for parents
 - D. Report Cards
 - E. Mandatory Interventions
 - F. Promotion Policy
 - G. Testing
 - H. Student Recognition
- X.** School Safety Drills
- XI.** School Field Trips
- XII.** School Management
 - A. After school detention
 - B. Parent Conference/ Discipline policy.
 - C. Suspensions
 - D. Locker Policy
 - E. Money and Valuables
 - F. Toys
 - G. District Cell phone policy
 - H. Non-Motorized Vehicles
 - I. Birthday Parties
- XIII.** Transfers
- XIV.** Uniform Dress Code
- XV.** Character Development



Orange Township Public Schools
Forest Street Community School
Dr. Yancisca Loften-Cooke, Principal



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

Mrs. Shannon Keogh, Assistant Principal

Dear Parents/Guardians,

Prior to the beginning of a new school year, parents often ask for advice in helping their children get off to a good start in school. The following ideas come from several articles that I believe provides some useful suggestions:

- Help your child use a planning calendar and notebook to keep track of weekly, monthly or larger projects. This will be helpful and assist with organization.
- Encourage your child to break down large, complex tasks into manageable pieces.
- Encourage your child to complete homework tasks in some order of priority (sometimes it is best to do the least favorite thing first).
- Don't be too concerned if your child's notes look sloppy or a bit disorganized. Active minds organize things in ways that work best for them. We have learned this from research dealing with learning styles.
- You must encourage your reader to use all the clues available to them while reading, such as headlines, pictures, captions, charts, tables, and graphs.
- A discussion with your child after reading a book or an article helps with comprehension. Ask your children to tell you what the story was about, why it interested them or why not and perhaps how it might relate to their own lives.
- Encourage your child to speak to their teachers, especially when information is unclear.
- Check the school website and teacher websites often to stay abreast of assignments and important information.
- Sign up for all teacher/parent communication tools (i.e., **Class Dojo, Remind, Seesaw, Genesis Portal**)

These are just a few recommendations and I will be sharing more throughout the year. Please take time to read this student handbook with your child. **HAVE A GREAT YEAR!!!**

With best regards,
Dr. Yancisca Loften-Cooke, Principal

DISTRICT 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.

**ORANGE BOARD OF EDUCATION
2022-23 DISTRICT GOALS**

Goal #1: 21st Century Integration

The Orange Public Schools will continue to invest in its teachers. The district values and promotes a culture of excellence in teaching and learning through increased and improved opportunities for quality, sustained professional development that address district needs and individual school needs as outlined by data points. The emphasis has been on best practices in teaching and learning. As a result of the pandemic, a continued understanding of providing targeted and intentional delivery of instruction is paramount district-wide.

- 1) Increase in the number of job-embedded professional learning opportunities that incorporate the expertise of building principals planning alongside district administration by 70% from SY 21-22**
 - Administrative Meetings will continue to be instructionally-focused learning sessions for principals and district administrators. Ultimately, all training sessions will be germane to data points resulting from walk-through trend analyses.
 - Administrative meetings will continue to have instructionally focused agendas with accompanying sign in sheets. Meetings will take place for horizontal and vertical articulation supports to build content knowledge and pedagogy if applicable.
- 2) By May 2023, 60% of students in each preparedness group will meet or exceed their assigned end of year growth target in mathematics.**
 - The assessments that will be used to measure progress towards the assigned growth targets include the iReady Diagnostic, NWEA MAP, District Benchmark Assessments, and select Performance Tasks in the area of Mathematics.
 - The district will continue to report out all data in the area of mathematics in Curriculum Committee as per the assessment calendar as well as the Board of Education Meeting.
- 3) By May 2023, 60% of students in each preparedness group will meet or exceed their assigned end of year growth target in ELA.**

- The assessments that will be used to measure progress towards the assigned growth targets include the FRA, SRI, Insight, District Benchmarks, and Performance Tasks in the area of English LanguageArts.
- The district will continue to report out all data in the area of English Language Arts in Curriculum Committee as per the assessment calendar as well as the Board of Education Meeting.

4) By May 2023, 60% of students in each preparedness group will meet or exceed their assigned endof year growth target in Science.

- The assessments that will be used to measure progress towards the assigned growth targets include District Diagnostic and Benchmark assessments in the area of Science.
- The district will continue to report out all data in the area of Science in Curriculum Committee as per the assessment calendar as well as the Board of Education Meeting.

5) By June 2023, 2023, 5% increases across all areas on the New Jersey Student Learning Assessment (Mathematics, Science, and English Language Arts) and the New Jersey Graduation Proficiency Assessment (Mathematics and English Language Arts) at the high school level.

- The district will provide assessments to prepare students and staff for the high stakes assessment.
- Review of data from the last year’s assessment in public as well as during several points throughout the year.

Goal #2: Community Engagement

The Orange Public Schools will continue a system of consistent communication system for disseminating and receiving information between school administration, teachers, staff, students, parents, and the community.

1) Increase the timeliness, access, and effectiveness of all communication with all stakeholders via multiple measures by 60% from the previous school year (the previous year was at a 50% increase.)

- Social Media Platforms & Website (Instagram, Facebook, and Twitter)-Utilize the platforms for immediate news-worthy information as well as the district website via the latest news and announcements section.
- RoboCalls via School Wires at the district and school levels; we are incorporating more text to speech and emails as well as translated versions of all messages both at the district and at the school level.
- Superintendent’s Report (online access to staff and community

stakeholders) the day immediately following the board meeting by noon.

- Routine face-to-face opportunities to engage with community and stakeholders via PTO, Back to School Nights, Report Card Conference Nights, Community Events within Orange Township as well as partnership meetings based on those established and forthcoming within the school district. We will continue the parent and student councils at the Superintendent's Level.
- Provide Bilingual Supports for all families to ensure their engagement within the school district via translations, translator supports, and district as well as social level meetings.

2) Increase the use of emerging and available communications outlets to transmit information by 40% (Last Year the Percentage was at 30%)

- Partner with universities (local and throughout the state) in order to get information to prospective candidates for job fairs and other industry level announcements. We will conduct virtual and in-person job fairs as well to widen the search for potential candidates outside of the University realm.
- Continue to utilize the Orange Public School App for more timeless information.
- Continue to utilize the Emergency Pop Up on the website for transmitting important, time sensitive information weekly.
- Provide Translations on all documents that are disseminated from schools and district offices.

3) Continue Parent and Student Councils at the Superintendent's Level

- Have monthly meetings with parents and students about academics as well as self-care supports; student council meetings will take place separately from the parent council.
- Continue the Bilingual Parent Advisory and ensure that the meetings are quarterly.
- Continue the Special Education Advisory Council Meetings and ensure that the meetings take place quarterly.
- Continue the Early Childhood Advisory Council Meetings and ensure that the meetings take place quarterly.
- Establish the Nutrition Advisory Council alongside school level student councils. Ensure that the meetings take place quarterly.

Goal #3: Facilities and Finance

The Orange Public Schools will continue to redesign the fiscal management, operations, and human resources of the organization to ensure a system of accountability, transparency, and efficiency for the optimal delivery of services.

1) Create a district budget under constraints that accommodates and supports the needs of central office departments, all schools and students while sustaining systems that have yielded results through a strategic assessment of data

- Analyze and clarify how all budgeted funds are allocated and expended at the department and school levels
- Examine and evaluate contracted services provided to the district and continuously improve effectiveness
- Identify and execute capital projects (short term/long term, prioritized, and categorized on the basis of need)
- The transfer of monies from account lines on the district level will decrease by 20% from the previous year.

2) Implement innovations that empower teaching and learning as well as efficiently allocate funding within their locations

- Continue to monitor the new budgeting module My Budget File to ensure adherence to staff and federal mandates.
- Create a long-term and short-term facilities development plan to outfit buildings district wide in the effort of expanding programming throughout the school district. These plans will be presented at the Facilities and Finance Committee Meetings as well as via the Regular Board of Education Meeting.

Goal #4: Social and Emotional Supports

The Orange Public Schools will continue to ensure that all students will receive social and emotional support to become adaptable, confident citizens who embody self-awareness and strong interpersonal skills, and who are capable of responsible decision-making and managing their emotions and behaviors.

1) Provide research-based curriculum to strengthen students' social/emotional relationships

- Continue to utilize Restorative Practices as a means of providing effective supports to students in the effort of problem solving. This includes at both the elementary and secondary levels.
- Continue the monitoring of mental health to provide students another avenue to combat social-emotional concerns and thus remediate areas of deficiency related to mental health.

2) Enhance community-based partnerships in order to assist students and families

- Continue to utilize the District's community engagement officer as well as community school liaisons to assist school-based staff with

establishing partnerships to support families and students and thus have a vehicle to support families Pre-K through Twelve.

- Provide self-care supports for students and families based on surveys (conducted twice per year) as well as discussion with support staff members including the Superintendent's Trauma Informed Team.

3) Improvement of Student Attendance from Pre-Kindergarten to Grade Twelve

- By May 2023 students with severe and chronic absences will decrease by 30% through shared expectations, shared support and shared accountability by all stakeholders (parents, students and school staff)

FOREST STREET COMMUNITY SCHOOL

School Vision

To ensure that Forest Street Community School produces lifelong learners and leaders, we must educate the mind, motivate the body, and cultivate the spirit, as we teach with the heart.

Mission

Through the full collaboration of personnel, parents, and the community, Forest Street Community School is committed to nurturing a generation of formidable global competitors and leaders. We will inspire our students to achieve their fullest potential, and hold themselves accountable for operating with integrity, confidence and compassion. Through exposure and life experiences, we will motivate each student to exceed their own expectations, as every child is an achiever.

Shared Beliefs

- All children can and will learn through collaboration, enthusiasm, and motivation
- Learning never ends
- Teachers must be creative, flexible, motivated and capable to meet all students' levels of learning abilities
- Each child has special abilities. As educators it is our responsibility to ascertain and intensify each student's talents.



iii. Forest Street Community School Creed

I am **Proud** of myself!
I am **Proud** of my school!
I am **special**!
I am **somebody**!
I am **Respectful, Responsible and Empowered to Succeed!**

You ask, “WHO AM I”?

I am a **Proud Student** of
FOREST STREET COMMUNITY SCHOOL!



IV. School Overview

The City of Orange Township is a highly urbanized, densely populated municipality located in Essex County. The city has a population of approximately 32,868 residents in a 2.2 square mile area. Approximately eighty-seven percent (87%) of the city's residents are of minority descent.

Forest Street Community School is located in the South ward of Orange, New Jersey and is one of the smallest elementary schools in the town. There are 37 certified teachers and 21 homerooms. Ninety percent (90%) of the students are African American; ten percent (10%) are Hispanic.

Social and Emotional Learning

What is SEL?

Social and emotional learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

Developing these core life abilities through social and emotional learning (SEL) is critical to a child's development, as it directly correlates to success and happiness as an adult. For many children, school is the only place where any deficiencies in these abilities can be addressed before they become active members of society.

Developing these core life abilities through social and emotional learning (SEL) is critical to a child's development, as it directly correlates to success and happiness as an adult. Combining these skills with academic development creates high-quality learning experiences and environments that empower students to be effective contributors in their classrooms today and in their workplaces and communities tomorrow.

Language Arts

The Orange Board of Education has developed a Language Arts Curriculum guide for Pre-K-12th grade students.

Language Arts continues to be our area of focus as we devote 80 minutes in grades K-7. We believe if our students develop successfully in the area of reading, writing and comprehension they will be as successful in all disciplines.

This year in alignment with our District Curriculum we will be utilizing HMH Into Reading as our curricular resource. Acadience will be our diagnostic tool and Waggle will be used as a supplemental digital resource for all k-2 grade students. Our 3rd-7th grade students will also be guided by the District Curriculum utilizing HMH as the curricular resource, “The Growth Measure” will serve as our diagnostic and Reading Plus is our digital tool. All grade levels are required to maintain daily Reading Logs.

Math

The Orange Board of Education has developed a curriculum guide for teachers of grades kindergarten through seven. The guide provides a wide range of problem-solving activities and assessment tools for measuring objectives at six-week benchmarks. Math periods for Kindergarten through seventh grade are 80 minutes daily. Concepts are delivered in three stages: first through concrete hands-on activities with the use of manipulatives; second, moving onto the iconic stage using drawings, pictures, etc.; and finally, to the symbolic stage. Instruction will be guided by the District Curriculum and Illustrative Math will serve as our curriculum resource. Math instruction will be supplemented with the i-Ready digital tool for grades K-7, which also provide home accessibility. Our math coach will continue working closely with teachers to provide embedded professional development for all instructional staff.

All curriculums are accessible on the Orange Public Schools District website.

Character Building Education

Project Wisdom Program is a part of our morning exercise. This consists of a powerful parable read over the intercom each morning by the building principal or selected individuals. Additionally, our students are recognized in our “Caught in the Act” assemblies for their random acts of kindness. This we will continue with our Birthday Club where students will be acknowledged and celebrated. All students are expected to exhibit respect for themselves, all adults and their peers at all times.

Universal Breakfast Program

The Orange School district participates in the Universal Breakfast Program. This begins at 8:30a.m. each morning for grades K-7 in the classrooms. Research continues to show that students perform better when they have had a well-balanced breakfast. Parents are encouraged to ensure their children are in school no later than 8:00 a.m. to participate. Breakfast will not be served after 8:45 a.m. If your child does not wish to participate in the breakfast program, please ensure they have a well-balanced breakfast at home.

V. Registration

Please see district website for our registration process. The following will provide you with the district registration procedures.

Registration will take place at the Board of Education registration department located in the board building.

Parents of newly enrolled students must provide: three (3) proofs of a residency a lease or mortgage papers in your name, and two (2) current utility bills in your name.

Complete immunizations and health records; transfer card (grades 1-7); and child's social security card (if they have one). For kindergarten, a child must be 5 years old by October 1, of the current school year and you must provide a birth certificate (original), and current physical examination (within 6 months).

VI. Attendance

Attendance is taken and recorded in Genesis daily. Students are expected to report to school each day that school is in session. Illnesses with a doctor's note, lack of proper immunizations, religious holiday, disciplinary action or death in the family are considered excused absences.

Chronic Absenteeism

A written note must follow all absences from the student's parents/guardian.

After 3 unexcused absences a phone call and/or an attendance referral will be completed.

A student who has accumulated more than 18 absences in a single school year may be retained in the same grade for another year due to absences.

A. Doctors' Appointments

Medical and dental appointments should be scheduled when school is not in session. If an appointment must be kept during school hours, the student must bring a doctor's note on the doctor's stationery or from the parents stating the time and date services were given to the student. **Students will be responsible for all missed assignments.**

B. Procedures for early dismissals

If it is essential that your child be dismissed from the school early, please send a written request to the classroom teacher. The child will be dismissed to the office and must be signed out by an adult noted on the Emergency form. **NO CHILD WILL BE ALLOWED TO GO HOME EARLY WITH-OUT BEING ACCOMPANIED BY AN ADULT (18 or older). Please limit early dismissals as they are a disruption to instruction. Our school day ends at 3:00 p.m. for our K-7th grade classes.**

Under no circumstances are children allowed to leave school to go to the store and return to the building. Once students are dismissed, they are not permitted to re-enter the building.

C. Tardiness

To avoid being late, students are advised to arrive at school by 8:20 a.m. and report to their designated area (the playground, or multipurpose room). Due to no available supervision, students are not allowed to enter the building before 7:45 a.m. Students who enter the classroom after 8:30 a.m. are considered late and will be marked accordingly in Genesis which will reflect on their report cards. All tardies should be followed by a written excuse.

Students late to school three (3) or more times a month will be issued a detention.

D. Time and bell schedule/line up procedures

Both the health and safety of your children are affected by the time that they arrive at school. **Parents can be a great help to us by not sending your child to school before 7:45 a.m. because there is no adult supervision available**

Try to plan it so they will arrive 5-10 minutes before the 8:30 am bell rings. This will ensure that they will not be outside for too long, and that there will be supervision for them.

E. School Closings:

If schools are to be closed due to hazardous weather conditions, a district phone blast will be made through the Superintendent's office; announcements will also be made over the following radio stations:

WOR (710) AM
WNJR (1430) AM

WINS (1010) AM
WADO (Spanish) (1280) AM
WJDH (1530) AM
98.7 Kiss FM

F. Full Day, Half Day, Delayed Opening Schedule

NORMAL DAY			HALF DAY			DELAYED OPENING		
ELEM	Normal Time	Duration	ELEM	Half Time	Duration	ELEM	Normal Time	Duration
PERIOD 1A	08:30 - 09:10	40 min	PERIOD 1A	08:30 - 09:00	30 min	PERIOD 1A	08:30 - 09:10	40 min
PERIOD 1B	09:10 - 09:50	40 min	PERIOD 1B	09:00 - 09:30	30 min	PERIOD 1B	09:10 - 09:50	40 min
PERIOD 2A	09:55 - 10:35	40 min	PERIOD 2A	09:30 - 10:00	30 min	PERIOD 2A	10:00 - 10:35	35 min
PERIOD 2B	10:35 - 11:15	40 min	PERIOD 2B	10:00 - 10:30	30 min	PERIOD 2B	10:35 - 11:15	40 min
PERIOD 3A	11:20 - 12:00	40 min	PERIOD 3A	10:30 - 11:00	30 min	PERIOD 3A	11:20 - 12:00	40 min
PERIOD 3B	12:55 - 01:35	40 min	PERIOD 3B	11:00 - 11:30	30 min	PERIOD 3B	12:55 - 01:35	40 min
PERIOD 4A	01:40 - 02:20	40 min	PERIOD 4A	11:30 - 12:00	30 min	PERIOD 4A	01:40 - 02:20	40 min
PERIOD 4B	02:20 - 03:00	40 min	PERIOD 4B	12:00 - 12:30	30 min	PERIOD 4B	02:20 - 03:00	40 min
LUNCH/RECESS A	11:50 - 12:10	30/20 min				LUNCH/RECESS A	11:50 - 12:10	30/20 min
LUNCH/RECESS B	12:00 - 12:50	30/20 min				LUNCH/RECESS B	12:00 - 12:50	30/20 min
LUNCH/RECESS C	12:45 - 01:35	30/20 min				LUNCH/RECESS C	12:45 - 01:35	30/20 min

Commented [DGF11]:

Commented [MOU2R1]:

VII. Health Related Services

Medical Emergencies

- In the event of a medical emergency requiring your immediate presence, the school must have a telephone number and address where you can be reached. If there is not a working emergency contact number on file, parents will be asked to accompany students to school to provide updated information.
- Parents are asked to complete emergency contact information forms twice a year. (First and Third Marking period.)
- The telephone numbers of a relative and/or neighbor who will know where you can be contacted is also required.
- **Please Note; no treatment, except first aid, can be given at any hospital without parental consent.**
- A wait of three to four hours to make contact with you may prove hazardous to your children's health and welfare.

Communicable Diseases

It is the responsibility of school authorities to protect the school population from the spread of communicable disease while at the same time making every reasonable effort to minimize the loss of school time for students. Safeguarding the health of the school population is the joint responsibility of the home and school.

When communicable diseases occur, the school must be notified immediately so that notices can be sent home. Check your child (ren) daily for symptoms until contagion is over,

The children must have a “written” note from their physician to be readmitted to school if they have had any of the following medical problems:

**Hepatitis
Plantar’s Warts
Scarlet Fever
Venereal Disease
Chicken Pox
Temperature over 101.5
Diarrhea
Head Lice
COVID-19**

**Mononucleosis
Rash of unknown origin
Ringworm of skin or scalp
Strep Throat
Mumps
Discharge for eye/nose
Continuous cold/cough
Hand and mouth disease**

PLEASE NOTE:

Parents are encouraged to keep their children home if any of the following symptoms are evident:

- A.) An unexplained rash on child’s face, or body. You must consult a physician for diagnosis and provide evidence of an office visit in the form of a doctor’s note.
- B.) Child complains of headache, fever, and upset stomach or doesn’t generally appear in good health.
- C.) Child is sneezing, coughing and/or has a runny nose.

VIII. Lunch Program

The lunch program is open to all students and utilizes a rotating lunch menu. Students may bring their lunch from home to be eaten at school. If you choose to have your child bring lunch from home please be mindful that staff cannot warm up student lunches in the microwave and no peanut products are permitted.

Fast food restaurant items, soda or candy are not permitted as our district has adopted the Federal Government Wellness Policy.

All Parents must complete an application. Approved application for the lunch program automatically qualifies a student for the breakfast program.

Lunch applications can be accessed and completed online via the school website due social distancing mandates. Please see the district website for further guidance.

*****EACH AND EVERY CHILD MUST HAVE A LUNCH APPLICATION ON FILE WITH THE SCHOOL, REGARDLESS OF HOUSEHOLD INCOME.*****

Forest Street Community School Lunch Periods		
1 st Lunch & Recess	11:20-12:10	First through Fourth Grades
2 nd Lunch & Recess	12:00-12:50	Pre-K and Kindergarten
3 rd Lunch & Recess	12:45-1:35	Fifth, Sixth & Seventh Grades

Cafeteria

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

- 1.) Students are expected to walk in the cafeteria, be seated at their assigned class table until they are called for the lunch line.
- 2.) Conversational tones are expected
- 3.) The tables and floors are to be kept clean. All garbage must be placed in the garbage cans.
- 4.) Students are to only sit in their designated areas of the lunchroom.
- 5.) Food and utensils are to remain in the cafeteria.
- 6.) Students are expected to be courteous to lunch aides, cafeteria workers, administrators, school personnel and students.
- 7.) Students should only have mask off to eat in the cafeteria. They should remain on during all other times.
- 8.) No peanut products are permitted on the premises due to allergies (Peanut Free School)

*****Any infractions of the rules listed above will be considered a serious offense and result in a detention and or loss of privileges.**

IX. Instructional Program Description

A. Homework Policy

Our homework policy begins the first week of school for all children at Forest Street Community School and is as follows:

Classroom teachers will give homework appropriate for age and ability level of the students in their classes every weekday, vacations and weekends. The students will have some type of homework to do every evening in addition to their nightly reading.

Parents must make sure all homework is completed and returned. Parents and children will be responsible for all books (text, workbooks, library, etc.) brought home. Student planners and communication logs will be provided to all students in grades K-7 and must be checked and signed daily by students, parents and teachers. Subject matter and quantity of homework will be consistent with Board of Education policy and procedures.

If your child does not have homework nightly, please contact your child's teacher immediately.

B. Books

Books are provided by the Board of Education and issued to students at no cost. Students will be assigned a book number and are responsible for all books assigned to them. If books are lost or damaged beyond general use, a fine will be issued and must be paid before final report cards are issued.

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

C. Suggestions for Parents

Six ways in which parents can assist their child in improving their education:

1. Provide a quiet place to study.
2. Check and sign homework every night.
3. Make sure children get a full night's sleep.
4. Be certain your child comes to school every day and arrives on time.
5. Talk to your child about home and school events.
6. Spend time reading with your child daily.

D. Report Cards

Report Cards will be distributed four times each year:

- **Marking Period 1-11/22/22**
- **Marking Period 2-2/7/23**
- **Marking Period 3-4/21/23**
- **Marking Period 4-6/23/23**

All report cards can be accessed on the Genesis Parent Portal

Regular school attendance in addition to passing grades (73% or above), are essential for promotion. District Parent/Teacher conferences are mandatory; however, are not the only available times to meet with instructional staff. A teacher or parent may request a conference at any time; **a conference slip must be presented to Security on the day of the conference.**

E. Mandatory Interventions

- **After School Support-** students in grades K-7 will participate in an intensive program that will focus on ELA and mathematics. Student participation is based upon pre-assessment scores and teacher recommendations.
- **Saturday Math and/or ELA Bootcamp-** as per Interim reports (Marking Periods 1,2 and 3) if student has an average of 65% or

below they will be required to attend a 4 week Math and/or ELA Intensive Bootcamp from 9am-12pm

F. Action Plans

Progress Reports are also distributed 4 times each year, typically during the 5th week of the marking cycle. If your child has a grade of 72% or below in any area an action plan must be created to ensure the students success. Parents will be required to meet with the teacher(s) and together develop an action plan.

G. Promotion Policy

Each student academic achievement shall provide the basis for a student's promotion or retention. The student's progress towards meeting certain objectives will be observed during the school year, and promotion will be based on the students' ability to master the New Jersey State Learning Standards and the Orange Township promotion and retention policy for their grade level. The grading promotion policy retention policy can be found the district website.

Parents will receive interim reports and notices if the student is in danger of failing. Parent/teacher conferences will be held at the conclusion of the 2nd Marking Cycle. At that time, the teacher will inform parents of the student's progress and offer suggestions. Physical, emotional and social maturity will be considered. The Child Study Team will be consulted about possible retention recommendations.

H. District Grading Policy

Students' grades are calculated based on 5 areas.

Tests 25%	Authentic Assessments 25%
Quizzes 20%	Class work 20%
Homework 10 %	

I. Testing

NJSLA Test

All students in grades 3-7 in the state of New Jersey are assessed utilizing the NJSLA Assessment. These assessments measure the students' skill level mastery on each grade level. Assessment dates and parent workshops dates will be forthcoming.

Benchmark Assessments

Every five –six weeks students will participate in a benchmark assessment. The purpose of these assessments are to immediately identify any academic challenges and provide additional supports in those specific area(s) of need and will count towards student's grades.

In order to obtain the best results from students, parents should ensure that during the designated testing periods their child (ren) are well rested and have a good breakfast each day.

J. Student Recognition

Students are recognized during each marking cycle for academic excellence. Students will also be recognized for random acts of kindness, and for practicing Forest's Core Ethical Values; trustworthiness, respect, responsibility, fairness, caring, citizenship. Students will also be recognized for homework compliance and attendance.

X. School Safety and Bus Drills

School drills

Fire drills, lock down drills, bus drills and emergency evacuation drills are serious and necessary exercises. State law requires that we conduct drills each month. These safety procedures have been put in place to ensure your child's safety in the event of an emergency. Students must follow the posted procedures for exiting the building in each classroom. All students will be reprimanded should they exhibit disruptive/inappropriate behavior during school drills.

XI. School Field Trips

A standard walking trip permission request will be sent home for parents to sign and return to the student's teacher; giving the child permission to accompany his/her class in walking/district trips. All other trip permission slips will go home a minimum of one week prior to the scheduled trip. **NOTE: Students must have a written permission slip, signed by the parent, for each trip requiring transportation. Verbal permission is not acceptable. Parents will be asked to chaperone trips when needed.**

XII. Behavior Management

Forest Street Community School faculty will utilize assertive discipline strategies to manage behavior: as no student will be allowed to negatively impact the educational process and/or environment for themselves or their peers. Realizing that clear, fair and understood expectations reduce problems, every student will receive a written code of conduct from their homeroom teacher. A copy of this form must be signed by the student's parent and returned to the school. The District Code of Conduct can also be found on the district webpage.

Inappropriate behaviors will be managed during the virtual learning when applicable. Discipline strategies will be enforced during this time to manage behaviors and promote a positive learning environment.

BELOW ARE BEHAVIORS WE EXPECT FOREST STREET STUDENTS TO EXHIBIT:

CODE OF CONDUCT

1. Students will respect all School personnel and each other.
2. Students will resolve conflicts with peers in a non-physical manner.
3. Students will only secure items on their desk or book bags that belong to them.
4. Students will utilize non-offensive language with everyone.
5. Students will conduct themselves in an orderly manner at all times.

DISCIPLINE POLICY

1. Classroom detention (Minor Offense)
2. Ninth Period After school detention for 1 hour (Minor Offense)
3. In-school suspension (Major or Minor Offense)
4. Out of school suspension (Major Offense)

Behaviors That Warrant an Out of School Suspension:

1. Fighting or participating in; encouraging or instigating fighting at school.
2. Disrespect or defiance of school personnel.
3. Blatant disruptive/aggressive behavior.
4. Bullying other students.(physically or verbally)
5. Vandalism of school property or stealing.
6. Extorting money from students.
7. Carrying a weapon.
8. Sexual harassment.
9. Throwing of food.
10. Blatant display of profanity.

Law Enforcement Unit

Forest Street Community 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.

D. Locker Policy

Students in grades 5-7 will only be allowed to go to lockers prior to homeroom, before lunch and at the end of the school day. No student will be

permitted to go to their locker during any other time. All students are assigned an individual locker and at no time will be permitted to share lockers with another student. Lockers are the property of the Orange Board of Education. Inspections or searches may be carried out by School Administration or select district personnel at any time.

E. Money & Valuables

Students do not need large sums of money. They should never leave anything of value in their desks or outdoor clothing. Parents must understand that we do not carry insurance for theft or loss of articles. The parent must carry insurance.

F. Toys

Toys and games are not permitted in school. If taken from the child it will be sent to the principal's office. A parent conference will be required if any child brings a toy gun or any other toy of violent nature into Forest Street Community School.

G. District Cell phone policy

In accordance the Board policy cell phones are not allowed in school. We understand the importance of our students carrying cellphones; therefore a policy has been put in place. If your child brings a phone to school they will be required to sign them in and out with security or designated personnel. All phones will be locked in a secure place and returned at the end of the school day. In the case of an emergency all students are allowed to use the school phone with adult supervision. If a child does not submit a phone as per parent directive or self-choice Forest Street Community School will not be responsible if cell phone is lost stolen, or damaged.

H. Non-Motorized Vehicles

Students are permitted to ride non-motorized skateboards, scooters, roller skates, bikes or any other non-motorized as a mode of transportation to travel to and from school.

However, the staff of Forest Street Community School is not responsible for any damage and/or loss of these items.

I. Birthday Parties

Birthday parties will not be permitted as we MUST maintain a safe school environment for all.

XIII. Transfers

Parents of children who are moving from the Forest Street Community School zone must notify the district registration office of the date the move is in effect, the new address, and the school which the child (ren) will be attending in order to receive a transfer card in a timely fashion. Transfers can only be requested by a parent or guardian. Once a transfer is issued, your child is no

longer enrolled and cannot attend school. All transfers will be issued directly to the transferring school.

All items must be returned that were borrowed from the school: textbooks, equipment, Chromebook, etc.

A Central district registration site will handle all registrations and transfers

XIV. Uniform Dress Code:

Believing that school dress code can significantly influence student behavior and enable the school caregivers to quickly identify students: Forest Street Community School will expect all students to comply with the district dress code.

DISTRICT UNIFORM DRESS CODE.

PreK-4

- **Boys**- White polo oxford short, khaki pants, forest green sweater/vest/tie
- **Girls**- White polo oxford shirt, khaki skirt, shorts, skorts, dress jumper, or pants. White or forest green tights or socks, forest green sweater/tie

Middle school students (Grades 5-7) will wear white oxford shirts, khaki pants, skirts, jumpers, skorts and shorts, forest green sweater/tie

*****Students will not be permitted to wear Hoodies during the school day*****

Physical Education:

Boys/ Girls- White polo shirts with forest green shorts
Ash gray or forest green sweat suits

*****Sneakers are to be worn only on gym days*****

School Spirit Days

Students may wear any “Forest Street Community School” tee-shirt.

Parental Involvement:

We strongly encourage parental involvement as statistics have shown that it directly impacts academic achievement. Please make a commitment to your child’s success by being involved in his/her education.

***We are in need of two class parents per classroom. If you are interested in holding this position please notify your child’s teacher immediately.

Thank you for your continued support and we look forward to a productive school year.

Forest Street Community School maintains
A **ZERO TOLERANCE** policy for
Any type of teasing, intimidation
Or harassment

FOREST STREET COMMUNITY SCHOOL Student Handbook

Your attendance on **Monday, September 12, 2022** at the Back
to School Session will be confirmation of the receipt of this
document, if you are unable to attend please fill out the form and
have your child(ren) return it to school.

Student's Name _____

Student's Signature _____

Parent's Name: _____

Parent's Signature _____

Date _____

Homeroom Teacher's Name _____

Student's Homeroom Number _____