

# Orange Preparatory Academy



## 2020-2021 Student Handbook

Orange Preparatory Academy  
400 Central Avenue, Orange, NJ 07050

Ms. Carrie Halstead, Principal  
Mr. Oliverto Agosto, Assistant Principal  
Ms. Samantha Sica-Fossella, Assistant Principal

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*Frank Tafur, Guidance*

*Amina Mateen, Special Services*

**"GOOD TO GREAT"**



**Orange Township Public Schools**  
Orange Preparatory Academy  
Carrie Halstead, Principal



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

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Olivero Agosto, Assistant Principal  
Samantha Sica-Fossella, Assistant Principal

August 24, 2020

Dear Orange Preparatory Academy Community,

To our incoming 8<sup>th</sup> grade class and to all of our new staff members, welcome to the Orange Preparatory Academy (OPA) family. To our Freshmen Class – the Class of 2024 – and our returning staff members, welcome to the start of the 2020-2021 school year!

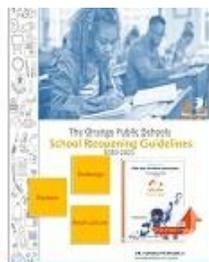
The last few weeks have been extremely busy as the district has planned for a safe reopening of schools on Tuesdays, September 8, 2020. The plan was unveiled earlier this week by our Superintendent of Schools, Dr. Gerald Fitzhugh, II. We are proud of the work that has been devoted to the planning and roll-out of the Reopening of Schools Plan and are confident that it well addresses the needs of our community. You are able to access the complete plan in detail on the district website and all questions can be sent to [reopeningofschools@orange.k12.nj.us](mailto:reopeningofschools@orange.k12.nj.us). Your questions and concerns will be answered as soon as possible.

These are definitely unprecedented times that require an efficient and quality education for all children while maintaining extreme safety mandates to ensure our children and staff are protected. The plan outlines 4 phases to the restart and continuation of the school year. We begin September 8, 2020 in a fully virtual model and will move into Phase II on October 2, 2020. All of our students participate in full synchronous instruction for the duration of both phases. What does this mean for your child who attends Orange Preparatory Academy? Your child will be required to log in to 4 periods of instruction each day Monday, Tuesday, Thursday and Friday from 8:30 am to 12:30 pm. Students will be in asynchronous instruction receiving additional supports from their teachers each of these afternoons from 1:15 pm to 3:15 pm and at specific outlined times per teacher on each Wednesday. Please note, during both Phase I and II students will be able to access Grab-n-Go Meals for Breakfast and Lunch, Monday through Friday at their nearest school location. For families who are experiencing situations that require additional resources, especially as it relates to Social Emotional Learning (SEL) please visit our district's COVID 19 Resources tab on our website for all of the latest opportunities to support you and your family.

This school year will be filled with continued opportunities to stretch your child's practice and develop their gifts. Even in the this new normal we are experiencing, it is going to be a great school year for not only the OPA staff but for each of you as well. Please see the information below regarding school procedures.

The complete Back to School Plan for the Orange Township Public Schools is on district's web page. Please look for the document below on the home page to access the plan.

Questions can be sent directly to [reopeningofschools@orange.k12.nj.us](mailto:reopeningofschools@orange.k12.nj.us).



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

### Phase I

During Phase I students and teachers are on a half day scheduled for synchronous instruction from 8:30 am-12:30 pm each day. The afternoon hours have been designated Office Hours and Professional Development for Staff and a Do Day Time (asynchronous instruction) for students. Students will follow an A Day/B Day Rotating Model as indicated in the calendar below.

	9/1/2020 All Staff Return to Work Full Time	9/2/2020 Professional Development	9/3/2020 Takes Place This Week	9/4/2020 Virtually For all Staff
9/7/2020 Labor Day  No School	9/8/2020 First Day of Instruction  A Day	9/9/2020  B Day	9/10/2020  A Day	9/11/2020  B Day
9/14/2020  A Day	9/15/2020  B Day	9/16/2020  A Day	9/17/2020  B Day	9/18/2020  A Day
9/21/2020  B Day	9/22/2020  A Day	9/23/2020  B Day	9/24/2020  A Day	9/25/2020  B Day
9/28/2020  A Day	9/29/2020  B Day	9/30/2020  A Day	10/1/2020  B Day	10/2/2020  A Day
October 5, 2020  Phase II of the Plan Begins	Please see Phase II plan below for the schedule students and teachers will follow during this plan. The Superintendent of Schools will announce to the entire district when we will move into Phase III of the plan. At that time a schedule for instruction will be sent out as per Dr. Fitzhugh's directives.			

The A Day/B Day Schedule below outlines what periods from a student's full day in person schedule they will report to virtually at what time.

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

## Phase II

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

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

Please Note the Following:

We are running our master schedule which incorporates Common Planning Times (CPTs) and Prep Periods for students. This means that teachers will have their CPTs and Prep Periods at their regular scheduled times. A one day full schedule for instruction runs over the course of two days. The afternoons are allotted for office hours and asynchronous instruction (do day tasks) for students. Wednesday of each week is designated, also for Professional Development Opportunities and office hours for staff and asynchronous instruction (do day tasks) for students.

**Staff are reporting to work by 8:10 am each day – even during remote learning. Staff members instructional day ends at 3:25 pm each day – even during remote learning.**

**During Remote Learning all staff must log on to each virtual class at least 5 minutes prior to the start of class to ensure all students are able to get into the classroom at the start of the instructional period. Students are to log in at the appointed time for each period as per the remote learning schedule above and will be dismissed from each classroom by their teacher for each period. Staff and students must be on time and engaged through the synchronous class periods and through the school day.**

## **FORMS**

Students will receive the emergency contact form on the first day of school. Please review and complete the emergency form and other corresponding forms by September 12, 2020. **These forms will be electronic while we are utilizing the virtual platforms.** It is important that these forms are returned so we are able to have active communication with you throughout the school year.

## **STAFF & STUDENT**

Staff and students should dress appropriately for a school setting. **Even in the Virtual Setting.** When in person learning resumes students must adhere to the following: Sneakers must always be worn for physical education classes. Uniforms should be worn daily. It is the expectation of the following in terms of dress:

- White, Orange, or Black Polo/Oxford shirt. All shirts must have a collar unless it is an OPA/OHS apparel.
- Black or Khaki Pants and/or knee length Skirts, Slacks, Skorts. **Absolutely NO** sweatpants, jeans or tights/leggings worn alone.
- Hooded shirts/sweaters (Hoodies) are allowed but hoods are not to be worn on the head while in the building.

**The school district believes that student dress affects student behavior and as such thinks that teacher dress affects students. Teachers are expected to dress professionally as befits their teaching activity. Teacher dress should follow student dress code as well. This remains the same for the virtual learning experience. If you would not wear an item to the building to teach in, you should not wear it to your virtual classroom either.**

**Social Emotional Learning Resources can be found on the Orange Township Public Schools under the COVID 19 Resources Tab at <https://www.orange.k12.nj.us/domain/305>.** In addition, School Social Workers, Mrs. Malika Berry (ext. 5610 [berrymal@orange.k12.nj.us](mailto:berrymal@orange.k12.nj.us)) and Mr. Lyle Wallace (ext. 5076 [wallacly@orange.k12.nj.us](mailto:wallacly@orange.k12.nj.us)), are both available to assist you and your family with an SEL concerns you may have as we do through these unprecedented times and beyond. Please reach out to them direct with any concerns.

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

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

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

**PLEASE NOTE: The schedules below as well as the closing emergency closings and in-person guidelines are in relation to in-school instruction with no restrictions in reference to COVID 19 guidelines. Much of this information will be reinstated once the district moves back into full day – in building instruction with a full capacity of teachers and students in the building.**

**Should we be able to return to a full in-person school day at some point this year, the following information will be necessary for you and your child to be aware of and follow. The Superintendent of Schools will announce to the entire school community when and if we are able to move to Phase III and IV of our plan.**

#### **MORNING ROUTINE FOR STAFF AND STUDENTS**

- Staff are reporting to work by 8:10 am each day – even during remote learning. Staff members instructional day ends at 3:25 pm each day – even during remote learning.
- During Remote Learning all staff must log on to each virtual class at least 5 minutes prior to the start of class to ensure all students are able to get into the classroom at the start of the instructional period. Students are to log in at the appointed time for each period as per the remote learning schedule above and will be dismissed from each classroom by their teacher for each period. Staff and students must be on time and engaged through the synchronous class periods and through the school day.
- Students enter OPA through the steps leading up to the auditorium. The doors open everyday for students at 7:05 am. Free breakfast is available in the cafeteria.
- Students must arrive to school by 8:15 a.m. Instruction in all classes begins promptly at 8:20 am. Attendance is vital to instructional supports for our students. We need our students on time and present each day.
- Teachers will meet and greet their students outside of the classroom at 8:15 a.m.

## **DISMISSAL**

- All students are dismissed at 3:15 pm. **Staff members instructional day ends at 3:25 pm each day – even during remote learning.**
- 9<sup>th</sup> grade students exit through the main entrance doors next to the auditorium.
- 8<sup>th</sup> grade students exit through the doors next to the gymnasium.

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

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

## **STUDENT ABSENCES**

Parents are responsible for reporting daily absences to the main office at 973-677-4135 – **even during remote learning**. Students returning from medical absences should return with a note from the physician. **These notes can be email while we are in remote learning. Please email Ms. Faith Holmes at [holmesfa@orange.k12.nj.us](mailto:holmesfa@orange.k12.nj.us).** The Orange 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.

## **ORANGE PREPARATORY ACADEMY VISION STATEMENT**

Orange Preparatory Academy will promote equity, equality, and accountability that will be modeled by our faculty and staff. We are committed to providing innovative learning that is rigorous, engaging, and able to meet the academic, social, and emotional needs of each student. All stakeholders will “Come Together” and challenge students to become leaders of their own learning through curricula that is rooted in real-world experiences. We will celebrate all successes of student growth and achievement.

Thank you for partnering with us in the educating of your child. We are looking forward to a fantastic school year.

Sincerely,

Administrative Team

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# Vision

## The Orange Board of Education Vision and Mission Statement

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

### Mission

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

## “GOOD TO GREAT”

### ORANGE PREPARATORY ACADEMY MISSION STATEMENT

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

### ORANGE PREPARATORY ACADEMY VISION STATEMENT

Orange Preparatory Academy commits to providing academic excellence and social-emotional support to help our students grow and succeed. The faculty will provide a safe, caring environment and encourage all stakeholders to “Come Together.” We will inspire students to be community leaders, as well as lifelong learners. We will prepare students for equitable opportunities for their future endeavors, as well as to become involved, responsible citizens committed to dealing with the challenges of the 21st century.

**ORANGE PREPARATORY ACADEMY FACULTY CONTACT INFORMATION****Administrators**

<b>Name</b>	<b>Title</b>	<b>Room #</b>	<b>Ext.</b>
Ms. Carrie Halstead	Principal	Main Office	5602
Mr. Oliverto Agosto Jr.	Assistant Principal	111	5600
Ms. Samantha Sica-Fossella	Assistant Principal	211	5609

**Guidance and Student Assistance Staff**

Ms. Myledy Romero, Guidance	9 <sup>th</sup> Grade Students; Room 211	973-677-4135 x5612
Ms. Maureen Stainfil, Guidance	8 <sup>th</sup> Grade students; Room 111	973-677-4135 x5601
Mrs. Malika Berry, Social Worker	SW/HIB specialist; Room 211a	973-677-4135 x5610
Mr. Lyle Wallace, Social Worker	Office is in Orange High School	973-677-4000 x5076
Ms. Laura Sacks, School Nurse	Nurses Office	973-677-4000 x4144

**ORANGE TOWNSHIP FACULTY CONTACT INFORMATION****District Supervisors**

Ms. Caroline Onyesonwu, Supervisor of Bilingual, ESL & World Languages	973-677-4000 x6099
Dr. Janet McClouden, Supervisor of Special Services	973-677-4000 x6032
Ms. Amina Mateen, Supervisor of Special Services	973-677-4000 x6042
Ms. Linda Epps, Supervisor of Social Studies/Educational Technology Coordinator	973-677-4000 x5644
Ms. Donna Sinisgalli-Nader, Supervisor of Visual & Perform Arts	973-677-4000 x5056
Mr. Jahmil Drakeford, Supervisor of CTE & Health and Physical Education, K-7	973-677-4000 x5042
Mr. Frank Tafur, Supervisor of Guidance	973-677-4000 x5042
Mr. Henie Parillon, Supervisor of Science K-7	973-677-4000 x1901
Mr. David Aytas, STEM Supervisor 8-12	973-677-4000 x5042
Ms. Adriana Hernandez, Supervisor of ELA K-2 & Media	973-677-4000 x6038
Ms. Rosa Lazzizzera, Supervisor of ELA 3-7 & Media	973-677-4000 x6104
Mr. Kurt Mathews, Supervisor of ELA 8-12 & Media	973-677-4000 x6117
Ms. Olga Castellanos, Supervisor of Math K-4	973-677-4000 x6107
Mr. Daniel Ramirez, Supervisor of Math 5-8	973-677-4000 x6096
Ms. Meng Li Chi Liu, Supervisor of Math 9-12	973-677-4000 x6103
Ms. Tia Burnett, Testing	973-677-4000 x6092

**2020-2021 DISTRICT CALENDAR**

<https://www.orange.k12.nj.us/Page/25442>

**DAILY BELL SCHEDULE – FOR IN PERSON INSTRUCTION – SEE VIRTUAL SCHEDULE ABOVE**

**School Hours: 8:15 AM-3:15 PM**  
**After School Clubs/Activities: Begin at 3:20PM**

Grade	Period	Time Slot	Time (min)
<b>8 and 9</b>	Period 0	7:30 AM – 8:15 AM	45
	AM Announcements	8:15 AM – 8:20 AM	5
	Period 1	8:20 AM - 9:05 AM	45
	Period 2	9:08 AM - 9:53 AM	45
	Period 3	9:56 AM - 10:41 AM	45
	Period 4	10:44 AM - 11:29 AM	45
<b>Grade 8 Lunch Block</b>	Lunch A	11:32 AM - 12:02 PM	30
	Period 5A	12:02 PM - 12:47 PM	45
	Period 6A	12:50 PM - 1:35 PM	45
<b>Grady 9 Lunch Block</b>	Period 5B	11:32 AM - 12:17 PM	45
	Period 6B	12:20 PM - 1:05 PM	45
	Lunch B	1:08 AM - 1:38 PM	30
<b>8 and 9</b>	Period 7	1:38 PM - 2:23 PM	45
	Period 8	2:26 PM - 3:15 PM	49
	PM Announcements	3:11 PM – 3:15 PM	4
	Extended Day	3:20 PM – 4:15 PM	55

**HALF DAY BELL SCHEDULE – SEE VIRTUAL SCHEDULE ABOVE**

Zero Period	7:30 – 8:15
Block 1	8:20 – 9:20
Block 2	9:22 –10:22
Block 3	10:24 –11:24
Block 4	11:26 –12:30

**DELAYED OPENING BELL SCHEDULE \*\* SEE VIRTUAL SCHEDULE ABOVE**

Block 1	10:25 – 11:20
Block 3	11:22 – 12:47
Lunch A	11:22 – 12:00/ <b>Class 12:02 – 12:57</b>
Lunch C	<b>Class 11:22 – 12:17/12:19 – 12:57</b>
Block 2	12:59 – 1:54
Block 4	1:56 – 3:15

**\*\* Schedule to subject to change**

**EMERGENCY CLOSINGS AND DELAYED OPENINGS -FOR IN PERSON INSTRUCTION ONLY**

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

**A NOTE TO STUDENTS – GUIDELINES TO FOLLOW FOR IN PERSON INSTRUCTION – SEE GUIDANCE ABOVE FOR VIRTUAL INSTRUCTION**

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

- Students must report to school before 8:15 a.m. All students who fail to report to their block 1 class by 8:20 a.m. are considered late. Students who arrive between 8:30 and 9:00 a.m. must report room 111, attendance office, to sign into school. A parent must accompany any student arriving at school after 9:00 a.m. to be signed into school.
- Students are expected to abide by the district’s dress code each day they are in school. Failure to comply with the dress code will result in immediate disciplinary action.
- Headgear is to be removed upon entering the building and secured in your assigned locker. This does not include attire explicitly worn for religious observance.
- Students are expected to be in their classes on time and prepared with the required supplies (books, notebooks, writing utensils, and required assignments).
- During class, students are expected to follow the instructions of the teacher and contribute to a productive instructional environment.
- Students are expected to make up all missed assignments upon return from an absence.
- Students are expected to maintain orderly and respectful behavior when moving throughout the building.

- Students are expected to adhere to all policies and procedures regarding appropriate conduct and behavior when present in the school cafeteria, auditorium, and media center.
- Food and drinks are to be consumed in the Orange Preparatory Academy cafeteria during designated times. No food or drink is to be consumed in classrooms, (except for zero period classes) hallways, the gymnasium or the auditorium.
- Students are required to treat all people, materials, and property with appreciation, respect, and care.
- There will be ***no tolerance*** for inappropriate, profane or disrespectful language.
- Smoking of any kind is not permitted on school grounds.
- No alcoholic beverages, illicit drugs or medications are allowed on school grounds.
- Cellular phones, electronic games, MP3 or MP4 music and video players are **not to be used or seen during school hours unless in conjunction with a class assignment.** These items are to be held in your assigned school locker during the duration of the school day. Items will be confiscated and submitted to building administrators if they are used or seen during the school day. Orange School District and Orange Preparatory Academy are not responsible for lost, stolen, or damaged items.
- Students are not to leave the school building or grounds.
- Card games or gambling of any kind are not permitted on school grounds.
- Students are dismissed from school at 2:50 p.m. Any student(s) remaining in the building after 3:00 p.m. must be assigned to or be participating in a scheduled, supervised after-school activity. If the student(s) is/are attending an after-school activity, program or club meeting, the student(s) must always be supervised by an advisor or instructor up to and including dismissal from said activities.

#### **A NOTE TO PARENTS AND GUARDIANS**

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

- Providing for proper school attire.
- Providing all materials for daily schoolwork.
- Ensuring that their children arrive at school on time.
- Acknowledging promptly any written or verbal school contacts regarding your child.
- Attending Parent-Teacher Conferences, PTSO meetings
- Becoming familiar with New Jersey Student Learning Standards
- Reviewing and understanding the Grading Promotion & Retention Policy (available on the district website or school main office).
- Using available school guidance services and making conference appointments when any concerns or problems arise.
- Informing school personnel of any medical or family problems, which may affect a student's performances or behavior.
- Encouraging and participating in educational activities at home.
- Reinforcing positive study habits at home and providing a quiet place for home study.
- Promoting a sense of individual responsibility and a respect for the rights of others and the need for order in the school community.
- Supporting the school in the enforcement of all the rules and regulations, which are established for the safety and well-being of the students and staff.
- Participating in school activities and attending student performances.

- Monitoring that their child's compliance with school rules and assumes the responsibility of his/her actions during the school day and school activities.

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

## STUDENT RIGHTS, RESPONSIBILITIES & EXPECTATIONS

### STATEMENT OF STUDENT RIGHTS

The following are rights to which all students are entitled:

- To receive a free public education to persons between the age of 5 and 19 years (N.J.S.A. 18A:38.1) 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** before 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. Also, **lockers and other storage facilities provided for students are the property of the school and are subject to inspection at any time.**

### NOTICE OF NONDISCRIMINATION

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

### SEXUAL HARASSMENT

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

## COMMUNITY SERVICE

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

## Orange Grading, Promotion and Retention Procedures

### ACADEMIC POLICIES

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

#### Explanation of Academic Grades (Grade 8)

- A (Exceeds the Standard) ..... 100-90
- B (Meets the Standard).....89-80
- C (Marginally Meets the Standard).....79-70
- D (Below Standard).....69-65
- F (Unsatisfactory Performance) 64 and below

*District guidelines indicate 72% and below mandates a parent-teacher conference.*

#### Secondary Grading System (Grade 9)

Alpha	Numeric	College Prep (CP)	Honors	Advanced Placement (AP)
A+	97-100	4.3	4.8	5.3
A	90-96	4.0	4.5	5.0
B+	87-89	3.5	4.0	4.5
B	80-86	3.0	3.5	4.0
C+	77-70	2.5	3.0	3.5
C	70-76	2.0	2.5	3.0
D+	67-69	1.5	2.0	2.5
D	65-66	1.0	1.5	2.0
F	< 65	0.0	0.0	0.0

**NC** No Credit due to poor attendance

**I** Incomplete grade to be made up within 10 school days or grade will become an F

**ME** Medical excuse where student must make up work within 10 school days

**EL** Entered late, usually transfer student who enter from outside of the state/country

**\* Students may lose credit in a course, regardless of current grade, exceeding 18 absences in a full year course or 9 absences in a semester course. Parent/guardian will be notified according to the following schedule:**

**\*Full year course: Parent will be notified after 5, 10, and 15 absences**

**\*Semester course: Parent will be notified after 3, 6, and 9 absences**

**This process is mandatory - a record must be available for verification.**

## GRADUATION REQUIREMENTS

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

1. Fulfillment of the following 125 credit program requirements (Option I):

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

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

## CAREER & TECHNICAL EDUCATION AND ADVANCE PLACEMENT OFFERINGS

Accounting & Business	Health Occupation	Digital Media
Introduction to Business Financial Literacy Business Finance Business Law Accounting I Accounting II	Introduction to Health Care in Society Dynamics of Health Care in Society Scientific Principles of Nutrition Fundamentals of Health and Wellness Medical Terminology 1 and 2 Emergency and Clinical Care Health Occupations Education Anatomy and Physiology	Introduction to Digital Media Digital Media Broadcast Journalism Filmmaking Video Production

<b>Culinary</b>	<b>Graphic Arts</b>	<b>Advance Placement Options</b>
Diet and Nutrition Basic Foods Foods Service and Preparation Culinary Arts	Graphic Arts Web Design Graphic Arts Production Introduction to Graphic Communication Digital Production Printing Print Management Portfolio	English Language & Comp English Literature & Comp Calculus US History World History French Spanish

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

### **GRADING PROGRESSION & ADDITIONAL GRADUATION REQUIREMENTS**

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

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

#### **Academic Expectations**

*The expectation for all subjects is an academically rich environment in which each student is authentically engaged at high levels, is supported so each student can learn at high levels, and each student can demonstrate their learning at high levels.*

*During remote learning Students and Teachers should be logged into daily synchronous lessons led by the teachers. Google classrooms must be maintained by staff and students should utilizing the resources and complete the assigned tasks daily. Attendance is mandatory for all classes. Students must engage in virtual platforms with academic honesty, integrity, and according to the district's Acceptable Use Policy.*

Student achievement is routinely assessed daily. Formative assessment informs instruction and is ongoing throughout a unit to determine how students are progressing against the standards. Summative assessment is an opportunity for students to demonstrate mastery of the skills taught during a particular unit.

All courses at Orange Preparatory Academy support solid practices and tasks that are rooted in our foundational core subjects.

**Standards for Mathematical Practice**

- Make sense of problems and persevere in solving them.
- Reason abstractly and quantitatively.
- Construct viable arguments & critique the reasoning of others.
- Model with mathematics.
- Use appropriate tools strategically.
- Attend to precision.
- Look for and make use of structure.
- Look for and express regularity in repeated reasoning.

**Standards for Science**

- Rigorous Next Generation Science-aligned coursework.
- Deeper and dynamic working knowledge of Science and Engineering Practices.
- Ability to develop the skills necessary to pursue college majors and careers in Science, Engineering, and Technology.

**Standards for Social Studies**

- Foster fundamental values of American citizenship through active participation in local and global communities
- Make informed decisions about local, state, national, and global events based on inquiry and analysis
- Consider multiple perspectives, values diversity, and promotes cultural understanding.
- Recognize the implications of an interconnected global economy.
- Appreciate the global dynamics between people, places, and resources.
- Utilize emerging technologies to communicate and collaborate on career and personal matters with citizens of other world regions.

**Standards for English Language Arts**

- Enhance critical-thinking, problem-solving, and analytical skills.
- Provide opportunities for deep and thoughtful engagement with high-quality literary and informational texts that build knowledge and enlarge experiences.

**Standards for Visual and Performing Arts**

- Unlock a child's potential.
- Improve students' achievement through the arts.
- Bridge creativity with academics to foster and develop the whole child.

**Standards for Physical Education/Health**

- Provide students with exposure to a healthful lifestyle that includes consistent exercise, proper diet, and healthy habits.
- Build skill development through various movements.
- Utilize sports activities to teach respect, cooperation, and collaboration.

**Academic Dishonesty**

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

Students will be expected to:

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

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

**Definition:**

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

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

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

**Procedures:**

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

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

**Orange Grading, Promotion and Retention Procedures**

**RETENTION GUIDELINES**

(Please see *Grading, Promotion, and Retention Guidelines* on District webpage ([www.orange.k12.nj.us](http://www.orange.k12.nj.us)) for complete details)

## **Middle School Grade (8)**

- Parents of elementary students in jeopardy of failing a content area should be notified through progress reports and grading cycles.
- Intervention plans that had been in (72% and below plans should have been initiated) with timelines should be available for review.
- Monthly letters generated from Genesis should be sent to parents of students failing classes.
- Notes sent to parents should be recorded in Genesis.
- A log (maintained in Genesis) about parental contacts must be readily available.
- An on-going folder of the student work must be maintained.
- The last week of May a formal letter of class failure must be sent to parents.
- Parents may file appeals; however, all appeals are finalized by the school principal.
- \*An educational program must be developed for all students with class failure.

\*No student will be approved for retention without the required back up.

## **Secondary Grades (9)**

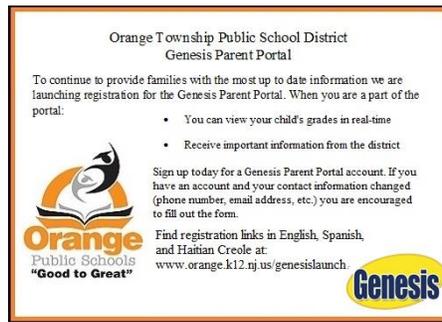
- Parents of high school students in jeopardy of failing a content area should be notified through progress reports and grading cycles.
- Intervention plans that have been in place (72% and below plans should have been initiated) with timelines and should be available for the parent.
- After the first marking period, notification of a more aggressive plan should be initiated immediately.
- The guidance counselor shall initiate and document monthly contact with parents and students.
- A teacher log (maintained in Genesis) about parental contacts must be readily available.
- At the close of the semester for a semester course after the third marking period, of a full year course a formal letter of failure intent must be sent to parents.
- Parents may file an appeal; however, all appeals must be approved by the school principal.
- Ongoing historical reviews by counselors.
- Review of transcripts by a counselor to identify credit recovery.
- An educational program must be developed for all retained students.
- \*Students may lose credit in a course, regardless of current grade, by exceeding 18 unexcused absences in a full year course or 9 unexcused absences in a semester course. Parent/guardian must be notified according to the following schedule: Full year course: Parents will be notified after 5, 10, and 15 absences Semester course: Parents will be notified after 3, 6, and 9 absences \*A signed parent form must accompany
- A pupil who has been dropped from a course or denied course credit for excessive unexcused absences may appeal that action with the high school attendance appeal committee.
- 

## **GRADING SYSTEM**

**Please refer to the Orange Public Schools website ([www.orange.k12.nj.us](http://www.orange.k12.nj.us)) for *Grading, Promotion, Retention Guidelines***

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

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



## STUDENT RECORDS

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

### CONFIDENTIALITY

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

## HOMEWORK POLICY

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

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

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

### AMOUNT OF HOMEWORK

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

### PURPOSE OF HOMEWORK

Some of the purposes of homework assignments are to:

- Strengthen academic skills
- Extend classroom learning
- Stimulate further interest in a subject area
- Reinforce independent study skill and habits
- Develop initiative, responsibility, and self-direction
- Stimulate worthwhile use of leisure time
- Acquaint parents with schoolwork.

### HOMEWORK DURING ABSENCES

All class work and homework assignments missed due to absences are to be made up within the time specified in

the Attendance Policy. The student is expected to show initiative in seeking out a teacher to determine what assignments were missed and when they will be due. Work may be sent home to any student involved in an extended absence due to illness.

### **HOMEWORK/STUDY TIPS**

There is a strong correlation between good study habits and student achievement. Here are a few homework and study tips that can 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, including 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.
- Take 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's tips on what to cover; ask what type of exam is expected; e.g., essay questions, true/false, multiple choice, short answer, oral, presentations.

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

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

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

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

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

## **ORANGE PREPARATORY ACADEMY ATTENDANCE POLICY**

### **AFFIDAVITS**

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

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

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

### **ABSENCE AND LATENESS POLICY**

The Orange Board of Education requires students who are enrolled in district's schools to attend regularly in

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

During Remote Learning students must log into their synchronous virtual classroom on time and be an active learner throughout the entry class on-line. Students will be marked tardy and absent for the class just as if they were in attendance in the building. The policy for attendance guidelines still apply to the virtual learning setting.

## **ATTENDANCE REGULATIONS – ATTENDANCE IS STILL MANDATORY DURING VIRTUAL INSTRUCTION**

Please refer to the Orange Public Schools website ([www.orange.k12.nj.us](http://www.orange.k12.nj.us)) for *Code of Conduct*

### **Role of Students**

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

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

## **GUIDELINES FOR STUDENT PARTICIPATION IN SPECIAL SCHOOL ACTIVITIES**

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

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

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

- Dances
- Non-academic class/Field Trips
- Special performances and concerts
- After-school clubs and activities
- Additional extracurricular activities or events
- Promotion exercises

**ATHLETICS – SPECIAL GUIDANCE AS IT RELATES TO COVID 19 AND ATHLETICS THROUGH THE OFFICE OF THE ATHLETIC DIRECTOR – Mr. Anthony Frantantoni (x 5003 or email at FrantoAn@orange.k12.nj.us)**

**Overview**

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

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

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

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

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

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

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

**REVISED 2019**

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

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

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

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

- To demonstrate to our athletes that participation in an interscholastic sports program has responsibilities which students must properly fulfill in order to compete
- To develop in students an understanding of the value of athletics in a balanced educational process

### Orange High School Athletic Programs

#### Fall Sports

(August – November)

Football (F, JV, V)  
Soccer Boys (V)  
Soccer Girls (V)  
Girls Volleyball (JV, V)  
Cheerleading (V)

#### Winter Sports

(November-February)

Basketball Boys (F, JV, V)  
Basketball Girls (JV, V)  
Indoor Track (V)  
Wrestling (JV, V)  
Cheerleading (V)

#### Spring Sports

(March- May)

Baseball (JV, V)  
Softball (V)  
Outdoor Track (V)  
Boys Volleyball (JV)

### **NJSIAA ELIGIBILITY GUIDELINES**

#### **Fall Sports:**

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

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

#### **Winter Sports:**

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

#### **Spring Sports:**

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

**Note:** No student shall be eligible after the expiration of eight consecutive semesters following his/her entrance

into the ninth grade. An athlete cannot participate if he/she has reached the age of nineteen prior to September 1 of any year.

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

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

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

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

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

## **STUDENT ATHLETE ACADEMIC ELIGIBILITY**

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

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

### **Progress Report**

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

### **Character**

No student athlete who is:

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

### **Consequences**

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

## **STUDENT ATHLETE REQUIREMENTS**

1. Players are expected to maintain a 2.0 GPA or better in their school courses.
2. Athletes must have a current school year physical and/or medical clearance form on file in the athletic office in order to participate in practice and games.

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

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

### EXPECTATIONS FOR STUDENT BEHAVIOR

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

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

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

## **DRESS CODE**

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

### **DRESS CODE REGULATIONS**

#### **Uniform Policy**

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

Items such as undershirts, hooded sweatshirts, bandanas, leggings, athletic jerseys, tank tops, flip-flops and clothing that is revealing, too short or tight are not appropriate for school attire. The district uniform policy will be strictly enforced, and detention and other consequences will occur for violators. Clothing must be modest and appropriate for the school setting. Unacceptable clothing includes (but is not limited) the following:

- Headwear (except for religious reasons), bandanas or offensive language on shirts.
- Extremely low cut, tight fitting or transparent clothing, bare midriffs, and suggestive clothing
- Excessively high cut shorts, skirts, or dresses
- Tube tops, tank tops, leggings or undershirts.
- Clothing, patches, or decorations that contain profane, obscene, offensive, or inappropriate language; references to alcohol, sex, drugs, or demeaning references to specific gender, ethnic, racial, or religious group.
- Bare feet, unsafe footwear such as; (thong sandals, slippers or other cultural or socially offensive footwear & cleats).
- Clothing indicating gang membership
- Ripped Clothing
- Exposed Undergarments

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

- 1st Offense: Change of clothes required and student/administrator conference.
- 2<sup>nd</sup> Offense: Change of clothes required and Parent/student/administrator conference detention.
- 3<sup>rd</sup> Offense: Change of clothes, face to face parent, student and administration conference and administrative detention (a.m., p.m. and/or Saturday detention).

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

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

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

Breakfast hours are 7:05 a.m. – 8:05 a.m. Students entering the building after 8:05 a.m. will have an opportunity to grab and go breakfast items. Grab and go breakfast items will be available until 8:50 a.m.

## **CAFETERIA RULES AND PROCEDURES**

Students are to arrive for their lunch period promptly with their ID worn/displayed. Students are required to be

seated at their lunch tables after entering the cafeteria and wait for their table to be called upon to be served lunch. No food or drink is to be taken outside the cafeteria by students.

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

- Loud, offensive, or profane language.
- Throwing food or beverages.
- Smashing food or beverage containers.
- Harassing or taking food from other students.
- Leaving tables or surrounding areas littered with food or trash.
- Disrespectful behavior towards lunchroom personnel.
- Running in the cafeteria.
- Climbing on the furniture or railings.
- Theft: Using another person's lunch code or taking of someone's personal property without permission.
- Failure to follow directions of the cafeteria staff.

## LUNCH SURVEYS

Lunch surveys are due no later than the third week in September. One survey is to be completed for **EACH** household. It is recommended that the eldest sibling submit the survey for the family. Foster children are to be included in the same lunch survey.

## PROCEDURES FOR LEAVING CLASS

### HALLWAY PASSES AND LOGS

Classroom teachers will receive laminated bathroom/hallway passes from the administrative secretaries. The teacher will only allow one student at a time out of the classroom. The student leaving the class during instructional time must sign out on a class log. If the student does not have a pass while in the halls, disciplinary action might be taken.

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

## Student Code of Conduct (GRADES 3- 12)

Please refer to the Orange Public Schools website ([www.orange.k12.nj.us](http://www.orange.k12.nj.us)) for  
*Code of Conduct*

## Social and Emotional Learning and Restorative Practices at Orange Preparatory Academy

Orange Preparatory Academy is committed to the Social Emotional Learning (SEL) of its students by providing safe, nurturing, and inviting learning environments.

SEL is broken down into five categories:

- Self-Awareness: recognizing emotions and how they translate to behavior
- Self-Management: Ability to regulate one's feelings and behavior
- Social Awareness: Being willing to understand and respect other's experiences
- Relationship Skills: Being able to develop healthy relationships

- Responsible Decision-Making: Making safe and healthy choices.

Long-term SEL improves our students' attitudes toward learning and self-efficacy, bolsters graduation rates, increases enrollment in higher institutions, builds greater capacity for workplace success and improves mental health.

## GENERAL INFORMATION

### ACCIDENTS

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

### ELECTRONICS

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

### CHANGE OF ADDRESS

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

### FIGHTING

**Fighting of any kind is unacceptable at Orange Preparatory Academy.** Any student involved in a physical and/or verbal confrontation before, during or after school is subject to immediate disciplinary action, which will follow the code of conduct.

### FINES

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

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

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

### GUIDANCE/COUNSELING

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

### HALLWAY CONDUCT, PROCEDURES, AND EXPECTATIONS

Students are given two minutes passing time between class sessions. This time does not allow for stopping to talk, loitering or unauthorized locker visitation. Students are allowed to visit their lockers at specially designated times throughout the school day. We ask that students walk to the right of the hallway to keep hallway movement orderly and efficient. When moving between floors, walk to the right and never run up or down the staircase.

## **MOVING OR TRANSFERRING**

Parents are required to provide written notification to the attendance office of their intention to move out of the district and/or transfer their child to another school. Additionally, the parent or legal guardian must sign the student out of school in person and submit all books, locks, outstanding obligations and school property before a transfer request is completed.

## **LEAVING DUE TO ILLNESS**

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

## **LIBRARY/MEDIA CENTER**

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

## **INTERNET POLICY**

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

## **INTERNET ACCEPTABLE USE AGREEMENT**

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

## **LOCKER POLICY**

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

obscene writing or pictures will be confiscated, not returned and violators will be prosecuted. Students' rights will be protected if a law enforcement officer initiates a locker search. Students will be charged for loss or damage to school property or equipment placed in their care. A theft or loss report should be filed in the main office if the property is stolen or misplaced. **Orange Preparatory Academy assumes no responsibility for loss or damage to personal property brought on campus.**

### **LOST AND FOUND**

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

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

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

### **WEAPONS AND DANGEROUS INSTRUMENTS**

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

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

Please refer to the Orange Public Schools website ([www.orange.k12.nj.us](http://www.orange.k12.nj.us)) for policy.

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

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

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

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the Principal shall request that the law enforcement officials conduct the search, seizure, or interrogation.

**ASSISTANCE/SUPPORT HOTLINES**

**Family Connections - Orange, NJ (973) 675-3817**

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

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

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

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

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

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

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

**National Runaway Switchboard 1-800RUNAWAY**

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

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

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

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

**Police-Fire-Medical 91**

## ***Acknowledgement Page***

By signing this sheet, I am in receipt of this student handbook and I understand it's content and expectations outlined here in.

Student's Full Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Full Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Please send a signed copy of this acknowledgement page to your school counselor via email – Ms. Romero ([RomeroMy@orange.k12.nj.us](mailto:RomeroMy@orange.k12.nj.us)) or Ms. Stainfil ([StainMa@orange.k12.nj.us](mailto:StainMa@orange.k12.nj.us)) by no later than the end of business on Friday, September 4, 2020.