

# Rosa Parks Community School



## **PARENT/STUDENT HANDBOOK**

**2020-2021**

**“We must live our life as a model for others.”**

**~~~Rosa Parks**

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**"GOOD TO GREAT"**



**Orange Township Public Schools**  
**Rosa Parks Community School**  
**Debra Joseph-Charles, Ed. D., Principal**



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

Mr. Joshua Chuy, Assistant Principal  
Mr. Terence Wesley, Assistant Principal  
August 24, 2020

Dear Parents, Guardians, and Caregivers,

Greetings and well wishes from the administrative team at Rosa Parks Community School to you and the members of your family. I hope you are keeping safe and that you have had some time to enjoy the summer with your family. As we look forward to the start of the 2020-2021 school year, we must first reflect on the 2019-2020 school year. First, I would like to commend the Rosa Parks Community School family for your resilience, determination, and assistance in ensuring the well-being of all our constituents during what can only be described as a difficult time for all. As we look forward to the beginning of the new school year, I would like to assure you that the Orange Public School District, in general, and the Rosa Parks Community School administrative team, in particular, are dedicated to working with you to support their social, emotional, academic and intellectual growth, even in times that are different to what we know as normal.

In July, RPCS was redesigned to reflect a campus model. The students in grades Kindergarten through grade 2 were assigned to the new Central Elementary School. Students in grades three through seven were assigned to RPCS. My colleague and partner, Ms. Denise White, is now the proud principal of Central Elementary School. We have been working together all summer to continue all the great work that you are familiar with. We will continue this collaboration to ensure we move these two exceptional schools from Good to Great. Please join me giving her a warm welcome. I look forward to our work together.

As you are aware, there continues to be questions, concerns, anxiety, and uncertainty as it relates to the plan to reopen schools. The Superintendent, Dr. Gerald Fitzhugh, II has held several meetings, sent information, and held Orange Township City Hall meetings to address the district's plans for reopening, allowing all stakeholders to be a part of the discussions on how to reopen safely. On Tuesday, August 11, 2020, the Board of Education approved Plan B, as outlined in the School Reopening Plan (please see the School Reopening Guidelines 2020-2021). Plan B will be structured to address the needs of our students while following the health and safety guidelines outlined by the Department of Education. Based on Plan B:

- September 8, 2020, through November 25, 2020 (Phases 1 (100% Virtual Learning) and 2 (Remote Synchronous), **all students will attend school virtually.**
- November 30, 2020, through December 23, 2020 (Phase 3 Soft Launch), **students needing additional support return to the site on an abbreviated schedule and day.**
- January 4, 2021, through June 24, 2021 (Phase 4: Full Re-Entry), **all students return to the site on an abbreviated schedule and day.**

Please see some extremely important information regarding new school procedures that align with the School Reopening Guidelines are included below. You will receive additional information on these as well as opportunities to pick up supplies and devices at our **Virtual Open House Sessions** (September 2<sup>nd</sup>, and 3<sup>rd</sup>, 2020) and our **Back to School Night** (September 24, 2020). Please mark your calendars.

#### **STUDENT ATTENDANCE**

- Students are expected to attend school daily, whether in the virtual space or once they are scheduled to return to the building. Student attendance will be taken during homeroom and then by each teacher during their synchronous instruction. This will be on **Mondays-Fridays in Phase One and in Phase Two** during asynchronous instruction on **Wednesdays**, students must sign into their homerooms to get their attendance recorded. Students **must complete and submit the assignments** assigned for the day.
- If your child is going to be absent, please notify the teacher and the secretaries Ms. Price-[PriceReg@orange.k12.nj.us](mailto:PriceReg@orange.k12.nj.us) or Ms. Carr- [CarrDomi@orange.k12.nj.us](mailto:CarrDomi@orange.k12.nj.us). They can also be reached by phone at 973-677-4515 on **Mondays, Tuesdays, Thursdays, and Fridays.**
- The District and State's Attendance policy are still in effect during virtual instruction and the abbreviated and staggered days and schedule.

## **ENGAGEMENT**

- All students are expected to engage in the lessons and actively participate, just as if they were sitting in the classroom. This is the expectation for both synchronous and asynchronous instruction. It is the expectation for **all subjects** that students are assigned.
- All students must access the assigned platforms communicated by the teaching staff. This is how students will be engaged in the teaching and learning during this time. Please ensure that your students are engaged as outlined in his or her schedule.

## **COMMUNICATION**

- Being able to communicate with our parents is extremely important. Please ensure that all your information is updated. You will receive calls from our secretaries to check and update your information in Genesis.
- Parent Portal will be the means of accessing all your student's important information, his/her progress/grades, missing assignments, and other concerns that might impact your student's performance or well-being. If you have not done so, please ensure that you sign up for Parent Portal. We plan on providing training to assist you with this.
- Please listen to phone blasts sent by the school and/or District. They include important information and guidance. This is even more important in these uncertain times.
- Please continue to follow us on social media. The District and School use these platforms to give updated information, share celebratory milestones, and just check in with our families. The handles are as follow: **Twitter @rpcs369; Instagram @rosaparks369**
- Forms- Forms will be distributed either remotely or during the kiosks, which will be set up for devices and materials. As always, these forms are extremely important and must be completed. These forms must be completed and returned/submitted no later than **September 18, 2020.**

## **GRAB-and-GO BREAKFAST AND LUNCH**

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. **Social distancing as well as the wearing of a mask is required when reporting to all locations. It is important to note, once students receive their breakfast/lunch grab and go bags it is the expectation to return to their respective homes.**

Rosa Parks Community School stakeholders are committed to maintaining a high standard of integrity, responsibility, respect, pride, courtesy, and safety. We are proud to educate our students of today and encourage them to "Leave your mark" as leaders of tomorrow.

As always, I welcome your input. Please feel free to share any concerns, suggestions, or ideas to help ensure that we have a happy, healthy, and productive school year. I can be reached at [josephde@orange.k12.nj.us](mailto:josephde@orange.k12.nj.us) or 973-677-4515.

In partnership,  
*Dr. Debra Joseph-Charles*  
Debra Joseph-Charles, Ed.D.  
Principal

**Each person must live their life as a model for others.  
Rosa Parks**

**Administrative Team**

**Debra Joseph-Charles**

**Principal**

**Joshua Chuy**

**Assistant Principal**

**Terence Wesley**

**Assistant Principal**

*"A nation that does not stand up for its children  
does not stand for anything  
and will not stand strong in the 21<sup>st</sup> Century."  
Marian Wright Edelman*

## **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."

## **Orange Public Schools Mission Statement**

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

**Good to Great**

# Rosa Parks Community School's

## Vision

As a Community School, our vision is to establish a solid foundation for lifelong learning by nurturing, guiding and inspiring all students to achieve their maximum potential. We will establish a viable partnership with parents, staff, students, and our community in order to make a positive and dynamic impact on the lives of ALL stakeholders.

## Mission Statement

The staff of Rosa Parks Community School will provide a safe and caring environment where our lifelong learners, critical thinkers, and effective communicators. While working collaboratively with parents and the community, we will nurture all students, acknowledging their unique backgrounds and learning styles. The students of Rosa Parks Community School will achieve high standards of excellence, with the focus on academic and enrichment programs, through curiosity and creativity. The school community will maintain a high standard of integrity, responsibility, Respect, Pride, Courtesy and Safety. We are proud to educate our students of today; "Leave your mark" as leaders of tomorrow.

## School Creed

I can, I must, I will succeed.

I can do or become whatever I believe.

I am smart, special, and valuable.

I respect myself and others.

My words and actions are kind and honest.

I accept only my best in all that I do.

I am dedicated to achieving excellence.

I am **PROUD** to **BE ME!**

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## **Assemblies/Concerts**

Assemblies are a regular part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They also provide opportunities in school for students to learn formal audience behavior. You may refer to our monthly school calendar for scheduled assemblies. We encourage you to join us as we celebrate the talents and accomplishments of our students.

Please be mindful to follow the protocol for picking up your children **after the performances or events**. As a courtesy to other parents please remain seated until the end of the show to allow all the participants to be celebrated.

**During virtual assemblies, families will be provided a link to attend the performances online.**



## **Attendance/Tardiness**

Regular attendance is essential. As a general rule, absences should occur only as a result of illness, injury or a family emergency. Doctor's appointments should be scheduled outside of the school day when possible. When an absence is planned, it is helpful if the teacher is informed in advance. Parents must contact the school office by phone whenever a child is going to be absent. Also, send a written note to the teacher when the child returns to school.

Tardiness has the same impact as an absence. Please make every effort to bring your child/children to school on time on a daily basis. If a student is late, he/she must report to the main office to receive a late pass and be recorded in Genesis as being late. This is important to prevent the student from being recorded as absent. You will receive a phone call via the District's automated system when a student is absent or tardy.

### **Early Pick-Up**

Please note, early pick up of a student prior to dismissal is documented as part of their attendance record.

### **Board Approved Excused Absences (Policy 5200)**

Attendance at school may be excused for certain absences, as defined by the Board.

Recommended Excused Absences for Orange Public Schools:

- A. Student illness (over 3 days physician's note)
- B. Family illness or death
- C. Educational opportunities
- D. Excused religious observances, pursuant to N.J.S.A. 18 A:36 -14 through 16
- E. Where appropriate, when consistent with IEP (accommodation plans)
- F. Suspension from school
- G. Student's required attendance in court (court papers must be presented)
- H. Necessary and unavoidable medical and dental appointments that cannot be scheduled at any other time
- I. Take Your Child to Work Day
- J. A reason not listed above, but deemed excused by the Principal upon written request by student's parent or legal guardian

Schools shall monitor these excused absences closely for excessive utilization, when necessary documents must be required.

**Unexcused** absences exceeding 18 days may result in retention.

## **Attendance (Virtual Attendance)**

Attendance will be taken daily in Google Meet. Routinely check appropriate Google classrooms for information on courses, assignments, and other resources on a daily basis. **Unexcused** absences exceeding 18 days may result in retention.



## **Arrival Procedure**

Upon arrival in school, a Health Screening at Entry Check for signs of illness for all staff and students will be performance in accordance to Orange Public School's Reopening Guidelines. A parent will be called to pick up students that are showing symptoms of COVID-19.

COVID-19 Symptoms:

- ✓ A cough
- ✓ Shortness of breath or difficulty breathing
- ✓ A fever of 100.4°F or higher or a sense of having a fever
- ✓ A sore throat
- ✓ Chills
- ✓ New loss of taste or smell
- ✓ Muscle or body aches
- ✓ Nausea/vomiting/diarrhea
- ✓ Congestion/running nose – not related to seasonal allergies
- ✓ Unusual fatigue
- ✓ Does anyone in your household have any of the above symptoms?
- ✓ Has your child been in close contact with anyone with suspected or confirmed case of COVID-19?
- ✓ Has your child had any medication before coming to school that would reduce a fever?

### **Grade 3**

- Students are to report to school at 11:00 a.m.
- Lunch will be served after in the classroom.

### **Grade 4**

- Students are to report to school at 8:20 a.m.
- Breakfast will be served after in the classroom.

### **Grades 5, 6, and 7**

- Students are to report to school at 11:00 a.m.
- Lunch will be served after in the classroom.

**Due to the limited time in instruction, ensure that your child report to school on time.**

### **DROP OFF PROCEDURE:**

Parents are not permitted to enter the building. Please drop off your students at the front door. Your child will be escorted to their classroom by a staff member.

If you have an emergency, please call the school at 973-677-4515 or 973-677-4110.



## **Bicycles, Skateboards, Skates**

Students are permitted to ride bicycles, skateboards or skates to school. However, the school is unable to guarantee the safe keeping of such items. We are not responsible for storage of these items.

## **Board Policies**

Board Policies can be accessed via the District website at <https://www.orange.k12.nj.us/site/Default.aspx?PageID=25>



## **Cafeteria Rules and Procedures**

For the health and safety for our staff and students, lunch will be provided through Grab-and-Go services for those that are attending school in the morning. Lunch will be provided in the classrooms.

When eating breakfast or lunch in the classroom, please follow these expectations:

1. Loud, offensive, or profane language.
2. Throwing food or beverages.
3. Harassing or taking food from other students.
4. Leaving tables or surrounding areas littered with food or trash.
5. Disrespectful behavior towards staff.
6. Running in the classroom.
7. Moving from one's assigned seat.
8. Theft: Taking of someone's personal property without permission.
9. Failure to follow directions.
10. No sharing of food.

## **Classroom Interruptions**

In order to provide our students with optimum instructional time, classroom interruptions should be limited. Students and/or teachers will not be called to the phone or asked to leave the class unless in case of an emergency. Conferences with teachers will be virtual and scheduled by contacting the teacher. We are unable to accommodate requests for impromptu conferences since the teacher may be involved in classroom instruction at the time.

## **Classroom Interruptions (Virtual)**

When students are attending class virtually, please ensure that they are in a quiet space free of distractions. Be mindful of your surrounding areas and camera view.



## **Classroom Parties**

For the health and safety for our staff and students, there will be no classroom parties this school year.

## **Code of Conduct**

Staff, students, and parents at Rosa Parks Community School believe that order and discipline are essential to an effective educational environment. Parents and students will receive a copy of the Orange Board of Education Code of Student Conduct which must be signed and returned to school. Everyone in the school community must play an active role in contributing to an orderly and safe school setting that promotes mutual respect and maximizes everyone's opportunity to teach and learn.

### **Student Rights**

**All students within the Orange School District have the following rights:**

- Students have the right to receive an education, which allows for maximum personal growth and prepares them to be productive members of our society.
- Students have the right to participate in all aspects of school—regardless of race, gender, color, creed, national origin, sexual orientation, or a handicapping condition.
- Students have the right to present information and written statement that has a bearing on disciplinary action in accordance with the procedures and timelines established for each specific infraction.
- Students have the right to due process in suspensions and expulsions.
- Students have the right to confidentiality regarding their student records as per federal and state laws.
- Students have the constitutional right to express themselves unless such expression interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
- Students have the right to a positive learning environment in which all members adhere to school rules. Students have the responsibility to respect all staff and comply with the Code of Student Conduct.
- Students have the right to participate in extra-curricular activities. Students have the responsibility to complete all assigned work, remain in good academic standing, and attend school prepared to learn.

**Parent Responsibilities:**

The Orange School District desires to develop and maintain a partnership with parents to ensure all students achieve academic and social growth.

Every parent should:

- Ensure attendance and punctuality of their children.
- Send their children to school prepared and ready to learn.
- Provide adequate time for students to study and to complete homework on a daily basis.
- Encourage positive attitudes toward learning.
- Review the Code of Student Conduct and discuss its contents with their children.
- Ensure your child is adhering to school and district rules and policies.
- Ensure respect for school personnel and other students.
- Attend conferences related to their child's academic or behavioral performance.
- Familiarize themselves with the services available to students through the school, its partners and community agencies that work in collaboration with the schools.
- Encourage involvement in extracurricular activities.
- Send their children to school in the proper dress code.
- Notify the school if your child does not have a device (not a cell phone or tablet).
- Please do not interrupt the Google Meet when students are online with their teachers.

**Student Responsibilities:**

All students have the following responsibilities regarding their education:

- Attend school and classes daily and on time (Google Meet or in person).
- All students must keep their camera on during Google Meets.
- All students must be attentive.
- Come to school with a positive attitude and develop self-respect and discipline.
- Come prepared and ready for daily work and complete all class and homework assignments.
- Help maintain a safe and healthy climate conducive to learning.
- Respect the rights of teachers, students, administrators, and all staff who are involved in the educational and operational process.
- Understand and comply with all rules and regulations to ensure positive student behavior.
- Ask teachers, parents, and peers for help when needed.
- Adhere to the district's dress code.
- Make up work when absent from school.
- Accept responsibility for learning, effort, and behavior.
- Refrain from language likely to offend others based on their race, ethnicity, gender, or membership in a legally protected group.

**Discipline Procedures:**

When there is sufficient evidence that a student's misconduct is disruptive or which threatens the safe and orderly environment of the school, the administrator reserves the right to take immediate disciplinary actions.

The following consequences may be recommended:

- Teacher Conference: Teacher will meet with student and parent to discuss strategies to improve behavior.
- Teacher Student Contract: A contract will be developed between student and teacher.

- Teacher detention: A teacher held detention where a student is detained, either before or after school to reflect their unbecoming behavior.
- Administrative Assigned Detention – Held in a school-wide specified detention area. Only an administrator may assign a student to this detention. During this detention, students work quietly and are expected to complete schoolwork. Parents will be notified of after school detentions.
- Community Service – A student may be assigned a task within the school or on school grounds that serves the school community. This program provides students with a meaningful community service experience.
- Suspension – Only the principal or designee can suspend a student. When a student is suspended, parents will be notified that a suspension has been assigned and the reason of the suspension. A parent conference will be requested prior to student re-entry. Any students receiving a suspension will also be excluded from any extracurricular activities and school sponsored events for the duration of the suspension. Students are not allowed on school grounds during suspension. The student will be expected to complete assignments made by his/her teachers.
- In-school suspension: Refers to the temporary exclusion from attending regular classes. A student reports to the office on the day(s) he/she is assigned (I.S.S.) and is detained in a room away from their normal school environment for disciplinary purposes.
- Out-of-school suspension: Refers to the temporary exclusion from attending school. The student is excluded from school for any serious/repeated inappropriate behaviors.
- Depending on the infraction, the suspension may be from one to ten days. In all cases, the student will not be re-admitted without a parent conference with an administrator. All suspensions more than three (3) days must be approved by the Superintendent.
- Expulsion – Expulsion describes any suspension from school greater than ten (10) days. Special due process provisions are observed. Decisions in such circumstances are rendered by the BOE.
- Police Notification – Serious infractions of the Student Code of Conduct may result in police notification as per the Memorandum of Agreement. Superintendent must be notified immediately upon serious infractions requiring police involvement.

The same expectations for students apply to virtual instruction. When there is sufficient evidence that a student's misconduct is disruptive, or which threatens the safe and orderly environment of the Google Meet.

The following steps will take place:

1. The teacher will speak to the students privately regarding the behavior.
2. The teacher will call home to inform parent/guardian of the infraction if occurs again.
3. An administrator will contact home and consequences will ensue.

Please refer to the Orange School District's Code of Student Conduct Handbook for specific consequences of student misconduct.

## **Custody Arrangements**

A **legal document** is required to support any questions of custody between divorced or separated parents. Unless otherwise informed only persons listed on school documents as the parents/guardians of a student will be considered to have access to or request dismissal of a student. Other than parents/guardians, only persons listed on the emergency card as the emergency contact will be allowed to pick students up from school.

The parent/guardian is fully responsible for providing the school with updated information.



## **Dismissal Procedure**

When students return to school during Phases 3 and 4, the following dismissal procedure will take place.

### **Grade 3**

- Students are dismissed at 3:20 p.m. in front of the school.

### **Grade 4**

- Students are dismissed at 12:30 p.m. in front of the school.

### **Grade 5**

- Students are dismissed at 3:20 p.m. using the West Stairs exit to Main Street (facing the Post Office).

### **Grade 6**

- Students are dismissed at 12:30 p.m. in front of the school.

### **Grade 7**

- Students are dismissed at 3:20 p.m. using the North Stairs exit (facing playground).

Parents are not permitted to enter the building. Parents must wait in the designated area for pick up at the time indicated above. Please ensure that you are practicing social distancing. Please be advised double-parking in front of the school building is not allowed.

Please note, pick up of a student prior to dismissal is documented as part of their attendance record.

**\*\*Under no circumstance will a student be released to anyone not listed on the "Emergency Information Verification Form." Proper photo identification is required for all student pick-ups. Phone calls cannot be accepted as a substitute for this protocol.**



## **District and School Calendar**

The district and school calendar can also be accessed via the District's or School's website.

# Dress Code

## Uniforms

To help create an environment conducive to learning, there is a formal dress code for Rosa Parks Community School. Please note that the uniform policy will be strictly enforced.

Elementary School students in grades 3 and 4 are to wear:

- navy pants (boys or girls)
- navy jumper (girls)
- white or light blue polo shirt with a collar (boys and girls)

Middle School students in grades 5-7 are to wear:

- khaki pants (boys or girls)
- white polo shirt with a collar (boys and girls)



## Physical Education Dress Code

On students scheduled physical education day, students must wear their gym uniforms to school. The formal physical education dress code in grades 3-7 is to wear:

- solid gray or solid navy sweat suits
- solid gray or solid navy shorts (must be knee length) and t-shirt or Purple Rosa Parks t-shirt.
- gym uniforms are available for purchase at Rosa Parks Community School.

# Uniform Policy

**Elementary Grades-(K-4) Navy Pants, Navy Jumper  
and  
White or Light Blue Polo Shirt w/collar**



**Middle School Grades- (5-7) Khaki Pants, White Polo Shirt w/Collar**



## Physical Education Grades- (3-7) Gray Sweat suit or Shorts and T-shirt.



Uniforms are available at a number of stores, including but not limited to Foreman Mills, Target, Walmart, Kohl's and Youth World.

### Other Dress Code Rules

- A belt is required if the garment has belt loops.
- Shirts must be tucked in.
- Shorts/skirts must be mid-thigh or longer.
- Shoes must be safe and appropriate. (No flip-flops)
- Clothes must be appropriately sized, with waist of garment worn at student's waist.
- Clothing that is too tight or too loose is not appropriate for school.

### Jackets, Sweaters, Coats, etc.—

- May not be disruptive, distracting, display offensive language/symbols.
- Students must remove jackets and coats during the school day.
- Any pullover garment that is worn all day (sweater, sweater vest, sweatshirt) should have a collar OR be worn with a collared uniform shirt or official school t-shirt underneath. (Must be solid white, khaki, or navy)

**Hooded sweaters, fleeces or jackets are NOT allowed to be worn during the school day.**

**Students must wear appropriate clothing during Google Meets. Night wear is prohibited during these sessions.**

## Dress Down Days

During these announced events, students are still expected to dress in an appropriate manner. Special instructions will be given when these are announced.

## Early Pickup

If it is necessary for a student to be dismissed from school before the end of the school day, parents must notify the school so that arrangements can be made to have the student ready for pick-up. Please send a note to the teacher if the early pick-up is known in advance.

Please refrain from picking up children early unless there is an emergency. Try to schedule appointments for after the school day. Early pickup affects your child's ability to be exposed to important information that is given at the end of the school day.

Please note, early pick up of a student prior to dismissal is documented as part of their attendance record.

**\*\*Under no circumstance will a student be released to anyone not listed on the " Emergency Information Verification Form." Proper photo identification is required for all student pick-up.**

## **Electronic Communication between Staff and Student**

The Orange Board of Education prohibits all electronic communication between staff members and students. For the purposes of this policy, “electronic communication” means a communication transmitted by means of an electronic device including, but not limited to a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. “Electronic communication” include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of the Internet website, including social media and social networking websites (Facebook, Instagram.)

## **Electronic Devices**

Cell phones are not to be used or carried during the school day. Students are to turn off their phones and place them in their lockers during the school day. Using these items during the school day will result in confiscation by a staff member. A parent or guardian will be required to pick the item up from an Administrator. If a student needs to contact his/her parent, they must utilize the phone in the Nurse’s Office or the Main Office.



iPods, hand-held games, etc. are NOT to be brought to school. If seen, they will be confiscated, and a parent will be required to pick the device up from school. **The school assumes no responsibility for lost or stolen electronic devices.**



## **Emergency Information Verification Form**

At the beginning of the school year, Emergency Information Verification Form will be made available online or during the kiosks that will set up to distribute devices and materials. This form will be kept on file at the school so that parents or relatives can be contacted in case of an emergency. It is necessary and extremely important that the information on this form be accurate and up to date. People listed as emergency contacts should be in the local area and be able to pick up a sick or injured student if necessary. Any changes should be reported immediately to the school office. **Students who do not return these forms will be disenrolled, as per the District.**



## **Emergency Closing/Delayed Opening**

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



## **Extracurricular Activities/Clubs**

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. Some clubs may be on a virtual platform. Some of these include Art Club, Robotics, Basketball, Cheerleading, Math Club, Dance, and Music.

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

- Must be in compliance 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 is to take place.
- Must not be suspended or assigned detention.
- Must conduct themselves with dignity and respect and are expected to treat others accordingly.



## **Field Trips**

All field trips this year will be virtual until further notice.



## **Grading and Retention Guidelines (Policy 2624)**

Parents must register and use the *Parent Portal* located on the Orange website. Please do not hesitate to contact the school's secretary for any questions or concerns at 973-677-4515 or 973-677-4110. Student should keep a log of their grades to monitor their progress as well.

Grades reflect student achievement.

## **Please refer to the District's Grading and Retention Policy.**

### **Student Responsibility Factors (used as a measurement for citizenship Honor Roll)**

- **Non-Academic Factors Effort, Attitude, and Motivation are separate grades.**
- **Effort:** participation, work completion, tenacity, resilience, willingness, meets requirements on assignments, and seeks support when needed.
- **Behavior:** working in groups, teamwork, coming prepared, meeting classroom and syllabus expectations, and following rules and directives.

## Frequency of Grade Reporting

- Report cards are disseminated quarterly (4 times per year) every nine weeks. Kindergarten assessments are disseminated three times a year.
  - Marking Period 1: September 8, 2020 to November 13, 2020
  - Marking Period 2: November 14, 2020 to January 29, 2021
  - Marking Period 3: January 30, 2021 to April 19, 2021
  - Marking Period 4: April 20, 2021 to June 22, 2021
- Progress reports are disseminated the fourth week in each marking period. (unless teacher deems it necessary to send an interim)
- If a student is exhibiting unsatisfactory performance or is experiencing change in performance, parents/guardians must be notified by the teacher in a timely manner prior to the distribution of the progress report or report card to discuss an academic corrective action to improve student achievement.
- PARENT PORTAL is an important tool in accessing your child's grades and determining his/her progress. If you have not done so, please sign up for parent portal.

Teachers are expected to communicate frequently with parents regarding student performance.

***District guidelines indicate 72% and below mandates a parent teacher conference and an action plan.***

## Honor Roll

- *Principal's Academic Honor Roll* 97-100%
- *Academic High Honor Roll* 90-96%
- *Academic Honor Roll* 80-89%
- *Rising Stars* (Students making significant progress in a marking period, but not honor roll).



## Student Responsibility Factors/Citizenship

- *Citizenship Honor Laureate* - Student has no infractions; student has shown outstanding acts of kindness and/or citizenship.
- *Citizenship Honor Roll* – No infractions.

## Attendance

- *Attendance Honor* - No absences or tardiness during the marking period.

## Student Recognition of Honors

Academic, Student of the Month, Citizenship, and Attendance recognition programs will occur at the end of each marking period.

## **Harassment, Intimidation, Bullying (HIB) Policy # 5512.01**

This is defined as any gesture or written, verbal or physical act perceived as motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap or by any other distinguishing characteristic that takes place on school grounds, at any school sponsored function or while traveling on school transportation.

A HIB incident will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the District HIB Policy. Consequences shall vary according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors. Consequences may include:

- Review of District Policies
- Parent notification
- Counselor referral
- Admonishment
- Temporary removal from class
- Deprivation of privileges
- Referral to anti bullying specialist
- Detention
- ISS or OSS
- Ban from program participation
- Restriction on being on school grounds
- Police notification
- Expulsion

A HIB incident may also require remedial actions to be taken to correct the problem behavior or to prevent reoccurrence. Among the measures that may be taken are personal restitution, a behavioral plan, counseling, school or community service, or corrective instruction.



## **Health and Safety**

Please see [The Orange Public Schools Reopening Guidelines](#) for a detailed information.

Please note:

- All students, staff, volunteers, and guests must wear cloth face coverings in 3-7 settings and at all times while in the building.
- Mask and social distancing are the first defenses against the spread of airborne particles.

Students' health and safety is the school's foremost concern. The following information describes the precautions taken to protect the well-being of all students. If your child has a specific health, safety or security need, please inform the school so that appropriate accommodations can be made.

Health Screening at Entry Check for signs of illness for all staff and students at entry each day. Resource for parents: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/schoolschildcare/Daily-Home-Screening-for-Students-Checklist-ACTIVE-rev5A.pdf>

The student must be excluded from school if the answer to any of the above questions is “yes.”

Does your child have any of the following symptoms in the past three days (72 hours):

- ✓ A cough
- ✓ Shortness of breath or difficulty breathing
- ✓ A fever of 100.4°F or higher or a sense of having a fever
- ✓ A sore throat
- ✓ Chills
- ✓ New loss of taste or smell
- ✓ Muscle or body aches
- ✓ Nausea/vomiting/diarrhea
- ✓ Congestion/running nose – not related to seasonal allergies
- ✓ Unusual fatigue
- ✓ Does anyone in your household have any of the above symptoms?
- ✓ Has your child been in close contact with anyone with suspected or confirmed case of COVID-19?
- ✓ Has your child had any medication before coming to school that would reduce a fever?

### **MEDICATION**

The nurse must be informed of any prescription medicine that a student is required to take at school. To dispense medication, the nurse must have the requisite documentation from a licensed physician and a signed permission slip from the parent. The medication must be brought to the Nurse’s Office by the parent and must be in the original packaging/container. It must be labeled with the child’s name, the name of the medication, the date of expiration and the proper dosage noted. The nurse or other members of staff cannot administer non-prescription drugs to students.

**Parents must notify the school of any allergies that the student may have. Medical documentation of the allergies and medication to treat such allergies must be given to the nurse immediately.**

**Parents are also required to inform the nurse, in writing, of any chronic illness that the student may have. This information is confidential.**

### **ILLNESSES**

In order to prevent communicable diseases at school, the following guidelines have been developed. Please keep children at home if they have any symptoms of illness. This will assist in preventing the spread of infections and contagious diseases as well as help improve attendance in general.

These guidelines should be used to help determine if you should keep your child at home:

- Cold symptoms such as: Runny nose, congestion or persistent coughing
- Temperature of 100 degrees or more. Symptoms to watch for are flushed face, chills and skin that feels warm to the touch.
- Episodes of diarrhea or vomiting in the past 12 hours.
- Red inflamed eyes, swollen, discharging eyes; sores with drainage or other lesions. Seek medical treatment before sending the child to school.
- A persistent rash that is not allergy related

## ACCIDENTS/INCIDENTS

The nurse will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone and email (if an address is available) whenever medical treatment is administered to a student. An incident report will be kept in the student's file. To report an incident involving the student, **it is especially crucial that the school has a working phone number for students' parents or an alternate contact in the event that the parent is unavailable.** Please be diligent keeping your contact information current.

**Students who have been absent from school due to hospitalization or crisis referral must return to school with medical clearance documentation and report directly to the nurse upon initial arrival to school.**

## Homework Policy # 2330

The daily minimum requirement of meaningful homework:

Grade 3	60 minutes
Grades 4-7	70-75 minutes

Each student is responsible for completing and turning in his or her assignments on time.

The following are suggestions of ways you can help your child gain the most from his/her homework experience:

- Make homework rules together with your child. Decide when it will be done, where it will be done, and what will happen if it is not completed.
- Provide a quiet place for your child to do homework. Make sure there is sufficient light and that distractions are limited.
- Show an interest in your child's homework and ask him or her about it each night.
- Encourage your child to work independently. If you have to help, ask questions to help him or her complete the work.
- If needed, send a note or email to the teacher explaining the difficulty the child experienced and ask for help.

Homework daily requirements are in addition to the recommended 20 to 30 minutes of daily reading.



## Inclement Weather

If there is inclement weather, you will be notified by the District if there is an early Dismissal or if school is closed. Please ensure that you update your contact information so that you can receive important information. You can also check the District website at [www.orange.k12.nj.us](http://www.orange.k12.nj.us) for updated information.

Refer to the Emergency Closing/ Delayed Opening policy in this handbook for information regarding student pick up during inclement weather.

## Law Enforcement Unit



Rosa Parks 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.

## Lunch



Lunch will be through Grab-and-Go services. All students receive lunch free of charge. Lunch applications will be made available online or during the kiosks for picking up materials and devices. **Please fill out your lunch applications by September 18, 2020 so that they can be processed in a timely manner.** 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.

**Social distancing as well as the wearing of a mask is required when reporting to all locations. It is important to note, once students receive their breakfast/lunch grab and go bags it is the expectation to return to their respective homes.**



## Parent Involvement

### **PARENT TEACHER ORGANIZATION**

The PTO was founded by a group of parents dedicated to supporting student learning and overall success of the school. It provides the school leadership with ongoing input on the operation of the school and serves as a vital link between home and school. **All parents are encouraged to join the PTO.** For more information contact the School Office at 973-677-4515. PTO meeting will be virtual this school year until further notice.

## **PARENT CONFERENCES**

Please refer to the monthly school and the District calendar for current information and reminders. These will be conducted virtually. You will receive information on this during our Back to School Night conversations.

## **PARENT COMMUNICATION**

During remote learning, parents can communicate with their child's during their office hours via email, Class Dojo, or Remind. Please refer to the teacher's webpage regarding office hours.

## **Restrooms and Hallway Expectations**

Each teacher has a bathroom protocol and a virtual log. If your child has a special circumstance, please notify the school nurse and the classroom teacher.

### **Bathroom Expectations:**

- Keep your hands, feet, and objects to yourself
- Keep bathroom clean and free of graffiti
- Return to your destination promptly
- Report unsafe situations

### **Hallway Expectations:**

- **Masks must be worn during hallway transitions**
- Students must follow social distancing signs displayed in the hallway
- Use quiet / inside voice
- Keep your hands, feet, and objects to yourself
- Return to your destination promptly
- Report unsafe situations

## **Retention Guidelines (Policy 5410)**

### **ELEMENTARY/MIDDLE SCHOOL GRADES (1-7)**

1. Re-teaching and Re-testing procedures have been established
2. Parental Contact (dates) logs maintained in Genesis
3. Student Conferences (dates)
4. Intervention plans have been established (72% and below conferences, plans/contracts and timelines have been established)
5. Students should be referred to Intervention and Referral Services (I&RS)
6. Monthly letters generated from Genesis are sent to parents

7. Parents of students in jeopardy of being retained should have an initial notification in February
8. The last week of May a formal letter must be sent, and a conference held
9. Parents may file appeals; however, all appeals are finalized by the school principal.
10. An educational plan must be developed for all students who are retained.

### **IMPORTANT FACTS**

- **There can only be one (1) retention for children grades 1-4.**
- **There can only be one (1) retention grades 5-7.**
- **Students who have been retained once and are still experiencing academic difficulty should be referred to Intervention and Referral Services (I&RS).**



## **Safety Drills**

The school will have two drills per month. One will be a fire drill and the other will consist of evacuations, active shooter, an intruder to the building, bomb scare, or lockdown. Specific signals and procedures have been established for these drills and safety areas have been designated. Teachers and staff are equipped with instructions and all drills will be practiced with students. During these drills, no one will be allowed to enter or leave the building. Please be patient and understanding of this important rule. Your child's safety is our number one concern and priority.

## **School Rules**

- Respect others and their property. Stealing will not be tolerated.
- No playful, intentional touching or physical contact of any kind.
- Follow adult instruction the first time given.
- Use good manners at all times.
- Come to school on time prepared to learn with all materials daily.
- Be in your assigned place on time.
- Bullying, intimidating, threatening, and harassment of any kind will not be tolerated.
- No Fighting or instigating a fight at all times.
- The use of profanity or inappropriate language will not be tolerated.
- Perfumes, body sprays, or any type of aerosol sprays are not permitted.

## **Visitation**

To help ensure a healthy and safe environment for our staff and students, parents are not permitted to enter the building.

**PARENT AND STUDENT AGREEMENT FORM**

I have received, read and fully understand the Parent/Student Handbook and am aware that this signed form must be returned to my teacher/the school by **September 18, 2020**. This form will be sent to you via email and you will respond via email.

Parent \_\_\_\_\_

Student \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Date \_\_\_\_\_