



Heywood Avenue School

“Home of the Wildcats”

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www.orange.k12.nj.us

Ms. Faith Alcantara, Principal

Student/Parent Handbook

2020 – 2021

Orange Township Public Schools
Heywood Avenue School
Ms. Faith Alcantara, Principal



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

Mr. Gerald Murphy, Assistant Principal

August 24, 2020

Dear Parents and Students,

It is my hope that you and your family have had a restful and enjoyable summer vacation. We are actively preparing for the 2020 – 2021 school year and excited to have our Heywood families with us. We are looking forward to partnering with you to provide a rewarding and productive educational experience for all of our students.

As you may be aware, the Orange Board of Education recently approved our district School Reopening Plan which will provide the following learning environment for our students:

- **Phase 1:** Full virtual learning from **September 8, 2020 through October 2, 2020**. Students will receive synchronous (live teacher) instruction from 8:30 – 12:30 pm every day and will be required to log in at their “scheduled” class times.
- **Phase 2:** Remote synchronous (live teacher) instruction from **October 5, 2020 through November 25, 2020**. Students will receive synchronous (live) instruction from 8:30 -12:30 pm every day *except* Wednesday and will be required to log in at their “scheduled” class times. On Wednesdays, all students will engage in asynchronous instruction independently and complete assignments that teachers will provide via Google Classroom.
- **Phase 3:** Beginning **November 30, 2020 through December 23, 2020**, we will begin our “soft launch” in returning students to classroom-based instruction. This initial group of students returning to the building will be notified no later than November 9th and will not exceed 25% of our current student enrollment. All other students will continue to receive remote synchronous instruction as identified in Phase 2.
- **Phase 4A, 4B, 4C:** From **January 4, 2021 – end of year**, we will begin “Full Reentry”. All students will report to school following the days and times described in the schedule that will be provided to all.

We recognize and acknowledge that this will be a “new” way to begin our school year, however, we are going to work hard to ensure that we make it the best experience possible for all of you! It is very important to us that you feel socially, emotionally and academically supported, therefore, opportunities will be provided throughout the school year to do so.

In order to have a successful school year, we ask that you prepare the following:

- Refer to the grade level supply lists provided on the Heywood Avenue School website and purchase only those supplies that will be needed at home
- Ensure that your child has an updated Chromebook to use at home. If one is not available, we will ensure one is provided for your child to use. Students should not share devices; we will ensure that every student has a device solely for their individual use. *IPADs and tablets can not be used.* We ask that an updated laptop, desktop or chromebook is used to ensure that your child can access all needed programs. Additionally, students **must** have a pair of headphones to use.
- Identify a workspace at home that your child will be working from everyday, 8:30 am – 12:30 pm
- Create a schedule with your child that identifies what time they will wake up (setting the alarm each night), eat breakfast, get dressed and log into their first class no later than 8:30 am everyday. Our students will be most successful if they begin and maintain a daily routine/schedule similar to when they would normally come into our school.
- Stay connected to our school and district by checking our district and school websites regularly, checking Class Dojo regularly and listening to all phone blasts provided. It is important to us that we keep you fully informed and these are the mediums we will use to do so (i.e. website, Class DoJo, phone blasts)

During the first week of school, we will hold kiosks at Heywood to provide all students with the following:

- Chromebook (if needed)
- Student workbooks/materials for all content areas (ELA, Math, Social Studies, Science)
- Any other instructional supplies specific to classes they are scheduled for

Additionally, during our first week, we will ensure that:

- All students, K – 7, have access to their new Google accounts giving them full access to Google Classroom and Zoom.
- All parents have access to Class DoJo as this will be our “primary” communication tool AND access to Genesis Parent Portal

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.

Our **Virtual Back to School Night** will be held on **Wednesday, September 23, 2020 from 6 – 8 pm**. Please save this date! I know that you are just as excited as your child(ren) are to meet the teaching staff you will be partnering with this school year and this will be your opportunity to do so.

Continue to enjoy the balancing weeks of your summer vacation! Heywood Wildcats R.O.A.R. (**R**each for **O**pportunities & **A**chieve **R**esults).....I know that all of you will return on September 8th more than ready to do so! We are Heywood STRONG!

Sincerely,

Faith Alcantara

Faith Alcantara
Principal

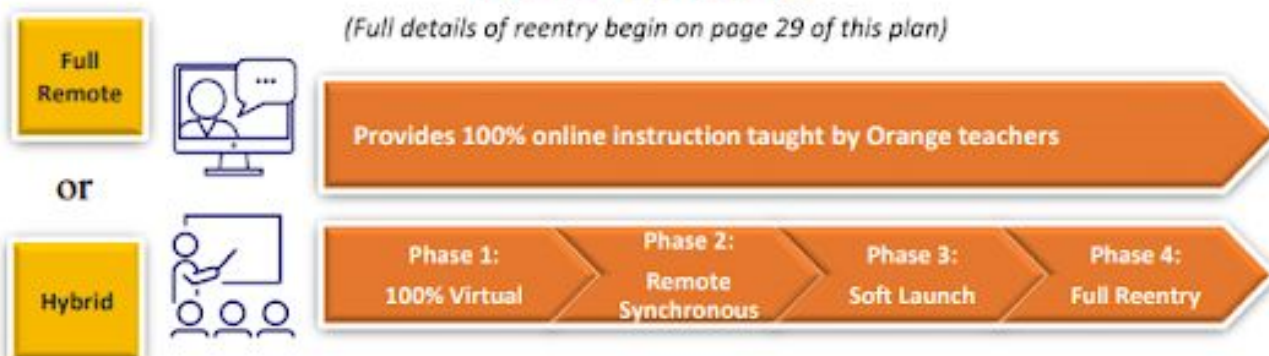
“PLAN B”



Decelerated
Reentry

The Orange Public Schools School Reopening Guidelines At a Glance

(Full details of reentry begin on page 29 of this plan)



Families can choose from two pathways, (A) full remote learning that allows a family to opt into a fully online curriculum or (B) a hybrid of in-person and remote learning.

Note: Parents must register for the Full Remote option at www.orange.k12.nj.us.

Full Remote	Hybrid
<p>Within this model, students engage in virtual instruction as guided by their teacher(s).</p> <p>Students, from home</p> <ul style="list-style-type: none">✓ Log into the weekly synchronous lessons led by their teachers✓ Routinely check appropriate Google Classrooms and emails for information on courses, assignments, and other resources, on a daily basis✓ Attend and participate in any check-in times offered by their teachers✓ Engage in the virtual platforms with academic honesty, integrity, and according to the district's Acceptable Use Policy✓ Submit all assignments in accordance with provided protocols, timelines and/or due dates	<p>Phase 1: 100% Virtual Learning September 8 – October 2 (4 weeks) All teaching/learning is done virtually</p> <p>Phase 2: Remote Synchronous October 5 – November 25 (7 weeks) Teachers only are onsite 2 days per week providing virtual instruction; support staff (guidance, CST, social workers, attendance officers), nurses, TC's, secretaries are onsite 4 days per week.</p> <p>Phase 3: Soft Launch November 30 – December 23 (3.5 weeks) For all pre-identified students (SwD's, ELLs, Tier III, etc.)</p> <p>Phase 4: Full Reentry January 4, 2021 – end of year (Remainder of the year) All students-on-site with staggered schedules</p>

The most important impact that we can have on our students and staff during the pandemic is on their health, safety, and well-being. Protocols and guidelines have been put in place to ensure the health and safety of the district's students and staff.



2 Options for Families ...

100% Remote learning or Hybrid

25% of students in building on any given day

no more than 2 days per week onsite for teaching staff and students

10:1 ratio of students to teachers in a classroom

6 feet of space between student desks

Grades 1 - 12
Minimum of 4 hours of instruction per onsite day

Pre & Kindergarten
Minimum of 2.5 hours of instruction per onsite day

***Minimum Standards established by the Orange Public Schools

HEYWOOD DAILY SCHEDULE (Kindergarten - Grade 7)

Phase 1 (Monday - Friday) [Daily Synchronous (Live) Instruction]

**Phase 2 (Monday - Tuesday AND Thursday - Friday [Daily Synchronous (Live) Instruction]
Wednesday [Asynchronous (Video) Instruction]

8:20 - 8:30 AM

- Students are dressed, ate breakfast and will log into their Zoom sessions with their teachers via Zoom link in Google Classroom

8:30 - 9:15 AM

PERIOD 1

9:20 - 10:05 AM

PERIOD 2

10:10 - 10:55 AM

PERIOD 3

11:00 - 11:45 AM

PERIOD 4

11:45 - 12:30 PM

PERIOD 5

12:30 - 1:20 PM

LUNCH and RECESS (at home)

1:20 - 2:00 PM

- Students should be completing assignments provided by their teachers.

2:00 - 3:20 PM

- Teachers will be available to students via Google Classroom and Zoom. Students must log on during this time if they need assistance with an assignment from their teacher.



For Phases 3 and 4, with students beginning to return to the school building, a **REVISED schedule will be provided to all students. This schedule will identify the days and times by which identified student groups will begin to receive instruction “in school”.

AM and PM student groups will be established, however, each group will continue to receive (5) periods of daily instruction (in school and remote).

Parents who have opted for the “full remote” option will be able to continue to do so.

Sample Student Schedules

3rd Grade

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:20 - 8:30	Breakfast/Log In	Breakfast/Log In	Breakfast/Log In	Breakfast/Log In	Breakfast/Log In
8:30 - 9:15	IM (S1)/ COMPUTERS (S2)	ART	SCI	SCI	PE
Break/Transition Time			↓		
9:20 - 10:05	SS	SCI	SS	SS	ELA (small group)
Break/Transition Time			↓		
10:10 - 10:55	ELA	ELA (small group)	ELA	ELA	ELA
Break/Transition Time			↓		
11:00 - 11:45	MATH (small group)	ELA	VM	WL	MATH (small group)
11:45 - 12:30	MATH	MATH	MATH	MATH	MATH

6th Grade

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:20 - 8:30	Breakfast/Log In	Breakfast/Log In	Breakfast/Log In	Breakfast/Log In	Breakfast/Log In
8:30 - 9:15	MATH (small group)	ELA	SCI	SS	ELA (small group)
Break/Transition Time			↓		
9:20 - 10:05	ELA	MATH	MATH	MATH	MATH
Break/Transition Time			↓		
10:10 - 10:55	MATH	ELA (small group)	ELA	ELA	ELA
Break/Transition Time			↓		
11:00 - 11:45	SCI	PLTW	MATH (small group)	PE	SS
11:45 - 12:30	PLTW	SS	IM (Q1), ART (Q2), DANCE (Q3), VM (Q4)	WL	SCI

INSTRUCTIONAL PROGRAM HIGHLIGHTS

- In-person and remote learning will follow the same schedule
- All students, K - 7, will have Google accounts and access to Google Classroom
- 4 hour school day for Grades K - 7 (Phases 1 and 2)
- 4 hour school day for Grades 1 - 7 and 2.5 hour school day for Kindergarten (Phases 3 and 4)

- 225 minutes of ELA and Math instruction provided weekly (K - 7)
- 90 - 135 minutes of Science and Social Studies instruction provided weekly (K - 7)
- 45 minute daily Specials (Art, Vocal Music, Instrumental Music, World Language, STEM, Computers/Library, Dance, and Physical Education) offered K - 7
- 45 - 90 minutes of additional “small group” instructional time in ELA and Math weekly

Daily (synchronous) instruction will provide:

- ❑ Live instruction and modeling of concepts by the teacher following the “I Do”, “We Do” and “You Do” model which includes teacher modeling, guided practice and independent practice in a mini lesson format.
- ❑ Students will be provided formative assessments during instruction and teachers will provide support accordingly.
- ❑ Teachers will provide feedback to students during the lesson and provide independent practice assignments to reinforce skills taught in their daily lessons.

Wednesday only (asynchronous) instruction (Phases 2 - 4) will provide:

- ❑ Recorded instructional videos that must be viewed in order to complete the assignments provided by teachers
- ❑ Modeled examples that students can and should reference when completing assignments
- ❑ Office hours provided by the teacher to respond to student emails or Google Classroom messages to assist students with their assignments



Assessments

Formative assessments will take place as an integral part of daily instruction. Summative assessments will be provided in all content areas. District benchmark assessments will be given in ELA and Math prior to the end of each marking cycle.



Homework

Homework will be assigned daily, Monday - Thursday and will generally follow these time commitments:

- K: 20 minutes
- 1st and 2nd: 30 minutes
- 3rd and 4th: 45 minutes
- 5th and 6th: 60 minutes
- 7th: 90 to 120 minutes

On Friday, Saturday, and Sunday, parents are encouraged to have their children read books appropriate for their reading level and work on projects that are assigned. Projects in various areas will be assigned at specific intervals throughout the year. These long term assignments will require students to efficiently budget their time in order to complete assignments as expected.

Instructional Supports

All teachers and support staff will be available to students during their office hours to answer any questions, provide additional modeling and to conference with them regarding their work and/or grades.

Additional Services

Students who are eligible for additional supports and services via IEPs will continue to receive these supports in a virtual environment. Case managers and related services staff (i.e. Speech, OT, PT, Counseling) will work directly with parents to schedule these services. Instructional staff will provide the accommodations and modifications provided in each student's IEP to the extent possible virtually.

Students with 504 plans will receive the supports provided in their plans to the extent possible virtually.

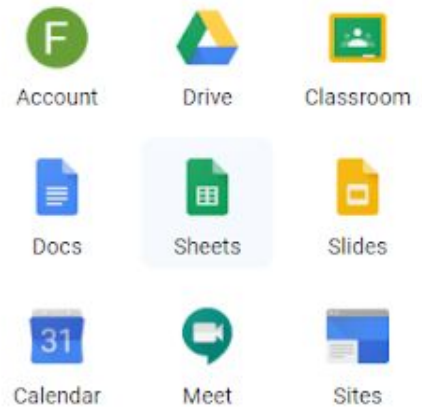
ELL students will receive support through their classroom teachers as well as ESL teacher.

*Once in person instruction begins, these additional services will continue both remote and in-person. Parents should contact their child's teacher and/or case manager with any questions or concerns.

Student Expectations for Remote Learning

**All students will receive varied instructional materials needed for use at home for all content areas. Any items that need to be purchased by parents have been included on our Grade Level Supply lists.

- Be sure to take care of my personal hygiene, get dressed and eat breakfast by 8:25 am. **LOG IN** at 8:30 AM Zoom **ON TIME**. Teachers will take **attendance every class period**.
- Ensure I attend all synchronous learning sessions with **ALL** of my teachers everyday and fully review all resources/videos provided to assist me in completing assignments.
- I can not attend class in my pajamas **AND** I must sit at a table or desk at all times during virtual instruction.
- Keep my chromebook plugged in during school hours, sit at my workspace with all of my instructional materials.
- Actively participate in class with my camera **ON**.
- No TV or music can be on while I'm attending my daily classes. Remove any distractions from my learning environment.
- In large group and small group breakout sessions, be respectful of my classmates, contribute to class discussions and apply appropriate online etiquette.
- Follow the district Code of Conduct (#5600) and Acceptable Use Policy, before, during and after school.
- Take my lunch from 12:30 - 1:00 pm and engage in 20 minutes of recess (indoor or outdoor).
- Complete any homework assignments I was given **AND** submit them by the deadline provided by my teacher.
- Check my Google Classroom "assignments" page and make sure I have "turned in" **COMPLETED** assignments (no blank documents)
- Complete 15 minutes of **IREADY** every day. Complete 15 minutes of **IREAD**, **System44**, **Scholastic Literacy Pro** or **Reading Plus** every day.
- Office hours with teachers will take place daily from 2:00 - 3:20 pm. I can ask questions via email or open Zoom sessions. If I have a question about an assignment, I need to use this time to seek help from my teachers.



Student Expectations for Hybrid Learning

**All instructional materials supplied to students for home use will need to be brought to school each day when scheduled to attend in person. Any items to be purchased by parents for use in school are included in our Grade Level Supply lists and must be available upon students return to in-person learning.

Classroom	Bathroom	Hallway/Stairwell/ Elevator	Technology	School Grounds
Wear face masks	Wear face masks	Wear face masks	Log into Google Classroom on time daily for all of your classes	Wear face masks
Follow entry/exit procedures for arrival, dismissal and emergency drills	Follow all handwashing procedures before leaving the bathroom	Stay on the right side of the hallway and stairwell at all times	Access school appropriate sites only	Arrival - Entry via: K - Door by playground 1 - 2 - Annex main entrance 3 - Door by Rm 1 4 - Main entrance 5 - Door by 8B 6 - 7 - Door by Rm 1
Adhere to all handwashing procedures	Follow social distancing guidelines when you encounter others in the bathroom. Do not use bathroom stalls or sinks that have been marked as "Do Not Use"	Follow the traffic flow signs in each stairwell. Stairwells will be used to go up only and come down only.	Take good care of devices provided to you by the school district	Dismissal - Exit via: K - Door by playground 1 - 2 - Annex main entrance 3 - Door by Rm 1 4 - Main entrance 5 - Door by 8B 6 - 7 - Door by Rm 1
Remain seated and raise my hand when I have a question		Elevator can only be used by students with an adult for medical or emergency reasons.	Cell phones and smart watches are to remain in your personal belongings during school hours	Practice social distancing and remain two arm lengths away from the person in front of and behind you.
Refrain from sharing instructional supplies with others			Adhere to the district Acceptable Use policy (Policy #5516)	

During **Hybrid learning, teachers will move to different classrooms during the instructional day. **Students will remain in one classroom at their assigned desk for the day.** Students will not share instructional*

materials or supplies. If students bring home supplies (i.e. books, pencils, manipulatives), they must be brought back to school with them for their individual use on their next scheduled in-person learning day.

Expectations for Families (Remote and Hybrid)

To support your children:

- Have your child attend the live teaching sessions. Attendance will be taken daily in all classes.
- Make sure your child has a good night's sleep daily and logs in on time (8:30am).
- Help your child establish their learning space, free from distractions to allow them to focus.
- Have your child's work completed and submitted by the due date.
- Ensure that your child is attentive, respectful, and on task.
- Check Google Classroom weekly to ensure that they have "turned in" their assignments.
- Log into Genesis Parent Portal, biweekly, and check the status of your child's grades.

Procedures:

- Students will be responsible for signing into Google Classroom each morning and using the Zoom link provided to join their synchronous (live) sessions.
- Live Sessions that have been recorded will be posted for parents by 3:20pm.

Information and Reminders:

- Please ensure that your **child plugs in their laptops each evening.**
- Please respect teacher work hours which are 8:15 - 3:20 pm each day. Emails will be responded to within 24 hours.
- Allow your child to do their own work so that we can foster independence and better support their individualized learning plans. Students learn from their mistakes and teachers are able to tailor their teaching to student's actual learning needs when they understand what they can do independently.

Technology and apps:

- Google Classroom will be your child's main portal for information. Class Dojo will be our main parent communication tool in addition to phone blasts. Please be sure to check/listen to both regularly.
- The Clever Portal will be used to access apps needed for independent work and practice.

**** Training sessions will be offered to parents on all learning platforms and technology tools that students will be utilizing this school year. In addition, videos will be periodically provided to support you with your child at home.**

Tentative Arrival/Dismissal (during Phases 3 - 4)

● Arrival:

- Arrival begins at 8:15am. All students will arrive wearing masks. Students will not gather on the blacktop as they will be proceeding directly into the building.
- Before entry into the building, students will be screened for COVID-19 symptoms at the door (including temperature checks) and proceed directly to their homeroom classroom.
- Students will enter through different doors based on grade level;
 - **PreK** - Door closest to their TCU stairwell
 - **Kindergarten** - Classroom door by K playground
 - **Grade 1 and 2** - Annex front door
 - **Grade 3** - Door by room 1
 - **Grade 4** - Main entrance
 - **Grade 5** - Door by room 8B
 - **Grade 6 and 7** - Door by Room 1
- Students arriving after 8:30am will enter the building through the main entrance and screened.
- Staff supervision will be present beginning at 8:15am

● Dismissal:

- Students will be dismissed with masks.
 - Bus dismissal will take place by class through the following doors:
 - Walker's class: Door by room 8B
 - Werner and Thorpe's class: Annex door by bathroom and down blacktop stairwell
 - **PreK** - Door closest to their TCU stairwell
 - **Kindergarten** - Classroom door by K playground
 - **Grade 1 and 2** - Annex front door
 - **Grade 3** - Door by room 1
 - **Grade 4** - Main entrance
 - **Grade 5** - Door by Room 8B
 - **Grade 6 and 7** - Door by room 1



****Parent Pick-Up:** Parents who exit their vehicle to pick up their child must have a face covering on. Parents must also practice social distancing guidelines.

****PLEASE NOTE:** Changes may occur during the school year to arrival and/or dismissal procedures and/or entry/exit points based on any new guidance that may be received and/or to improve our practices for the health and safety of all.

AFTER SCHOOL CLUBS AND TUTORING PROGRAMS

A variety of clubs will be offered virtually this year. Google forms will be used to sign up for the various club options. Students will be recommended by their classroom teacher for after school tutoring support. Our tutoring programs will take place virtually from 3:25 - 4:25 pm, Tuesday - Thursday. More information will be provided to all parents at the end of September.

ASSEMBLIES



Virtual assemblies will be scheduled and held to celebrate student success, offer schoolwide programs and extend student learning experiences. In-person assemblies will be deferred until the District and Health Department Officials offer guidance that would allow us to ensure the safety of all participants.

ATTENDANCE (Remote and Hybrid)

- Daily student attendance will be taken in each class.
- Students who are not present at the start of each class will be marked absent.
- Students who present late to class will be marked tardy.
- A student's attendance is required for the duration of the class period.

BATHROOM USAGE

- Students will use bathrooms within social distancing guidelines. Bathroom doors will be propped open to allow air flow and movement within the facility.
- Teachers will review procedures and protocols with students with bathroom expectations.

BEFORE AND AFTER SCHOOL SUPERVISION

For your child's safety, students **shall not** arrive on school grounds **prior to 8:15 a.m.** (for morning groups), **11:00 am** (for afternoon groups) and **12:00 pm** (for afternoon Kindergarten groups). ***Students must be picked up promptly at the designated time for their assigned group to facilitate the social distancing requirements that must be met.*** School personnel are not available for supervision outside of those times. Students must be picked up on time from after school activities as well.

BREAKFAST AND LUNCH PROGRAM: 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
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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.

CLASSROOMS (Hybrid)

- All staff and students are required to wear a mask. Students should always keep an additional mask in their backpack.
- All students will keep their belongings (backpack/jackets, etc. at their desk). Lockers will not be utilized.
- Daily cleaning procedures will be established within the classroom. This will occur before student arrival, during the day, and after students are dismissed.
- Every classroom will have cleaning supplies available for staff to sanitize their work station and other areas of the room that may need to be addressed.
- Classroom seating charts will be implemented for contact tracing purposes.
- Webcam, smartboard and teacher computer workstation will be located in a specific area (front of the classroom) for class lessons for live streaming/recording lessons.
- All desks will face in the same direction and be placed in rows. There will only be ten desks in each classroom. Partitions will be provided for each student desk and teacher workstation.
- Hand sanitizer stations will be located in areas throughout the school building. Students may keep a small bottle of their own in their backpacks but may not share it with others.
- Handwashing procedures and use of sanitizer will be established upon student entry and/or dismissal from the classroom.
- Teachers will rotate to the classes. Students will remain in their classroom and will only move to another location if the services/support needed require another setting.
- Students must have their own water bottle for use at our water stations.
- Students must come to school with the chromebook device used at home. Be sure that it is fully charged every day.
- Students must come to school with all instructional materials previously provided. Student resources can not be shared with others in the classroom.



CONTACT TRACING
(Hybrid)

Our School Pandemic Response Team will be responsible for establishing protocols and procedures to ensure the steps outlined in this decision tree are implemented for any confirmed case.

Heywood Pandemic Response Team

Faith Alcantara, Principal

Gerald Murphy, Assistant Principal

Jeanette Laguna, School Social Worker

Evelyn Fernandez, Head Custodian

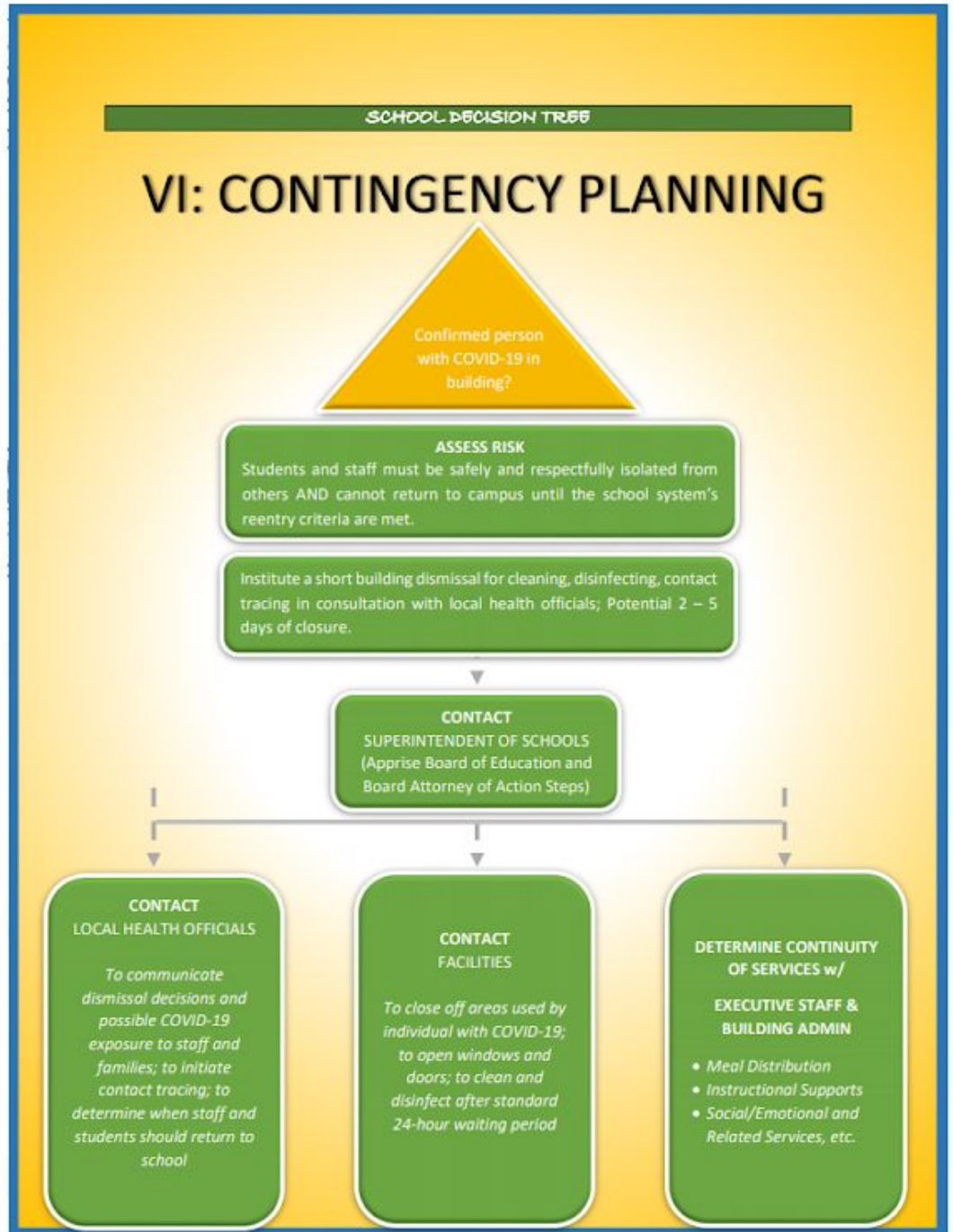
Emily Quaye, School Nurse

Jani Rimpici, CST School Psychologist

Rhonda Davis, PTO President

Glenn Arnold, Parent/SLT Member

Jennifer Mooney, Resource ELA Teacher



Eric Lurie, STEM Teacher

Steven Hemingway, School Security Guard

FIELD TRIPS/GUEST SPEAKERS

All field trips will be virtual until further notice. We will also host guest speakers virtually to support the various events that we will have during the school year.

GRADING, HONOR ROLL, PARENT CONFERENCES

Our District Grading, Promotion and Retention guidelines (Board Policy #5410) provides our grading guidelines.

Report cards are generated four times each year. During the 1st, 2nd, 3rd, and 4th reporting periods, progress reports will also be generated by the 5th week of every marking period. Progress reports and report cards will be accessible to all parents via Genesis Parent Portal. They will not be printed and distributed to students. All parents must ensure that they are fully connected to their Parent Portal.

Formal parent conferences will be held at the end of the 2nd marking period virtually. Teacher-Parent conferences, however, can be on any school day as needed to discuss your child's progress. A teacher or parent may request a conference and mutually agree upon a convenient day and time. All conferences will be held virtually until further notice.

HALLWAY MOVEMENT (Hybrid)

Transitions in hallways will be limited as students will remain in one classroom for the entire day with exception of bathroom or water breaks. However, while in the

HEALTH (Hybrid)

Students and staff will be screened for symptoms of COVID-19 upon entry to school. Screening may include a visual inspection to determine whether a student has a cough, shortness of breath/difficulty breathing, congestion or runny nose.

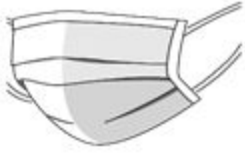
In addition to a visual inspection, we will utilize non-contact temperature devices to identify students and/or staff who may have elevated temperatures. Please understand that the district's screening does not eliminate or waive each parent/guardian's responsibility to check their child each day before school for COVID-19 symptoms.

If your child exhibits symptoms of COVID-19, the child must remain home and you must notify the school district via our School Nurse and/or Principal.

School nurses will serve as contact tracers and will assist the local Health Department by providing any information needed including records of groups/cohorts, assigned staff, and daily attendance.

In order to return to school, a student or staff member who tested positive for COVID-19 must provide medical clearance to return to school.

MASKS (Hybrid)



Students and staff must wear face masks upon arrival, during school and upon dismissal. If needed, face masks breaks will be provided.

MOVEMENT (Remote and Hybrid)

Movement will be incorporated into the school day. These activities will take place via Zoom (remote) and within the classroom (hybrid).

PTO MEMBERSHIP/MEETINGS

We encourage you to become a member of our school PTO. Our PTO needs your support and offers an array of programs during the school year that benefits all of our parents and students. PTO meetings will be held monthly via Zoom. During our current pandemic, we will follow all required health and safety guidelines which will affect the ability of parents to enter our building. Therefore, parent volunteers in the classroom **will not** take place until we are operating under conditions that allow for us to do so safely. We appreciate and thank you for your understanding.

SAFETY DRILLS (Hybrid)

- Safety drills will be conducted in accordance with state guidelines and mandates to include two per month. Students will be required to wear masks for the duration of the drill.
- When exiting the building, students and staff will exit specific doors and follow social distancing guidelines.



SOCIAL EMOTIONAL LEARNING

Social and Emotional Learning

New Jersey SEL Competencies and Sub-Competencies

Social and emotional learning (SEL) involves the process through which children and adults acquire and apply the knowledge, attitudes and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. The purpose of the SEL competencies is to provide schools with guidelines for integrating SEL across grades and subject areas.



- Recognize one's feelings and thoughts
- Recognize the impact of one's feelings and thoughts on one's own behavior
- Recognize one's personal traits, strengths and limitations
- Recognize the importance of self-confidence in handling daily tasks and challenges



- Understand and practice strategies for managing one's own emotions, thoughts and behaviors
- Recognize the skills needed to establish and achieve personal and educational goals
- Identify and apply ways to persevere or overcome barriers through alternative methods to achieve one's goals



- Recognize and identify the thoughts, feelings and perspectives of others
- Demonstrate an awareness of the differences among individuals, groups and others' cultural backgrounds
- Demonstrate an understanding of the need for mutual respect when viewpoints differ
- Demonstrate an awareness of the expectations for social interactions in a variety of settings



- Develop, implement and model effective problem solving and critical thinking skills
- Identify the consequences associated with one's actions in order to make constructive choices
- Evaluate personal, ethical, safety and civic impact of decisions



- Establish and maintain healthy relationships
- Utilize positive communication and social skills to interact effectively with others
- Identify ways to resist inappropriate social pressure
- Demonstrate the ability to prevent and resolve interpersonal conflicts in constructive ways
- Identify who, when, where, or how to seek help for oneself or others when needed



<http://www.nj.gov/education/students/safety/sandp/sel>

August 2017

SOCIAL EMOTIONAL LEARNING

Social & Emotional Learning Committee - In an effort to further support the Heywood Avenue School Community, a team of educators has been assembled to further support the social and emotional learning needs of our students. The committee members are:

Ms. R. Garretson - Teacher

Mrs. J. Laguna - School Social Worker

Mr. G. Murphy - Assistant Principal

Ms. E. Quaye - School Nurse

Ms. J. Rimpici - School Psychologist and Child Study Team Member

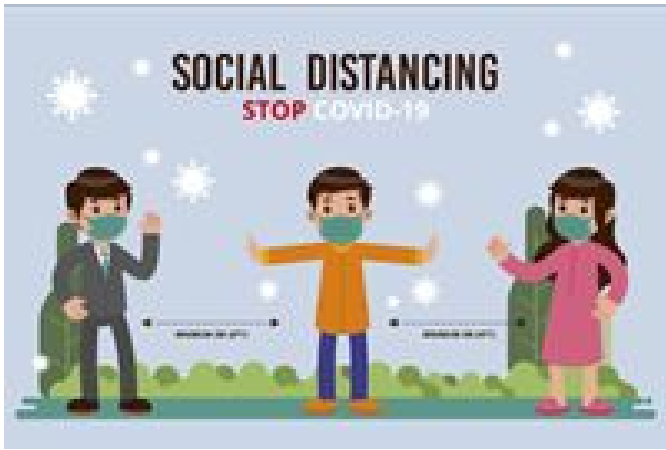
The information below includes additional supports outside of the school for families:

- **Mental Health Resources** - To access mental health services contact PerformCare at 1-877-652-7624. Website is www.performcare.org.
- **To get immediate assistance with an emergent mental health crisis:** Contact 911 or go to your nearest hospital. The listed hospitals scripted were as follows: Mountainside Hospital, East Orange General Hospital, and Clara Maass Medical Center Information to speak with a counselor 24 hours a day
- **Suicide Prevention Hotline: 1-800-273-8255**
- **NJ HopeLine: 1-855-654-6735**
- **2nd Floor Teen Helpline: 1-888-222-2228**

The following are additional tips for students:

- **Keep a schedule-wake up at the same time everyday**
- **Have meals at the same time everyday**
- **Share kindness with friends on social media platforms; continue interactions as this time can be deemed as lonely**
- **Relax: Listen to music, write poetry, draw, read, talk to friends and family**

Directory to Contact School Guidance Counselors & Social Workers (Social Emotional Supports/Trauma), Nurses (Medical), and Child Study Team Members (Special Services)



SOCIAL DISTANCING

- Signage for social distancing practices will be available to remind all to keep 6 ft. apart from each other.
- Social Distancing and Face Coverings - Staff members will wear face coverings at all times; common areas, class changes, anytime outside their classroom, and in the classroom.
- Students will wear face coverings at all times
- Teachers will implement social distancing, strategic seating/grouping, and extra hand-washing/hygiene as often as feasible.

VISITORS/SAFETY

Visitors will be limited to the building during this time. Prior appointments must be made in order to meet with any staff member during this time. All visitors will be required to wear a face covering at all times. Upon entering the building, visitors must sign in at our security desk and will be directed to the main office.

**Thank you for reviewing our
student/parent handbook.**

**If you have any questions, please do not
hesitate to reach out to Ms. Alcantara and
Mr. Murphy.**

alcantfa@orange.k12.nj.us

murphyge@orange.k12.nj.us



Orange Township Public School District | 2020-2021 CALENDAR

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

Adekunle O. James, MBA, RSBA, QPA
Business Administrator/Board Secretary

<p>1 Supt's Forum Prof. Dev. 2-4 Prof. Dev. Day 7 Labor Day District Closed 8 First Day of School</p>	Staff 21 SEPTEMBER Students 18 <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				Staff 15 FEBRUARY Students 18 <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							<p>8 Parent Conf Grades Pre-K-7 -5:30 pm-7:30 pm 9 Parent Conf. Prek-7 12:30 pm Dismissal Parent Conf. 1:15 pm – 4:00 pm 10 Parent Conf. Gr. 8-12 -12:30pm Dismissal Parent Conf. 1:15 pm – 4:00 pm 11 Parent Conf. Grades 8-12- 5:30 pm-7:30 pm 15-19 District Closed Winter Break</p>							
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The calendar includes 188 contractual certificated staff days and 183 contractual student contact days. There are 3 snow days or emergency closing days built into this calendar. Should the District use more than 3 emergency closing days the days will be used at the discretion of the Superintendent of Schools.

OEA Day 12:30 Dismissal Students Parent Conf. Prek-7 12:30 pm Dismissal Parent Conf. Gr. 8-12 -12:30 pm Dismissal District 12:30pm Dismissal

SCHOOL HOURS

SCHOOLS	STAFF	STUDENTS	
OHS	8:05 am	8:20 am – 3:25 pm	ZERO period & College Block will be 7:30 am – 8:15 am
OPA	8:05 am	8:20 am – 3:15 pm	ZERO period & College Block will be 7:30 am – 8:15 am
STEM	8:05 am	8:20 am – 3:30 pm	
Elementary	8:15 am	8:30 am – 3:20 pm	
Twilight Program	2:00 pm	2:30 pm - 8:00 pm	