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August 24, 2020

Dear Parents/Guardians/Caregivers,

Welcome to the 2020-2021 school year! I hope you are keeping safe and that you have had some time to enjoy the summer with your family. As the new principal of Central Elementary School, I am excited to partner with you to ensure our scholars achieve their highest potential.

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 Central Elementary School 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 under the continued leadership of my colleagues and partner, Dr. Debra Joseph-Charles. 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. 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 town hall meetings to address the district's plans for reopening, giving all stakeholders the opportunity 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 (**Phase 1** (100% Virtual Learning) and **Phase 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 this includes SWD, ELL and Tier III students.**
- 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 to 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 Parent Meeting** (August 31, 2020 at 5pm) and our **Back to School Night** (September 22, 2020 from 6-8PM). 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 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 secretary Ms. Hall hallbe@orange.k12.nj.us She can also be reached by phone at 973-677-4110 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.

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.
- 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.
- 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**.

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.

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 whiteden@orange.k12.nj.us or 973-677-4110.

Educationally yours,

Ms. Denise White

Principal

At Home Virtual/Remote Learning Plan

Below you will find the curriculum that is currently in place for students in the Orange School District. Due to the pandemic, the curriculum implementation will adhere to The Orange Public Schools Reopening Guidelines for the 2020-2021 school year. The Reopening Guidelines provide information about instructional procedures and detailed information as it pertains to virtual/remote learning. These guidelines are referenced throughout this Student Handbook and are accessible with the link below. The virtual learning plan still utilizes the current curriculum in a synchronous format.

The Orange School District Has chosen Plan B as the reentry plan for the 2020-2021 school year.

Back to School Plan **Instructional Model B**

Phase 1: 100% Virtual Learning (09/08/20 – 10/02/20) – All teaching/learning is done virtually/remotely from home and in a scheduled and synchronous format. Student academic/SEL needs are addressed throughout the school day in synchronous whole group instruction, small group instruction, one-on-one student conferencing during teacher office hours. Teachers are accessible and attend to professional responsibilities during work hours daily 8:15am – 3:20pm (i.e., phone, email, virtual meeting platforms).

Phase 2: Remote Synchronous (10/05/20 – 11/25/20) – Teachers report onsite (OACS) for the length of the school day for 2 days per week. Support staff, nurses, technology coordinators, secretaries report onsite (OACS) for the length of the school day for 4 days per week. Teachers will provide virtual synchronous instruction in assigned classrooms equipped with webcams. Students remain at home in Virtual Learning.

Phase 3: Soft Launch November 30 – December 23 (3.5 weeks) For all pre-identified students (SD's, ELLs, Tier III, etc.)

Phase 4: Full Reentry January 4, 2021 – end of year (Remainder of the year) All students-on-site with staggered schedules

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. If your child is going to be absent please notify the teacher and the secretary Ms. Hall hallbe@orange.k12.nj.us She can also be reached by phone at 973-677-4110 on **Mondays, Tuesdays, Thursdays and Fridays.**

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.



Arrival Procedure

During Phases I & II: Students should log into their virtual classroom on time and ready to learn using the Google Meet code provided by the teacher. All students must join the Google meet dressed appropriately for learning.

During Phase III –IV Upon arrival to school, student and staff temperature checks will be performed in accordance to Orange Public Schools reopening guidelines. The instructional day begins promptly at 8:30 am.

Upon arrival in school, a Health Screening at Entry Check for signs of illness for all staff and students will be performed 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 which includes a fever of 100.4°F or higher.

Kindergarten (AM)

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

Kindergarten (PM)

- Students are to report to school at 12:00 p.m.
- Lunch will be served in the classroom.

Grades 1 and 2

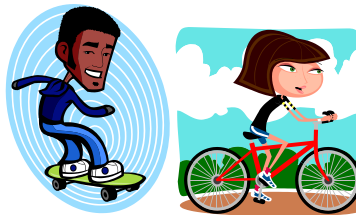
- Students are to report to school at 8:20 a.m.
- Breakfast will be served in the classroom.

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

DROP OFF PROCEDURE:

For the health and safety of all staff and students parents/guardians 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.

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 (More information to come during the staggered approach.)

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 (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 Interruptions at School

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 Parties

For the health and safety of our staff and students, there will be no classroom parties.

Code of Conduct

Staff, students and parents at Central 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:

- 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.
- 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.

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 of K-2 students must be approved by the Superintendent of Schools.
- 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.

Please refer to the ***Orange School District's Code of Student Conduct Policy #5600*** for specific consequences of student misconduct.

Parents are strongly encouraged to monitor their child's academic progress and behavior via the District's ***Genesis Parent Portal and Class Dojo.***

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

During Phases III & IV students will be dismissed according to the procedures below.

Kindergarten (AM)

- Students are dismissed at 11:15 a.m. in front of the school.

Kindergarten (PM)

- Students are dismissed at 3:00 p.m. in front of the school.

Grades 1 and 2

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

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.

All students in Grades K-2 will be signed out in front of the building to ensure the health and safety of our staff and students.

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.**



Dress Code

During synchronous **virtual instruction**, students are to adhere to a dress code that is appropriate for a school setting. The following guidelines are to be followed when the students are on-site during the regular school year. You may use these as a guide for student dress during virtual learning.

In June of 1996 the Orange Board of Education approved and implemented a mandatory K-12 District Uniform Dress Code policy Code #5132 for all children who attend the Orange Public School System.

Uniforms

Please note that the uniform policy will be strictly enforced. Elementary School students in grades K-4 are to wear:

- navy pants (boys or girls)
- navy jumper (girls)
- white or light blue 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 K-2 is to wear:

- solid gray or solid navy sweat suits
- solid gray or solid navy shorts (must be knee length) and t-shirt or school t-shirt.
- gym uniforms are available for purchase at Forman Mills, Walmart, Target or Khol's..

Uniform Policy

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



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



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.

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.

I-Pod's, 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. 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 dis-enrolled, 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.



Field Trips

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

Grading System

Children are expected to successfully demonstrate mastery of skills/knowledge of at least one year's academic program in one year's time.

The instructional program provides a uniform curriculum that has a specific set of skills and content for each grade level and subjects. All children must learn within specific curriculum timelines, regardless of the school or teacher to who the child is assigned.

The following is the grading system adopted for use by the Orange Board of Education.

Explanation of Academic Grades (Grades 1-2)

Letter Grade	Standards	Score (%)
A	Exceeds the standard	100 - 90
B	Meets the standard	89 - 80
C	Marginally meets the standard	79 - 70
D	Below the standard	69 - 65
F	Unsatisfactory Performance	64 - 50

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

**Refer to the Grading Promotion and Retention Guidelines!
(Copies available on the District Website)
<http://www.orange.k12.nj.us/>**

Frequency of Grade Reporting

- Report cards are disseminated quarterly (4 times per year) every nine weeks. Kindergarten assessments are disseminated twice 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.
- **Please Adhere to district calendar/ signed report cards are due back to the reporting school no later than 5 days after receipt of report card.**

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

Interim & Marking Period Report Card Dates

Reporting Period	Marking Period End Date	Posting Window Opened	Posting Window Closed	Distribution
<i>Interim Report Card 1</i>	Wednesday 10/8/20	Wednesday 10/1/20	Wednesday 10/15/20 4:00pm	Thursday 10/16/20 End of Day
MP1 Report Card	Friday 11/13/20	Wednesday 11/4/19	Friday 11/20/19 4:00pm	Conferences (PreK-7) 11/23/20 5:30-7:30 (8-12) 11/24/20 5:30-7:30
<i>Interim Report Card 2</i>	Friday 12/18/20	Friday 12/11/20	Tuesday 12/22/20 4:00pm	Wednesday 12/23/20 End of Day
MP2 Report Card	Friday 1/29/21	Friday 1/22/20	Friday 2/5/21 4:00pm	Conferences (PreK-7) 2/8/21 5:30-7:30 (PreK-7) 2/9/21 1:15-4:00 (8-12) 2/10/21 12:30-4:00 (8-12) 2/11/21 5:30-7:30
<i>Interim Report Card 3</i>	Wednesday 3/10/21	Wednesday 3/3/21	Wednesday 3/17/21 4:00pm	Thursday 3/18/21 End of Day
MP3 Report Card	Monday 4/19/21	Monday 4/12/21	Monday 4/26/21 4:00pm	Tuesday 4/27/21 End of Day
<i>Interim Report Card 4</i>	Thursday 5/20/21	Thursday 5/13/21	Thursday 5/27/21 4:00pm	Friday 5/28/21 End of Day

MP4 Report Card	Tuesday 6/22/21	Tuesday 6/15/21	Wednesday 6/23/21 3:00pm	Thursday 6/24/21 12:30 PM
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* Dates are subject to change at the discretion of the Superintendent of Schools*

Parent Conferences

The meetings will take place over a virtual platform. Parents will be notified in writing about their scheduled parent/teacher conference appointment time. A conference may be requested at any time by a teacher or a parent. A parent-teacher conference is required if the child earns 72% or below on their progress report or report card from any class. If you wish to contact your child's teacher, please email the teacher as well as the School Counselor Mrs. Daly @ jamescar@orange.k12.nj.us.

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 K-12 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 received 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

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.

For additional information please contact Ms. Siebert school nurse at sieberja@orange.k12.nj.us

Homework Policy

The primary purpose of homework is to foster responsibility for the learning process, time budgeting and prioritizing. It is an extension of the learning that occurs in the classroom each day and reinforces what is taught. The objective of assigning homework is to:

- Provide for essential practice in skills
- Enrich and extend classroom experiences and build positive work and study habits
- Provide experiences in finding resources and gathering data
- Encourage the development of self-discipline and integrity

The amount of time your child should spend on completing homework assignments may vary from grade to grade. For children in grades K-7 the following is a guide to the amount of time your child should spend on daily homework assignments:

GRADE	MINIMUM NUMBER OF MINUTES
KINDERGARTEN	20 MINUTES 5 days a week
1 st GRADE	30 MINUTES 5 days a week
2 nd GRADE	40 MINUTES 5 days a week

It is required that all children read at least **20 minutes a day (in addition to homework)**. Parents can help by reading to their children or reading with their children (something that is informative or just for pleasure). The time-spent reading to your child/children will be invaluable. Remember, when the school and parents work together and collaborate, our children are the beneficiaries.

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 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.** Please fill out your lunch applications by September 11, 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.

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 (1-4)

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 will be no Kindergarten retentions**
- **There can only be one (1) retention for children grades 1-4.**
- **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 due to the pandemic in Phases II through IV.

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 11, 2020.

Parent _____

Student _____ Grade _____ Teacher _____

Date _____