

# Central Elementary School



## **PARENT/STUDENT HANDBOOK**

**2023-2024**

**Denise White**

**Principal**

**&**

**Daniele Washington**

**Assistant Principal**

“Education is the most powerful weapon which you can use to change the world.”

— Nelson Mandela

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*Orange Preparatory Academy of Inquiry & Innovation*  
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Frank Tafur, *Bilingual/ESL & World Languages (6-12)*  
Marcey Thomas, *ELA (9-12)*  
Felicia Williams-Ware, *Guidance (K-12)*

**"GOOD TO GREAT"**

Revised: 8/22/23

# ORANGE TOWNSHIP SCHOOL DISTRICT

## Vision

“The Orange Public School District commits to providing 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.

## *From Good to Great*

### **District Goals and Strategic Plan**

The district goals and strategic plan are the guiding force in the development of the Orange Public School District. You are encouraged to review each plan and ask questions related to the development of the whole child as well as the district's partnership with families.

The following is the link for the District Goals: <https://www.orange.k12.nj.us/Page/30018>

The following is the link for the Strategic Plan: <https://www.orange.k12.nj.us/domain/3344>

**School Motto**  
*Caring Ensures Success!*

**School Vision**

Central Elementary School is dedicated to providing a nurturing environment for all children. Our educators will provide exceptional educational opportunities in an effort to develop strong foundational skills. This will lead to a love of learning, and foster social emotional and emotional development of our scholars.

**School Mission**

Central Elementary School is committed to:

- ▶ Promoting a safe and healthy physical and emotional environment
- ▶ Building a culturally inclusive community which supports and appreciates all parents and families
- ▶ Supporting the creativity and development of our early learners
- ▶ Providing instruction that is developmentally appropriate
- ▶ Developing responsible and productive citizens
- ▶ Facilitating parental involvement in the education of their children and school community

## After School Clubs and Activities

This year we will offer several after school programs for our students which will include: Academic Support, Art Club, Board Games, Friendship Club, Tennis, and Spelling Bee. Detailed information regarding each program will be available on our website and shared via Class Dojo. Programs will begin the week of September 25, 2023, and end the week of May 20, 2024. Academic Support will be three days per week and clubs will be held once per week from 3:00-4:00pm.



## Arrival Procedure

- For the first two days of school students will line up in the following locations on the playground where they will meet their teachers.
  - Kindergarten: Students will report to the playground at the top of the stairs near the main entrance.
  - 1<sup>st</sup> Grade: Students will line up on the right side of the playground according to class assignment.
  - 2<sup>nd</sup> Grade: Students will line up on the left side of the playground according to class assignment.
- Beginning September 11th students will enter the building through the main entrance and report to the auditorium.
- Students must arrive to school by 8:15 a.m. but not before 7:50 a.m. Attendance is vital to instructional supports for our students. We need our students on time and present each day.
- Instruction will begin promptly at 8:30 am.

## 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.

**Chronic Absenteeism:** A written note must follow all absences from the student's parents/guardian. After 3 unexcused absences a phone call and/or an attendance referral will be completed.

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

If your child is going to be absent, please notify the teacher and the secretary Ms. Hall [hallbe@orange.k12.nj.us](mailto:hallbe@orange.k12.nj.us) She can also be reached by phone at 973-677-4110.

## **Early Dismissal**

If it is essential that your child be dismissed from the school early, please send a written request to the classroom teacher. The child will be dismissed to the office and must be signed out by an adult noted on the Emergency form. **NO CHILD WILL BE ALLOWED TO GO HOME EARLY WITH-OUT BEING ACCOMPANIED BY AN ADULT (18 or older).**

Please limit early dismissals as they are a disruption to instruction. Our school day ends at 3:00 p.m. Once students are dismissed they are not permitted to re-enter the building. Students will not be permitted to leave for an early dismissal between the hours of 2:30-3:00pm.

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

## **Doctors' Appointments**

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



## **Breakfast and Lunch Programs**

The breakfast and lunch programs are open to all students and utilizes a rotating menu. Breakfast will be served in the classroom. Students may bring their lunch from home to be eaten at school. If you choose to have your child bring lunch from home, please be mindful that staff cannot warm up student lunches in the microwave and no peanut products are permitted. Fast food restaurant items, soda or candy are not permitted as our district has adopted the Federal Government Wellness Policy.

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

1. Respectful conversations using your inside voice.
2. No sharing of food.
3. Ensuring that tables or surrounding areas are clean.
4. Remaining seated at all times.
5. Students are expected to be courteous to lunch aides, cafeteria workers, administrators, school personnel and students.

## **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



All birthdays will be celebrated on Fridays. If you would like to send something in for the class please bring in prepackaged items and notify the teacher ahead of time.

## 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.

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.**

## Dismissal Procedures

Parents must wait in the designated area for pick up at the time indicated above. Please be advised double-parking in front of the school building is not allowed.

- All students are dismissed at 3:00 p.m. For the first two days of school students will be dismissed from the same location as arrival. Parents must sign students out.
- Please arrive promptly at that time to pick up your child.
- Beginning September 11<sup>th</sup>, students will be picked up from inside the building. Parents must sign students out.
- All students must be signed out by parent or someone 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.**
- In the event that you are unable to pick up your child on a certain day, please provide prompt, written notification to the main office. Please include the name of the person who will serve in your capacity. Identification is required.

## Dress Code

**Uniform Policy**

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



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-2 are to wear:

### **Boys (K-2<sup>nd</sup> Grade)**

- Collared Shirts: Long or Short Sleeved (White/Light Blue)
- Pants: Navy Blue
- Sweaters: Pull-over or button down (Solid Color)

### **Girls (K-2<sup>nd</sup> Grade)**

- Collared Shirts: Long or Short Sleeved (White/Light Blue) (PreK-4<sup>th</sup> Grade)
- Pants/Skirt/Jumpers: Navy Blue (PreK-4<sup>th</sup> Grade)
- Sweaters: Pull-over or button-down (Solid Color)
- Girls may wear solid color white or navy tights

## **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:

- solid gray or solid navy sweat suits
- solid gray or solid navy shorts (must be knee length) and t-shirt or school t-shirt.



**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.

## **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 backpacks 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 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. 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.



## **Emergency Information Verification Form**

At the beginning of the school year, Emergency Information Verification Form will be sent home and must be returned no later than September 15, 2023. 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.**

## **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)**

<b>Letter Grade</b>	<b>Standards</b>	<b>Score (%)</b>
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 a grade of 72% and below mandates a parent teacher conference.**

**Refer to the Grading Promotion and Retention Guidelines!**

<http://www.orange.k12.nj.us/>

### **Frequency of Grade Reporting**

- Report cards are disseminated quarterly (4 times per year) every nine weeks. *See chart below.*
- 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.
- Teachers are expected to communicate frequently with parents regarding student performance.

### **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.

### **Attendance**

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

Orange Township Public School District  
2023-2024  
Interim & Marking Period Report Card  
Grade Posting Window Schedule  
as of April 14, 2023

Reporting Period	Marking Period Start Date	Marking Period End Date	Posting Window Opened	Posting Window Closed	Distribution
Interim Report Card 1	Thursday 9/7/23	Friday 10/6/23	Friday 9/29/23	Tuesday 10/10/23 4:00pm	Thursday 10/12/23 End of Day
MP1 Report Card	Thursday 9/7/23	Tuesday 11/14/23	Monday 11/6/23	Friday 11/17/23 4:00pm	<b>Conferences</b> (PreK-7) 12/4/23 5:30-7:30 (8-12) 12/5/23 5:30-7:30
Interim Report Card 2	Wednesday 11/15/23	Friday 12/15/23	Wednesday 12/6/23	Wednesday 12/20/23 4:00pm	Friday 12/22/23 End of Day
MP2 Report Card	Wednesday 11/15/23	Wednesday 1/31/24	Wednesday 1/24/24	Friday 2/2/24 4:00pm	Wednesday 2/7/24 End of Day
Interim Report Card 3	Thursday 2/1/24	Wednesday 3/6/24	Wednesday 2/28/24	Friday 3/8/24 4:00pm	<b>Conferences</b> (PreK-7) 3/11/24 1:15-4:00 (PreK-7) 3/12/24 5:30-7:30 (8-12) 3/13/24 5:30-7:30 (8-12) 3/14/24 1:15-4:00
MP3 Report Card	Thursday 2/1/24	Friday 4/19/24	Monday 4/15/24	Wednesday 4/24/24 4:00pm	Friday, 4/26/24 End of Day
Interim Report Card 4	Monday 4/22/24	Monday 5/20/24	Monday 5/13/24	Wednesday 5/29/24 4:00pm	Friday 5/31/24 End of Day
MP4 Report Card	Monday 4/22/24	Thursday 6/20/24	Thursday 6/13/24	Wednesday 6/19/24 3:00pm	Wednesday 6/26/24 12:30 PM

**\*Dates are subject to change at the discretion of the Superintendent of Schools\***

## Parent Conferences

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 Ms. Daly @ [jamescar@orange.k12.nj.us](mailto: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 at this time face coverings are optional for students, staff, volunteers, and guests. 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.

### **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.**

### **Hand Hygiene and Respiratory Etiquette**

- We will continue to teach and reinforce hand washing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- We will inform students and staff to cover coughs and sneezes.
- Used tissues should be thrown in the trash and hand hygiene as outlined above should be performed immediately.
- We will maintain adequate supplies including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no touch trash cans.
- Hand hygiene should take place: Upon arrival at school. Before and after meals and snacks. After going to the bathroom. Before leaving for the day. After blowing nose, sneezing, or coughing into tissue. When hands are visibly soiled. Assist/observe young children to ensure proper hand washing.

For additional information please contact Ms. Siebert school nurse at [sieberja@orange.k12.nj.us](mailto: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-2 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 <sup>st</sup> GRADE	30 MINUTES 5 days a week
2 <sup>nd</sup> GRADE	30 MINUTES 5 days a week

It is recommended that all children read daily. 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.



## **Law Enforcement Unit**

Central Elementary 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.

## **Parental Involvement:**

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

We are in need of two class parents per classroom. If you are interested in holding this position, please notify your child's teacher immediately. Thank you for your continued support and we look forward to a productive school year.

## **Restrooms and Hallway Expectations**

Each teacher has a bathroom protocol and 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:**

- Use quiet / inside voice
- Keep your hands, feet, and objects to yourself
- Return to your destination promptly
- Report unsafe situations



## **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 Counselor Services**

At Central Elementary School, we offer in-house counseling services to assist you and your child. These support services are provided by certified trained professionals who will address those students who manifest emotional and social problems within the school setting. The school counselor will assist your child in improving their peer relationships, developing good decision making skills, and developing strategies to cope with issues of stress they may face. Individual as well as group counseling is offered, in addition to referrals for appropriate community agencies and services as needed. In addition, our guidance and counseling staff will identify factors that can make school a more successful, productive and happier experience for all our students and their families.

### **SEL – Social and Emotional Learning**

Every Student Succeeds Act (ESSA) was enacted in 2015. The law includes requirements to enhance the Social Emotional Learning supports in school environments in areas i.e. programs, instructor training and assessments that incorporate SEL.

Implementation of Social Emotional Learning Practices for all students will be measured by the reduction of chronic absenteeism, in/out of school suspensions and HIB incidents

## **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.
- The use of profanity or inappropriate language will not be tolerated.
- Perfumes, body sprays, or any type of aerosol sprays are not permitted.

## **Transfers**

Parents of children who are moving from the Central Elementary School zone must notify the district registration office of the date the move is in effect, the new address, and the school which the child (ren) will be attending in order to receive a transfer card in a timely fashion. Transfers can only be requested by a parent or guardian. Once a transfer is issued, your child is no longer enrolled and cannot attend school. All transfers will be issued directly to the transferring school. All items must be returned that were borrowed from the school: textbooks, equipment, etc. A central district registration site will handle all registrations and transfers

# CENTRAL ELEMENTARY SCHOOL

Parent and Student Handbook

## 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 15, 2023.

Student's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

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

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

Homeroom Teacher's Name: \_\_\_\_\_