

Oakwood Avenue Community School

*The Little School Doing **GREAT** Things!*

**135 Oakwood Avenue
Orange, New Jersey 07050
Telephone: (973) 677-4095**

2020-2021

Parent/Student Handbook



Mr. Dana Gaines, Principal



*** PRIDE * PASSION * PURPOSE ***

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Henie Parillon, Science (K-12)

Rosa Lazzizzera, ELA (3-7) & Media Specialist

Daniel Ramirez, Math (5-8)

Kurt Mathews, (8-12) ELA & Media Specialist

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"GOOD TO GREAT"



Principal's Message

Dear Parents, Guardians, and Caregivers,

Welcome to the new and returning Oakwood Avenue Community School family and to the start of the 2020-21 school year! I am excited to serve as the new principal of Oakwood Avenue and look forward to meeting and working with families in our united goal of education. Along with the dedicated teachers and staff of Oakwood Avenue Community School, we will partner with families, community and staff, with the common goal of helping your child grow socially, emotionally, and intellectually.

Due to COVID-19 this school year will present unique structure and plans. Thank you for your patience and understanding as the faculty and staff have been coordinating efforts to ensure the health and safety of everyone. **Oakwood Avenue Community School's opening will be guided by the 'School Reopening Guidelines 2020-2021 developed by our Superintendent, Dr. Fitzhugh and his Reopening Committee.** The plans and guidelines can be found on the Orange District web page at www.orange.k12.nj.us. We ask that parents/guardians take the time to thoroughly read, review, and take note of all plans and guidelines outlined in the document. These guidelines will serve as our road map as we begin the 2020-21 school year.

Please be reminded that students report virtually for the first day of school on **Tuesday, September 8, 2020. (The start of Phase 1 Virtual Learning)**. Also, please mark your calendar for **Back to School Night on Monday, September 21, 2020. (This event will be virtual. A flyer will be distributed with details)**. This is when you will have the opportunity to meet your child's teachers as well as all of the Oakwood Avenue Community School staff and learn about the great things planned for this school year that will stretch your child's practice and develop their gifts.

It is going to be a great school year for the Oakwood Avenue Community School students, families and staff. Please see the information below regarding school procedures. Please note that these procedures apply to a traditional school year. The Orange District School Reopening Guidelines due to COVID-19 will/may alter traditional procedures.

Due to COVID-19 the following district plan for re-opening will be implemented: ('School Reopening Guidelines 2020-2021 can be found on the Orange District web page at www.orange.k12.nj.us)

Plan B: Decelerated Reentry

Families can choose from two pathways, (A) full remote learning that allows a family to opt in to a fully online curriculum or (B) a hybrid of in-person and remote learning. Instruction in this reentry plan supports a combination of synchronous and asynchronous instruction which allows for increased contact time between educators and their students, developmentally appropriate instruction for each grade band, and time for students to engage with their peers.

September 8 – October 2 (4 weeks): Phase 1: 100% Virtual Learning

In Phase 1 all teaching/learning is done virtually/remotely from home and in a scheduled and synchronous format. During this time, the district is establishing best practices in virtual education. This time allows the following to occur:

- ✓ Schools are intensifying trainings to staff, parents, and students focused on approved digital platforms
- ✓ Teachers are revisiting the most critical prerequisite skills and knowledge for each subject area and grade level with students
- ✓ Teachers are evaluating students' unfinished learning such to provide acceleration support.
- ✓ Schools are integrating trauma informed/SEL programming into traditional instructional programs
- ✓ Schools are disseminating the essential instructional resources that teachers must have at home/school based upon grade level
- ✓ Schools are disseminating the “print” materials that students need for at home and on-site instruction
- ✓ Schools are disseminating individualized materials for student use (manipulatives, art supplies, science/STEM lab materials, goggles); ordering more supplies than normal.
- ✓ Schools are developing remote synchronous schedules, identifying classroom spaces.
- ✓ District is installing all safety materials

October 5 – November 25 (7 weeks): Phase 2: Remote Synchronous

In Phase 2 teachers report onsite for 2 days per week providing virtual synchronous instruction within their designated classroom spaces; support staff (guidance, Child Study Team, related service providers, social workers, attendance officers), nurses, technology coordinator's, secretaries are onsite 4 days per week. Webcams are used to provide instruction for students who will continue as at home learners. Student schedules during this time will continue to follow Phase 1 with a half day instructional format with dedicated afternoons for office hours.

November 30 – December 23 (3.5 weeks): Phase 3: Soft Launch

In Phase 3 a small percentage of pre-identified students (SWD's, ELLs, Tier III, etc.) are able to return onsite for live, face to face instruction. Twenty-five (25) percent (pre-identified) students in a school report to school on a given day; 2.5 hours per day minimum for Pre-Kindergarten and Kindergarten; 4 hours per day minimum for grades 1 – 7. Students who are not attending face to-face instruction are participating in continuous remote learning where students will be provided remote access to assignments to support their learning. Detailed information regarding the days and times that pre-identified students report to school during Phase 3 can be found on page 36 of the 'School Reopening Guidelines 2020-2021' found on the Orange District web page at www.orange.k12.nj.us.

January 4, 2021 – end of year: Phase 4A, 4B, 4C: Full Reentry

In Phase 4 all students report to school following scheduled dates and times that will be staggered to ensure the ongoing health and safety of all staff and students. Detailed information regarding the days and times that pre-identified students report to school during Phase 4 can be found on page 36 of the 'School Reopening Guidelines 2020-2021' found on the Orange District web page at www.orange.k12.nj.us.

DISMISSAL

- **During Synchronous Learning, students shall be online and prepared for virtual classes based on the Phases:**
 - Phase 1 & 2 Homeroom begins the virtual school day at 8:15am.
 - Phase 3: AM Session by 8:15am. PM Session by 11:20am
 - Phase 4: 8:15am
- **During Synchronous Learning, student dismissal will vary by Phase:**
 - Phase 1 & 2 will be 12:30pm.
 - Phase 3: AM Schedule ends at 12:30pm. PM Schedule ends at 3:20pm
 - Phase 4: ends at 3:25pm

IMPORTANT UPCOMING DATES TO REMEMBER

- **1st Day of School** – Tuesday, September 8th **(The start of Phase 1 Virtual Learning)**
- **Back To School Night** – Monday, September 21st **(This event will be virtual. A flyer will be distributed with details)**

OAKWOOD AVENUE COMMUNITY SCHOOL MISSION STATEMENT

With a results-driven focus on improving student achievement, Oakwood Avenue Community School will ensure that students, parents, teachers and the community receives rigorous, robust and rewarding 21st Century learning experiences by way of:

- Professional collaboration
- An ongoing commitment to explore and implement new instructional best practices
- Mutual trust and respect
- Sharing and acknowledging successes
- Family and community engagement

Looking forward to a happy, healthy, and productive school year!

Respectfully,

Mr. Dana Gaines

Mr. Dana Gaines
Principal

The Orange Board of Education Vision and Mission Statement

Vision

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

Mission

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

Oakwood Avenue Community School Collaborative Mission Statement

With a results-driven focus on improving student achievement, Oakwood Avenue Community School will ensure that students, parents, teachers and the community receives rigorous, robust and rewarding 21st Century learning experiences by way of:

- Professional collaboration
- An ongoing commitment to explore and implement new instructional best practices
- Mutual trust and respect
- Sharing and acknowledging successes
- Family and community engagement

From Good to Great!

Oakwood Avenue Community School Song



Oakwood is the best school in town

And we go there everyday

Oakwood helps us do what is right

In the things, we learn and say

We've got the best school spirit

In this whole town

The teachers are the greatest too

Oakwood is the best school in town

And to Oakwood we'll be true.

My Peace Pledge



I am a member of the Oakwood Avenue Community School.

Our Mascot is the Soaring Eagle.

Like the Soaring Eagle I pledge to:

*Strive for **O**utstanding Achievement, **R**espect and Success*

I pledge to talk respectfully to others;

To treat people with care, integrity and good citizenship;

I pledge to treat others with the same respect with which I wish to be treated;

I pledge to build peace ~ at home, at school and in my community.

The following is aligned with the Orange District School Reopening Guidelines implemented due to COVID-19. Please see entire document at www.orange.k12.nj.us The following Virtual Learning student schedule for Phase I and II will be implemented:

Phase I and II of the 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 (i.e., phone, email, virtual meeting platforms).

2020-21 Sample Virtual Learning Weekly Student Schedule – Phase 1

M (A-Day)	T (B-Day)	W (A-Day)	Th (B-Day)	F (A-Day)
8:15 – 8:30 am Homeroom/ Attendance	8:15 – 8:30 am Homeroom/ Attendance	8:15 – 8:30 am Homeroom/ Attendance	8:15 – 8:30 am Homeroom/ Attendance	8:15 – 8:30 am Homeroom/ Attendance
8:30-9:00 am Period 1A	8:30-9:00 am Period 1A	8:30-9:00 am Period 1A	8:30-9:00 am Period 1A	8:30-9:00 am Period 1A
9:00-9:30 am Period 1B	9:00-9:30 am Period 1B	9:00-9:30 am Period 1B	9:00-9:30 am Period 1B	9:00-9:30 am Period 1B
9:30-10:00 am Period 2A	9:30-10:00 am Period 2A	9:30-10:00 am Period 2A	9:30-10:00 am Period 2A	9:30-10:00 am Period 2A
10:00-10:30 am Period 2B	10:00-10:30 am Period 2B	10:00-10:30 am Period 2B	10:00-10:30 am Period 2B	10:00-10:30 am Period 2B
10:30-11:00 am Period 3A RECESS	10:30-11:00 am Period 3A RECESS	10:30-11:00 am Period 3A RECESS	10:30-11:00 am Period 3A RECESS	10:30-11:00 am Period 3A RECESS
11:00-11:30 am Period 3B	11:00-11:30 am Period 3B	11:00-11:30 am Period 3B	11:00-11:30 am Period 3B	11:00-11:30 am Period 3B
11:30 -12:00 pm Period 4A	11:30 -12:00 pm Period 4A	11:30 -12:00 pm Period 4A	11:30 -12:00 pm Period 4A	11:30 -12:00 pm Period 4A

12:00 -12:30 pm Period 4B	12:00 -12:30 pm Period 4B	12:00 -12:30 pm Period 4B	12:00 -12:30 pm Period 4B	12:00 -12:30 pm Period 4B
Lunch for staff and students 12:30-1:00 pm	Lunch for staff and students 12:30-1:00 pm	Lunch for staff and students 12:30-1:00 pm	Lunch for staff and students 12:30-1:00 pm	Lunch for staff and students 12:30-1:00 pm
1:00-3:20 pm OFFICE HOURS for Teachers	1:00-3:20 pm OFFICE HOURS for Teachers	1:00-3:20 pm OFFICE HOURS for Teachers	1:00-3:20 pm OFFICE HOURS for Teachers	1:00-3:20 pm OFFICE HOURS for Teachers
Asynchronous Instruction for Students	Asynchronous Instruction for Students	Asynchronous Instruction for Students	Asynchronous Instruction for Students	Asynchronous Instruction for Students

Instructional Model B

- **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.

2020-21 Sample Virtual Learning Weekly Student Schedule – Phase 2

M (A-Day)	T (B-Day)	W (A-Day)	Th (B-Day)	F (A-Day)
8:15 – 8:30 am Homeroom/ Attendance	8:15 – 8:30 am Homeroom/ Attendance	Asynchronous Instruction for Students Professional Development/ OFFICE HOURS for Teachers	8:15 – 8:30 am Homeroom/ Attendance	8:15 – 8:30 am Homeroom/ Attendance
8:30-9:00 am Period 1A	8:30-9:00 am Period 1A		8:30-9:00 am Period 1A	8:30-9:00 am Period 1A
9:00-9:30 am Period 1B	9:00-9:30 am Period 1B		9:00-9:30 am Period 1B	9:00-9:30 am Period 1B
9:30-10:00 am Period 2A	9:30-10:00 am Period 2A		9:30-10:00 am Period 2A	9:30-10:00 am Period 2A
10:00-10:30 am Period 2B	10:00-10:30 am Period 2B		10:00-10:30 am Period 2B	10:00-10:30 am Period 2B
10:30-11:00 am Period 3A RECESS	10:30-11:00 am Period 3A RECESS		10:30-11:00 am Period 3A RECESS	10:30-11:00 am Period 3A RECESS
11:00-11:30 am Period 3B	11:00-11:30 am Period 3B		11:00-11:30 am Period 3B	11:00-11:30 am Period 3B

11:30 -12:00 pm Period 4A	11:30 -12:00 pm Period 4A		11:30 -12:00 pm Period 4A	11:30 -12:00 pm Period 4A
12:00 -12:30 pm Period 4B	12:00 -12:30 pm Period 4B		12:00 -12:30 pm Period 4B	12:00 -12:30 pm Period 4B
Lunch for staff and students 12:30-1:00 pm	Lunch for staff and students 12:30-1:00 pm	Lunch for staff and students 12:30-1:00 pm	Lunch for staff and students 12:30-1:00 pm	Lunch for staff and students 12:30-1:00 pm
1:00-3:20 pm OFFICE HOURS for Teachers Asynchronous Instruction for Students	1:00-3:20 pm OFFICE HOURS for Teachers Asynchronous Instruction for Students	1:00-3:20 pm Professional Development/ OFFICE HOURS for Teachers Asynchronous Instruction for Students	1:00-3:20 pm OFFICE HOURS for Teachers Asynchronous Instruction for Students	1:00-3:20 pm OFFICE HOURS for Teachers Asynchronous Instruction for Students

Student Arrival & Dismissal to Virtual Instruction



Arrival

- **During Synchronous Learning, students shall be online and prepared for virtual classes based on the Phases:**
 - Phase 1 & 2 by 8:15am for homeroom.
 - Phase 3: AM Session by 8:15am. PM Session by 11:20am
 - Phase 4: 8:15am

DISMISSAL

- **During Synchronous Learning, student dismissal will vary by Phase:**
 - Phase 1 & 2 will be 12:30pm.
 - Phase 3: AM Schedule ends at 12:30pm. PM Schedule ends at 3:20pm
 - Phase 4: ends at 3:25pm

Student Attire During to Virtual Instruction



During Synchronous Virtual Learning, students are to adhere to a dress code that is appropriate for a school setting. The following are the guidelines for student dress code that is used when students are on-site during the regular school year when students return to school. You may use these guidelines as a consideration for students 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. **It is expected that your child wear his/her uniform consistently every day.** Parents of those children who are not in uniform will be contacted and reminded of the dress code policy. Sanctions will be imposed for those who continue to ignore the uniform policy. If there are extenuating circumstances that prevent you from adhering to this regulation, please contact the building principal

STUDENT ATTIRE

PK-4 Elementary Schools

- White or light blue button/polo/golf shirts with collar
- Uniform Pants/Slacks, Dress or Skirt or Shorts (Navy)
- Sneakers/Shoes, etc.- laced and tied (no flip flops)
- Physical Education: **on gym days only**, all students must wear gray or navy blue sweatpants or shorts and either a gray, navy, light blue, or white T-Shirt

5-7 Elementary Schools

- White or light blue button/polo/golf shirts with collar
- Slacks, Dress or Skirt or Uniform Shorts (Navy or Khaki)
- Sneakers/Shoes, etc.- laced and tied (no flip flops)
- Physical Education: on gym days only, all students must wear gray or navy blue sweatpants or shorts and either a gray, navy, light blue, or white T-Shirt

Students May Not Wear

- Tee shirts and shirts with writing, designs or pictures
- Jeans, denim
- Clothing that exposes the torso or midsection, bottom.
- Clothing that exposes underwear or undergarments.
- Do-rags, caps, bandanas or other headgear (other than for specific religious reasons)
- Flip flops, Chinese slippers or house slippers.

Attendance During Virtual Learning

During Synchronous Virtual Learning, student attendance will be taken daily during homeroom and within each respective subject. If your child will be absent from a day or any portion of a day of Virtual Learning please contact your child's homeroom teacher through email and/or virtual meeting platform as well as the Principal Mr. Gaines at gaindana@orange.k12.nj.us.



Pre-School to Grade -7

Excused Absences

Each student is required to attend school regularly, and in each case of an absence the student **must** present to the teacher (elementary) or to school administration (secondary) on his/her return, a written excuse from the parent or guardian.

Students, grades Pk-7, receive an excused absence when they are absent from school for the following reasons:

- Illness of the student (a student who is absent from school for more than 3 consecutive days will be required to present a parent or doctor's certificate upon returning to school).
- Death in the immediate family. Ordinarily, parent/guardian and grandparents are included in the immediate family. (Length of time to be determined in each individual case by the principal).
- Religious holidays as approved by the law (if written excuse is provided).
- Such other absences which have had prior approval from the principal's office. Students who plan to be absent for reasons other than the reasons above should seek prior approval by presenting a note from home to the office of the principal.

Unexcused Absences

Unexcused absences are those which do not come under any of the definitions of the excused absences.

Chronic absenteeism is recorded to the state and documented on the students' permanent state record!

Forms

Students will receive the emergency contact form on the first day of school. Please review and complete the emergency form and other corresponding forms by September 14, 2020. It is important that these forms are returned so we are able to have active communication with you throughout SY 2020-21.

During Synchronous Virtual Learning, all forms will be collected electronically.

Make-up work

Make-up work is to be completed in a reasonable period of time after the student returns to school/virtual learning. In no event, should this period extend longer than 4 school days to make up work for each school day absent. Make-up work is to be assigned and evaluated per the judgment of the student's teacher(s).

Contacting Teachers



During Virtual Learning all teachers should be contacted by email, the classroom virtual platform, or other parental contact application during the Office Hours of the teacher. Office Hours for teachers are between the hours of 1:00 pm – 3:00 pm, Monday – Friday. **Keep in mind that instructional time cannot be disrupted for any reason.** In addition to contacting your child's teacher directly please also email the Guidance Counselor Ms. Venable at venablpa@orange.k12.nj.us and Principal Mr. Gaines at gaindana@orange.k12.nj.us

Homework



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
3 & 4 th GRADE	60 MINUTES 5 days a week
5-7 th GRADES	90 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. **WE ASK THAT ALL PARENTS PLEASE SIGN YOUR CHILD’S HOMEWORK ASSIGNMENTS EACH NIGHT.** Remember, when the school and parents work together and collaborate, our children are the beneficiaries.

Academic Requirements



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.

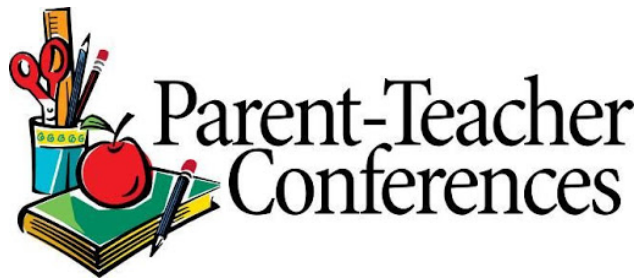
Explanation of Academic Grades (Grades 1-8)

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 located on the District Website
<http://www.orange.k12.nj.us/>

Parent Conferences and Report Cards



PLEASE NOTE: All parents/guardians are to receive Progress Reports of their child’s overall academic performance on the dates noted.

- ❖ Reminder: Conferences must be held for 72% and below! A Collaborative Action Plan must be initiated.
- ❖ Parent/Teacher conference dates are:
 - November 23, 2020 from 5:30pm-7:30pm
 - February 8, 2021 from 5:30pm-7:30pm and February 9, 2021 from 1:15pm – 4pm

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 Guidance Counselor Ms. Venable at venablpa@orange.k12.nj.us and Principal Mr. Gaines at gaindana@orange.k12.nj.us

Report Card and Marking Period Dates – SY2020-21

Orange Township Public School District

2020-2021

Interim & Marking Period Report Card

Grade Posting Window Schedule

as of June 10, 2020

Reporting Period	Marking Period End Date	Posting Window Opened	Posting Window Closed	Distribution
Interim Report Card 1	Thursday 10/8/20	Thursday 10/1/20	Thursday 10/15/20 4:00pm	Friday 10/16/20 End of Day
MP1 Report Card	Friday 11/13/20	Wednesday 11/4/20	Friday 11/20/20 4:00pm	Conferences (PreK-7) 11/23/20 5:30-7:30 (8-12) 11/24/20 5:30-7:30
Interim Report Card 2	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 1/22/21	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 1:15-4:00 (8-12) 2/11/21 5:30-7:30
Interim Report Card 3	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
Interim Report Card 4	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

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

Code of Conduct



The maintenance of discipline is a cooperative task between the **HOME** and the **SCHOOL**.

Students learn best in a safe and orderly environment. One of the most important lessons education should teach is **DISCIPLINE**. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Students must conduct themselves in a proper manner at all times. This includes whether on the bus, at school, and at all school functions. **This also includes at all times that the student is engaged in Virtual Learning.** All students are expected to abide by school and district policies and regulations as noted in the **Orange Code of Conduct Handbook**. **Failure to do this may bring about disciplinary intervention.**

Student Responsibilities (RELATED TO DISCIPLINE)

- Respect the rights and privileges of others
- Accept responsibility for his/her actions and consequences of behavior
- Abide by the authority of teachers, staff, and other adults
- Be regular and prompt in meeting all school responsibilities
- Help maintain school property free from damage and vandalism

Parental Responsibilities (RELATED TO DISCIPLINE)

Good discipline begins in the home. Parents are the child's first teachers. Through example and direct teaching, parents instill in children habits of acceptable behavior and positive attitudes.

As a parent, you can help us by doing the following:

- If you have a problem or concern, please contact your child's teacher first
- Support and assist the school in the administration of recommended consequences
- Provide your child with counseling, guidance and direct teaching of good habits and acceptable behavior
- Keep the line of communication between home and school open. Speak to your child daily about what is going on in school. Call the school (973-677-4095) or contact Principal Mr. Gaines at gaindana@orange.k12.nj.us
- Be sure to leave phone numbers with the school where you can be reached in case of an emergency

Staff Responsibilities

- Be equal partners to achieve successful learning.
- Treat each student with respect.
- Assist in fostering a positive and safe school environment.
- Review school and classroom rules and regulations on a daily basis.

- Teach students to solve problems in a nonviolent, positive manner through modeling, role playing and practice.
- Develop and implement procedures and routines to ensure school and classroom environments are conducive to learning

Oakwood Avenue Community School has a zero tolerance for bullying in accordance with the N.J. State law and Orange Board of Education.

Suspension from school may occur if:

- Deliberate acts of a student caused injury to the health, morals or welfare of other students.
- There is a serious violation of school regulations.
- The conduct of the student interferes with the education of other students in the classroom.

Refer to District Student Code of Conduct – Policy #5600

Parents are strongly encouraged to monitor their child’s academic progress and behavior via the District’s Parent Portal and Classroom Dojo.

Food Services: Grab & Go Meals



FOOD SERVICES: GRAB & GO MEALS

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.

Health Related Services



The school nurse reviews immunization records, delivers medical care and first aid as well as screenings for height, weight, blood pressure, vision, hearing, and scoliosis when appropriate. Health information is shared with essential staff to assist your child in achieving his/her educational goals. Administration of medication in school requires a parent/guardian's note and physician's note with medicine in original containers and accompanied by the doctor's directions. Questions regarding health concerns should be directed to the school nurse.

By law the nurse can only administer first aid. In case of a serious accident, parents will be notified immediately. If it is necessary for the child to go home, parents must make provisions to pick up the student. The nurse **is not** permitted to transport students.

The following rules and regulations regarding medication in the school are implemented in all of the schools in the District of Orange:

1. The school cannot provide students with aspirin or any other medication.
2. The administration of medication to students shall be done only in exceptional circumstances wherein the child's safety may be jeopardized without it.
3. Students requiring medication at school must have a written statement from the family physician which identifies the type, dosage, and purpose of the medication. Also, written statements from the parents giving permission to give medication prescribed by the family physician. The medication must be brought to school by the parent or guardian in the original container appropriately labeled by the pharmacy.
4. The school nurse and approved by the school physician should be advised of any drug being taken by a child attending school, particularly those that might cause a change in behavior.
5. In the absence of a school nurse, parents may come to school and administer the medication or another school nurse must be called to administer.

Student/Staff Illness Procedures Upon Re-opening of School

In planning for the re-opening and return to school, contingency planning is vital to the continuous health and safety of students and staff. Schools should be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission.

- **COVID-19 Symptomology**

Students and employees may be asked to leave or not come into school if they test positive for COVID-19, or exhibit one or more of these symptoms:

- A fever of 100 degrees or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student/staff shows symptoms related to COVID-19 the school will follow current Communicable Disease Service guidance for illness reporting. Those Protocols must include:

- Establishment of an isolation space/isolation room.
- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others.
- Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
- There should be continuous monitoring of symptoms

- Once patient transportation is determined and the patient leaves the school site, the room needs to be sanitized by trained custodial personnel.

If a student/staff member tests positive, meaning any individuals who themselves either (a) are lab-confirmed to have COVID19; or (b) experience the symptoms of COVID19 must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

Return to work/school criteria

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. Improved respiratory symptoms (cough, shortness of breath, etc.); and
3. At least 10 days have passed since symptoms first occurred

If a school district becomes aware that a person who has spent time in a district facility tests positive for COVID19, district officials must immediately notify local health officials, staff and families of a confirmed case while maintaining confidentiality. All school district administrators, school safety specialists, counselors and any other staff deemed appropriate by the school district should be provided with information regarding the role of contact tracing in keeping school communities safe from the spread of the contagious disease. Exposed staff and students must stay home until 14 days after last exposure. Exposure is defined as having been within 6 feet of contact with the sick individual for at least 10 minutes.

For additional guidance please contact the school nurse Ms. Powell at x3602/powellju@orange.k12.nj.us or contact Principal Mr. Gaines at gaindana@orange.k12.nj.us

School Counselor Services

At Oakwood Avenue Community 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. They provide individual as well as group counseling, 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.

For additional guidance please contact the school counselor Ms. Venable at x3660/venablpa@orange.k12.nj.us or contact Principal Mr. Gaines at gaindana@orange.k12.nj.us

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.

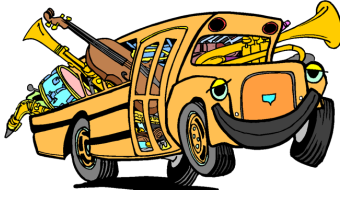
Implementation of Social Emotional Learning Practices for all students will be measured by the reduction of chronic absenteeism, in/out of school suspensions and HIB incidents through components such as:

1. Alternative Programs
2. Restorative Justice



Field Trips

(Upon the re-opening and return to in-person school)



Educational field trips are planned to enhance learning experiences correlated with the subject or content.

Students must have written permission from a parent or guardian *prior* to attending the field trip.

All field trips are chaperoned by school personnel and occasionally with the assistance of a parent or parents.

A standard walking trip permission request will be sent home for parents to sign and return to the students' teacher giving the child permission to accompany his/her class in walking/district trips.

Students who are suspended at any time during the school year may be required to have a parent accompany them on a field trip.

Book Fines

Textbooks

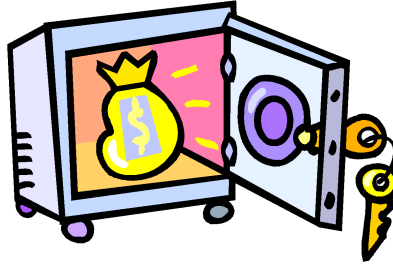
All textbooks are collected at the end of each school year. Students who have lost or damaged books during the school year will be charged fines for the book (s). Lost books will be assessed at the original price of the book(s).

Library books overdue fine

All library books are to be returned to the library on a timely manner. Students who have misplaced or lost books must bring an envelope with the amount owed in cash. Any outstanding debts to the school will cause a student's report card to be withheld until all debts are paid.

Money and Valuables

(Upon the re-opening and return to in-person school)



Students are not to bring money to school unless it is absolutely necessary. The school cannot assume responsibility for a student's money or valuables left in his or her locker, desk or coatroom.

In accordance with Board policy students are **not allowed** to bring electronic devices to school. This includes cell phones, iPods/MP3 Players, games, or any other electronic devices (unless authorized for a specific school program designed and approved by the principal). ***

***** If students bring any of these devices to school they must be turned off and stored in their locker or main office for the entire day. If student is found in violation items will be confiscated and will not be returned until a parent comes to pick them up.**

PTO News

“NOTHING IS MORE IMPORTANT TO SUCCESS IN SCHOOLS THAN THE QUALITY OF RELATIONSHIPS BETWEEN AND AMONG STUDENTS, STAFF, AND PARENTS”

Dr. James P. Comer

Please join and support the OACS PTO (Parent Teacher Organization). This is your organization. Your input, commitment and hard work are needed to support activities and programs in OACS. The PTO makes it possible for OACS to provide additional field trips, special events and rewards/incentives for our children during the school year. Your ideas and help are needed.

Parking

PLEASE DO NOT PARK IN FRONT OF THE SCHOOL DURING SCHOOL HOURS AND ESPECIALLY DURING DISMISSAL TIME.

When you **illegally park** in front of the school exits, you block the view of other cars driving past making it difficult to see the children crossing the street. The Orange Police Department will issue citations to those individuals who ignore posted NO PARKING SIGNS. Barriers are positioned along the front yellow curb of the school to ensure that children are safe crossing the street and to allow those children who receive transportation easy access onto the school buses. Your cooperation is greatly appreciated.

OACS Leader Expectations

BE RESPECTFUL	BE RESPONSIBLE	BE PRODUCTIVE
<ul style="list-style-type: none">● Be Nice● Help Others● Listen to and Follow Directions● Take Care of School Property	<ul style="list-style-type: none">● Be on Time● Wear Your Uniform Daily● Come prepared to Class● Complete Your Homework	<ul style="list-style-type: none">● Participate in Class● Try Your Best● Stay on Task● Finish Your Work

**Oakwood Avenue Community School
Parent & Student Handbook**

Handbook Signature Page

Dear Parent/Guardian:

Please review the information presented in our school's Parent and Student Handbook. In addition, please sign, date, and return this page to your child's homeroom teacher by **Thursday, September 24, 2020.** By signing this contract, you are agreeing to follow district and school policies and procedures and work collaboratively to ensure your academic success.

Your signature will confirm receipt of this very important document.

Sincerely,

Dana Gaines

Dana Gaines

Principal

Parent Name (please print)

Parent Signature

Student Name (please print)

Student Signature

Grade

Date _____

Homeroom Teacher's Name _____

Oakwood Avenue Community School

ADMINISTRATORS

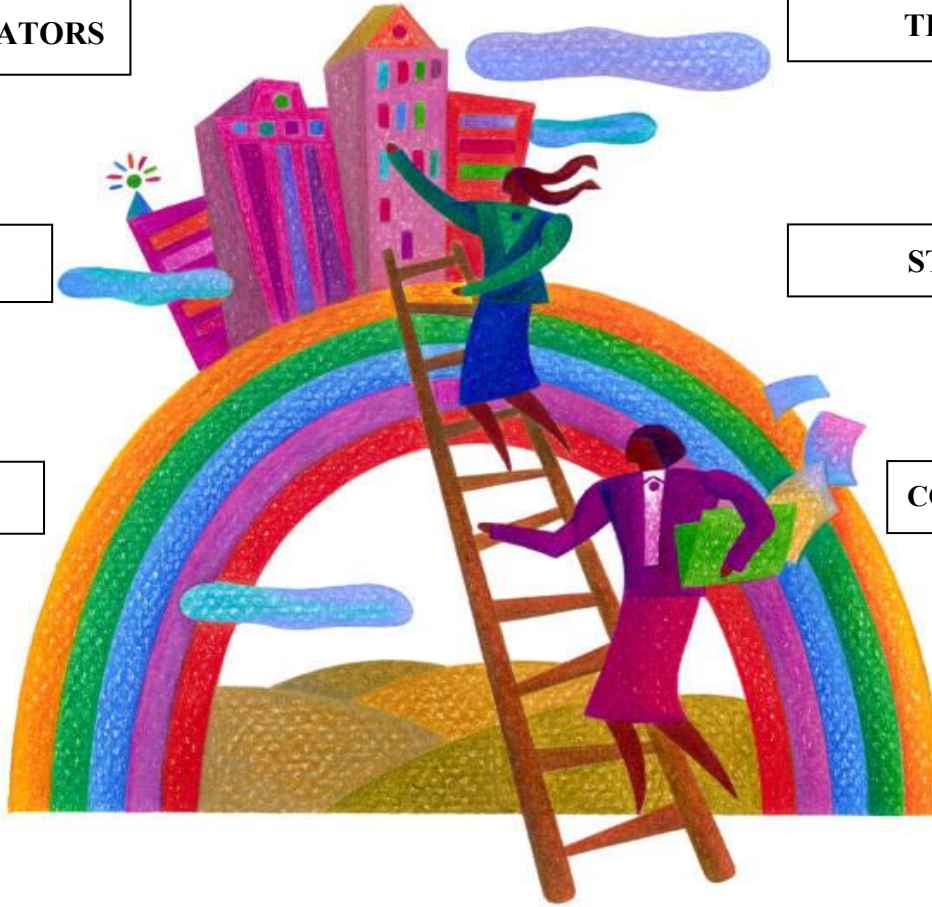
TEACHERS

PARENTS

STUDENTS

SUPPORT STAFF

COMMUNITY MEMBERS



“WORKING TOGETHER”