

Orange Preparatory Academy



2020-2021 Staff Handbook

Orange Preparatory Academy
400 Central Avenue, Orange, NJ 07050

Ms. Carrie Halstead, Principal
Mr. Oliverto Agosto, Assistant Principal
Ms. Samantha Sica-Fossella, Assistant Principal

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Adriana Hernandez, ELA (K-2) & Media Specialist

David Aytas, STEM Focus (8-12)

Jahmel Drakeford, CTE (K-12) & Health & Physical Education (K-7)

Henie Parillon, Science (K-12)

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

Daniel Ramirez, Math (5-8)

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

Caroline Onyesonwu, Bilingual/ESL & World Languages

Frank Tafur, Guidance

Amina Mateen, Special Services

"GOOD TO GREAT"



Orange Township Public Schools
Orange Preparatory Academy
Carrie Halstead, Principal



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

Oliverto Agosto, Assistant Principal
Samantha Sica-Fossella, Assistant Principal

August 24, 2020

Dear Orange Preparatory Academy Community,

To our incoming 8th grade class and to all of our new staff members, welcome to the Orange Preparatory Academy (OPA) family. To our Freshmen Class – the Class of 2024 – and our returning staff members, welcome to the start of the 2020-2021 school year!

The last few weeks have been extremely busy as the district has planned for a safe reopening of schools on Tuesdays, September 8, 2020. The plan was unveiled earlier this week by our Superintendent of Schools, Dr. Gerald Fitzhugh, II. We are proud of the work that has been devoted to the planning and roll-out of the Reopening of Schools Plan and are confident that it well addresses the needs of our community. You are able to access the complete plan in detail on the district website and all questions can be sent to reopeningofschools@orange.k12.nj.us. Your questions and concerns will be answered as soon as possible.

These are definitely unprecedented times that require an efficient and quality education for all children while maintaining extreme safety mandates to ensure our children and staff are protected. The plan outlines 4 phases to the restart and continuation of the school year. We begin September 8, 2020 in a fully virtual model and will move into Phase II on October 2, 2020. All of our students participate in full synchronous instruction for the duration of both phases. What does this mean for your child who attends Orange Preparatory Academy? Your child will be required to log in to 4 periods of instruction each day Monday, Tuesday, Thursday and Friday from 8:30 am to 12:30 pm. Students will be in asynchronous instruction receiving additional supports from their teachers each of these afternoons from 1:15 pm to 3:15 pm and at specific outlined times per teacher on each Wednesday. Please note, during both Phase I and II students will be able to access Grab-n-Go Meals for Breakfast and Lunch, Monday through Friday at their nearest school location. For families who are experiencing situations that require additional resources, especially as it relates to Social Emotional Learning (SEL) please visit our district's COVID 19 Resources tab on our website for all of the latest opportunities to support you and your family.

This school year will be filled with continued opportunities to stretch your child's practice and develop their gifts. Even in the this new normal we are experiencing, it is going to be a great school year for not only the OPA staff but for each of you as well. Please see the information below regarding school procedures.

The complete Back to School Plan for the Orange Township Public Schools is on district's web page. Please look for the document below on the home page to access the plan.

Questions can be sent directly to reopeningofschools@orange.k12.nj.us.



OPA Schedule Phase I and II of the Back to School Plan

Phase I

During Phase I students and teachers are on a half day scheduled for synchronous instruction from 8:30 am-12:30 pm each day. The afternoon hours have been designated Office Hours and Professional Development for Staff and a Do Day Time (asynchronous instruction) for students. Students will follow an A Day/B Day Rotating Model as indicated in the calendar below.

	9/1/2020 All Staff Return to Work Full Time	9/2/2020 Professional Development	9/3/2020 Takes Place This Week	9/4/2020 Virtually For all Staff
9/7/2020 Labor Day No School	9/8/2020 First Day of Instruction A Day	9/9/2020 B Day	9/10/2020 A Day	9/11/2020 B Day
9/14/2020 A Day	9/15/2020 B Day	9/16/2020 A Day	9/17/2020 B Day	9/18/2020 A Day
9/21/2020 B Day	9/22/2020 A Day	9/23/2020 B Day	9/24/2020 A Day	9/25/2020 B Day
9/28/2020 A Day	9/29/2020 B Day	9/30/2020 A Day	10/1/2020 B Day	10/2/2020 A Day
October 5, 2020 Phase II of the Plan Begins	Please see Phase II plan below for the schedule students and teachers will follow during this plan. The Superintendent of Schools will announce to the entire district when we will move into Phase III of the plan. At that time a schedule for instruction will be sent out as per Dr. Fitzhugh's directives.			

The A Day/B Day Schedule below outlines what periods from a student's full day in person schedule they will report to virtually at what time.

A Day	B Day
8:30-9:15 am P1	8:30-9:15 am P2
9:30-10:15 am P3	9:30-10:15 am P4
10:30-11:15 am P5	10:30-11:15 am P6
11:30 am-12:15 pm P7	11:30 am-12:15 pm P8
Lunch for staff and students 12:30-1:15 pm	Lunch for staff and students 12:30-1:15 pm
1:15-3:15 pm OFFICE HOURS for Teachers Do Day Time for Students	1:15-3:15 pm OFFICE HOURS for Teachers Do Day Time for Students

Phase II

During Phase II students and teachers are on a half day scheduled for synchronous instruction from 8:30 am-12:30 pm Monday, Tuesday, Thursday and Friday with Wednesday being designated for Office Hours and Professional Development for Staff and a Do Day (asynchronous instruction) for students.

M	T	W	Th	F
8:30-9:15 am P1	8:30-9:15 am P2	PD & OFFICE HOURS	8:30-9:15 am P1	8:30-9:15 am P2
9:30-10:15 am P3	9:30-10:15 am P4	FOR TEACHERS	9:30-10:15 am P3	9:30-10:15 am P4
10:30-11:15 am P5	10:30-11:15 am P6	ASYNCHRONOUS INSTRUCTION	10:30-11:15 am P5	10:30-11:15 am P6
11:30 am-12:15 pm P7	11:30 am-12:15 pm P8	FOR STUDENTS *FULL DO DAY*	11:30 am-12:15 pm P7	11:30 am-12:15 pm P8
Lunch for staff and students 12:30-1:15 pm	Lunch for staff and students 12:30-1:15 pm	Staff Lunch 12:30-1:15 pm	Lunch for staff and students 12:30-1:15 pm	Lunch for staff and students 12:30-1:15 pm
1:15-3:15 pm OFFICE HOURS for Teachers Do Day Time for Students	1:15-3:15 pm OFFICE HOURS for Teachers Do Day Time for Students	Same as above regarding PD, Office Hours, and Do Day.	1:15-3:15 pm OFFICE HOURS for Teachers Do Day Time for Students	1:15-3:15 pm OFFICE HOURS for Teachers Do Day Time for Students

Please Note the Following:

We are running our master schedule which incorporates Common Planning Times (CPTs) and Prep Periods for students. This means that teachers will have their CPTs and Prep Periods at their regular scheduled times. A one day full schedule for instruction runs over the course of two days. The afternoons are allotted for office hours and asynchronous instruction (do day tasks) for students. Wednesday of each week is designated, also for Professional Development Opportunities and office hours for staff and asynchronous instruction (do day tasks) for students.

Staff are reporting to work by 8:10 am each day – even during remote learning. Staff members instructional day ends at 3:25 pm each day – even during remote learning.

During Remote Learning all staff must log on to each virtual class at least 5 minutes prior to the start of class to ensure all students are able to get into the classroom at the start of the instructional period. Students are to log in at the appointed time for each period as per the remote learning schedule above and will be dismissed from each classroom by their teacher for each period. Staff and students must be on time and engaged through the synchronous class periods and through the school day.

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 12, 2020. **These forms will be electronic while we are utilizing the virtual platforms.** It is important that these forms are returned so we are able to have active communication with you throughout the school year.

STAFF & STUDENT

Staff and students should dress appropriately for a school setting. **Even in the Virtual Setting.** When in person learning resumes students must adhere to the following: Sneakers must always be worn for physical education classes. Uniforms should be worn daily. It is the expectation of the following in terms of dress:

- White, Orange, or Black Polo/Oxford shirt. All shirts must have a collar unless it is an OPA/OHS apparel.
- Black or Khaki Pants and/or knee length Skirts, Slacks, Skorts. **Absolutely NO** sweatpants, jeans or tights/leggings worn alone.
- Hooded shirts/sweaters (Hoodies) are allowed but hoods are not to be worn on the head while in the building.

The school district believes that student dress affects student behavior and as such thinks that teacher dress affects students. Teachers are expected to dress professionally as befits their teaching activity. Teacher dress should follow student dress code as well. This remains the same for the virtual learning experience. If you would not wear an item to the building to teach in, you should not wear it to your virtual classroom either.

Social Emotional Learning Resources can be found on the Orange Township Public Schools under the COVID 19 Resources Tab at <https://www.orange.k12.nj.us/domain/305>. In addition, School Social Workers, Mrs. Malika Berry (ext. 5610 berrymal@orange.k12.nj.us) and Mr. Lyle Wallace (ext. 5076 wallacly@orange.k12.nj.us), are both available to assist you and your family with an SEL concerns you may have as we do through these unprecedented times and beyond. Please reach out to them direct with any concerns.

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.

PLEASE NOTE: The schedules below as well as the closing emergency closings and in-person guidelines are in relation to in-school instruction with no restrictions in reference to COVID 19 guidelines. Much of this information will be reinstated once the district moves back into full day – in building instruction with a full capacity of teachers and students in the building.

Should we be able to return to a full in-person school day at some point this year, the following information will be necessary for you and your child to be aware of and follow. The Superintendent of Schools will announce to the entire school community when and if we are able to move to Phase III and IV of our plan.

MORNING ROUTINE FOR STAFF AND STUDENTS

- Staff are reporting to work by 8:10 am each day – even during remote learning. Staff members instructional day ends at 3:25 pm each day – even during remote learning.
- During Remote Learning all staff must log on to each virtual class at least 5 minutes prior to the start of class to ensure all students are able to get into the classroom at the start of the instructional period. Students are to log in at the appointed time for each period as per the remote learning schedule above and will be dismissed from each classroom by their teacher for each period. Staff and students must be on time and engaged through the synchronous class periods and through the school day.
- Students enter OPA through the steps leading up to the auditorium. The doors open everyday for students at 7:05 am. Free breakfast is available in the cafeteria.
- Students must arrive to school by 8:15 a.m. Instruction in all classes begins promptly at 8:20 am. Attendance is vital to instructional supports for our students. We need our students on time and present each day.
- Teachers will meet and greet their students outside of the classroom at 8:15 a.m.

DISMISSAL

- All students are dismissed at 3:15 pm. **Staff members instructional day ends at 3:25 pm each day – even during remote learning.**
- 9th grade students exit through the main entrance doors next to the auditorium.
- 8th grade students exit through the doors next to the gymnasium.

The following items of clothing are considered to be inappropriate and are not to be worn:

- Blouses or sweaters that show a bare midriff, halter tops, bandanas, tank tops, tops with thin straps, short shorts, short mini-skirts, clinging or form fitting spandex leggings (*without the appropriate length skorts, shorts, skirt, or dress*), pants/jeans worn below the waist, and pants/jeans with rips 4" above the knee (including any rip that shows through to skin, undergarments, or fabric.). All flannel-type pants and sleepwear are not permitted.
- Appropriate and safe footwear must be worn at all times. Specifically, flip-flops or “slides” are **not to be worn** due to the safety factor when using stairs. All sandals must be secured at the toes and ankle for safety.

STUDENT ABSENCES

Parents are responsible for reporting daily absences to the main office at 973-677-4135 – **even during remote learning**. Students returning from medical absences should return with a note from the physician. **These notes can be email while we are in remote learning. Please email Ms. Faith Holmes at holmesfa@orange.k12.nj.us.** The Orange district policy indicates that a student must be in attendance for 163 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

ORANGE PREPARATORY ACADEMY VISION STATEMENT

Orange Preparatory Academy will promote equity, equality, and accountability that will be modeled by our faculty and staff. We are committed to providing innovative learning that is rigorous, engaging, and able to meet the academic, social, and emotional needs of each student. All stakeholders will “Come Together” and challenge students to become leaders of their own learning through curricula that is rooted in real-world experiences. We will celebrate all successes of student growth and achievement.

Thank you for partnering with us in the educating of your child. We are looking forward to a fantastic school year.

Sincerely,

Administrative Team

Vision

The Orange Board of Education Vision and Mission Statement

"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.

“GOOD TO GREAT”

ORANGE PREPARATORY ACADEMY MISSION STATEMENT

The administration, faculty, and community of Orange Preparatory Academy believe that all children can learn. We accept the responsibility and will provide an environment that celebrates our uniqueness as a learning academy of middle and high school students. We will implement a rigorous curriculum aligned with the Common Core while exposing our students to various academic and enrichment experience, and promote their individual and collective talents and skills so that we may develop 21st-century learners prepared for college, career and beyond.

ORANGE PREPARATORY ACADEMY VISION STATEMENT

Orange Preparatory Academy commits to providing academic excellence and social-emotional support to help our students grow and succeed. The faculty will provide a safe, caring environment and encourage all stakeholders to “Come Together.” We will inspire students to be community leaders, as well as lifelong learners. We will prepare students for equitable opportunities for their future endeavors, as well as to become involved, responsible citizens committed to dealing with the challenges of the 21st century.

ORANGE PREPARATORY ACADEMY FACULTY CONTACT INFORMATION**Administrators**

Name	Title	Room #	Ext.
Ms. Carrie Halstead	Principal	Main Office	5602
Mr. Oliverto Agosto Jr.	Assistant Principal	111	5600
Ms. Samantha Sica-Fossella	Assistant Principal	211	5609

Guidance and Student Assistance Staff

Ms. Myledy Romero, Guidance	9 th Grade Students; Room 211	973-677-4135 x5612
Ms. Maureen Stainfil, Guidance	8 th Grade students; Room 111	973-677-4135 x5601
Mrs. Malika Berry, Social Worker	SW/HIB specialist; Room 211a	973-677-4135 x5610
Mr. Lyle Wallace, Social Worker	Office is in Orange High School	973-677-4000 x5076
Ms. Laura Sacks, School Nurse	Nurses Office	973-677-4000 x4144

ORANGE TOWNSHIP FACULTY CONTACT INFORMATION**District Supervisors**

Ms. Caroline Onyesonwu, Supervisor of Bilingual, ESL & World Languages	973-677-4000 x6099
Dr. Janet McClouden, Supervisor of Special Services	973-677-4000 x6032
Ms. Amina Mateen, Supervisor of Special Services	973-677-4000 x6042
Ms. Linda Epps, Supervisor of Social Studies/Educational Technology Coordinator	973-677-4000 x5644
Ms. Donna Sinisgalli-Nader, Supervisor of Visual & Perform Arts	973-677-4000 x5056
Mr. Jahmil Drakeford, Supervisor of CTE & Health and Physical Education, K-7	973-677-4000 x5042
Mr. Frank Tafur, Supervisor of Guidance	973-677-4000 x5042
Mr. Henie Parillon, Supervisor of Science K-7	973-677-4000 x1901
Mr. David Aytas, STEM Supervisor 8-12	973-677-4000 x5042
Ms. Adriana Hernandez, Supervisor of ELA K-2 & Media	973-677-4000 x6038
Ms. Rosa Lazzizzera, Supervisor of ELA 3-7 & Media	973-677-4000 x6104
Mr. Kurt Mathews, Supervisor of ELA 8-12 & Media	973-677-4000 x6117
Ms. Olga Castellanos, Supervisor of Math K-4	973-677-4000 x6107
Mr. Daniel Ramirez, Supervisor of Math 5-8	973-677-4000 x6096
Ms. Meng Li Chi Liu, Supervisor of Math 9-12	973-677-4000 x6103
Ms. Tia Burnett, Testing	973-677-4000 x6092

2020-2021 DISTRICT CALENDAR

<https://www.orange.k12.nj.us/Page/25442>

DAILY BELL SCHEDULE – FOR REGULAR IN SCHOOL INSTRUCTION – SEE VIRTUAL SCHEDULE ABOVE

School Hours: 8:15 AM-3:15 PM

After School Clubs/Activities: Begin at 3:20PM

Grade	Period	Time Slot	Time (min)
8 and 9	Period 0	7:30 AM – 8:15 AM	45
	AM Announcements	8:15 AM – 8:20 AM	5
	Period 1	8:20 AM - 9:05 AM	45
	Period 2	9:08 AM - 9:53 AM	45
	Period 3	9:56 AM - 10:41 AM	45
	Period 4	10:44 AM - 11:29 AM	45
Grade 8 Lunch Block	Lunch A	11:32 AM - 12:02 PM	30
	Period 5A	12:02 PM - 12:47 PM	45
	Period 6A	12:50 PM - 1:35 PM	45
Grady 9 Lunch Block	Period 5B	11:32 AM - 12:17 PM	45
	Period 6B	12:20 PM - 1:05 PM	45
	Lunch B	1:08 AM - 1:38 PM	30
8 and 9	Period 7	1:38 PM - 2:23 PM	45
	Period 8	2:26 PM - 3:15 PM	49
	PM Announcements	3:11 PM – 3:15 PM	4
	Extended Day	3:20 PM – 4:15 PM	55

HALF DAY BELL SCHEDULE – FOR IN PERSON INSTRUCTION – SEE VIRUAL SCHEDULE ABOVE

Zero Period	7:30 – 8:15
Block 1	8:20 – 9:20
Block 2	9:22 –10:22
Block 3	10:24 –11:24
Block 4	11:26 –12:30

DELAYED OPENING BELL SCHEDULE ** SEE VIRUAL SCHEDULE ABOVE

Block 1	10:25 – 11:20
Block 3	11:22 – 12:47
Lunch A	11:22 – 12:00/ Class 12:02 – 12:57
Lunch C	Class 11:22 – 12:17/12:19 – 12:57
Block 2	12:59 – 1:54
Block 4	1:56 – 2:3:15

**** Schedule to subject to change**

EMERGENCY CLOSINGS AND DELAYED OPENINGS -FOR IN PERSON INSTRUCTION ONLY

When school is closed or delayed due to inclement weather or any emergency, parents or guardians will receive notification via the Orange Township Public Schools automated phone service. Parents are also asked to make sure 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 AM 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.

LESSON PLAN DUE DATE SCHEDULE

**Orange Preparatory Academy
2020-2021 School Year**

IMPORTANT NOTE: Lesson plans are to reflect all class sessions you are scheduled to teach each week. Lesson plans are due each Friday (unless otherwise noted) by 4 pm for the upcoming week.

Lesson Plan Due Date

September 4, 2020
September 11, 2020
September 18, 2020
September 25, 2020
October 2, 2020
October 9, 2020
October 16, 2020
October 23, 2020
October 30, 2020
November 6, 2020
November 13, 2020
November 20, 2020
Wednesday, November 25, 2020
December 4, 2020
December 11, 2020
December 18, 2020

Wednesday, December 23, 2020
January 8, 2021
January 15, 2021
January 22, 2021
January 29, 2021
February 5, 2021
February 12, 2021
February 26, 2021
March 5, 2021
March 12, 2021
March 19, 2021
March 26, 2021
Thursday, April 1, 2021
April 16, 2021
April 23, 2021
April 30, 2021
May 7, 2021
May 14, 2021
May 21, 2021
May 28, 2021
June 4, 2021
June 11, 2021

*** Lesson plans are to be submitted by 4:00 pm on or before the due date***

LESSON PLAN EXPECTATIONS

Each teacher will prepare and upload weekly lesson plans to Genesis by 3:00pm on or before the due date for their respective evaluator to review. It is recommended that teachers collaborate with team members from the same discipline to develop plans that will serve as guides in helping students achieve intended learning outcomes. All components in Genesis should be completed to match the unit of study and pacing guide:

- **Essential Questions** that are open-ended, thought provoking, and intellectually engaging.
- **Interdisciplinary connections** as they relate to the overall unit or weekly plans.
- **Technology integration** which can include Google Classroom, Reading Plus, Vocabulary City etc.
- **Equipment needed** such as Smartboard, Chromebooks etc.
- **Objectives/Learning Targets** that must describe what students should know by the end of the lesson. Well-written outcomes shouldn't be too abstract, too narrow, or be restricted to lower-level cognitive skills.
- **Activities**, listed in sequential order, of the things students will engage in during each specific block of time.
- **Differentiating instruction** which begins with knowing the learners in your classroom in order to successfully respond to their needs. True differentiation includes the following ingredients:
 - **Content** – what students learn about and where they begin learning (e.g., topic, entry point).
 - **Process** – The ways we help students learn – through instruction and assessment (e.g., researching a topic at a learning center, participating in a jigsaw, identifying similarities and differences).
 - **Product** – The way students demonstrate their learning – through assessment and evaluation (e.g. creating a product from a choice board, oral or written presentation).
 - **Learning Environment** – Conditions for learning (e.g. quiet, music playing, variation in lighting).
- **Resources** used for daily or weekly lessons.
- **Assessments**
 - **Formative** – The goal of a formative is to *monitor student learning* to provide ongoing feedback that can be used to improve teaching and learning.
 - **Summative** – The goal of a summative is to *evaluate student learning* at the end of an instructional unit by comparing it against some standard or benchmark.
 - **Authentic** – The goal of an authentic assessment is to *engage students* with real-life problems, issues, or tasks in order to establish clear connections between what students have learned in schools and the world in which they live.
- **Homework** that is meaningful and connected to the learning.
- **Standards** connected with the lesson or unit of study.

Academic Expectations

The expectation for all subjects is an academically rich environment in which each student is authentically engaged at high levels, is supported so each student can learn at high levels, and each student can demonstrate their learning at high levels. During remote learning Students and Teachers should be logged into daily synchronous lessons led by the teachers. Google classrooms must be maintained by staff and students should utilizing the resources and complete the assigned tasks daily. Attendance is mandatory for all classes. Teachers must take attendance in real time. Students must engage in virtual platforms with academic honesty, integrity, and according to the district's Acceptable Use Policy.

Student achievement is routinely assessed daily. Formative assessment informs instruction and is ongoing throughout a unit to determine how students are progressing against the standards. Summative assessment is an opportunity for students to demonstrate mastery of the skills taught during a particular unit. This should always be done whether in a full remote learning situation or during in person instruction as well.

All courses at Orange Preparatory Academy support solid practices and tasks that are rooted in our foundational core subjects.

Standards for Mathematical Practice

- Make sense of problems and persevere in solving them.
- Reason abstractly and quantitatively.
- Construct viable arguments & critique the reasoning of others.
- Model with mathematics.
- Use appropriate tools strategically.
- Attend to precision.
- Look for and make use of structure.
- Look for and express regularity in repeated reasoning.

Standards for English Language Arts (ELA)

- Literature and informational (nonfiction) text focus.
- Building background knowledge and providing equitable access to complex text.
- Critically identifying and using evidence.
- Recognition of academic vocabulary, media representations, and use of language in a variety of literary settings.
- Targeted and sustained interventions for struggling learners.

Marking Period, Report Card/Progress Report Distribution Dates 2020-2021

Progress reports and report cards will be distributed during the following week(s):

Progress Reports:

Marking Period 1	October 8, 2020
Marking Period 2	December 18, 2020
Marking Period 3	March 10, 2021
Marking Period 4	May 20, 2021

Report Cards:

Marking Period 1	November 13, 2020
Marking Period 2	January 29, 2021
Marking Period 3	April 19, 2021
Marking Period 4	June 22, 2021

Orange Grading, Promotion and Retention Procedures

1. Components of the Academic Grades Minimum of 10 (ten) grades should reflect student progress (entered into Genesis over a nine-week period).

- Minimum of **(5)** grades should reflect grade 8 (World Languages, Visual & Performing Arts, Technology, and Physical Education/Health).

2. Grading Weights

- **25%** of the grade consists of tests (may include end of chapter assessment, unit, content, District assessment)
- **20%** of the grade consists of quizzes (short assessments of targeted learning objectives.)
- **20%** of the grade consists of class work and participation (inclusive of discussions, teamwork, problem solving daily journal entries, logs, assignments, demonstrations, skill applications...)
- **25%** of the grade consists of authentic assessments (portfolios, performance assessments, exhibitions, research, projects, internships, summer journals, essays, book reports, speeches, 21st Century real world experiences...)
- **10%** of the grade is homework (including interim checkpoints for long term projects, i.e. essays, research, and independent reading).

Homework Timeline Guide (recommended but may be differentiated)

- 90 to 120 minutes total
- Monday thru Friday, but includes long-term projects over weekends and holidays.

***Participation points are not attendance points, and academic grades are not reduced as a punishment for misconduct.*

Orange Grading, Promotion and Retention Procedures

Explanation of Academic Grades (Grade 8)

- A (Exceeds the Standard)100- 90
- B (Meets the Standard).....89-80
- C (Marginally Meets the Standard).....79-70
- D (Below Standard).....69-65
- F (Unsatisfactory Performance) 64 and below

District guidelines indicate 72% and below mandates an intervention plan and parent teacher conference.

Secondary Grading System (Grade 9)

Numeric	College Prep (CP)	Honors	Advanced Placement (AP)
97-100	4.3	4.8	5.3
90-96	4.0	4.5	5.0
87-89	3.5	4.0	4.5
80-86	3.0	3.5	4.0
77-70	2.5	3.0	3.5
70-76	2.0	2.5	3.0
67-69	1.5	2.0	2.5
65-66	1.0	1.5	2.0
< 65	0.0	0.0	0.0

NC No Credit due to poor attendance

I Incomplete grade to be made up within 10 school days or grade will become an F

ME Medical excuse where student must make up work within 10 school days

EL Entered late, usually transfer student who enter from outside of the state/country

*** Students may lose credit in a course, regardless of current grade, exceeding 18 absences in a full year course or 9 absences in a semester course. Parent/guardian will be notified according to the following schedule:**

- *Full year course: Parent will be notified after 3, 6, and 9 absences.*
- *Semester course: Parent will be notified after 3, 6, and 9 absences.*
- *Quarter course: Parents will be notified after 2 and 4 absences.*

This process is mandatory and a record must be available for verification.

Orange Grading, Promotion and Retention Procedures

RETENTION GUIDELINES

(Please see *Grading, Promotion, Retention Guidelines* on District webpage (www.orange.k12.nj.us) for complete details.)

Middle School Grade (8)

1. Parents of elementary students in jeopardy of failing a content area should be notified through progress reports and grading cycles.
2. Intervention plans for students performing at 72% and below should have initiated plans with timelines and be available for review.
3. Monthly letters generated from Genesis should be sent to parents of students failing classes.
4. Notes sent to parents should be recorded in Genesis.
5. A log (maintained in Genesis) in reference to parental contacts must be readily available.
6. An on-going folder of the student work must be maintained.
7. A formal letter of class failure must be sent to parents the last week of May.
8. Parents may file appeals; however all appeals are finalized by the school principal.
9. *An educational program must be developed for all students with a class failure.

*No student will be approved for retention without the required back up.

SECONDARY GRADES (9)

1. Parents of high school students in jeopardy of failing a content area should be notified through progress reports and grading cycles.
2. Intervention plans for students performing at 72% and below should have initiated plans with timelines and be available for review.
3. After the first marking period, notification of a more aggressive plan should be initiated immediately.
4. The guidance counselor shall initiate and document monthly contact with parents and students.
5. A teacher log (maintained in Genesis) in reference to parental contacts must be readily available.
6. At the close of the semester for a semester course after the third marking period of a full year course a formal letter of failure intent must be sent to parents.
7. Parents may file an appeal, however all appeals must be approved by the school principal.
8. Ongoing historical reviews by counselors.
9. Review of transcript will be conducted by a counselor for the purpose of identifying credit recovery.
10. An educational program must be developed for all retained students.
11. Students may lose credit in a course, regardless of current grade, by exceeding 18 unexcused absences in a full year course or 9 unexcused absences in a semester course. Parent/guardian must be notified according to the following schedule:
 - *Full year course: Parents will be notified after 5, 10, and 15 absences.*
 - *Semester course: Parents will be notified after 3, 6, and 9 absences.*
12. A pupil who has been dropped from a course and/or denied course credit for excessive unexcused absences may appeal that action with the high school attendance appeal committee.

Staff Policies, Procedures, and Expectations – Virtual & In-Person Instruction

Arrival and Departure

Staff hours are 8:05 A.M. – 3:25 P.M. (*8:05 A.M. – 3:25 P.M. for counselors, social workers, and Child Study Team members) - All staff members are encouraged to be here every day and prompt with their attendance. All staff members are expected to be in the building no later than 8:05a.m. and at their respective teaching station. Please greet students as they enter your classroom and stand so that you can supervise the classroom and hallway. Staff members are free to leave the building at 3:25 p.m., unless they are supervising a group of students (tutoring, detentions, or clubs). Please do not release students until the bell rings.

During remote learning, classroom instruction will be synchronous in nature. All teachers should be logged into the virtual classroom to greet each student as they enter the room. Instruction must take place from the start of the virtual class, throughout the duration of the virtual class until the class ends. The teacher must ensure all students have logged out of the class before moving onto their next class for instruction.

Staff members are on duty all day (in the building and **virtually**) and should leave school only in case of necessity after gaining approval from administration. If it is necessary to leave before 3:25 p.m., the principal(s) must approve and you must use the Biometrics system to sign out. **The same system applies to virtual instruction. Staff must inform the principal of their need to leave their assigned virtual assignment early prior to signing off for the day.**

Building/Classroom

When staff members note that equipment/building is damaged, either by intention or accident, they shall communicate the damage to the office. It is the duty of the staff members to supervise students so that damage to the school building, furniture, equipment, or other school property does not occur.

Teachers are responsible for the appearance of their classroom and to see that the room is properly ventilated and lighted. Special needs may occur that require maintenance or custodial assistance. In such cases, you must report your maintenance request to Ms. Holmes in the main office. Teachers should close and lock all windows and doors when leaving for the day as well as turn off all lights.

*Please note: Plug-in air fresheners, candles, and/or candle warmers are NOT allowed in the building, per the district insurance carrier.

SEL – Social Emotional Learning

In an effort to meet law requirements enacted in 2015 under Every Student Succeeds Act (ESSA), the district is expecting all members of the Orange Board of Education to adopt and implement the first phase of the following SEL programs:

- Top 20
- Restorative Justice

- Executive Functioning
- EVO Social/Emotional Aperture
- HIB
- Unconscious Bias
- Chronic Absenteeism Action Plans

All staff members will be trained on these programs and expected to implement elements of each program for the purpose of meeting the New Jersey SEL Competencies and Sub-Competencies. Students in SEL programs are more likely to attend school and receive better grades, and are less likely to have conduct problems. Successful infusion of SEL can result in positive behaviors, increased academic success, and caring communities.

Classroom Management

Classroom management is the key to having few discipline issues! Effectively managing your classroom is an essential part of maintaining control and discipline. An effective teacher manages a classroom. An ineffective teacher disciplines a classroom. The number one problem in the classroom is not discipline; it is the lack of procedures and routines. Classroom management deals with the procedures that you must establish at the beginning of the school year. Students must know how you want them to begin the day; pass in papers, sharpen their pencils, line up, etc. Procedures must be rehearsed over and over again until the students do them automatically. When this happens, you have a routine.

In the virtual format the following should be followed:

- Institute a Synchronous focus with the dedicated schedule by day and time.
- Utilize Google Meet or Zoom to facilitate large and small group instruction.
- Assign task through Google Classroom.
- Take class attendance for every class and report no shows immediately to your department administrator.
- Grades should be updated weekly in Google Classroom as well as in Genesis.

Social Emotional Learning Plan – With the ongoing trainings you will receive, you will be expected to develop a social emotional learning plan for your classroom, which shall be posted in the room and turned in to the office. The plan shall include classroom expectations and elements of the SEL programs. When all alternatives have been exhausted in the classroom, the teacher should ask the principal for help. Before a child is sent to the office for constant misbehavior, classroom teachers should have contacted parents, informing them of any behavior concern. Additionally, Restorative Practices should be utilized when dealing with adverse behavior. Remember all notes should be generated in Genesis to ensure that all necessary parties have access to this information in real time.

From the beginning, know what you are going to do every minute of the day, quarter, semester, and year and do it! Students must be shown respect and you must expect it back from them. The key to maintaining classroom control is respect. Being consistent in your decisions and actions will greatly help your ability to earn the respect of your students.

Minor discipline cases are best handled by the teacher. If trivial items are referred to the principal, the

teacher's effectiveness for problems of a more serious nature will be lessened and the students will soon become aware of the ineffectiveness of the classroom teacher. If a situation arises where a child needs to be removed from the classroom, alert security for assistance. Students should not be "kicked out" of the classroom. Situations of this sort are to be discussed with the principal and then a course of action will be set up. If you do this without consulting the principal, you are putting yourself in an awkward position.

Discipline is not a group matter. A whole room should not be punished for the misdeeds of a few. Please remember to talk with a student individually, instead of humiliating them in front of the entire class.

All classroom teachers should show respect to all students. Fairness should be practiced - do not play favorites. Children should be taught and shown how to take responsibility for the choices that they make. One of the biggest mistakes a teacher can make is getting into a power struggle with a student. Do Not Engage! Simply state what it is you want the child to do, then walk away. After a fair amount of time, go back to the student and repeat your expectation. If it is possible to give a choice, do that. That will help the student maintain some form of control over the situation. "I need you to work on your spelling." "I can see that you are still not working on your spelling. You can choose to work on it now, or at tutoring. It is your choice."

Throughout this entire process, parent communication is a must! No discipline report should come to the office without the teacher first having contacted the parent. The only exception to this rule is violence, sexual misconduct, or other severe misbehavior. Use your common sense and remember, every time you send a student to the principal, it could lessen your effectiveness in the student's eyes.

It is the intention of the principal/s to support every staff member. Make sure that he/she can support the decisions you make by following the philosophy, policies, and procedures of the school/district.

Classroom Website (SchoolWires)

All staff is required to develop and maintain a classroom website. **On this website all staff must have their access code information by periods for students to access their synchronous classroom for virtual learning as well Google Classroom to retrieve and turn in assigned work.** This website should include information about the classroom, curriculum, special events, and other pertinent information. All assignments should be posted on the website. The website should be updated each week. Parents and students should be given the website information through your classroom communication. Administrators will use this information to see what you are teaching to assist with walk-through visits.

Committees and Meetings

It is required that each teacher be a member of a district or building level committee. A list of committees and their function will be available at the beginning of each school year.

Faculty meetings will be held twice per month and/or as needed. All certified employees must attend. These meetings will be devoted to implementing professional practices in our school. The faculty meeting will take place on Mondays.

A large part of communication will be provided in writing via memo, or email. Written communications to the staff are not to be made available to the students. Please keep minutes and attendance information from any team meetings. A copy should be turned in to the office.

Communication

Announcements / Daily Bulletin - Faculty and staff should refrain from asking that special announcements be made during the day. The office will not interrupt with the intercom except in the case of emergencies and special occasions.

Confidentiality - Comment and discussion regarding student personalities and records should only be discussed with appropriate people in the education setting. Student behavior problems should not be part of public discussions. Professional discretion and courtesy should be used in discussing all staff and district concerns.

Mail Boxes - The mailboxes are located in the main office. Please check your mailbox in the morning and before leaving for the day. Please do not send students to pick up your mail, as the mailboxes contain confidential information.

Telephones - Use your prep period to make and receive phone calls. Informing others of your prep period will help considerably. Teachers will not be called from class to receive phone calls unless it is an emergency. Otherwise, a message will be sent to you. Phones (including personal phones) cannot be utilized during instructional time.

Email - Each teacher has email capabilities. Please review the instructions and check each daily. It is a professional responsibility to ensure that messages are returned consistently and in a prompt manner.

Intercom - Each room has an intercom button on the wall beside the room's main door. Pushing the button will activate the intercom phones in the main office if you need help in that manner.

Copyrighted Material

It is the intent of the board to delineate, enforce and abide by the provisions of current copyright laws as they affect the school district and its employees. Copyrighted materials, whether printed or not, will not be duplicated unless such reproduction meets "fair use" standards, or unless written permission from the copyright holder has been obtained. The board does not sanction illegal duplication in any form. Employees who willfully disregard the district's copyright position are in violation of board policy. They do so at their own risk and assume all responsibility.

Detentions

After school and Saturday detentions will be implemented and led by an administrator. Additionally, teachers are expected to hold students accountable by issuing their own detention when necessary.

Emergency Drills

All emergency procedures should be posted by the classroom door. Teachers should instruct their classes in the proper procedure for emergency drills. It is important to review the procedure throughout the school year. Remember to count students.

Student Attendance

Teachers should use Genesis to take accurate daily attendance at the end of first block and beginning of each block thereafter. If a student enters late, attendance must be revised to reflect accuracy. It is the teacher's responsibility to contact parents of students who are chronically absent. **“Chronic**

Absenteeism” is defined in New Jersey’s ESSA State Plan as the percentage of a school’s students who are not present for 10 percent or more of the days that they were “in membership” at a school. When parents/guardians are not responsive, report the student to the designated administrative assistant in the main office. Students reported as having chronic absenteeism will be reviewed during Attendance Committee meetings on a monthly basis. An action plan will be developed to provide students with the proper supports in order for students to learn and achieve their fullest potential.

Extra-Curricular Activities

Each teacher should make an effort to attend some of each type of extracurricular activity that takes place in our school system. Your participation will help fulfill part of your professional responsibilities under Domain 4 of your evaluation.

1. *All school rules and regulations and penalties apply to school activities.*
2. *Students who ride the bus to an activity must also ride the bus back to school unless the student's parents sign with the sponsor or coach for permission to take them home.*
3. *It will not be permissible for students to take privately owned vehicles to attend an activity in which they participate.*
4. *Sponsors should remain at school after meetings, performances, or the return of activity buses until all students/participants for which you are responsible for have been picked up by the parent/guardian, or designee.*

Teachers are reminded that students working on various projects or attending organizational meetings should not be left unsupervised. Teachers must stay with students until all students have left.

Sponsorships Responsibilities: All extra and co-curricular activities shall be done through administration.

Field Trips

Until further notice all field trips will be virtual. Teachers are encouraged to seek resources for these experiences to offer to our students. All off-campus and virtual field trips must be approved in advance by the principal(s). All field trip requests must be entered into My Learning Plan. If a check is needed, please see main office secretarial staff for a requisition number. All field trips require a 30-day notice and must be approved by the Board of Education.

Field trips and activities are scheduled to be an extension of the school curriculum. All students must ride the school bus. Adults may be asked to assist the field trip if extra supervision is necessary. Parents or relatives who assist are expected to follow the direction of the teacher and follow all school rules. No volunteer should be left alone with a group of students. Please have all groups stay together with the teacher. All adults are to be a model for the students. All adults must stay with their assigned group on the field trip.

Students should be aware that field trips are an extension of school and therefore all rules apply. There is a great deal of responsibility on the teacher involved with a field trip. If you are concerned about a student attending a field trip, please discuss the matter with the principal before excluding anyone. Please be conscious of your responsibilities for supervision on the trip, including the bus.

Guidance Services

Guidance services will be up and running even during the virtual experience. Counselors are will have their contact information on their webpages and set google meet times each afternoon for students to

access them remotely. Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, information about various colleges, technical and vocational schools, job training programs, help with home, school, and social concerns. The student determines directions and goals in counseling. With the counselor, a student may discuss and explore freely and in confidence any problem or feelings that are personally important. During counseling, these concerns may be talked through and examined, alternatives explored, and decisions made about future courses of action. Should the student find that special and/or additional assistance of some sort is needed, the counselor will assist in finding such help as may be needed. Parents are encouraged to talk to a counselor about any area of concern related to their children and the school.

Should you have concern about any of your students, check with the counselor. Together, you can form a plan to best serve the needs of the student. In addition, faculty should be familiar with the following:

Referrals

Crisis/Intervention Referral Services

If a teacher senses that a student is having problems beyond which the teacher can address, the teacher should communicate their concerns to a counselor for evaluation. (Examples of such problems may be divorce, possible abuse, a death in the family, possible destructive behavior, and conflicts with other students.

Special Education

A student unsuccessful in the academic and social adjustment to the regular classroom may be referred to the guidance center. In prospective special education cases, a teacher should fill out the proper form for more adequate evaluation of the student's placement. Referral forms must include at least six points of data.

Hall Passes

Uniform passes are provided by the administrators once a year. They should be used by all students when not in the classroom and only one student can be permitted to leave the classroom at one time. Faculty should continually monitor the use of passes from their classes and students in the hall through a log.

Health Services

The office of the school nurse is located in room 113. Cumulative health records are maintained for all students, which include their immunizations, history of diseases, and results of testing at school, physical examination results and other health information. Students sent to the nurse should have a pass from the classroom teacher. If emergency care is needed, report over the phone to the office, or send a student for help. It is better to err on the side of caution than to not take action. Accident Report Forms are available in the nurse's office and should be promptly returned. In addition, faculty must be familiar with the Bodily Fluids Policy. Student medications should be taken in the nurse's office or in the presence of a nurse.

Lounge

The lounge is for teacher use before the instructional day begins, after the instructional day ends, at lunchtime, and during your prep period. Students, including student workers and your own children, should not be in the lounge. The sodas are not for students and should not be purchased by or for

students. Each staff member must accept the responsibility for keeping the lounge neat in appearance. As per district policy, smoking is prohibited.

Maintenance

Should you have a maintenance issue (repairs, plumbing, tile, A/C, etc.) please complete the maintenance request form and return it to secretarial staff in the main office.

Money

Special care should be taken in handling all money. Money should not be left in your desk or room unattended at any time. All money should be submitted to the building secretary. All money needs to be turned in promptly. Do not hold checks until fundraisers are completed.

State law mandates that any money collected in any way through school activities be under the control of the local Board of Education. All purchases, whether through activities or budgeted funds, shall have a written and signed requisition form. Note: if you purchase something before you have received approval, you will be paying for it.

Requisitions/Purchase Orders

Requisitions/Purchase Orders are to be used to purchase classroom related items. Teachers must submit a "Requisition" for approval. Preferred requisitions are typed from the Requisition spreadsheet furnished by the office. The requisition should be complete: accurate name and address of vendor, individual costs, and total cost. From this requisition, the office will make the purchase approved by the department head. Phone orders are not to be made without prior approval of the principal(s). Unapproved orders are the responsibility of the person ordering not the school.

Parent Communication and Conferences

Teachers should feel free to contact parents on an individual basis. Contacts should be logged in Genesis. As a general rule: all parents should be contacted at least once per quarter. This contact should be through e-mail, conference, or phone call. This is in addition to communication utilized through the student weekly folders. Always strive for positive parent contact.

Parent Volunteers and Visitors

Guests are welcome in our school building. In order for these guests to be received properly, the office should be notified in advance. All guests are required to sign in the office and receive a visitor's pass before reporting to the classroom. When a parent/guardian comes into the office to visit the teacher, we will use the following guidelines:

- 1. They need to have scheduled an appointment. If they have not, they will be asked to make one and come back at that time.*
- 2. Parents will not be allowed to come to your room unannounced.*
- 3. Parents will not be allowed in your room during the instructional day without prior authorization.*
- 4. If a parent comes in before school without an appointment, they can meet with you (if you give us permission), but they will need to meet with you in the office and the meeting will need to be finished by 8:15 a.m.*
- 5. If a parent comes to your room unannounced, call the office and we will redirect them*

Common Planning Time (CPT)

The planning period is designed to permit the teacher an opportunity to prepare for classes and to conference with students, parents and colleagues. Conference/preparation periods are considered “on task” time for which you are under contract. Teachers are expected to use the preparation time for school and class work-not personal business. Preparation periods are not intended to serve as a “late starting day”, an “extended lunch break,” or “shortened day.” Teachers are expected to arrive to work by 8:05 a.m. and may leave at 2:40 p.m.

It is very important that the planning period be used to complete professional responsibilities. Educators are being held more accountable every year. Make good use of your planning time. Teachers are not to leave the building during their planning period, unless prior arrangements have been made with the principal.

Reports

Accident Reports: Teachers involved or witnessing any accident in which a student is injured is to fill out the appropriate accident report that is available in the office.

Progress Reports: A progress report will be sent for all students. This report will be generated through the on-line grading system. Please make sure all grades are up to date. Parents and guardians are encouraged to contact the teacher should they have any questions. When sending deficient grades home, please be sure to explain why the grade is low, i.e., missing work, low scores, etc. A parent should never be surprised that the D or F is coming home. Be sure to keep in constant communication with parents.

Staff/Student Injury

Anytime anyone is injured, the office should be notified, as well as the nurse. Do not move the injured person if the injury seems severe. Accident Report Forms are available in the Nurse's Office and should be completed as promptly as possible. It is better to remain on the side of caution instead of getting a phone call from a parent. Contact the nurse if you have any doubt!

Student Supervision

Students should be supervised at all times – in the classroom, hallways, and outdoors. At times, you may send a student to the library, bathroom, or elsewhere in the building with a hall pass. Please be aware of who is out of the classroom and make every attempt to keep students together in case of emergency. The responsibility and authority of staff extends beyond the classroom. The development of school citizenship is a team effort.

Teachers are expected to help supervise students throughout the school. Besides maintaining discipline in the classroom, teachers' supervision duties include the hallways, restrooms, assemblies, etc. All teachers are expected to attend assemblies and help supervise. Each staff member is responsible for helping prevent damage to school property and preventing general misbehavior.

If you need to leave the room, please ask another teacher to cover for you. You are liable if you leave your students unattended.

Teacher Professionalism

Staff members are to be faithful and prompt in attendance, support and enforce board and building regulations, turn in reports on time, attend meetings as scheduled by the administration, look out for the safety and welfare of all students, dress professionally, refrain from using language, gestures, and mannerisms that are profane, and use the faculty lounge for its intended purpose.

Attendance- Consistent daily attendance is one of the most important instructional strategies at your disposal. Research draws a direct correlation between student achievement and teacher absenteeism, therefore your presence is critical. For this reason, your absence needs to be communicated with the building principal, either by email or phone, in addition to calling your absence into the Source4Teachers system.

Dress - The school district believes that student dress affects student behavior and as such thinks that teacher dress affects students. Teachers are expected to dress professionally as befits their teaching activity. Teacher dress should follow student dress code as well. **This remains the same for the virtual learning experience. If you would not wear an item to the building to teach in, you should not wear it to your virtual classroom either.**

Behavior - Classroom behavior by a teacher should be an example of teaching by example. Proper language, gestures, emotional control and mannerisms should be a role model for students. This remains important in the virtual environment as well.

Staff Ethics and Conduct - Please remember that the welfare of the child is the first concern of the school district. It is the responsibility of the staff members to support programs and activities when in public. When making criticism of staff members, departments, or programs it should be done in a professional manner and to an administrator. This remains important in the virtual environment as well.

Confidentiality - Professional communication of educators requires no discussion of individual students and their problems in non-professional situations. The teacher's lounge and public places are inappropriate locations for these discussions.

Technology

It is your responsibility to review and follow district guidelines set forth in the district technology agreement.

Textbooks/Novels

Teachers will be furnished enough copies of textbooks/novels for each class so that an accurate record of books checked out can be kept. Names of students, numbers and condition of books are to be noted on these lists. Please use these correctly.

Make sure that each book has a number and a nameplate on the inside front cover. Students should be told to write their name on the nameplate.

Fines should be entered into Genesis for lost or severely damaged books.

Let's Come Together to Make This a Great Year at Orange Preparatory Academy!!!!

Acknowledgement Page

By signing this sheet, I am in receipt of this staff handbook and I understand it's content and expectations outlined here in.

Staff Member's Full Name _____

Staff Member's Signature _____

Date: _____

Please send a copy of this acknowledgement page to your department administrator by no later than the end of business on Friday, September 4, 2020.