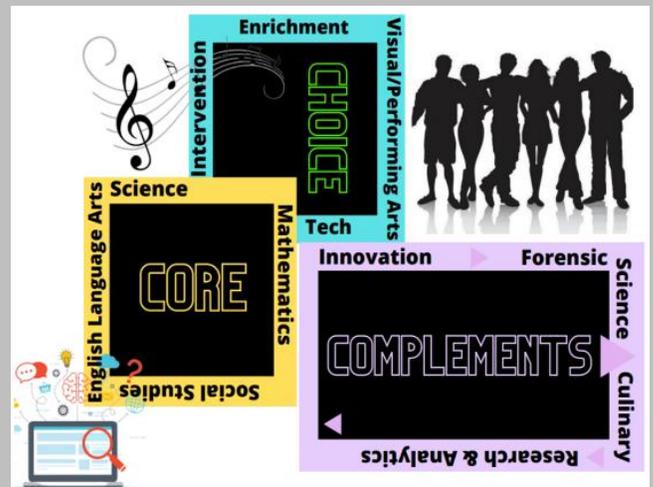




# Staff Handbook

School Year  
2023-2024



## Orange Preparatory Academy of Inquiry & Innovation

400 Central Avenue, Orange, NJ 07050

Ms. Carrie Halstead, Principal

Mr. Michael Dixon, Assistant Principal

Ms. Samantha Fossella, Assistant Principal

# ORANGE TOWNSHIP BOARD OF EDUCATION



## PRESIDENT

Shawneque Johnson

## VICE PRESIDENT

Sueann Gravesande

## MEMBERS

Jeffrey Wingfield  
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David Armstrong  
Siaka Sherif

## SUPERINTENDENT OF SCHOOLS

Gerald Fitzhugh, II, Ed.D.

## EXECUTIVE TEAM

Jason E. Ballard, CEFM, QPA, RSBO,  
*Business Administrator/Board Secretary*  
Faith Alcantara, *Office of Innovation/Community Engagement*  
Shelly Harper, *Office of Special Education/Intervention*  
Glasshebra Jones, *Office of Human Resources*

Lamont T. Zachary,  
*Assistant Business Administrator/Assistant Board Secretary*  
Jacquelyn Blanton, Ed.D., *Office of Early Learning*  
Karen Harris, *Office of Humanities*  
David Scutari, *Office of STEM-Focused Learning*

## PRINCIPALS

Jason Belton, *Orange High School*  
Yanisca Cooke, Ed.D., *Forest Street Community School*  
Natasha Cox, *Park Avenue School*  
Cayce Cummins, Ed.D., *John Robert Lewis Early Childhood Center*  
Dana Gaines, *Oakwood Avenue Community School*  
Carrie Halstead, *Orange Preparatory Academy of Inquiry & Innovation*  
Debra Joseph-Charles, Ed.D., *Rosa Parks Community School*

Karen Machuca, *Scholars Academy*  
Dion Patterson, *Heywood Avenue School*  
Robert Pettit, *Cleveland Street School (OLV)*  
Devonii Reid, Ed.D., *STEM Innovation Academy of the Oranges*  
Erica Stewart, Ed.D., *Twilight Program*  
Denise White, *Central Elementary School*  
Patrick Yearwood, *Lincoln Avenue School*

## ASSISTANT PRINCIPALS/DEAN OF STUDENTS

Ehimwenma Adeyin, *Rosa Parks Community School*  
Noel Cruz, *Dean of Students, Lincoln Avenue School*  
Michael Dixon, *Orange Preparatory Academy of Inquiry & Innovation*  
Anthony Frantantoni, *Orange High School*  
*Kashiff Foster,*  
*Cleveland/Oakwood*  
Sandra Guerra, *Rosa Parks Community School*  
Shannon Keogh, *Forest Street Community School*  
Yoniel Lopez, Ed.D., *Orange High School*  
Michelle Madariaga, *Orange High School*

Aimie McKenzie-Smith, *Lincoln Avenue School*  
Dairon Montesino, *Orange High School*  
Gerald J. Murphy, *Heywood Avenue School*  
Emily Shaltuper, *Orange Early Childhood Center*  
Samantha Sica-Fossella,  
*Orange Preparatory Academy of Inquiry & Innovation*  
April Stokes, *Park Avenue School*  
Christina Tighe, Ed.D., *Lincoln Avenue School*  
Daniele Washington, *Central Elementary School*

## SUPERVISORS

Delia Abreu, *ELA (3-8) & Media Specialists*  
Tia Burnett, *Testing*  
MengLi Chi Liu, *Mathematics (9-12)*  
Jonathan Clerie, *Visual & Performing Arts*  
Jahmel Drakeford, *CTE & Physical Education (K-8)*  
Adriana Hernandez, *ELA (K-2) & Media Specialists*  
Belinda Komarica, *Mathematics (K-5)*  
Marc Levenson, *Social Studies (K-12)*

Amina Mateen, *Special Services*  
Mohamed Metwally, *STEM-Focused Learning (K-12)*  
Janet McClouden, Ed.D., *Special Services*  
Henie Parillon, *Science (K-12)*  
Nurka Nieves, Ed.D., *Bilingual/ESL & World Languages (K-5)*  
Frank Tafur, *Bilingual/ESL & World Languages (6-12)*  
Marcey Thomas, *ELA (9-12)*  
Felicia Williams-Ware, *Guidance (K-12)*

**"GOOD TO GREAT"**

Revised: 8/22/23



**Orange Township Public Schools**  
Orange Preparatory Academy  
of Inquiry & Innovation  
**Carrie Halstead, Principal**



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

Michael Dixon, Assistant Principal  
Samantha Fossella, Assistant Principal

August 17, 2023

Dear Parents, Guardians, and Caregivers,

We are excited for the start of the 2023-2024 school year here at Orange Preparatory Academy of Inquiry and Innovation! We are partners, jointly dedicated to helping your child grow socially, emotionally, and intellectually.

Please be reminded that students report for the first day of school on Thursday, September 7, 2023. This school year will be filled with continued opportunities to stretch your child's practice. It is going to be a great school year for not only the school level staff but for each of you as well.

**MORNING ROUTINE FOR STUDENTS:**

- All 8<sup>th</sup> Grade Students will enter through the doors on the left side of the building (auditorium lobby entrance).
- All students are required to wear the district approved uniform as outlined below under the "Student Attire" section of this letter.
- Breakfast will begin each day at 7:30 am. (No student will be allowed in the building prior to 7:30 am each day).
- Students must arrive to school by no later than 8:20 a.m. Instruction begins promptly at 8:25 am each day. Attendance is vital to instructional supports for our students. We need our students on time and present each day.

**DISMISSAL:**

- All students are dismissed at 2:50 p.m.
- Students will be asked to leave the premises and the surrounding area of the school immediate to make their way home. At no time will students be permitted to hang out on the corner of Lincoln Avenue and Central Avenue.

**STUDENT ATTIRE:**

Students should dress appropriately for a school setting. Sneakers must always be worn for physical education classes. Uniforms should be worn daily. Orange Preparatory Academy Uniform Policy is as follows:

- Gray or Burgundy Polo shirt. All shirts must have a collar.
- Black Pants and/or knee-length Skirts, Slacks, Skorts. No jean or legging material will be allowed.
- Gray or Burgundy Sweater Vest or Cardigan may be worn.
- Students must change into their gym uniforms each day for gym. Gym uniforms are not permitted to be worn to school. Gym uniforms are Gray or Burgundy tee-shirt and shorts or sweatpants.
- Sneakers or closed in shoes. Crocs are not permitted.

**IDENTIFICATION CARDS (ID's) AND SCHEDULES:**

We will hold an ID and Schedule Kiosk on Tuesday, August 22-Friday, August 25, 2023, from 10 am to 2:00 pm. All students are encouraged to report to the school to retrieve their schedule and sit for their picture for their ID. Students will receive their ID on the 1<sup>st</sup> or 2<sup>nd</sup> day of school.

**CLASSROOM SUPPLIES:**

For information regarding classroom supplies, please visit [www.orange.k12.nj.us](http://www.orange.k12.nj.us) and select Our District and then your child’s school for a comprehensive review.

**STUDENT ABSENCES:**

Parents are responsible for reporting daily absences to Ms. Cabrera, Administrative Assistant, at 973-677-4135 ext. 31701. The 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.

**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 15, 2023. It is important that these forms are returned so we are able to have active communication with you throughout SY 23-24.

**CHROMEBOOKS:**

Students are to bring their district issued Chromebook to school on a daily basis; fully charged. Students will receive their new devices at our Back to School Orientation and Rollout event scheduled for Saturday, September 9, 2023 beginning at 10 am.

**CLUBS/ORGANIZATIONS/PROGRAMS**

All afterschool clubs and organizations as well as the extended day academic program will begin on September 14, 2023. The list of those clubs and organizations is below. The Saturday academic program will begin on September 16, 2023. Forms will be send home the first week of schools for students to register for the club/organization of their choice. In addition, parents can also enroll your child in our extended day program and/or Saturday program. Based on data collected from your child’s performance in 7<sup>th</sup> grade as well as their results of this year’s diagnostic assessment, students may be placed in these programs for extra support. Parents of these students will be notified in advance by letter from the principal.

<b>Clubs and Organizations</b>	
Chorus	Model UN
Concert Band	Robotics
Cyber Café	Sewing
Dance	Student Council
Drama	Student Tech Team
Female Support	Tennis
Jr. Debate	Visual Medial/News Show
Male Support	Extend Day (Tues./Wed./Thurs.) & Saturday Academic

## COMMUNICATION:

- All teachers and staff will be connected to our students and families using “Remind” and “Google Classroom”. Please ensure you have connected with your child’s classroom teacher on this platform and check the daily messages from all of your child’s teachers.
- E-mail & phone blasts will also be used to communicate with families. Please ensure you have updated your contact information in genesis. It is imperative that all school personnel have the most update information for your household.
- Parent Portal will be the means of accessing all your student’s important information, his/her progress/grades, missing assignments and other concerns that might impact your student’s performance or well-being. If you have not done so, please ensure that you sign up for parent portal.
- Please listen to phone blasts sent by the school and/or District. They include important information and guidance.
- If you have not signed up for the Orange App, you can download it on your Android or Apple iPhone.
- The School District’s social media platforms are a great source for posting updates & important information as well as celebrating and sharing photos of our fun activities. You can also follow our school on the following social media platform below:
  - **Twitter:** Orange Public School District and OrangePrep
  - **Instagram:** Orange Public School District and OrangePrepAcademy
  - **Facebook:** Orange Public School District and Orange Preparatory Academy

We are looking forward to a happy, healthy, and productive school year!

Educationally yours,

*Carrie J. Halstead*

Carrie J. Halstead,  
Principal

**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 of INQUIRY AND INNOVATION MISSION STATEMENT**

The Orange Preparatory Academy of Inquiry and Innovation provides a foundation and pathway on which students can build their academic success and triumph over their challenges. Our mission is to promote students who are healthy, open-minded, and responsible participants prepared to bring positive change to their communities and beyond.

**ORANGE PREPARATORY ACADEMY of INQUIRY AND INNOVATION VISION STATEMENT**

Everything we envision for the Academy must return to a purpose and be intentional in achieving that purpose. The Academy is a welcoming environment where our students are protected and feel safe to contribute, produce, think, and innovate. To that end, the overarching goals are:

- Learning acceleration to achieve grade-level performance before entering high school
- Supporting students in their social and emotional learning needs in adolescence
- Fostering student accountability and responsibility
- Positioning students with the skills and attitudes needed to thrive in high school and life beyond high school



## Orange Township Public Schools

Gerald Fitzhugh, II, Ed.D.  
Office of the Superintendent



### 2023-2024 District Goals

#### Goal #1: 21<sup>st</sup> Century Integration

The Orange Public Schools will continue to invest in its teachers. The district values and promotes a culture of excellence in teaching and learning through increased and improved opportunities for quality, sustained professional development that address district needs and individual school needs as outlined by data points. The emphasis has been on best practices in teaching and learning. As a result of the pandemic and performance on assessments, a continued understanding of providing targeted and intentional delivery of instruction is paramount district-wide while keeping in mind how to integrate technology to strengthen but not decline instructional practices.

- 1) **Increase in the number of job-embedded professional learning opportunities that incorporate the expertise of building principals planning alongside district administration by 70% from SY 22-23**
  - Administrative Meetings will continue to be instructionally-focused learning sessions for principals and district administrators. Ultimately, all training sessions will be germane to data points resulting from walk-through trend analyses.
  - Administrative meetings will continue to have instructionally focused agendas with accompanying sign in sheets. Meetings will take place for horizontal and vertical articulation supports to build content knowledge and pedagogy if applicable and integration of technology to enhance the current curricula
- 2) **By May 2024, 60% of students in each preparedness group will meet or exceed their assigned end of year growth target in mathematics.**
  - The assessments that will be used to measure progress towards the assigned growth targets include the iReady Diagnostic, NWEA MAP, District Benchmark Assessments, and select Performance Tasks in the area of Mathematics.
  - The district will continue to report out all data in the area of mathematics in Curriculum Committee as per the assessment calendar as well as the Board of Education Meeting.
- 3) **By May 2024, 60% of students in each preparedness group will meet or exceed their assigned end of year growth target in ELA.**
  - The assessments that will be used to measure progress towards the assigned growth targets include Reading Diagnostics, District Benchmarks, and Performance Tasks in the area of English Language Arts.
  - The district will continue to report out all data in the area of English Language Arts in Curriculum Committee as per the assessment calendar as well as the Board of Education Meeting.

**4) By May 2024, 60% of students in each preparedness group will meet or exceed their assigned end of year growth target in Science.**

- The assessments that will be used to measure progress towards the assigned growth targets include benchmark assessments in the area of Science.
- The district will continue to report out all data in the area of Science in Curriculum Committee as per the assessment calendar as well as the Board of Education Meeting.

**5) By June 2024, 5% increases across all areas on the New Jersey Student Learning Assessment (Mathematics, Science, and English Language Arts)**

- The district will provide assessments to prepare students and staff for the high stakes assessment.
- Review of data from the assessments in public as well as during several points throughout the year.

**6) By June 2024, 100% of students will have access to meaningful experiences of powerful learning opportunities and will demonstrate competencies and skills for the digital age.**

- All students will receive dedicated devices (Chromebooks) and accessories for year-round access in and out of school
- The district will strengthen its device management plan to address repairs of accidental damage and provide extended warranties
- The district will ensure processes and protocols at the school level are followed to replace lost, damaged, or stolen devices. This will include device management and inventory systems.
- The district will allow for gap orders for additional devices that considers growing student enrollment and continuous digital access when devices are out for repair
- The district will ensure continued support of full-time, school-based Technology Coordinators and VILS Coaches to help build educator capacity districtwide in the integration of technology across all subjects
- Schools will establish and cultivate student tech teams to involve students directly in the planning, execution, and day-to-day management of implementation
- The district will incorporate a 3-tiered system of assessing the degree of technology integration across the schools to include Technology Integration Matrix Lesson Observation Tool (TIM-O) walk throughs, Fall/Winter/Spring teacher/student surveys, and Usage Inventories (Time and Data).

**Goal #2: Community Engagement**

The Orange Public Schools will continue a system of consistent communication system for disseminating and receiving information between school administration, teachers, staff, students, parents, and the community.

**1) Increase the timeliness, access, and effectiveness of all communication with all stakeholders via multiple measures by 60% from the previous school year (the previous year was at a 50% increase.**

- Social Media Platforms & Website (Instagram, Facebook, and Twitter)-Utilize the platforms for immediate news-worthy information as well as the district website via the latest news and announcements section.

- RoboCalls via School Wires at the district and school levels; we are incorporating more text to speech and emails for as well as translated versions of all messages both district and at the school level.
- Superintendent's Report (online access to staff and community stakeholders) the day immediately following the board meeting by noon.
- Routine face-to-face opportunities to engage with community and stakeholders via PTO, Back to School Nights, Report Card Conference Nights, Community Events within Orange Township as well as partnership meetings based on those established and forthcoming within the school district. We will continue the parent and student councils at the Superintendent's Level.
- Provide Bilingual Supports for all families to ensure their engagement within the school district via translations, translator supports, and district as well as social level meetings.

**2) Increase the use of emerging and available communications outlets to transmit information by 45% (Last Year the Percentage was at 40%)**

- Partner with universities (local and throughout the state) in order to get information to prospective candidates for job fairs and other industry level announcements. We will conduct virtual and in person job fairs as well to widen the search for potential candidates outside of the University realm.
- Continue to utilize the Orange Public School App for more timeless information.
- Continue to utilize the Emergency Pop Up on the website for transmitting important, time sensitive information weekly.
- Provide Translations on all documents that are disseminated from schools and district offices.

**3) Continue Parent and Student Councils at the Superintendent's Level**

- Have monthly meetings with parents and students about academics as well as self-care supports; student council meetings will take place separately from the parent council.
- Continue the Bilingual Parent Advisory and ensure that the meetings are quarterly.
- Continue the Special Education Advisory Council Meetings and ensure that the meetings take place quarterly.
- Continue the Early Childhood Advisory Council Meetings and ensure that the meetings take place quarterly.
- Establish the Nutrition Advisory Council alongside school level student councils. Ensure that the meetings take place quarterly.

**Goal #3: Facilities, Finance, and Staff Support**

The Orange Public Schools will continue to redesign the fiscal management, operations, and human resources of the organization to ensure a system of accountability, transparency, and efficiency for the optimal delivery of services for partnerships to flourish and staff to be retained across the district.

**1) Create a district budget under constraints that accommodates and supports the needs of central office departments, all schools and students while sustaining systems that have yielded results through a strategic assessment of data**

- Analyze and clarify how all budgeted funds are allocated and expended at the department and school levels.

- Examine and evaluate contracted services provided to the district and continuously improve effectiveness.
- Identify and execute capital projects (short term/long term, prioritized, and categorized on the basis of need.)
- The transfers money from account lines on the district level will decrease by 25% from the previous school year (22-23 was a decrease of 20%).
- Implement a new fiscal system that is streamlined and actionable (Genesis Financial)

**2) Implement innovations that empower teaching and learning as well as efficiently allocate funding within their locations**

- Continue to monitor the budgeting module My Budget File to ensure adherence to staff and federal mandates.
- Create a long-term and short-term facilities development plan to outfit buildings district wide in the effort of expanding programming throughout the school district. These plans will be presented at the Facilities and Finance Committee Meetings as well as via the Regular Board of Education Meeting as we have several aging buildings in the district.

**3) Maximize employee expertise and create a positive and supportive environment**

- Continue to have roundtable conversations with staff in order to provide an optimal work environment.
- Continue to offer the Employee Assistance Program to allow for continue support of our staff holistically.
- District level personnel attending meetings at the school level in order to bridge the gap between the schools and district office.

**Goal #4: Social and Emotional Supports**

The Orange Public Schools will continue to ensure that all students will receive social and emotional support to become adaptable, confident citizens who embody self-awareness and strong interpersonal skills, and who are capable of responsible decision-making and managing their emotions and behaviors.

**1) Provide research-based curriculum to strengthen students' social/emotional relationships**

- Continue to utilize Restorative Practices as a means of providing effective supports to students in the effort of problem solving. This includes at both the elementary and secondary levels.
- Continue the monitoring of mental health to provide students another avenue to combat social-emotional concerns and thus remediate areas of deficiency related to mental health.
- Ensure that staff and students continue to have resources readily available by the district to ensure their social-emotional needs are met with fidelity.

**2) Enhance community-based partnerships in order to assist students and families**

- Continue to utilize the District's community engagement officer as well as community school liaisons to assist school-based staff with establishing partnerships to support families and students and thus have a vehicle to support families Pre-K through Twelve.
- Provide self-care supports for students and families based on surveys (conducted twice per year) as well as discussion with support staff members including the Superintendent's Trauma Informed Team.

**ORANGE PREPARATORY ACADEMY of INQUIRY AND INNOVATION  
FACULTY CONTACT INFORMATION**

**Administrators**

<b>Name</b>	<b>Title</b>	<b>Room #</b>	<b>Ext.</b>
Ms. Carrie Halstead	Principal	Main Office	31800
Mr. Michael Dixon	Assistant Principal	111	31803
Ms. Samantha Sica-Fossella	Assistant Principal	211	31802

**Guidance and Student Assistance Staff**

Mr. Tarell Harp	Restorative Justice Coordinator; Room 106	31801
Ms. Carlynn Ackerman	School Counselor; Room 111	31810
Mrs. Malika Berry	Social Worker/HIB specialist; Room 211a	31716
School Nurse	Nurses Office	74144
Ms. Radalia Dixon	Community School Coordinator	31713

# 2023-2024 DISTRICT CALENDAR

Orange Township Public School District – 2023-2024 Calendar Gerald Fitzhugh II, Ed.D. Superintendent of Schools Approved 2/15/2023 Revised 4/19/2023			
1 Professional Dev. For Staff Only  4 Labor Day – District Closed  5-6 Professional Dev. For Staff Only  7 First Day of School	Staff 20 September Students 17	Staff 16 February Students 16	19-23 District Closed - Winter Break
9 Professional Dev. For Staff Only	Staff 22 October Students 21	Staff 20 March Students 19	11 Parent Conf. 12:30 dismissal Gr. PreK-7 1:15pm-4:00 pm 12 Parent Conf. Gr. PreK-7 5:30 pm 7:30pm 13 Parent Conf. Gr. 8-12 5:30pm – 7:30pm 14 Parent Conf. 12:30 dismissal Gr. 8-12 1:15pm- 4:00 pm 21 Professional Dev. Day District Closed for Students 28 Early Dismissal – 12:30pm 29 Good Friday – District Closed
9 & 10 District Closed NJEA Conv.  22 Early Dismissal – 12:30pm  23 & 24 Thanksgiving Holiday District Closed	Staff 18 November Students 18	Staff 17 April Students 17	1-5 Spring Break District Closed
4 Parent Conf. Gr. PreK-7 5:30pm-7:30pm 5 Parent Conf. Gr. 8-12 5:30pm-7:30pm 22 Early Dismissal – 12:30pm 25-29 District Closed – Holiday Break	Staff 16 December Students 16	Staff 22 May Students 22	27 District Closed Memorial Day
1 New Year's Day – District Closed  2 District Closed  15 Martin Luther King Day – District Closed	Staff 28 January Students 28	Staff 17 June Students 17	7 OEA Day – 12:30pm Dismissal for Students  19 District Closed - Juneteenth 28-26 12:30pm Dismissal - Students Only 26 Last Day of School for Students 26 Last Day of School for 10 Month Staff
The calendar includes 188 contractual certificated staff days and 183 contractual contact student days. There are 3 snow days or emergency closing days built into this calendar. Should the District use more than 3 emergency closing days the days will be used at the discretion of the Superintendent of Schools.			
OEA Day 12:30 Dismiss Students <span style="color: blue;">▲</span> Parent Conf. Gr. 8-12 12:30pm Dismissal <span style="color: blue;">◇</span> Parent Conf PreK-7 12:30pm Dismissal <span style="color: blue;">📅</span> Early Dismissal – 12:30pm <span style="color: blue;">○</span>			
District Closed for Staff and Students <span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span>			
Professional Development Staff Only <span style="background-color: grey; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span>			
12:30 Dismissal Students Only <span style="background-color: green; border: 1px solid black; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span>			

**DAILY BELL SCHEDULE**  
**School Hours: 8:25 AM-2:50 PM**  
**After School Clubs/Activities: Begin at 3:05 PM**

**Full Day Bell Schedule**

Homeroom	8:25 am – 8:40 am	15 Minutes
Period 1A	8:40 am – 9:20 am	40 Minutes
Period 1B	9:20 am – 10:00 am	40 Minutes
Period 2A	10:05 am – 10:45 am	40 Minutes
Period 2B	10:45 am – 11:25 am	40 Minutes
A Lunch	11:30 am – 12:00 pm	30 Minutes
Period 3A1	12:05 pm – 12:45 pm	40 Minutes
Period 3B1	12:45 pm – 1:25 pm	40 Minutes
Period 3A2	11:30 am – 12:10 pm	40 Minutes
Period 3B2	12:10 pm – 12:50 pm	40 Minutes
B Lunch	12:55 pm – 1:25 pm	30 Minutes
Period 4A	1:30 pm – 2:10 pm	40 Minutes
Period 4B	2:10 pm – 2:50 pm	40 Minutes

**Half Day Bell Schedule**

Homeroom	8:25 am – 8:37 am	12 Minutes
Period 1A	8:37 am – 9:05 am	28 Minutes
Period 1B	9:05 am – 9:33 am	28 Minutes
Period 2A	9:36 am – 10:04 am	28 Minutes
Period 2B	10:04 am – 10:32 am	28 Minutes
A Lunch	<b>No Lunch Period on Half Days</b>	
Period 3A2	10:35 am – 11:03 am	28 Minutes
Period 3B2	11:03 am – 11:31 am	28 Minutes
B Lunch	<b>No Lunch Period on Half Days</b>	
Period 4A	11:34 am – 12:02 pm	28 Minutes
Period 4B	12:02 pm – 12:30 pm	28 Minutes

**Delayed Opening Bell Schedule**

Homeroom	10:00 am – 10:13 am	13 Minutes
Period 1A	10:13 am – 10:42 am	29 Minutes
Period 1B	10:42 am – 11:11 am	29 Minutes
Period 2A	11:15 am – 11:44 am	29 Minutes
Period 2B	11:44 am – 12:13 pm	29 Minutes
A Lunch	12:17 pm – 12:46 pm	29 Minutes
Period 3A1	12:50 pm – 1:19 pm	29 Minutes
Period 3B1	1:19 pm – 1:48 pm	29 Minutes
Period 3A2	12:17 am – 12:46 pm	29 Minutes
Period 3B2	12:46 pm – 1:15 pm	29 Minutes
B Lunch	1:19 pm – 1:48 pm	29 Minutes
Period 4A	1:52 pm – 2:21 pm	29 Minutes
Period 4B	2:21 pm – 2:50 pm	29 Minutes

**LESSON PLAN DUE DATE SCHEDULE**



**Orange Township Public Schools**  
 Gerald Fitzhugh, II, Ed.D.  
 Superintendent of Schools



*Lesson Plan and Substitute Plan Submission Dates School Year 2023-2024*

<b>Lesson Plans</b>	<b>Sub Plans</b>
September 1, 8, 15, 22, 29	September 13, 2023
October 6, 13, 20, 27	October 11, 2023
November 3 <sup>rd</sup> will cover 11/6-11/17, November 7 <sup>th</sup> will cover 11/20-12/1	November 8, 2023
December 1, 8, 15, (December 15 <sup>th</sup> will cover 12/18-1/5/2024)	December 6, 2023
January 5, 12, 19, 26	January 10, 2024
February 2, 9, 16 (February 16 <sup>th</sup> will cover 2/26-3/1)	February 7, 2024
March 8, 15, 22, 29 (March 29 <sup>th</sup> will cover 4/8-4/12)	March 6, 2024
April 19, 26	April 10, 2024
May 3, 10, 17, 24, 31	May 8, 2024
June 7 & 14	June 5, 2024

**Lesson Plan/Sub Plans Due Dates**

- All instructional staff must turn in lesson plans on the dates indicated for a weekly cycle.
- Once a month-sub plans must be updated to reflect current instructional practices. A submission of three days of substitute lesson plans are required by school throughout the district. Our number one goal is to ensure that instructional pedagogy and practice continues when teaching staff is absent. **Lesson plans are due on Fridays across all schools within the district.**

**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 expectations 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.*

*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.*

*All courses at Orange Preparatory Academy of Inquiry and Innovation 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 2023-2024

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

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

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

## 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.***

## **Staff Policies, Procedures, and Expectations – Instruction**

### **Arrival and Departure**

Staff hours are 8:20 A.M. – 2:55 P.M. 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 8:20 a.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 2:55 p.m., unless they are supervising a group of students (tutoring, detentions, or clubs). Please do not release students until the bell rings.

Staff members are on duty all day and should leave school only in case of necessity after gaining approval from administration. If it is necessary to leave before 2:55 p.m., the principal must approve and you must use the Biometrics system to sign out.

### **Staff 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.

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. Be a model for our students in displaying professional attire.

The Orange community of educators is committed to upholding and modeling high standards of learning and comportment. As part of that charge, staff members of the School District of the Orange pursuant to N.J.S.A. 18A:11-1 AND N.J.S.A. 18A:27-4, shall be neatly attired and groomed while discharging their professional responsibilities to the school district. The dress code shall be in full force whenever school is in session. Staff members at work at other times (e.g., in-service days, summer) shall be permitted to dress in a more relaxed fashion.

1. Grooming and attire shall meet the following criteria during school hours:
  - a. Females shall wear skirts, slacks, or dresses with appropriate non-revealing tops such as blouses, turtlenecks, crewnecks, or golf shirts. Leggings are appropriate for women when covered by a dress or skirt of appropriate length.
  - b. Males shall wear slacks with collared shirts, turtlenecks, or sweaters. Suits or sport jackets with ties are encouraged, but not required.
2. Grooming and attire not acceptable during school hours:
  - a. See-through tops, halter tops, midriff/crop tops, low cut tops, tank tops not covered by another garment or transparent slacks.
  - b. Excessively short or tight-fitting clothing
  - c. Jeans made of denim.
  - d. T-shirts

- e. Sundresses without appropriate shoulder coverage
  - f. Any dress, jewelry or grooming which would attract undue attention.
  - g. Beach wear such as beach jackets, beach cover-ups, rubber, or plastic flip flops
  - h. Shorts or Bermuda shorts
  - i. Sneakers, tennis shoes, warm-up suits or sweat suits unless worn during physical education or special activities. This exception does not apply to full-day teachers of health education.
  - j. Crocs or slides of any type
3. Special Rules for Severe Weather Conditions:
- a. Dress standards may be modified by the principal to permit more casual attire on days of delayed opening due to inclement weather. This modification recognizes that staff members may have to shovel snow, etc. to arrive at work in a timely manner. Standards may also be modified in times of excessive heat. This will be announced by the principal and not just assumed.
4. “Dress Down Days”:
- a. As scheduled and approved by the school principal in keeping with a theme day or activity program, more casual attire may be worn by staff. This will be attached in advance and should not be assumed.

## **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 Mrs. 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.

*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.

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. 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.

All Afterschool Clubs (see list below) and Academic Programs will begin September 26, 2023, while the Saturday Academic Program will begin on September 23, 2023.

Clubs and Organizations	
Cyber Café	Mentoring
Chorus	Model United Nations
Concert Band	Sewing
Dance	Student Council
Drama	Student Tech Team
E-Sports	Tennis
Junior Debate	Visual Media

### **Field Trips**

All off-campus 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 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.

*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.

*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.

*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.

## **ASSISTANCE/SUPPORT HOTLINES**

**Family Connections - Orange, NJ (973) 675-3817**

**Addiction Hot Line of NJ 1-800-238-2333**

**Baby Land Family Services/ Domestic Violence Hot Line 1-973-484-4446**

**Crisis Prevention/Suicide 1-973-672-9685**

**FBI 1-973-792-3000**

**Gamblers Anonymous 1-877-994-2465**

**Help Line 1-973-763-HELP**

**Narcotics Anonymous 1-800-992-0401**

**National Runaway Switchboard 1-800RUNAWAY**

**NJ AIDS Hotline 1-800-624-2377**

**NJ Child Abuse Reports 1-877-652-2873**

**Parents Anonymous/Family Helpline 1-800-843-5437**

**Poison Control Center 1-800-POISON-1**

**Police-Fire-Medical 91**