

Orange Preparatory Academy

TEACH

LOVE

INSPIRE

Staff Handbook 2021-22

400 Central Avenue, Orange, NJ 07050

Ms. Carrie Halstead, Principal

Mr. Oliverto Agosto, Assistant Principal

Mr. Tarell Harp, Interim Assistant Principal

Ms. Samantha Sica-Fossella, Assistant Principal

Ms. Roberta Washington, Assistant Principal

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Cayce Cummins, Ed.D., *John Robert Lewis Early Childhood Center*
Dana Gaines, *Oakwood Avenue Community School*
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April Stokes, *Park Avenue School*
Noel Cruz, Dean of Students, *Lincoln Avenue School*
Roberta Washington, *Orange Preparatory Academy*

SUPERVISORS

Tia Burnett, *Testing*
MengLi Chi Liu, *Mathematics (9-12)*
Donna Sinisgalli, Ed.D., *Visual & Performing Arts*
Marc Levenson, *Social Studies (K-12)*
Janet McClouden, Ed.D., *Special Services*
Adriana Hernandez, *ELA (K-2) & Media Specialists*
David Aytas, *STEM-Focused Learning (K-12)*

Henie Parillon, *Science (K-12)*
Delia Abreu, *Interim (3-8) & Media Specialists*
Belinda Komarica, *Mathematics (K-5)*
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Frank Tafur, *Guidance*
Amina Mateen, *Special Services*
Jahmel Drakeford, *CTE & Physical Education*



"GOOD TO GREAT"

Revised: 8/17/21



Orange Township Public Schools
Orange Preparatory Academy
Carrie Halstead, Principal



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

Oliverto Agosto, Assistant Principal
Tarell Harp, Interim Assistant Principal
Samantha Sica-Fossella, Assistant Principal
Roberta Washington, Assistant Principal

August 19, 2021

Dear Parents, Guardians, and Caregivers,

We are excited for the start of the 2021-2022 school year at Orange Preparatory Academy! 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 Tuesday, September 7, 2021. 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. For the last 15 months, we were immersed in a remote and/or hybrid model, be advised that we are returning to all buildings on September 7th. Governor Murphy shared in Executive Order #175 that remote learning would be ending as of June 30, 2021. As shared by Superintendent Dr. Fitzhugh, the end of the remote option provided the district the opportunity to plan accordingly for the safe return for all students and staff. What did the district do? We maintained our mask mandate throughout the summer, continued our temperature checks, and social distancing.

Throughout school year 2021-2022, as we did during the spring and summer, COVID testing will continue at every school building throughout the school year. We will continue the daily COVID-19 questionnaire that you completed each day last school year in Genesis. The district's mask mandate will help to ensure the continued health and safety of all staff and students.

All face coverings (whether disposable or reusable) must:

- ✓ Be made with at least 2 layers of breathable materials
- ✓ Fully cover the nose and mouth and secure under the chin
- ✓ Fit snugly but comfortably against the side of the face
- ✓ Be secured with ties or ear loops and allow the user to remain hands-free

In our reopening plan, the following are symptoms of COVID-19 where your child/children should be tested.

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

Please see the information below regarding school procedures:

MORNING ROUTINE FOR STUDENTS:

- All 8th Grade Students will enter through the doors on the far left side of the building (near the gymnasium). All 9th Grade Students will enter through the doors on the far right side of the building (near the auditorium).
- Breakfast will take place in both the gym (for 8th grade students) and in the auditorium (for 9th grade students).
- Breakfast will begin each day at 7:35 am. (No student will be allowed in the building prior to 7:35 am each day).
- Students must arrive to school by no later than 8:15 a.m. Instruction begins promptly at 8:20 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 3:15 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:

- White, Orange, or Black Polo shirt **or** Oxford shirt. All shirts must have a collar
- Khaki Pants and/or knee-length Khaki Skirts, Slacks, Skorts
- Sweater Vest or Cardigan (Must be solid black) may be worn
- Any OPA/OHS school apparel shirts (sweatpants will not be allowed)

It is the expectation of the following in terms of dress:

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, no flip-flops or “sliders” are to be worn due to the safety factor when using stairs. All sandals must be secured at the toes and ankle for safety.**

SCHEDULES KIOSK:

We are passing out schedules on Monday, August 30, 2021, from 9:00 am until 1:00 pm and Tuesday, August 31, 2021, from 10:30 am until 3:30 pm.

CLASSROOM SUPPLIES:

For information regarding classroom supplies, please visit 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 extension 5605. 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 13, 2021. It is important that these forms are returned so we are able to have active communication with you throughout SY 21-22.

BEFORE AND AFTER SCHOOL PROGRAMING OPPORTUNITIES:

The following is a list of opportunities for students to engage in academic as well as club activities either before and/or after school.

- Academic Enrichment Program – Tuesday – Thursday, October 19, 2021 through May 19, 2022 – 3:20 pm – 4:20 pm
- Saturday Next Level Program (Academic) – Saturday, October 23, 2021 – May 21, 2022 – 9:00 am – 12:00 pm
- Cyber Café – September 8, 2021 – June 17, 2022 – Monday – Friday – 7:35 am – 8:05 am
- Female SEL Club - Tuesday – Thursday, October 4, 2021 through May 13, 2022 – 3:20 pm – 4:20 pm
- Male SEL Club - Tuesday – Thursday, October 4, 2021 through May 13, 2022 – 3:20 pm – 4:20 pm
- Student Council - Tuesday – Thursday, October 4, 2021 through May 13, 2022 – 3:20 pm – 4:20 pm
- Dance Ensemble - Tuesday – Thursday, October 4, 2021 through May 13, 2022 – 3:20 pm – 4:20 pm
- Band - Tuesday – Thursday, October 4, 2021 through May 13, 2022 – 3:20 pm – 4:20 pm
- Chorus - Tuesday – Thursday, October 4, 2021 through May 13, 2022 – 3:20 pm – 4:20 pm
- Drama Club - Tuesday – Thursday, October 4, 2021 through May 13, 2022 – 3:20 pm – 4:20 pm
- Visual Art Club - Tuesday – Thursday, October 4, 2021 through May 13, 2022 – 3:20 pm – 4:20 pm
- Mock Trial Club - Tuesday – Thursday, October 4, 2021 through May 13, 2022 – 3:20 pm – 4:20 pm
- Girls that Code Club - Tuesday – Thursday, October 4, 2021 through May 13, 2022 – 3:20 pm – 4:20 pm
- Diversity Club - Tuesday – Thursday, October 4, 2021 through May 13, 2022 – 3:20 pm – 4:20 pm
- Business Investment Club - Tuesday – Thursday, October 4, 2021 through May 13, 2022 – 3:20 pm – 4:20 pm
- Jr. Debate Club - Tuesday – Thursday, October 4, 2021 through May 13, 2022 – 3:20 pm – 4:20 pm
- Open Library - Tuesday – Thursday, October 4, 2021 through May 13, 2022 – 3:20 pm – 4:20 pm

CHROMEBOOKS:

Students are to bring their district issued Chromebook to school on a daily basis; fully charged.

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.
- Being able to communicate with our parents is extremely important. Please ensure that all your information is updated. You will receive calls from our secretaries to check and update your information in Genesis.
- Parent Portal will be the means of accessing all your student’s important information, his/her progress/grades, missing assignments and other concerns that might impact your student’s performance or well-being. If you have not done so, please ensure that you sign up for parent portal.
- Please listen to phone blasts sent by the school and/or District. They include important information and guidance. This is even more important in these uncertain times.
- If you have not signed up for the Orange App, you can download 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

ORANGE PREPARATORY ACADEMY’S SCHOOL MISSION STATEMENT:

The stakeholders of Orange Preparatory Academy will provide a safe and healthy learning environment for all students. We are committed to developing academic success through effective instruction, targeted interventions, and differentiated professional development for all staff. The school recognizes and celebrates our uniqueness as a learning academy of middle and high school students. To this end, the Orange Preparatory Academy will cultivate a community where students take ownership of their learning as they move towards achieving excellence.

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 MISSION STATEMENT

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ORANGE PREPARATORY ACADEMY VISION STATEMENT

Orange Preparatory Academy is committed to nurturing excellence and social-emotional supports to help our students grow and succeed. We will inspire students to be community leaders as well as lifelong learners. In addition, we will provide all students with equitable opportunities for their future endeavors while becoming responsible citizens committed to tackling the challenges of the 21st century.

ORANGE TOWNSHIP PUBLIC SCHOOL DISTRICT GOALS

2021-2022 District Goals

Goal #1: 21st 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, a continued understanding of providing targeted and intentional delivery of instruction is paramount district-wide.

- 1) Increase in the number of job-embedded professional learning opportunities that incorporate the expertise of building principals planning alongside district administration by 60% from SY 20-21**
 - 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. Zoom/Google Meet as well as in person meetings will take place for horizontal and vertical articulation supports to build content knowledge and pedagogy if applicable.
- 2) By May 2022, 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.
- 3) By May 2022, 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 the FRA, SRI, Insight, 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.
- 4) Provide Learning Loss Support through disaggregation of data and pre-assessments across content areas.**
 - Institute intervention supports at the elementary level through the master schedule to remediate areas of academic concern.
 - Provide High School Students with SAT and NJSLA Prep courses in the master schedule.

- Partner with Bank Street College to provide Early Childhood Supports for the district's youngest learners.

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 50% from the previous school year (the previous year was at a 35% 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 SY 21-22 at 35%.
- 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.

2) Increase the use of emerging and available communications outlets to transmit information by 30%

- 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.

ORANGE TOWNSHIP PUBLIC SCHOOL DISTRICT GOALS CON'T

Goal #3: Facilities and Finance

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.

- 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**
 - o Analyze and clarify how all budgeted funds are allocated and expended at the department and school levels
 - o Examine and evaluate contracted services provided to the district and continuously improve effectiveness
 - o Identify and execute capital projects (short term/long term, prioritized, and categorized on the basis of need)

- 2) **Implement innovations that empower teaching and learning as well as efficiently allocate funding within their locations**
 - o Redesign district- and school-level organization charts that provide departments and schools with a blueprint of essential instructional and non-instructional positions
 - o Provide a new vehicle to budget more efficiently and effectively at the district and school levels
 - o Create a staff retention program via the Kathy Kram Model for novice educators district wide.
 - o 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.

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**
 - o Continue to utilize Restorative Practices as a means of providing effective supports to students in the effort of problem solving.
 - o Utilization of the ESSER II funding in mental health to provide students another avenue to combat social-emotional concerns and thus remediate areas of deficiency related to mental health.

- 2) **Enhance community-based partnerships in order to assist students and families**
 - o Utilize the District's community engagement officer 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.
 - o Provide self-care supports for students and families based on surveys (conducted twice per year) as well as discussion with support staff members.

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
Mr. Tarell Harp	Interim Assistant Principal	211	5609
Ms. Samantha Sica-Fossella	Assistant Principal	211	5609
Ms. Roberta Washington	Assistant Principal	111	

Guidance and Student Assistance Staff

Ms. Myledy Romero, Guidance	8 th Grade Students; Room 211	973-677-4135 x5612
Ms. Maureen Stainfil, Guidance	9 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

2021-2022 DISTRICT CALENDAR

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

REOPENING OF SCHOOLS PLAN INFORMATION AND COVID 19 RESOURCES 2021-2022

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.

DAILY BELL SCHEDULE

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

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

HALF DAY BELL SCHEDULE

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 –12:26

DELAYED OPENING BELL SCHEDULE **

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 – 2:56

**** Schedule to subject to change**

FULL DAY BELL SCHEDULE

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 – 4:20 PM	60

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

Lesson Plan and Substitute Plan Submission Dates School Year 2021-2022

Lesson Plans	Sub Plans
September 10, 17, 24	September 14, 2021
October 8, 15, 22, 29 (29 th will include Nov. 1 – Nov. 12)	October 12, 2021
November 12,19 (19 th will cover 11/22-- 12/3)	November 9, 2021
December 3, 10, 17 (17 th will cover 12/20 – 1/7/2022)	December 7, 2021
January 7, 14,21,28	January 4, 2022
February 4, 18 (18 th will cover 2/28 – 3/4)	February 8, 2022
March 4, 11, 18, 25	March 8, 2022
April 1, 8, 14 (14 th will cover 4/25 - 4/29)	April 12,2022
May 6, 13, 20, 27	May 10, 2022
June 3, 10, 17	June 7, 2022

Lesson Plan/Sub Plans Due Dates

-All instructional staff must turn in lesson plans on the dates indicated for a bi-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.**

- April 14, 2022 is a Thursday

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 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 2021-2022

Reporting Period	Marking Period End Date	Posting Window Opened	Posting Window Closed	Distribution
Interim Report Card 1	Thursday 10/7/21	Thursday 9/30/21	Wednesday 10/13/21 4:00pm	Thursday 10/14/21 End of Day
MP1 Report Card	Friday 11/12/21	Friday 11/5/21	Friday 11/19/21 4:00pm	Conferences (PreK-7) 11/22/21 5:30-7:30 (8-12) 11/23/21 5:30-7:30
Interim Report Card 2	Thursday 12/16/21	Tuesday 12/7/21	Wednesday 12/22/21 4:00pm	Thursday 12/23/21 End of Day
MP2 Report Card	Thursday 1/27/22	Thursday 1/20/22	Friday 2/4/22 4:00pm	Conferences (PreK-7) 2/9/22 1:15-4:00 (PreK-7) 2/10/22 5:30-7:30 (8-12) 2/7/22 5:30-7:30 (8-12) 2/8/22 1:15-4:00
Interim Report Card 3	Tuesday 3/8/22	Monday 2/28/22	Wednesday 3/15/22 4:00pm	Thursday 3/16/22 End of Day
MP3 Report Card	Monday 4/11/22	Monday 4/4/22	Monday 4/18/22 4:00pm	Tuesday 4/19/22 End of Day
Interim Report Card 4	Friday 5/20/22	Wednesday 5/11/22	Thursday 5/26/22 4:00pm	Friday 5/27/22 End of Day
MP4 Report Card	Wednesday 6/22/22	Wednesday 6/15/22	Thursday 6/23/22 3:00pm	Friday 6/24/22 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.

High School 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
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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.

GRADUATION REQUIREMENTS

To receive a New Jersey State endorsed diploma from Orange High School, each student must earn a *minimum* of 125 credits. Minimum passing scores are set by the New Jersey State Department of Education. Each year, students in grades nine, ten, and eleven must be enrolled in a program of at least 40 credits. Students, as indicated in Board of Education Policy 5460, will receive a high school diploma based on the following graduation requirements:

1. Fulfillment of the following 125 credit program requirements (Option I):

Courses	Years of Study	Effective School Year 2014-2015
English	4	20 credits
Mathematics	3	25 credits
Science	3	15 credits
Social Studies	3	15 credits
Physical Education	4	16 credits
Health and Safety Education	4	4 credits
Visual and Performing Arts	1	5 credits
World Languages	2	10 credits
Financial, Economics, Business and Entrepreneurial Literacy	.5	2.5 credits
21st Century Life & Careers or Career Technical Education	1	5 credits
Electives	3	15 credits

2. Option II – in whole or in part with the 125 credit program listed above, (see guidelines in Appendix)
3. Proficiency in PARCC/NJSLA, or End-of-Course Assessments, or the Alternative High School Assessment (AHSA);and
4. Attainment of Board of Education attendance requirements (see attendance section for more details); and

5. All other requirements as established by the Orange Board of Education Policy 5460, Graduation Requirements.

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.

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 3:25 p.m., the principal(s) must approve and you must use the Biometrics system to sign out.

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. Covington 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.

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.

COVID-19 ADDENDUM

All staff and students will participate in full day/5 days per week in-person instruction.

An emergency closure can only be determined by the Governor of New Jersey. Should that occur, in the hybrid space, students will be in buildings with the expectation of masks as well as social distancing implemented. The following outlines information as it pertains to hybrid and remote learning models.

Standards for Health and Safety:

Masks are required. Access to PPE (Personal Protective Equipment), hand sanitizer, and partitions on student desks are installed. Daily cleaning/sanitizing will occur throughout the day as well as overnight intense cleaning/sanitizing will occur nightly and over the weekend. Educational effectiveness will continue through the use of technological tools, office hours and small group instruction which allows us to maintain staff and healthy distancing.

Masks:

The following principles apply to the use of masks in schools:

Masks and/or barriers do not preclude an individual from being identified as a close contact to a COVID-19 case.

The mask should be worn to cover both the nose and mouth and should be lay over the chin and be held close to the face with ear straps to ties behind the head. The most effective fabrics for cloth masks are tightly woven such as cotton and cotton blends, breathable, and in two or three fabric layers. Masks with exhalation valves or vents, those that use loosely woven fabrics, and ones that do not fit properly are not recommended.

Masks should be washed after every day of use and/or before being used again, or if visibly soiled or damp/wet. Disposable face masks should be changed daily or when visibly soiled, damp or damaged. Students, teachers, and staff have access to additional disposable or cloth masks in case a back-up mask is needed (e.g., mask is soiled or lost during the day). Clear masks that cover the nose and wrap securely around the face may be considered in certain circumstances including for the teaching of students with disabilities, young students learning to read, or English language learners.

Hand Hygiene and Respiratory Etiquette:

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

Illness While on the School Site:

Children and staff with COVID-19 symptoms will be separated away from others until they can be sent home. An Isolation Room has been set up and will be used for this purpose. Persons with COVID-19- compatible symptoms will be required to undergo COVID-19 testing. Schools with testing capacity will test ill students and staff, consistent with any federal and state requirements, including requirements regarding parental consent. Ill individuals who test positive will be reported to the Local Health Department (LHD) and contact tracing will begin. The district will handle all contact tracing as outlined in the Reopening of Schools Plan posted on the district website on June 15, 2021. Ill individuals that test negative should be referred to a healthcare provider, who may consider additional COVID-19 testing.

Hybrid or Remote Option:

If the district has to institute a hybrid or remote option (per the Governor's orders ONLY), synchronous; live instruction will be at the apex of the model. Additionally, we will continue to utilize Zoom and/or Meet to promote real time instruction for students across the school district. Students will be engaged in the core subjects as well as elective classes accordingly in the synchronous fashion. Office hours will be utilized to promote sound individualized approaches to teaching and learning. Schedules will be made available accordingly should an emergency closure have to take place.

Let's Come Together to Make This a Great Year at OPA!!!!

I, _____ am in receipt of the 2021-2022 Staff Handbook and understand the contents within.

Signature

Date