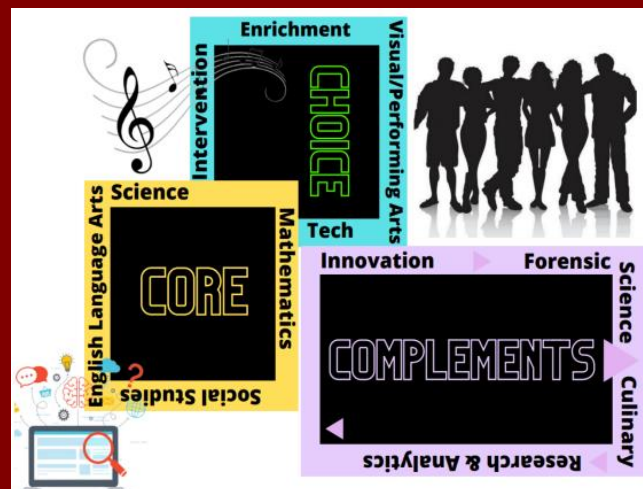




Student Handbook

**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

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Tyrone Tarver

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Fatimah Turner, Ph.D.

David Armstrong
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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*
Yancisca 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 Frantantonio, *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*
Henic 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 8th 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 1st or 2nd day of school.

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 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 7th 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.

Clubs and Organizations	
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: 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 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.**
 - o The assessments that will be used to measure progress towards the assigned growth targets include benchmark assessments in the area of Science.
 - o 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)**
 - o The district will provide assessments to prepare students and staff for the high stakes assessment.
 - o 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.**
 - o All students will receive dedicated devices (Chromebooks) and accessories for year-round access in and out of school
 - o The district will strengthen its device management plan to address repairs of accidental damage and provide extended warranties
 - o 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.
 - o 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
 - o 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
 - o Schools will establish and cultivate student tech teams to involve students directly in the planning, execution, and day-to-day management of implementation
 - o 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.**
 - o 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

Name	Title	Room #	Ext.
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

<div>Orange Township Public School District – 2023-2024 Calendar</div> <div>Gerald Fitzhugh II, Ed.D. Superintendent of Schools Approved 2/15/2023 Revised 4/19/2023</div> <div></div>																																																																																														
<div>1 Professional Dev. For Staff Only</div> <div>4 Labor Day – District Closed</div> <div>5-6 Professional Dev. For Staff Only</div> <div>7 First Day of School</div>	<div>Staff 20 September Students 17</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<div>Staff 16 February Students 16</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			<div>19-23 District Closed - Winter Break</div>							
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<div>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.</div> <div>OEA Day 12:30 Dismiss Students  Parent Conf. Gr. 8-12 12:30pm Dismissal  Parent Conf PreK-7 12:30pm Dismissal  Early Dismissal - 12:30 pm </div> <div>District Closed for Staff and Students </div> <div>Professional Development Staff Only </div> <div>12:30 Dismissal Students Only </div>																																																																																														

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	No Lunch Period on Half Days	
Period 3A2	10:35 am – 11:03 am	28 Minutes
Period 3B2	11:03 am – 11:31 am	28 Minutes
B Lunch	No Lunch Period on Half Days	
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

EMERGENCY CLOSINGS AND DELAYED OPENINGS

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.

A NOTE TO STUDENTS – GUIDELINES TO FOLLOW FOR IN PERSON INSTRUCTION

At Orange Preparatory Academy of Inquiry and Innovation, we expect all students to have respect for adults, their peers and themselves. We further expect students to have a thorough understanding of school rules and to comply with them. In this school community, the principles of self-respect and self-discipline shall be encouraged. The following guidelines are some of the regulations to which we adhere to make Orange Preparatory Academy of Inquiry and Innovation a great place to learn:

- Students must report to school before 8:20 a.m. All students who fail to report to their Homeroom class by 8:25 a.m. are considered late. Students who arrive between 8:30 and 9:00 a.m. must report room 111, attendance office, to sign into school. A parent must accompany any student arriving at school after 9:00 a.m. to be signed into school.
- Students are expected to abide by the district's uniform policy each day they are in school. Failure to comply with the uniform policy will result in immediate disciplinary action.
- Headgear is to be removed upon entering the building and secured in your assigned locker. This does not include attire explicitly worn for religious observance.
- Students are expected to be in their classes on time and prepared with the required supplies (chromebook – fully charged, text books, notebooks, writing utensils, and required assignments).
- During class, students are expected to follow the instructions of the teacher and contribute to a productive instructional environment.
- Students are expected to make up all missed assignments upon return from an absence.
- Students are expected to maintain orderly and respectful behavior when moving throughout the building.
- Students are expected to adhere to all policies and procedures regarding appropriate conduct and behavior when present in the school cafeteria, auditorium, and media center.
- Food and drinks are to be consumed in the cafeteria during designated times. No food or drink is to be consumed in classrooms, hallways, the gymnasium or the auditorium.
- Students are required to treat all people, materials, and property with appreciation, respect, and care.
- There will be **no tolerance** for inappropriate, profane or disrespectful language.
- Smoking/vaping of any kind is not permitted on school grounds.
- No alcoholic beverages, illicit drugs or medications are allowed on school grounds.
- Cellular phones, electronic games, MP3 or MP4 music and video players are **not to be used or seen during school hours unless in conjunction with a class assignment**. These items are to be held in your assigned school locker during the duration of the school day. Items will be confiscated and submitted to building administrators if they are used or seen during the school day. Orange School District and Orange Preparatory Academy of Inquiry and Innovation are not

responsible for lost, stolen, or damaged items.

- Students are not to leave the school building or grounds without being signed out by their legal guardian listed in Genesis.
- Card games or gambling of any kind are not permitted on school grounds.
- Students are dismissed from school at 2:50 p.m. Any student(s) remaining in the building after 3:00 p.m. must be assigned to or be participating in a scheduled, supervised after-school activity. If the student(s) is/are attending an after-school activity, program or club meeting, the student(s) must always be supervised by an advisor or instructor up to and including dismissal from said activities.

A NOTE TO PARENTS AND GUARDIANS

The maintenance of a constructive and well-structured learning community at Orange Preparatory Academy of Inquiry and Innovation is dependent upon a cooperative working relationship amongst parents, students, and the school staff. Parents/guardians play an essential part in this effort by becoming informed about the administrators' and the teachers' expectations for student conduct. Parents and guardians can assist their children in meeting their responsibilities by:

- Providing for proper school uniform.
- Providing all materials for daily schoolwork.
- Ensuring that their children arrive at school on time.
- Acknowledging promptly any written or verbal school contacts regarding your child.
- Attending Parent-Teacher Conferences and PTSO meetings.
- Becoming familiar with New Jersey Student Learning Standards.
- Reviewing and understanding the Grading Promotion & Retention Policy (available on the district website or school main office).
- Using available school guidance services and making conference appointments when any concerns or problems arise.
- Informing school personnel of any medical or family problems, which may affect a student's performances or behavior.
- Encouraging and participating in educational activities at home.
- Reinforcing positive study habits at home and providing a quiet place for home study.
- Promoting a sense of individual responsibility and a respect for the rights of others and the need for order in the school community.
- Supporting the school in the enforcement of all the rules and regulations, which are established for the safety and well-being of the students and staff.
- Participating in school activities and attending student performances.
- Monitoring that their child's compliance with school rules and assumes the responsibility of his/her actions during the school day and school activities.

Note: Orange Preparatory Academy of Inquiry and Innovation will not be held responsible for lost or stolen items.

STUDENT RIGHTS, RESPONSIBILITIES & EXPECTATIONS

STATEMENT OF STUDENT RIGHTS

The following are rights to which all students are entitled:

- To receive a free public education to persons between the age of 5 and 19 years (N.J.S.A. 18A:38.1) Special education students, ages 3 to 21 are entitled to a free appropriate education.
- To attend school in an **environment that is free from discrimination or bias** due to race, color, creed,

religion, sex, and national origin, disability, or social/economic status.

- To receive **due process** before discipline including, but not limited to, the notice of the charges and an opportunity to be heard. Students may be searched based upon reasonable suspicion that evidence of an offense will be discovered. Also, **lockers and other storage facilities provided for students are the property of the school and are subject to inspection at any time.**

NOTICE OF NONDISCRIMINATION

The Board of Education directs that all students shall be afforded equal educational opportunities in accordance with the law. Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the School District are hereby notified that this District does not discriminate on the basis of race, color, creed, ancestry, marital status, sexual orientation, gender, socio-economic status, national origin, religion, age or disability, in admission or access to, or treatment, or employment in, its programs and activities. In addition to the above, Title VI, 42 U.S.C. §2000d, specifically requires that all vocational opportunities be offered without regard to race, color, national origin, sex or disability.

SEXUAL HARASSMENT

Pursuant to Title IX of the Education Amendments of 1972, 20 U.S.C. §1681*et seq* and its enabling regulations, the District may not discriminate based on gender or sexual orientation in the educational programs or activities which it operates. Title IX also prohibits sexual harassment. The District will not tolerate sexual harassment in any form. The Board of Education shall assure that all students are free from sexual harassment. Sexual harassment is wrong and is against the law and will not be tolerated at Orange Preparatory Academy. Sexual harassment is unwelcome and any unwanted sexual advances, sexual suggestions, requests or demands for sexual favors or other inappropriate verbal and/or physical conduct made by a staff member, student or outside vendor to a student when that conduct is based on gender, sexual orientation or affectation, has the purpose or effect of interfering with the person's performance or creates an intimidating, offensive or hostile environment. It includes gestures, jokes, remarks, stories, graffiti, rumors, touching, grabbing, exposure, unwanted kissing or other sexual conduct. Any student who has experienced sexual harassment should inform the offender that the behavior is unwanted and unwelcome, and immediately notify an administrator, teacher, or counselor. The staff member to whom the student reports the harassment should immediately inform the Principal, or designee, who will immediately take appropriate action.

Orange Grading, Promotion and Retention Procedures

ACADEMIC POLICIES

Please refer to the district Website for Orange Grading Promotion and Retention or read a copy housed in the school library.

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 a parent-teacher conference.

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 Science

- Rigorous Next Generation Science-aligned coursework.
- Deeper and dynamic working knowledge of Science and Engineering Practices.
- Ability to develop the skills necessary to pursue college majors and careers in Science, Engineering, and Technology.

Standards for Social Studies

- Foster fundamental values of American citizenship through active participation in local and global communities
- Make informed decisions about local, state, national, and global events based on inquiry and analysis
- Consider multiple perspectives, values diversity, and promotes cultural understanding.
- Recognize the implications of an interconnected global economy.
- Appreciate the global dynamics between people, places, and resources.
- Utilize emerging technologies to communicate and collaborate on career and personal matters with citizens of other world regions.

Standards for English Language Arts

- Enhance critical-thinking, problem-solving, and analytical skills.
- Provide opportunities for deep and thoughtful engagement with high-quality literary and informational texts that build knowledge and enlarge experiences.

Standards for Visual and Performing Arts

- Unlock a child's potential.
- Improve students' achievement through the arts.
- Bridge creativity with academics to foster and develop the whole child.

Standards for Physical Education/Health

- Provide students with exposure to a healthful lifestyle that includes consistent exercise, proper diet, and healthy habits.
- Build skill development through various movements.
- Utilize sports activities to teach respect, cooperation, and collaboration.

Academic Dishonesty

Pupils are expected to be honest in all of their academic work. To ensure the integrity of Orange High School's educational program, a strict adherence to our district policy of academic dishonesty will be enforced. Students are expected to be honest in order to learn and grow as responsible and ethical citizens. Any breach of this standard endangers the learning process and impugns the integrity of the entire school community. The purpose of education is to prepare students to become lifelong learners, and dishonesty undermines and inhibits that process. No forms of personal and/or academic misrepresentation are permitted. A student, whether cheating alone or helping another person to cheat, will be subject to the disciplinary procedure.

Students will be expected to:

1. Complete his/her own academic work;
2. Refrain from sharing assignments unless authorized to do so;
3. Refrain from engaging in plagiarism on any assignment; and
4. Adhere to classroom academic standards when testing.

The District subscribes to Turnitin.com, an electronic resource for helping to detect and prevent plagiarism. If required to do so by their teachers, students must submit their work to the website before presenting the work to their teacher.

Definition:

Cheating is defined as any misrepresentation of one's academic work.

Personal Misrepresentation includes attendance records; presenting falsified notes, passes or names; and any other deliberate misrepresentation to school authorities, other than academic work.

Academic Misrepresentation includes but is not limited to, stealing, copying or providing answers on any homework, quiz, test, exam, report, essay or other school assignments, and using sources without proper documentation (plagiarism) as well as changing grades.

Procedures:

A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

1. Any student found to have violated the standards for academic honesty will receive a grade of zero for the work. No make-up work will be permitted.
2. The teacher will meet with student and notify parent/guardian of alleged academic dishonesty.
3. The teacher shall file a discipline referral with an Administrator. The referral must describe in detail the dishonesty that is alleged to have taken place and must request that the matter be reviewed by the Administrator.
3. The Administrator will prescribe a penalty depending upon the previous record of the student and the severity of the offense. See the discipline section of the handbook.
4. **Any student leader (captain, officer, editor, class representative, etc.) who violates the standards of honesty will be removed from that position and may not hold any position of leadership or trust for the equivalent of one calendar year from the date of the infraction.**

5. The Administrator will inform the advisor of said Student Activity group regarding any determination of dishonesty.

Orange Grading, Promotion and Retention Procedures

RETENTION GUIDELINES

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

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

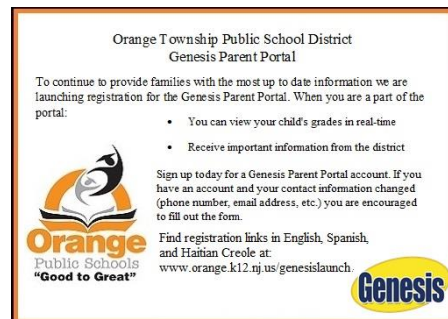
*No student will be approved for retention without the required back up.

GRADING SYSTEM

Please refer to the Orange Public Schools website (www.orange.k12.nj.us) for *Grading, Promotion, Retention Guidelines*

REPORT CARDS, PARENT RESOURCES, AND GRADE REPORTS

Students receive report cards at the end of each of the four marking periods. Report cards will be either mailed home or distributed during parent-teacher conferences for parent review. Parents are also encouraged to log onto the Genesis Parent Portal to view the posting of student grades during a given marking period. Students will receive Progress/Interim Report after the midpoint of each marking period reflecting significant progress, problems, achievement, or improvement.



STUDENT RECORDS

Every school system collects and maintains a system of records on the students enrolled in its schools. A student's

school record generally contains information about the student's academic and personal progress through the school system.

CONFIDENTIALITY

No one may see a student's school record without the permission of the student's parent, except certified school personnel, secretarial, and clerical personnel acting under his or her direct supervision. Accrediting organizations, the staff of the State Department of Education, state protective services agencies and bona fide researchers who have provided the Chief School Administrator with a prior written assurance that the records will be used under strict conditions of anonymity and confidentiality are also permitted access.

HOMEWORK POLICY

Homework is an extension of the school day and an integral part of the school's academic program. Teachers are expected to give homework assignments daily. Homework is to be checked and graded upon its submission and returned quickly to students.

Homework provides a student with additional practice and exposure to similar or new materials. It reinforces what was learned in the classroom and helps develop positive study habits.

It is the student's responsibility to complete all homework assignments. Teachers will notify parent(s) or guardian(s) whenever a student repeatedly fails to do his/her homework.

AMOUNT OF HOMEWORK

The number of time students should spend on homework will vary due to individual differences and the homework assignment. Students should be prepared to spend an average of 30 - 45 minutes on each academic subject daily. Periodically students will need to spend 2 ½ - 3 ½ hours on an assignment.

PURPOSE OF HOMEWORK

Some of the purposes of homework assignments are to:

- Strengthen academic skills
- Extend classroom learning
- Stimulate further interest in a subject area
- Reinforce independent study skill and habits
- Develop initiative, responsibility, and self-direction
- Stimulate worthwhile use of leisure time
- Acquaint parents with schoolwork.

HOMEWORK DURING ABSENCES

All class work and homework assignments missed due to absences are to be made up within the time specified in the Attendance Policy. The student is expected to show initiative in seeking out a teacher to determine what assignments were missed and when they will be due. Work may be sent home to any student involved in an extended absence due to illness.

HOMEWORK/STUDY TIPS

There is a strong correlation between good study habits and student achievement. Here are a few homework and study tips that can be beneficial at all levels of education

- Find a quiet spot at home with minimum disruption and good light where you can concentrate on what you are doing.
- Make a schedule of when to study, including how long to study each time, when to take breaks and for how long, and what to study. Test it for one week; make necessary revisions, then stick to your schedule.
- Don't allow yourself to fall behind in your studies.
- Take good notes. Organize them immediately following class, while ideas are still fresh in your head and

- review them that night.
- Information is remembered best if recalled within twenty-four (24) hours, according to psychologists. Be sure to review frequently.
- Prepare for tests and examinations in advance. Start with a review of notes; set up a study schedule; listen for teacher's tips on what to cover; ask what type of exam is expected; e.g., essay questions, true/false, multiple choice, short answer, oral, presentations.

Learning to study takes time. Studying is a combination of being a good listener in class, asking the right questions on material not understood, doing homework and assigned studies, and regular review.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Extracurricular activities are those sponsored and sanctioned by the Orange Board of Education, but do not offer credit toward promotion or graduation. Extracurricular activities will take place following the conclusion of the regular school day and are open to individual students who voluntarily choose to and are qualified to take part in those activities.

Students who choose to take part in extracurricular activities must meet the following criteria to be eligible to participate:

- Must comply with all academic responsibilities.
- Must be aware of the proper location and report to the extracurricular activity or event on time.
- Student(s) must be present in school on the day(s) an activity/event takes place
- Must not be suspended or assigned detention.
- Must conduct themselves with dignity and respect and are expected to treat others accordingly.

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

ORANGE PREPARATORY ACADEMY of Inquiry and Innovation ATTENDANCE POLICY

AFFIDAVITS

Affidavits are documents that verify the residence of those students who:

- Are living with residents of Orange Township other than their legal parents/guardians and are fully supported by same.
- Are living with an Orange Township resident in conjunction with their parent/guardian.

These affidavits **MUST** be renewed yearly. Failure to do so will result in dropping students from the rolls.

ABSENCE AND LATENESS POLICY

The Orange Board of Education requires students who are enrolled in district's schools to attend regularly in accordance with the laws of the state of New Jersey. Absence from school precludes students from fully engaging in the prescribed course of study and violates the statutes requiring children to attend school. Every parent, guardian, or other person having custody or control of a child between the ages of six (6) and sixteen (16) years shall cause such a child regularly to attend the public schools of the district (NJSA 18A 38.25-26). The interruption of the instructional process caused by frequent or repeated absence or lateness is a primary concern of all involved. It is with this concern in mind that the following attendance regulations exist.

ATTENDANCE REGULATIONS

Please refer to the Orange Public Schools website (www.orange.k12.nj.us) for *Code of Conduct*

Role of Students

- Know attendance standards and expectations
- Accept responsibility for their attendance
- Be accountable for their daily attendance by checking the Genesis Parent Portal.
- Be aware of the importance of daily attendance
- Be responsible for completing activities to compensate for lost learning opportunities after absences
- Complete make-up work on a timely basis
- Choose to be in class

Role of the Parents

- Be responsible for the student's daily attendance
- Form an alliance with the teachers committed to reducing excessive absences
- Check daily attendance on Genesis Parent Portal.
- Work in collaboration with the school to attain the highest possible attendance rate for their child
- Stress the importance of daily attendance to their children
- Recognize that learning opportunities missed due to absences cannot be exactly duplicated at a later time
- Inform the Attendance Office when students are absent by phone on the day of absence and by note upon the student's return to school.
- Support the school in its effort to maximize student learning

GUIDELINES FOR STUDENT PARTICIPATION IN SPECIAL SCHOOL ACTIVITIES

In accordance with district policy and the guidelines set forth by the Orange Board of Education regarding student conduct in all school settings, a student may, at the discretion of the Orange Preparatory Academy Administrative Staff, be deemed ineligible to participate in particular school and district programs based on but not limited to the following circumstances and/or status.

- Poor academic standing
- Repeated involvement in the disciplinary intervention(s)
- Out of School or In-School Suspension (OSS/ISS)
- Collaborative recommendation from community teachers
- Exclusion or Detention assignment
- Unexcused Truancy (school/classroom)

Any student who accumulates an inordinate number of disciplinary infractions for unacceptable conduct will be deemed ineligible to take part in extracurricular and individual activities, including

- Dances
- Non-academic class/Field Trips
- Special performances and concerts
- After-school clubs and activities
- Additional extracurricular activities or events
- Promotion exercises

EXPECTATIONS FOR STUDENT BEHAVIOR

The motto at Orange Preparatory Academy emphasizes "respect, responsibility, and reflection." Self-respect and the respect for others, including the student's family, classmates, and staff will be discussed on a daily basis. Open discussions regarding student responsibilities will be standard practice and will include school and personal responsibilities. When students make poor choices, which lead to adverse outcomes, they will be asked to reflect upon the incident so that they are given an opportunity to correct this behavior and learn from their mistakes.

How to Succeed: Make a habit of...

- Coming to school regularly and reporting to all classes on time
- Being prepared for every class (books, notebooks, pen/pencil, homework.)
- Listening carefully in class
- Handing in assigned work on time
- Observing neatness in all work
- Writing legibly and spelling words correctly
- Asking for help when required
- Doing your work. Academic dishonesty is not in your best interest and will not support your learning.
- Planning for quiet home study five nights per week on the average.

DRESS CODE

The Orange Board of Education implemented the Dress Code Policy in May of 1996 to eliminate clothing as a distraction in the school environment. Our goal is to have 100% parental and student support of the Dress Code Policy.

DRESS CODE REGULATIONS

Uniform Policy

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 **or** White Oxford shirt. All shirts must have a collar.
- Black Pants and/or knee-length Skirts, Slacks, Skorts. No jean or leggings 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.

Items such as undershirts, hooded sweatshirts, bandanas, leggings, athletic jerseys, tank tops, flip-flops and clothing that is revealing, too short or tight are not appropriate for school attire. The district uniform policy will be strictly enforced, and detention and other consequences will occur for violators. Clothing must be modest and appropriate for the school setting. Unacceptable clothing includes (but is not limited) the following:

- Headwear (except for religious reasons), bandanas or offensive language on shirts.
- Extremely low cut, tight fitting or transparent clothing, bare midriffs, and suggestive clothing
- Excessively high cut shorts, skirts, or dresses
- Tube tops, tank tops, leggings or undershirts.
- Clothing, patches, or decorations that contain profane, obscene, offensive, or inappropriate language; references to alcohol, sex, drugs, or demeaning references to specific gender, ethnic, racial, or religious group.
- Bare feet, unsafe footwear such as; (thong sandals, slippers or other cultural or socially offensive footwear & cleats).
- Clothing indicating gang membership
- Ripped Clothing
- Exposed Undergarments

Students found to be in gross violation of the District's Uniform Policy will face the following disciplinary actions:

- 1st Offense: Change of clothes required and student/administrator conference.
- 2nd Offense: Change of clothes required, telephone conference with parent/guardian and administrative afterschool detention.
- 3rd Offense: Change of clothes, face to face parent/guardian meeting, student and administration conference and administrative Saturday detention.

Thank you in advance for helping the administration and faculty provide a safe environment and an excellent educational program for your children.

BREAKFAST/LUNCH PROGRAM AND POLICIES

Each student is assigned a lunch code on a yearly basis. This code is to be used by the assigned student only. Students may use their lunch code only once per meal (one breakfast, one lunch). Misuse or wrongful use of a lunch code is considered theft and/or fraud. Students may not give another student his/her personal lunch code. If a student is caught using another student's code, he/she will be immediately reported to the school administrator.

Breakfast hours are 7:30 a.m. – 8:20 a.m.

CAFETERIA RULES AND PROCEDURES

Students are to arrive for their lunch period promptly with their ID worn/displayed. Students are required to be seated at their lunch tables after entering the cafeteria and wait for their table to be called upon to be served lunch. No food or drink is to be taken outside the cafeteria by students.

Lunch periods are thirty minutes in length and require student cooperation to be efficient and safe. Students are not allowed in the hallways during lunchtime without an authorized corridor pass from a teacher or staff member from the cafe. Students are required to use and demonstrate proper manners and acceptable social behavior while

using the cafeteria facilities. Inappropriate behavior will not be tolerated, and violations will be dealt with by building administration. Examples of inappropriate behaviors include the following:

- Loud, offensive, or profane language.
- Throwing food or beverages.
- Smashing food or beverage containers.
- Harassing or taking food from other students.
- Leaving tables or surrounding areas littered with food or trash.
- Disrespectful behavior towards lunchroom personnel.
- Running in the cafeteria.
- Climbing on the furniture or railings.
- Theft: Using another person's lunch code or taking of someone's personal property without permission.
- Failure to follow directions of the cafeteria staff.

LUNCH SURVEYS

Lunch surveys are due no later than the third week in September. One survey is to be completed for **EACH** household. It is recommended that the eldest sibling submit the survey for the family. Foster children are to be included in the same lunch survey.

PROCEDURES FOR LEAVING CLASS

HALLWAY PASSES AND LOGS

Classroom teachers will receive laminated bathroom/hallway passes from the administrative secretaries. The teacher will only allow one student at a time out of the classroom. The student leaving the class during instructional time must sign out on a class log. If the student does not have a pass while in the halls, disciplinary action might be taken.

***Remember, no hallway passes are to be distributed during the first and last ten (10) minutes of an instructional class period.**

Student Code of Conduct (GRADES 3- 12)

**Please refer to the Orange Public Schools website (www.orange.k12.nj.us) for
*Code of Conduct***

Social and Emotional Learning and Restorative Practices at Orange Preparatory Academy

Orange Preparatory Academy is committed to the Social Emotional Learning (SEL) of its students by providing safe, nurturing, and inviting learning environments.

SEL is broken down into five categories:

- Self-Awareness: recognizing emotions and how they translate to behavior
- Self-Management: Ability to regulate one's feelings and behavior
- Social Awareness: Being willing to understand and respect other's experiences
- Relationship Skills: Being able to develop healthy relationships
- Responsible Decision-Making: Making safe and healthy choices.

Long-term SEL improves our students' attitudes toward learning and self-efficacy, bolsters graduation rates, increases enrollment in higher institutions, builds greater capacity for workplace success and improves mental health.

GENERAL INFORMATION

ACCIDENTS

Every accident that takes place in Orange Preparatory Academy, on school grounds, at practice sessions, or at any event sanctioned by the school or district, must be reported immediately to the person(s) in charge, the building administration and the school nurse.

ELECTRONICS

Cellular phones, handheld gaming systems, MP3/MP4 music and video players are not to be utilized during school hours. Items, if brought to school, will be confiscated for the first infraction and returned to a parent or guardian following an administrative conference. In the event of a second violation, the item will be confiscated and held for the remainder of the school year. **The Orange Preparatory Academy Administrative Staff assumes no financial responsibility for lost or stolen electronic devices. Parents/guardians are asked to discourage students bringing such items to school.**

CHANGE OF ADDRESS

If at any time during the school year a student's guardianship, address or telephone number should change for any reason, the attendance and enrollment must be informed. For further details, please call the Attendance Office at (973) 677-4135 extension 31700.

FIGHTING

Fighting of any kind is unacceptable at Orange Preparatory Academy. Any student involved in a physical and/or verbal confrontation before, during or after school is subject to immediate disciplinary action, which will follow the code of conduct.

FINES

Students must meet all financial obligations by the designated time in which they are due. Such fines may include lost or damaged textbook and/or library books, gym lock fines, if applicable, laboratory breakage fines, loss or damage of other school property, fund-raising monies, etc.

FIRE DRILL PROCEDURES (N.J.S.A. 18A:41)

Fire drills shall be held once each month for all pupils. Instructions are posted in each classroom indicating the proper exit strategy in the event of a fire or emergency evacuation. During all evacuations, students are to walk quickly to their designated areas outside and away from the building and without talking. All students must stay with their teacher and follow all instructions.

GUIDANCE/COUNSELING

Guidance and counseling services are available to all students. Counselors are available to counsel students on issues in both school and personal life. If a student should require the need to meet with a guidance counselor or the school social worker, services are available upon request.

HALLWAY CONDUCT, PROCEDURES, AND EXPECTATIONS

Students are given two minutes passing time between class sessions. This time does not allow for stopping to talk, loitering or unauthorized locker visitation. Students are allowed to visit their lockers at specially designated times throughout the school day. We ask that students walk to the right of the hallway to keep hallway movement orderly and efficient. When moving between floors, walk to the right and never run up or down the staircase.

MOVING OR TRANSFERRING

Parents are required to provide written notification to the attendance office of their intention to move out of the district and/or transfer their child to another school. Additionally, the parent or legal guardian must sign the

student out of school in person and submit all books, locks, outstanding obligations and school property before a transfer request is completed.

LEAVING DUE TO ILLNESS

The school nurse is authorized to send a student home if they are ill and unable to complete the school day. The nurse will contact the parent/guardian to inform them of the student's illness. Parents may pick up their child and sign them out in the main office.

LIBRARY/MEDIA CENTER

The library/media center is open daily from 7:05 AM to 8:15 AM. Please visit our website for details. Extended hours will be offered and posted in the library. The library is equipped with books, magazines, newspapers, video and audio tapes, CD ROM, internet access, word processing, and multimedia capabilities. Students may use the library individually, with scheduled classes, or in small groups with the permission of their teacher or with a library pass. The library/media center is to be used for reading, checking out books, studying and research. Books and tapes may be checked out for a two-week period and may be renewed twice. **Overdue fines of five cents per day will be charged for overdue items.**

INTERNET POLICY

The Orange Board of Education provides students in the Orange School District with access to the district computer network for online use. It is the policy of the Orange Public Schools that all technology utilized for online access will be done so in a responsible, law-abiding, and ethical manner by students, faculty, and staff. Technology is used as a tool to support teaching and learning. The Orange Public School District intends to make Internet access accessible to further educational goals and objectives of the district. Availability to the Internet will make it possible for students to survey thousands of libraries, databases, and bulletin boards throughout the world. Parents/guardians and pupils are to be advised that inappropriate materials could be encountered during a student's online search and if such material is inadvertently accessed, it will be disengaged from immediately. Please note that the Orange Public School District has taken the necessary precautions to restrict access to controversial materials, which includes the use of filtering software and careful teacher supervision. These precautions are a safety measure to guard against accessing inappropriate information and/or material; however, on a global network, it is impossible to control all materials, and an experienced user may unintentionally access controversial information. The Orange Preparatory Academy Administration believes that the benefit of internet access to students in the form of information, resources, and opportunities for collaboration greatly exceeds any disadvantages. All students will be instructed and trained in the age-appropriate use of online resources. Students may not download inappropriate or offensive materials.

INTERNET ACCEPTABLE USE AGREEMENT

Access to network services is given to users who have signed the Internet Acceptable Use Agreement Form. All students under 18 years of age must obtain parental permission and must sign and return this form to the appropriate instructor. If there is a policy violation, students may lose the right to access.

LOCKER POLICY

Lockers are provided for the students' convenience to keep books and other property needed for school. **Lockers remain the property of Orange Preparatory Academy of Inquiry and Innovation and may be subject to inspection by a school administrator at any time.** Each student will be assigned a locker. All books and personal items when not in use are to be kept in your locker. **Students may only go to their lockers before the start of school in the morning, before lunch and at the conclusion of the school day.** Students are discouraged from sharing their locker combinations and lockers with classmates. Lockers should be kept clean, writing inside or outside of a school locker is prohibited. If a locker is knowingly abused, you will lose the use of the locker and be required to pay for any damages to school property. Storage of inappropriate or illegal items is not allowed: spray paint, permanent ink marker, or other graffiti tools, water pistols, lighters, fireworks, any weapon (real or simulated), obscene writing or pictures will be confiscated, not returned and violators will be prosecuted. Students' rights will be protected if a law enforcement officer initiates a locker search. Students will be charged for loss or damage to school property or equipment placed in their care. A theft or loss report should be filed in the main office if the property is stolen or misplaced. **Orange Preparatory Academy of Inquiry and**

Innovation assumes no responsibility for loss or damage to personal property brought on campus.

LOST AND FOUND

All books or other articles found should be taken to the lost and found in the main office. Students who have lost items should check in the lost and found periodically for these items. It is recommended that names be placed on all gym equipment. Students are discouraged from bringing valuable items to school. Owners must accurately identify lost items to reclaim them. Items left over 30 days will be donated to charity.

PARENT/TEACHER/STUDENT ORGANIZATION (PTSO)

Orange Preparatory Academy of Inquiry and Innovation's Parent/Teacher Organization improves opportunities for youth, enhances communication, and increases teamwork between school, students and parents. Meetings are scheduled monthly, and there is a small membership fee.

WEAPONS AND DANGEROUS INSTRUMENTS

New Jersey State Statute 2C:39-1: An item known to be a weapon, imitation weapon, or any item used in such a way as to intimidate or physically hurt another person is prohibited from school. Any Act which results in violence to another's person or property or which threatens the safety of others in school, on school property, on school buses, or at any school, activity is severe and will result in administrative actions up to and including expulsion from school. Both the police and parent or guardian will be notified, as well as the superintendent of schools.

ALCOHOL, TOBACCO, AND OTHER DRUGS POLICY AND PROCEDURES

Please refer to the Orange Public Schools website (www.orange.k12.nj.us) for policy.

STUDENT SEARCHES AND SECURING OF PHYSICAL EVIDENCE

The principal or his/her designee may search a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Court in New Jersey v. D.A... U.S. 325 (1985), as outlined in Appendix C of the attorney general's statewide action plan for narcotics enforcement.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is found, or if a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance must immediately notify the building principal; the principal shall immediately, in turn, notify the appropriate law enforcement agency. The Principal will ensure that the controlled or dangerous substance or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The Principal shall then contact the student's parent/guardian to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the Principal shall request that the law enforcement officials conduct the search, seizure, or interrogation.

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 911

I, _____ am in receipt of the 2023-2024 Student Handbook and understand the contents within.

Student Signature

Date

Parent Signature

Date