

CLEVELAND STREET SCHOOL

“Making the Impossible POSSIBLE!”

Parent and Student Handbook 2020-2021



Mr. Robert Pettit, Principal
FOCUS * DISCIPLINE * RESPECT

518 Valley Street • Orange NJ 07050 • Phone 973-677-4100 • Fax 973-677-9109 • www.orange.k12.nj.us

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ORANGE TOWNSHIP BOARD OF EDUCATION

Tyrone Tarver

President

Brenda Daughtry

Vice President

Members

Guadalupe Cabido
Cristina Mateo

Sueann Gravesande

Siaka Sherif

Derrick Henry

Shawneque Johnson

Jeffrey Wingfield

SUPERINTENDENT OF SCHOOLS

Gerald Fitzhugh, II, Ed.D.

BUSINESS ADMINISTRATOR/ BOARD SECRETARY

Adekunle O. James

EXECUTIVE DIRECTOR OF HUMAN RESOURCES

Glasshebra Jones-Dismuke

DIRECTORS

Karen Harris, *English Language Arts/Testing*

Shelly Harper, *Special Services*

Tina Powell, Ed.D., *Math/Science*

Terri Russo, D.Litt., *Curriculum & Instruction*

PRINCIPALS

Faith Alcantara, *Heywood Avenue School*

Jason Belton, *Orange High School*

Jacquelyn Blanton, *Orange Early Childhood Center*

Debra Joseph-Charles, Ed.D., *Rosa Parks Community School*

Yancisca Cooke, Ed.D., *Forest Street Community School*

Cayce Cummins, Ed.D., *New Early Childhood Center*

Frank Iannucci, Jr., *Lincoln Avenue School*

Myron Hackett, Ed.D., *Park Avenue School*

Karen Machuca, *Scholars Academy*

Dana Gaines, *Oakwood Avenue Community School*

Denise White, *Central Elementary School*

Erica Stewart, Ed.D., *Twilight Program*

Robert Pettit, *Cleveland Street School (OLV)*

Salvatore Lima, Jr., *STEM Innovation Academy of the Oranges*

Carrie Halstead - *Orange Preparatory Academy*

ASSISTANT PRINCIPALS

Patrick Yearwood, *Lincoln Avenue School*

Anthony Frantantoni, *Orange High School/Athletic Director*

Oliverto Agosto, *Orange Preparatory Academy*

Terence Wesley, *Rosa Parks Community School*

Samantha Sica-Fossella, *Orange Preparatory Academy*

Kavita Cassimiro, *Orange High School*

Isabel Colon, *Lincoln Avenue School*

Nyree Delgado, *Forest Street Community School*

Devonii Reid, Ed.D., *STEM Innovation Academy of the Oranges*

Joshua Chuy, *Rosa Parks Community School*

Gerald J. Murphy, *Heywood Avenue School*

Shadin Belal, Ed.D., *Orange Preparatory Academy*

April Stokes, *Park Avenue School*

Noel Cruz, *Dean of Students, Lincoln Avenue School*

SUPERVISORS

Olga Castellanos, *Mathematics (K-4)*

Tia Burnett, *Testing*

Meng Li Chi Liu, *Mathematics (9-12)*

Donna Sinisgalli, Ed.D., *Visual & Performing Arts*

Linda Epps, *Social Studies 5-12/Technology Coordinators*

Janet McClouden, Ed.D., *Special Services*

Adriana Hernandez, *ELA (K-2) & Media Specialists*

David Aytas, *STEM-Focused Learning (8-12)*

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

Henie Parillon, *Science (K-12)*

Rosa Lazzizera, *ELA (3-7) & Media Specialists*

Daniel Ramirez, *Mathematics (5-8)*

Kurt Mathews, *(8-12) ELA & Media Specialists*

Caroline Onyesonwu, *Bilingual/ESL & World Languages*

Frank Tafur, *Guidance*

Amina Mateen, *Special Services*



Orange Township Public School District | 2020-2021 CALENDAR

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

Adekunle O. James, MBA, RSBA, QPA
Business Administrator/Board Secretary

<div>1 Supt's Forum Prof. Dev.</div> <div>2-4 Prof. Dev. Day</div> <div>7 Labor Day District Closed</div> <div>8 First Day of School</div>	<div>Staff 21 SEPTEMBER Students 18</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>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></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	30											<div>Staff 15 FEBRUARY Students 15</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>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <div>8 Parent Conf Grades Pre-K-7 -5:30 pm-7:30 pm</div> <div>9 Parent Conf. Prek-7 12:30 pm Dismissal</div> <div>10 Parent Conf. 1:15 pm – 4:00 pm</div> <div>11 Parent Conf. Gr. 8-12 -12:30pm Dismissal</div> <div>Parent Conf. 1:15 pm – 4:00 pm</div> <div>11 Parent Conf. Grades 8-12- 5:30 pm-7:30 pm</div> <div>15-19 District Closed Winter Break</div>	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																				
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The calendar includes 188 contractual certificated staff days and 183 contractual student contact days. There are 3 snow days or emergency closing days built into this calendar. Should the District use more than 3 emergency closing days the days will be used at the discretion of the Superintendent of Schools.

OEA Day 12:30 Dismissal Students Parent Conf. Prek-7 12:30 pm Dismissal Parent Conf. Gr. 8-12 -12:30 pm Dismissal District 12:30pm Dismissal

SCHOOL HOURS

SCHOOLS

OHS
OPA
STEM
Elementary
Twilight Program

STAFF

8:05 am
8:05 am
8:05 am
8:15 am
2:00 pm

STUDENTS

8:20 am – 3:25 pm
8:20 am – 3:15 pm
8:20 am – 3:30 pm
8:30 am – 3:20 pm
2:30 pm - 8:00 pm

ZERO period & College Block will be 7:30 am – 8:15 am
ZERO period & College Block will be 7:30 am – 8:15 am



Orange Township Public Schools
CLEVELAND STREET SCHOOL
"Making the Impossible POSSIBLE!"
Mr. Robert Pettit, Principal



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

August 24, 2020

Dear Cleveland Street Families,

We are excited about kicking off the start of the 2020-2021 school year at Cleveland Street School. As partners, we are dedicated to helping your child grow socially, emotionally, and intellectually. Based on parent, staff and community surveys, and in complete alignment with Governor Murphy's Executive Orders and the Center for Disease Control (CDC), the District will be moving forward with "Plan B" as outlined in the Reopening of School Guidelines. A complete copy of the Reopening of School Guidelines can be found on the district's homepage <https://www.orange.k12.nj.us> under the **"District News and Information"** Heading. Please be reminded that students are to log on for their first day of virtual synchronous and asynchronous learning on Tuesday September 8, 2020. This school year will have some challenges, but it will also be filled with opportunities to expand your child's intellectual experiences and Social Emotional Development.

"PLAN B"

The Orange Public Schools
School Reopening Guidelines
At a Glance

(Full details of reentry begin on page 29 of this plan)

Full Remote OR **Hybrid**

Decelerated Reentry

Provides 100% online instruction taught by Orange teachers

Phase 1: 100% Virtual Phase 2: Remote Synchronous Phase 3: Soft Launch Phase 4: Full Reentry

Families can choose from two pathways, (A) full remote learning that allows a family to opt into a fully online curriculum or (B) a hybrid of in-person and remote learning.
Note: Parents must register for the Full Remote option at www.orange.k12.nj.us.

Full Remote	Hybrid
Within this model, students engage in virtual instruction as guided by their teacher(s). Students, from home <ul style="list-style-type: none">✓ Log into the weekly synchronous lessons led by their teachers✓ Routinely check appropriate Google Classrooms and emails for information on courses, assignments, and other resources, on a daily basis✓ Attend and participate in any check-in times offered by their teachers✓ Engage in the virtual platforms with academic honesty, integrity, and according to the district's Acceptable Use Policy✓ Submit all assignments in accordance with provided protocols, timelines and/or due dates	Phase 1: 100% Virtual Learning September 8 – October 2 (4 weeks) All teaching/learning is done virtually Phase 2: Remote Synchronous October 5 – November 25 (7 weeks) Teachers only are onsite 2 days per week providing virtual instruction; support staff (guidance, CST, social workers, attendance officers), nurses, TC's, secretaries are onsite 4 days per week. Phase 3: Soft Launch November 30 – December 23 (3.5 weeks) For all pre-identified students (SwD's, ELLs, Tier III, etc.) Phase 4: Full Reentry January 4, 2021 – end of year (Remainder of the year) All students on-site with staggered schedules

The most important impact that we can have on our students and staff during the pandemic is on their health, safety, and well-being. Protocols and guidelines have been put in place to ensure the health and safety of the district's students and staff.

"Plan B" Overview

Phase 1

9/8/20 – 10/2/20

-All instruction takes place virtually

Phase 2

10/5/20 – 11/25/20

-All students will participate in live virtual remote synchronous instruction.
-Teachers report onsite for 2 days per week to provide virtual synchronous instruction within their designated grade levels and content areas

Phase 3 – (Soft Launch)

11/30/20 – 12/23/20

-In school and in person instruction. The plan has prioritized face-to-face services for Group 1 students; who were most impacted by the loss of in-person services, including (Students with Disabilities, 504s, English Language Learners and Students needing Tier 3 Supports)

Phase 4 – (Full Reentry)

1/4/21 – 6/24/21

-All students will receive in-school/in-person instruction

It is important to note that families do have the option for full remote learning for the 2020/2021 School Year

SOCIAL EMOTIONAL SUPPORTS AND SELF-CARE

Social Emotional Supports during this time is critical to the landscape of the distance learning plan.

- The following information for additional supports outside of the school through our social media handles as well as website and staff communication to families: Mental Health Resources-To access mental health services contact Performcare at 1-877-652-7624. Website is <https://www.performcare.org/>
- To get immediate assistance with an emergent mental health crisis: Contact 911 or go to your nearest hospital. The listed hospitals scripted were as follows: Mountainside Hospital, East Orange General Hospital, and Clara Maass Medical Center.

Information to speak with a counselor 24 hours a day; information below can assist accordingly:

- Suicide Prevention Hotline: 1-800-273-8255
- NJ Hope Line: 1-855-654-6735
- 2nd Floor Teen Helpline: 1-888-222-2228

For school-based supports you can reach out to our school nurse Denise Scott at scottden@orange.k12.nj.us and/or our school counselor Darryl Smith at smithdar@orange.k12.nj.us.

The following links have been given to staff during this pandemic for support for families and students as well as self-care for the staff (Articles and Workshops):

- <https://www.eventbrite.com/e/self-care-in-overwhelming-times-registration-101723668230>
- <https://mhccnetwork.org/sites/default/files/2020-03/Taking%20Care%20of%20Yourself%20During%20a%20Public%20Health%20Emergency.pdf>
- <https://cc-bc.com/rental-counseling?fbclid=IwAR1-DMKzAzlWPMwzLomL1MPmRWU4yQqh3a24D53kipYn2jDahnPvYTtMLH0>
- <https://www.psychologytoday.com/us/blog/talking-about-men/202003/improving-student-mental-health-during-the-covid-19-crisis>

Self-Care The following were tips for students that we posted and provided to families:

- Keep a schedule-wake up at the same time everyday
- Have meals at the same time everyday
- Share kindness with friends on social media platforms; continue interactions as this time can be deemed as lonely
- Relax: Listen to music, write poetry, draw, read, talk to friends and family

Directory to Contact School Guidance Counselors & Social Workers (Social Emotional Supports/Trauma), Nurses (Medical), and Child Study Team Members (Special Services):

- <https://www.orange.k12.nj.us/Page/24120>
- We provided this scaffold to families in the effort of providing additional supports through this time.

BREAKFAST AND LUNCH

The Orange Township Public School District Meal Program will continue this school year at designated locations. Families may go to the most convenient location to obtain breakfast and lunch for their children. The Meal Program will operate from September 8, 2020 – June 24, 2021, Monday – Friday, from 7:30 AM – 1:30 PM. Pickup locations are as follows; OECC located at 397 Park Avenue, Forest Street School, located 651 Forest Street, Heywood Avenue School, located at 421 Heywood Avenue, Lincoln Avenue School, 216 Lincoln Avenue, Oakwood Avenue School, located at 135 Oakwood Avenue, Park Avenue School, located at 231 Park Avenue and Rosa Parks Community School, located at 369 Main Street.

CHROMEBOOKS KIOSKS AND INTERNET CONDUCTIVITY

Like last year the school district will be maintaining a series of Chromebook kiosks. This will allow families the opportunity to return and exchange non-working Chromebooks for a working one, with the least amount of instructional loss to students. Dates, times and locations of the Chromebook Kiosks will be forthcoming. Families having challenges obtaining internet access should visit the district website <http://www.orange.k12.nj.us> for information on how to obtain no-cost internet access from Comcast and local ~~wifi~~ hot stops throughout the city..

STUDENT ABSENCES, ATTENDANCE AND ATTIRE

Parents are responsible for reporting student absences to our school Secretary Mrs. Davis via email at davissim@orange.k12.nj.us. District policy states that students must be present for 163 or more school days a year, in order to successfully complete the instructional program requirements of the grade and or course to which they are assigned. Students must logon daily and engage in all scheduled synchronous and asynchronous learning activities for that day in order to be marked present. During the virtual synchronous instruction, students are expected to be on time for classes. This is real time and in the moment instruction. Students failing to do so will be marked absent for that day. **Students are reminded that this is still school, but in the virtual sense. They are expected to wear appropriate attire for length of the instructional day**

FORMS

On the first day of school students/families will receive several forms which we need to be completed and returned via Class Dojo. They will include but are not limited to the emergency contact forms and lunch forms. Please review, complete and return all forms no later than Friday September 11, 2020. It is important that these forms are completed and returned as quickly as possible, so we may begin having active communication with you throughout the upcoming school year.

Families will receive information during our Virtual Back to School Night, which will be held on Thursday September 17, 2020 from 6 PM – 8PM. The meetings will take place as follows; 6 PM – 7PM, English with Spanish translation available and from 7 PM – 8 PM, English with Creole translation available. Additional information can be found in our 2020/2021 Parent/Student Handbook. For your convenience we have attached a copy of the school supply list by grade level and content area. A copy can also be found on our school website. With your continued support I'm certain that this will be a happy, healthy, and outstandingly productive school year.

Educationally yours,

Robert Pettit

Robert Pettit
Principal



Orange Township Public Schools
CLEVELAND STREET SCHOOL
"Making the impossible POSSIBLE!"
Mr. Robert Pettit, Principal



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

Student Supply Lists (Grades K - 3rd)
2020/2021

Kindergarten	1 st Grade	2 nd Grade	3 rd Grade
12 pack of number 2 pencils (eraser topped) 1 pack of 24 crayons 1 pack of colored pencils 4 pack of glue sticks 1 pair of blunt tip scissors for children 1 pencil box (to hold supplies) 3 folders with pockets 4 primary composition notebooks (one for each subject area) (These notebooks are wider ruled and have a section for drawing pictures on the top of each page) 2 boxes of tissues 2 bottles of hand sanitizer 2 boxes of disinfectant wipes 2 rolls of paper towels 1 – headphones (no ear buds) 2 – boxes zip lock bags (Gallon) 3 – boxes – small zip lock bags Supplies needed at home!!! Your child will need these supplies the ENTIRE school year to complete homework and projects that need to be done at home. Please make sure that they have these items. - 3 sharpened pencils daily - 1 pack of crayons - <u>glue</u> and scissors	5 composition notebooks 6 plastic folders 3 boxes of pencils 1 pack of large erasers 1 scissor 1 pack of glue sticks 1 box of crayons 1 plastic pencil box 1 disinfectant wipes 1 roll of paper towels 1 box tissues 1 hand sanitizer 1 box of gallon size Ziploc bags 1 box of sandwich size Ziploc bags 1 – Headphones (no ear buds)	5 composition notebooks 1 3-ring binder 3 pack of pencils 1 box of crayons 2 pack of erasers 1 pack of highlighters 1 box of colored pencils 1 pack of markers 1 dry eraser 1 plastic pencil case 5 plastic folders 1 pack of glue sticks 2 boxes of tissues 2 rolls of paper towels 2 bottles of hand sanitizer 2 packs disinfectant wipes 1 – Headphones (no ear buds) 1 box of gallon size Ziploc bags 1 box of sandwich size Ziploc bags	-Backpack -Zipper Pencil Case -Box of Crayons -1 Highlighter -Scissors -Glue Stick -12" Ruler (Customary and Metric Units) -1 Roll of Paper Towel -4 composition notebooks (Writing, Social Studies, Math, Science) -4 spiral notebooks (Reading) -4 pocket folders (Science, Math, Language Arts, Social Studies) -1 ½ inch binder -1 pack of erasers -2 packs of pencils - Scissors -USB Drive -2 book covers -1 pack colored pencils -2 boxes of tissues -1 container Clorox Wipes -1 container hand sanitizer (12oz or larger) -1 notebook (Spanish) -1 folder (Spanish) - Headphones – no ear buds



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Mr. Robert Pettit, Principal



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

Student Supply Lists (Grades 4 – 7)
2020/2021

4 th Grade	5 th Grade	6 th Grade	7 th Grade
<ul style="list-style-type: none">-Zipper Pencil Case-Box of Crayons-1 Highlighter-Scissors-Glue Stick-12" Ruler (Customary and Metric Units)-1 Roll of Paper Towel-4 composition notebooks (Writing, Social Studies, Math, Science)-4 spiral notebooks (Reading)-4 pocket folders (Science, Math, Language Arts, Social Studies)-1 ½ inch binder-1 pack of erasers-2 packs of pencils- Scissors-USB Drive-2 book covers-1 pack colored pencils-2 boxes of tissues-1 container Clorox Wipes-1 container hand sanitizer (12oz or larger)-1 notebook (Spanish)-1 folder (Spanish)- Headphones – no ear buds	<ul style="list-style-type: none">1 Box of Tissues*1 Bottle of Hand Sanitizer*1 Set of Ear Buds*2 Packs of PencilsOne Pack of Blue/Black Pens2 Erasers1 Pack of Dry Erase Markers1 Pack of Index Cards1 Pack of Colored Pencils2 Glue Sticks1 Pencil Sharpener4 Pocket Folders1 Four Subject Notebook for the 4 following specials: Health, Music, Technology, and Drama4 Composition Notebooks (1 for the each of the following core subject: ELA, Math, Science, Social Studies)One 3-Ring Binder1 Pack of Lined Loose-Leaf Paper <p>OPTIONAL: a USB flash/thumb drive * The first 3 Items listed above are MUST HAVE school supplies!!!</p> <p><i>Please no binders or Trapper-Keepers larger than the ones listed above. They will not fit in the desks and will be sent home.</i></p>	<ul style="list-style-type: none">1 Box of Tissues*1 Bottle of Hand Sanitizer*1 Set of Ear Buds*2 Packs of PencilsOne Pack of Blue/Black Pens2 Erasers1 Pack of Dry Erase Markers1 Pack of Index Cards1 Pack of Colored Pencils2 Glue Sticks1 Pencil Sharpener4 Pocket Folders1 Four Subject Notebook for the 4 following specials: Health, Music, Technology, and Drama4 Composition Notebooks (1 for the each of the following core subject: ELA, Math, Science, Social Studies)One 3-Ring Binder1 Pack of Lined Loose-Leaf Paper <p>OPTIONAL: a USB flash/thumb drive * The first 3 Items listed above are MUST HAVE school supplies!!!</p> <p><i>Please no binders or Trapper-Keepers larger than the ones listed above. They will not fit in the desks and will be sent home.</i></p>	<ul style="list-style-type: none">1 Box of Tissues*1 Bottle of Hand Sanitizer*1 Set of Ear Buds*2 Packs of PencilsOne Pack of Blue/Black Pens2 Erasers1 Pack of Dry Erase Markers1 Pack of Index Cards1 Pack of Colored Pencils2 Glue Sticks1 Pencil Sharpener4 Pocket Folders1 Four Subject Notebook for the 4 following specials: Health, Music, Technology, and Drama4 Composition Notebooks (1 for the each of the following core subject: ELA, Math, Science, Social Studies)One 3-Ring Binder1 Pack of Lined Loose-Leaf Paper <p>OPTIONAL: a USB flash/thumb drive * The first 3 Items listed above are MUST HAVE school supplies!!!</p> <p><i>Please no binders or Trapper-Keepers larger than the ones listed above. They will not fit in the desks and will be sent home.</i></p>

Dear Cleveland Street School Parents, Guardians and Teachers:

On behalf of our Parent and Teacher Organization (PTO), we would like to take this opportunity to welcome all new and returning families to Cleveland Street School. We are excited about the upcoming school year and look forward to providing our families with resources to enrich the educational experiences of our students. Our primary objective as a PTO is to provide our school with funds, programs, resources and services that will maximize the education opportunities of every child.

Last year, through our parent and teacher collaboration, Cleveland Street School raised money to usher in our very first cheerleading team. Our PTO headed many activities like our Family Zumba Night, various poetry events, Come Write Along Literary Workshop, Melting Pot-parent group sharing culture through food, music and conversation, just to name a few. However, we would like to do more!

Our goal for this 2020-2021 school year is to raise funds to support our Cleveland family for:

1. Class trips
2. Students Incentives
3. Educational assemblies including an author and artist visit
4. Purchase t-shirts, memory books, and host an end of the year social gala for our moving up kindergarteners and moving on 7th graders

Whether you have 30 minutes or a couple of hours, your ideas, your time, and your talents are truly needed. We can match your time constraints and interests to needed tasks. We have many ways in which Moms, Dads, Aunts, Uncles, and Grandparents can contribute. Everyone is welcome! Your support really does make a difference in the lives of our children! Please come along with your energy, ideas and join us - this is your PTO and together we can achieve these goals.

Our meetings will be held virtually until such time they can be held in the school. All meetings will be held at 6:00pm on the second Tuesday of every month except for September 2020's meeting. Meeting dates are as follows: September 15, 2020, October 13, 2020, November 10, 2020, December 8, 2020, January 12, 2021, February 9, 2021, March 9, 2021, April 13, 2021, May 11, 2021 and June 8, 2021.

Links to all virtual meetings will be sent out in the following manner; monthly PTO flyers, school website, Class Dojo, school calendar and via phone blast reminders. During our meetings we celebrate and spotlight our students and provide important information on all upcoming events.

We look forward to another productive school year!

Best Regards,
Cleveland Street School, PTO

The Orange Board of Education Vision and Mission Statement

Vision

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

Mission

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

Good to GREAT!

Cleveland Street School

SCHOOL VISION

Our vision is to prepare our children for the future, which will require them to demonstrate competencies throughout every phase of their educational experience. They must be able to collaborate, understand and reason effectively using higher order thinking skills. In order to be productive and viable citizens in this 21st century, they must also be proficient in the use of state-of-the-art technology.

SCHOOL MISSION

Cleveland Street Elementary School is committed to the delivery of instructional services, which will provide a safe, positive and challenging climate conducive to teaching and learning. The Common Core State Standards along with brain-based research activities will be our guiding principles in achieving our mission.



Orange Township Public Schools
CLEVELAND STREET SCHOOL
Mr. Robert Pettit, Principal



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



SAFF MEMBER	ASSIGNMENT	RM	STAFF MEMBER	ASSIGNMENT	RM
Robert Pettit	Principal	Office			
Simone Davis	Admin. Secretary	Office	Bella Gomez	World Language	120
Juliana Perez	Security Officer	Hall	Neurones Plaisimond	Technology Coordinator	Lab A
			Bridget Florczak	Computer Literacy	Lab B
Kindergarten			Julie Price	Library	210
Stephanie Gagliardo-Sabol	All content areas	110	Edward Harris	Physical Ed. Teacher	016
			Darryl Smith	School Counselor	020
Leah Baguidy	All content areas	109	Denise Scott	School Nurse	009
First Grade			Mary Palma	Art	124
Brahna Layman	All content areas	115	Sam Perez	Vocal & Instrumental Music	121
Brianne Anderson	All content areas	114	Stacey Estrada	ICS (K-4)	017
Wajeerah Heyward	LLD 2	119	Orslla Oientis	ICS (4-7)	017
Second Grade			Britt Keshner	Drama	010
Tiesha Smith	All content areas	118	Carol Swift	ESL	031
Toshia Copeland	All content areas	107	Jocelyn Hodges	ESL	031
Third Grade			Child Study Team		
Ketsia Jean-Baptiste	ELA & Soc. Studies	127	Tara Cariello-Carota	School Psychologist	102B
Esak Crawley	Math & Science	129	Cheryl Forbes	Social Worker	102C
Kaitlin Polnik	LLD 3	116	Babatunda, Ajayi	LDTC	102D
			Scott Ryerson	Speech	102E
Fourth Grade					
Jamie Mills	ELA & Soc. Studies	218			
Iesha Fennell	Math & Science	217	Paraprofessionals		
Joseph Nathan	LLD 4	128	Arlene Freeman	K – Paraprofessional	109
			Manina Marquez	K - Paraprofessional	110
Fifth Grade			Christine Sutton	Sp. Ed. Para (6 and 7)	214
Rebecca Nadeau	ELA (5 & 6)	203	Sharon Duren	1:1 Gr. 5 Sp. Ed. Para	203
Kenneth Gold	Math (5 & 7)	204	Charissa Smith	Sp Ed (LLD)- Paraprofessional	116
			Daphney Stckey	Shared Para	119
Sixth Grade					
Jill Del Rio	Science (5, 6 & 7)	210	Lunch Aides:		
Jeremy Gravesande	Math (6 & 7)	202	Marjorie Gilbert	K - 7	Café
TBD - Reassigned	Self-Cont. (4th)	214			
Seventh Grade			Custodians		
Marc Levenson	Soc. Studies (5,6,7)	207	Magdalena Beras		AM
Amanda Ressler	ELA (6 and 7)	206	Kenny Narcisse		
			Rose Moscovy		PM

ACADEMIC SCHOOL YEAR TIMELINE

PHASE 1

September 8, 2020 – October 2, 2020 (4 weeks)

Phase 1: 100% Virtual Learning

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

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

PHASE 2

October 5, 2020 – November 25, 2020 (7 weeks)

Phase 2: Remote Synchronous

Teachers report onsite for 2 days per week providing virtual synchronous instruction within their designated classroom spaces;

- ✓ Support staff (*guidance, CST, related service providers, social workers, attendance officers*), nurses, TC's, secretaries are onsite 4 days per week.
- ✓ Shared teachers may have an AM/PM schedule.
- ✓ Webcams are used during instruction for at home learners.
- ✓ Webcams will be trained only on teachers during use.
- ✓ Teachers are onsite for the length of the school day.

** If schedule and staffing allow, more time can be scheduled for at risk/Tier III students. Staff will also follow schedules for CPT's and other planning times. Administrators are able to begin conducting formal observations of instruction during this time. Student schedules during this time will follow either a half day instructional format with dedicated afternoons for office hours. Note: Paraprofessionals must align their schedules to the teachers they accompany and support.*

PHASE 3
November 30, 2020 – December 23, 2020 (3.5 weeks)

In **Phase 3: Soft Launch** a small percentage of pre-identified students (SWD's, ELLs, Tier III, etc.) are able to return onsite for live, face to face instruction; *Pre-identified students report to school following the days and times described on page 36.*

PHASE 4
January 4, 2021 – June 24, 2021

In **Phase 4A, 4B, 4C: Full Reentry**, all students report to school following the days and times. These schedules will be staggered to ensure the ongoing health and safety of all staff and students.

MORNING ROUTINE (DROP OFF AT OUR LADY OF THE VALLEY)
PHASE 3 AND 4 ONLY

- Students may begin being dropped off at Our Lady the Valley (518 Valley Street) by 7:15am. Families are reminded that students should not be dropped off prior to 7:15am because there will be no staff members to supervise them until that time.
- Upon entering the building students will be directed to the Multipurpose area, where they will remain until their teacher picks them up at 8:15am
- Breakfast will be served in the classroom from 8:15am-8:27am
- The instructional day will begin promptly at 8:30am.
- Students must arrive to school and be in class no later than 8:30am. Attendance is vital to instructional supports for our students. We need our students to arrive on time and be present each day.

DISMISSAL (PICKUP AT OUR LADY OF THE VALLEY)
PHASE 3 AND 4 ONLY

- All students being picked up at Our Lady of the Valley will be dismissed from class at 3:20pm.
- They will be escorted to room 107 adjacent to the main office where they will wait to be picked up
- All students must be signed out daily
- Families are reminded that **only** Parents, Guardians, Family Members or Caregivers listed on the Pickup Authorization Form will be allowed to pick up students.
- Families picking up students prior to 3:20pm must provide a written explanation for the early pick up, such as a medical or family emergency.

ATTENDANCE

The school hours are **8:30 AM - 3:20 PM**. Students **should not arrive to school prior to 7:30 AM**. Breakfast is served from 8:15 AM – 8:27 AM. Instruction **begins promptly at 8:30 AM**. School ends at **3:00 PM on FULL day sessions** and **12:30 on HALF day sessions**. **See the school/District calendar for days with early dismissal times (2:30 p.m.)**. *All children are expected to be picked up promptly at the close of school hours. **(No supervision is available for students after that time)**.*

Over the years we've experienced some parents dropping their children off at school as early as 7:00 AM. Morning supervision is available beginning at 7:15 AM. Sending or bringing your child to school before its scheduled opening is unsafe for your child/children and must not occur. Therefore, it is the parent's responsibility to adhere to the school district's scheduled hours.

When children arrive to school in the morning, she/he can line up outside to be taken to their classroom by their teacher. Remember that children develop habits early in life. Coming to school on time every day is one way to reinforce good attendance and foster good work habits. In order to do so, they first MUST come to school on time and be ready to learn.

Important: Parents be reminded of the District's Student Attendance Policy: Children may not accumulate more than **18** unexcused absences during the school year. Absence from school jeopardizes the ability of a child to satisfactorily complete the prescribed curriculum of study and violates the statutes requiring children to attend school regularly.

Parents are responsible for reporting student absences to our school Secretary Mrs. Davis via email at davissim@orange.k12.nj.us. District policy states that students must be present for 163 or more school days a year, in order to successfully complete the instructional program requirements of the grade and or course to which they are assigned.

The interruption of the instructional process caused by frequent and or repeated absences or lateness is a major concern for all involved. Note: Accrual of more than 18 unexcused absences from the school may jeopardize your child's promotion to the next grade.

SCHOOL CLOSINGS / DELAYED OPENING

In the event it is necessary to close the school or delay the opening of school the district will send out a **telephone blast via the Global Connect System**. **It is imperative that you maintain current telephone numbers with the main office in case of an emergency.** Information will also be available through radio or TV stations between 6:30 AM - 9:00 AM for details:

WOR AM 710	WINS AM 1010	WFME FM 97.4
FOX - CHANNEL 5 TV	WJDM AM 1530	WADO (SPANISH) 1280

It is the responsibility of parents and student to tune in for announcements of delayed opening or school closings. *DO NOT CALL THE SCHOOL, CENTRAL OFFICE, BOARD MEMBER OR THE RADIO/TELEVISION STATIONS.* The following procedures shall be followed whenever a delayed opening is announced:

- School will open at 10:00 AM for students
- The Breakfast Program will be CANCELED
- School will close at the regularly scheduled time

HOMEWORK POLICY

The primary purpose of homework is to foster a sense of student responsibility for the learning process through tasks requiring time budgeting and decision-making. It is an extension of the learning that occurs in the classroom each day and reinforces what is taught and what is to be tested in the future. The objective of assigning homework is to:

- Provide for essential practice in skills
- Enrich and extend classroom experiences and build positive work and study habits
- Provide experiences in finding resources and gathering data
- Encourage the development of self-discipline and integrity
- It is expected that homework serves a valid purpose

The amount of time your child should spend on completing homework assignments may vary from grade to grade. Of course, for kindergarten children, the homework assignment should be relatively short. For children in grades K-7 the following is a guide to the amount of time your child should spend on daily homework assignments:

<i>GRADE</i>	<i>MINIMUM NUMBER OF MINUTES</i>
KINDERGARTEN	20 MINUTES 4 days a week
1 st GRADE	30 MINUTES 4 days a week
2 nd GRADE	40 MINUTES 4 days a week
3 & 4 th GRADES	60 MINUTES 4 days a week
5&7 th GRADES	90 MINUTES 4 days a week

It is highly recommended that all children read at least ***30 minutes a day***. Parents can help by reading to their children or reading with their children (something that is informative or just for pleasure). The time-spent reading to your child/children will be invaluable. **ASSIGNMENTS EACH NIGHT.** Remember, when the school and parents work together and collaborate, our children are the beneficiaries. **Please access the Grading Promotion and Retention Guidelines on the District Website. www.orange.k12.nj.us**

ACADEMIC GRADING

Tests	Assessments	Quizzes	Classwork	Homework
25%	25%	20%	20%	10%
4	2	Minimum of 4	Minimum of 10	Minimum of 8
Culminating Tasks	Benchmark Assessments	Text Dependent Questions	Entrance/Exit Tickets	Spelling City
Mid-Unit Assessments	Culminating Tasks	Graphic Organizers	Notebook Entries (i.e. stop & jots, etc.)	Reading Logs/Contracts
End of Unit Assessments	Module Performance Task	Entrance/Exit Tickets	Text Dependent Questions	Reading Rewards
	On Demand Writing	Reading Plus Progress/Usage	Graphic Organizers	Text Dependent Questions
	Published Writing Pieces	Independent Reading Culminating Task	Reading Logs (Independent & Content Read)	Notebook Entries (i.e stop & jots, reading responses, etc.)
			iRead	Graphic Organizers

DRESS AND GROOMING POLICY

In June of 1966 the Orange Board of Education approved and implemented a mandatory K-12 District Uniform Dress Code Policy CODE # 5132 for ALL children who attend the Orange Public School System. **It is expected that your child wears his/her uniform each day.** Parents of those children who are not in uniform will be contacted and reminded of the dress code policy. Sanctions will be imposed for those who continue to ignore the uniform policy. If there are extenuating circumstances that prevent you from adhering to this regulation, please contact the building principal. Only the approved elementary uniform dress code color components are acceptable as indicted below:

REQUIRED ATTIRE

(In-School)

GRADES (K – 4)	GRADES (5 – 7)
<ul style="list-style-type: none">• White/Blue Button/Polo/Golf Shirt with Collar• Slacks, Dress or Skirt (Black, Navy)• Sneakers/Shoes, etc. - laced and tied (no flip flops)• P.E. Gray/Blue Sweats	<ul style="list-style-type: none">• White Button/Polo/Golf Shirts with Collar• Slacks, Dress or Skirt (Khaki)• Sneakers/Shoes, etc. - laced and tied (no flip flops)• P.E. Gray/Blue Sweats

STUDENTS MAY NOT WEAR

<p>Hoodies (See note below)</p> <p>Tee shirts, and shirts with writing, designs or pictures</p> <p>Ripped, torn or excessively tight-fitting clothing</p> <p>Jeans, denim, shorts (Except on Designated Dress Down Days)</p> <p>Clothing that exposes the torso or midsection, bottom.</p> <p>Clothing that exposes underwear or undergarments</p> <p>Head or do-rags, caps, bandanas or other headgear (other than for religious reasons)</p> <p>Slides, Flip Flops, Chinese Slippers, House Slippers</p>
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Note: Hoodies can be worn to school but must be removed and stored upon arrival. Shirts must always be tucked into student's pants or skirts while in school.

REQUIRED ATTIRE
(Virtual)

Even though students will be receiving instruction virtually, it is essential they remain mindful that they are still in school and are expected to dress appropriately. Students **MUST BE FULLY DRESSED AT ALL TIMES** and may follow a relaxed dress code in our virtual school as they would for a school spirit or dress down day.

STUDENTS MAY WEAR	
<ul style="list-style-type: none">• School Tee Shirt, Plain Tee Shirts or any Tee shirt that is not offensive (NO TANK TOPS)• Jean or shorts• Sneakers/Shoes	
STUDENTS MAY NOT WEAR	
Tee shirts, or shirts with writing, designs, pictures that may be offensive to others Ripped, torn or excessively tight-fitting clothing Clothing that exposes the torso or midsection, bottom. Clothing that exposes underwear or undergarments Pajamas, house coats or any type of night clothes or sleep wear Head or do-rags, caps, bandanas or other headgear (other than for religious reasons)	

DISTRICT LOCKER POLICY

All lockers are the property of the Orange Board of Education and as such, each school reserves the right to open, inspect, or restrict the use of lockers at any time. Hall Locker Assignment Information

1. Students are assigned lockers by Security
2. Students must not share lockers.
3. Students must not give their combinations to other students.
4. Students will receive locker assignments and locks on the first day of school. Replacement locks will be issued at a cost of \$5.00. Students cannot use their own locks and must use school issued locks. Unauthorized locks will be cut off.
5. Lockers and other storage facilities (such as desks) are the property of the School District and may be searched at any time.
6. The district and school are not responsible for lost or stolen property.

CELLULAR PHONE POLICY

We recognize that cell phones have become a common tool for communication; unfortunately, they have also become a major distraction and disruption to the learning environment. We ask that you allow your child to carry a cell phone only if absolutely necessary. Students are allowed to carry cell phones to school, but **phones must be turned off (not on vibrate) and stored out of sight during school hours. Phones may not be used to talk, take pictures, play games, record or text during school hours, including recess.** **This applies to both the In-School and Virtual Learning Environments!**

- **First Infraction** - Students will have their cell phone taken away and returned at the end of the day, and mandatory parental notification.
- **Second Infraction** - Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
- **Third Infraction** – Students will have their cell phone taken and locked up in the office until a mandatory parent conference with the principal is held at which time the phone will be returned to the parent.
- **Fourth Infraction** - Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it. Additionally, students will be prohibited from bring a cell phone to school for the remainder of the school year, or they must turn their cell phone into the office 1st thing in the morning and pick it up at the end of the instructional day for the remainder of the school year.

LUNCH APPLICATIONS

Each child in the school MUST have a lunch application on file, for the Fiscal Year 2020-2021 in order to receive free lunch. The district is in the process of creating contactless electronic lunch applications. Once they are completed, they will be placed on the school and district websites. **We are asking that all lunch applications be completed by Thursday September 10, 2020.** Every child must be included in the school's Annual State Lunch Report.

CLASSROOM VISITS

The faculty and staff of Cleveland Street School are always glad to see and talk to parents. However, unannounced visits interrupt the classroom learning environment. **All visitors** must have a pass from the main office. **Families must remain mindful that visitations are limited due to the Corona Virus Pandemic.** If your child's teacher is conducting a lesson, our secretary will be more than happy to assist you in scheduling an appointment to see the teacher at an appropriate time. **Please do not go directly to your child's classroom without reporting to the**

main office first and receiving a pass. Teachers have been instructed to refer parents to the main office who do not have a visitor's pass. Your cooperation would be greatly appreciated.

GUIDANCE SERVICES

At Cleveland Street School, we offer in-house counseling services to assist you and your child. These supported services are provided by certified trained professionals who will provide address to those students who manifest emotional and social problems within the school setting. The guidance counselor will assist your child in improving their peer relationships, developing good decision-making skills, and developing strategies to cope with issues of stress they may face. They provide individual as well as group counseling, in addition to referrals for appropriate community agencies and services as needed. In addition, our guidance and counseling staff will identify factors that can make school a more successful, productive and happier experience for all our students and their families. Our school counselor Darryl Smith can be reached at 973-677-4000 x1662 or via email at smithdar@orange.k12.nj.us.

HEALTH AND NURSING SERVICES

The school nurse reviews immunization records, delivers medical care and first aid as well as screenings for height, weight, blood pressure, vision, hearing, and scoliosis when appropriate. Health information is shared with essential staff to assist your child in achieving his/her educational goals. Administration of medication in school requires a parent/guardian's note and physician's note with medicine in original containers. Questions regarding health concerns should be directed to the school nurse Denise Scott. She can be reached at 973-677-4000 x1602 or via email at scottden@orange.k12.nj.us.

Emergency Evacuations, School Bus, Fire Drills, and Lockdowns

All actions that should be taken during an emergency cannot possibly be covered in this handbook; however, there are some actions that are inherent to every emergency. Those are covered below:

1. Follow the instructions of your teacher or the adult present in your classroom.
2. If in the hallways when an emergency occurs, follow the directives of school personnel.
3. Remain quiet so that you do not miss important instructions
4. Do not use your cell phone, music player, or ear buds/headphones.
5. Stay with your class until you are properly released by a school official. From time to time, we

will practice emergency drills with the most common being the fire drill. You are to treat each practice drill as if it were an actual emergency. Those students who fail to return to class after practice drills or who fail to remain with their class during an actual emergency will be subject to disciplinary consequences.

6. As per Board Policy and Department of Education Regulations we will conduct two mandatory school bus evacuations for ALL students and staff. The first to be conducted in the Fall and the second in the Spring.

VIRTUAL - SCHOOL-WIDE EXPECTATIONS

Roles and Responsibilities – Students

Student responsibilities include:

- ✓ Identifying a comfortable and quiet space to study/learn
- ✓ Dedicating appropriate time to learning, as guided by your teachers
- ✓ Routinely checking appropriate Google Classrooms and emails for information on courses, assignments, and resources, on a daily basis
- ✓ Attending and participating in any check-in times offered by your teachers
- ✓ Engaging in the virtual platforms with academic honesty, integrity, and according to the district's Acceptable Use Policy
- ✓ Submitting all assignments in accordance with provided timelines and/or due dates

If you are having technical difficulty accessing the assignments, please contact your schools' Technology Coordinator for support as follows:

Tech Coordinator Email Addresses: plaisine@orange.k12.nj.us

IN-SCHOOL - SCHOOL-WIDE EXPECTATIONS

<p style="text-align: center;">MAIN OFFICE</p> <ul style="list-style-type: none"> • Have a Pass • Use Appropriate Speaking Volume and Language • Communicate Your Needs/Requests in a Positive Manner • Wait for Approval Before Entering Inner Office Area 	<p style="text-align: center;">CLASSROOM</p> <ul style="list-style-type: none"> • Respect All Adults, Students and Yourself • Raise Your Hand Before Contributing to the Discussion • Transition Safely Around the Classroom • Communicate Your Needs in a Positive Manner • NEVER GIVE UP!
<p style="text-align: center;">CAFETERIA</p> <ul style="list-style-type: none"> • Respect All Adults, Students and Yourself • Clean up After Yourself • Respect Each Other's Personal Space • Use Appropriate Speaking Volume and Language • Use the Lavatory & Refill Water Bottles Before Lunch Ends 	<p style="text-align: center;">PLAYGROUND</p> <ul style="list-style-type: none"> • Respect All Adults, Students and Yourself • Stay Within the Recess Boundaries • Respect Each Other's Personal Space • Use Appropriate Speaking Volume and Language • Avoid Aggressive Playing
<p style="text-align: center;">HALLWAY</p> <ul style="list-style-type: none"> • Have a Pass • Walk Directly to Your Destination • Walk to the Right of the Hallway • Use Appropriate Speaking Volume and Language • Keep Your Hands and Feet to Yourselves 	<p style="text-align: center;">STAIRWELL</p> <ul style="list-style-type: none"> • Have a Pass • Walk Directly to Your Destination • Walk to the Right of the Stairwell • Use Appropriate Speaking Volume and Language • Keep Your Hands and Feet to Yourselves
<p style="text-align: center;">LAVATORY (CAFETERIA LEVEL)</p> <ul style="list-style-type: none"> • Have a Pass 	<p style="text-align: center;">LAVATORY (2ND FLOOR)</p> <ul style="list-style-type: none"> • Have a Pass

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|---|--|
| <ul style="list-style-type: none"> • Respect the Privacy of Others • <u>ALWAYS</u> Wash Your Hands Before you go Back to Class • Always Flush the Toilet When You're Done • Avoid Horseplay | <ul style="list-style-type: none"> • Knock on the Door Before Entering • One Student in the Lavatory at a Time • <u>ALWAYS</u> Wash Your Hands Before Going Back to Class • Always Flush the Toilet When You're Done |
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PTO NEWS

“Nothing is more important to success in school than the quality of relationships between and among students, staff and parents.” Dr. James P. Comer

Parents please join and support the PTO (Parent Teacher Organization). This is your organization and your input, commitment and hard work are much needed in supporting the fund-raising activities and other programs in our school. Our PTO Board is dedicated to serving and supporting the programs and activities that in turn make it possible for us to provide additional field trips, special events and rewards / incentives for our children during the school year. Your ideas and help are needed.

We are asking every family to join our PTO. Membership dues will help to support some of our school-wide activities.

CODE OF STUDENT CONDUCT **(See Attached Board of Education Policy)**

Students learn best in a safe and orderly environment. One of the most important lessons education should teach is **DISCIPLINE**. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Students must always conduct themselves in a proper manner. This includes whether on the bus, at school, and at all school functions. All students are always expected to abide by school policies and regulations. Please refer to the *District Code of Conduct located on the district website www.orange.k12.nj.us*

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District Policy

5600- PUPIL DISCIPLINE/CODE OF CONDUCT (M)

Section: Students
Date Created: March, 2009
Date Edited: March, 2009

M

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation **5600** shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 6A:16-7.3, or 6A:16-7.5.

Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.

Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.

Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;
18A:37-1 et seq.
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 10 March 2009



Social Emotional Learning (SEL)

Every Student Succeeds Act (ESSA) was enacted in 2015. The law includes requirements to enhance the Social Emotional Learning supports in school environments in area i.e. programs, instructor training and assessments that incorporate SEL. The NJ DOE definition of SEL is: Social and Emotional Learning (SEL) refers to the process by which children and adults acquire and effectively apply the knowledge, attitudes and skills necessary to do the following:

- Understand and manage emotions
- Set and achieve positive goals
- Feel and show empathy for others
- Make responsible decisions

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. (NJDOE website)

Orange Public Schools have adopted the following programs under the umbrella of SEL:

- Restorative Justice
- Executive Functioning
- HIB
- Unconscious Bias
- Chronic Absenteeism
- Twilight

Student Responsibilities (RELATED TO DISCIPLINE)

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

Parental Responsibilities (RELATED TO DISCIPLINE)

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

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

- Support and assist the school in the administration of recommended consequences;
- Provide your child with counseling, guidance and direct teaching of good habits and acceptable behavior
- Keep the line of communication between home and school open.
- Be sure to leave phone numbers with the school where you can be reached in case of an emergency
- Contact the school (973-677-4100) if you have any questions or have any important information to share
- If you have a problem or concern please contact your child's teacher first.

11 NON-NEGOTIABLE RULES AND EXPECTATIONS

1. Always put your academics first. Be on time and prepared for class. Bring books, paper, pencils and other necessary classroom materials.
2. Move quickly from class to class: line-up quietly in the hall, when told, enter classrooms quietly, take your assigned seat, and begin work immediately. No bathroom/hall passes are given during the first 10 minutes or the last 10 minutes of the period.
3. Do homework nightly. This is your opportunity to practice the skills taught and discover on your own.
4. Turn off all cellular phones, MP3 players, games, other electronic devices and/or items not related to academic instruction until the end of the day. Failure to comply will lead to these items being confiscated until a parent conference is held.
5. Be considerate, courteous and respectful. Inappropriate behavior includes rudeness, back talk, swearing, name-calling, putdowns, etc.
6. We have a zero-tolerance policy for bullying. Do not engage in physical or verbal violence. *Learn to disagree without being disagreeable. Mediation is available for disagreements.*
7. Show respect for school property and the property of others. Inappropriate behavior includes: writing on or scratching school or other people's property, or taking things without asking to borrow or use them.
8. Wear your complete uniform daily. On gym days wear the appropriate P.E. uniform.
9. Listen to and follow directions given by teachers, administrators, custodians, secretaries, instructional assistants, substitutes, and other adults in authority.
10. Maintain integrity at all times. Cheating and plagiarism are unacceptable practices.
11. Bring issues and concerns to the attention of an adult. Cleveland Street staff members are here to educate and support you. Please be sure to express any concerns you have to make sure your time in school is as productive as possible.

Students who choose to comply with the 11 non- negotiable rules and expectations will receive the following incentives:

1. Opportunity to acquire an education that will prepare you to be successful in any endeavor you choose.
2. Opportunity to explore the world outside of Orange, N.J. by going on educational and social field trips.
3. Recognition of academic and behavioral successes with awards, rewards, dances, movie nights/afternoons, etc.

Students who choose not to comply with the 11 non- negotiable rules and regulations will receive the following consequences:

Warning

Phone call home

Lunch &/or After-School Detention given by teacher/ staff member

Written Referral—after your second write up you are off all field trip lists for the school year

Parent Conference

Out of School Suspension

Appropriate administrative action

**Cleveland Street School
Parent & Student Handbook**

Dear Parent(s)/Guardian(s):

Please review the information presented in our school handbook. In addition, please sign, date, and return this page to your child's homeroom teacher. The handbook signature page must be returned. Your signature will confirm receipt of this very important document. Thank you.

Sincerely,

Mr. Robert Pettit
Principal

Parent Signature

Child's Name

Date