

# **FOREST STREET**

## **COMMUNITY SCHOOL**

### **STUDENT & PARENT HANDBOOK**

#### **2024-2025**

*This handbook is provided to keep you informed of policies, procedures and general information pertaining to our school.*

*All information presented in this handbook can be found on the district website at:*

<https://www.orange.k12.nj.us/Domain/764>



*Dr. Yancisca Loften Cooke, Principal*



*Mrs. Shannon Keogh, Assistant Principal*

651 FOREST STREET  
ORANGE, NJ 07050  
Telephone: 973-677-4120

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## ORANGE TOWNSHIP BOARD OF EDUCATION

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*President*

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Gerald Fitzhugh, II, Ed.D.

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### 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*

Robert Pettit, *Orange Early Childhood Center*  
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Erica Stewart, Ed.D., *Twilight Program*  
Terence Wesley, *Cleveland Street School*  
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Richele Woods, *Heywood Avenue School*  
Patrick Yearwood, *Lincoln Avenue School*

### ASSISTANT PRINCIPALS/DEAN OF STUDENTS

Noel Cruz, *Dean of Students, Lincoln Avenue School*  
Michael Dixon, *Orange Preparatory Academy of Inquiry & Innovation*  
Anthony Frantantoni, *Orange High School*  
Kashiff Foster, *Cleveland Street School*  
Samantha Fossella, *Orange Preparatory Academy of Inquiry & Innovation*  
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Naga Philkhana, *Rosa Parks Community School*  
April Stokes, *Lincoln Avenue School*  
Christina Tighe, Ed.D., *Lincoln Avenue School*  
Daniele Washington, *Central Elementary School*  
TBD, *Orange High School*

### SUPERVISORS

Delia Abreu, *ELA (3-8) & Media Specialists*  
Tia Burnett, *Testing*  
Loredana Cattabiani, *Early Learning*  
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)*  
Emily Lamboy, *Bilingual/ESL & World Languages K-5*

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

### MANAGERS

Jason Cordes, *Information Technology*  
Tya Marsh, *Human Resources*  
Lisa Spottswood-Brown, *Data & Student Pupil Services*  
Edwin Vasquez, *Buildings & Grounds*

**"GOOD TO GREAT"**

Revised: 8/14/24



**Orange Township Public Schools**  
Forest Street Community School  
**Dr. Yancisca Loften-Cooke, Principal**



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

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Mrs. Shannon Keogh, Assistant Principal

Dear Parents/Guardians,

Prior to the beginning of a new school year, parents often ask for advice in helping their children get off to a good start in school. The following ideas come from several articles that I believe provides some useful suggestions:

- Help your child use a planning calendar and notebook to keep track of weekly, monthly, or larger projects. This will be helpful and assist with organization.
- Encourage your child to break down large, complex tasks into manageable pieces.
- Encourage your child to complete homework tasks in some order of priority (sometimes it is best to do the least favorite thing first).
- Do not be too concerned if your child's notes look sloppy or a bit disorganized. Active minds organize things in ways that work best for them. We have learned this from research dealing with learning styles.
- You must encourage your reader to use all the clues available to them while reading, such as headlines, pictures, captions, charts, tables, and graphs.
- A discussion with your child after reading a book or an article helps with comprehension. Ask your children to tell you what the story was about, why it interested them or why not and perhaps how it might relate to their own lives.
- Encourage your child to speak to their teachers, especially when information is unclear.
- Check the school website and teacher websites often to stay abreast of assignments and important information.
- Sign up for all teacher/parent communication tools (i.e., **Class Dojo, Genesis Portal**)

These are just a few recommendations, and I will be sharing more throughout the year. Please take time to read this student handbook with your child. **HAVE A GREAT YEAR!!!**

With best regards,  
Dr. Yancisca Loften-Cooke, Principal

## DISTRICT 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.**



# FOREST STREET COMMUNITY SCHOOL



## School Vision

To ensure that Forest Street Community School produces lifelong learners and leaders, we educate the mind, motivate the body, and cultivate the spirit, as we teach with the heart.

## Mission

Through the full collaboration of personnel, parents, and the community, Forest Street Community School is committed to nurturing a generation of diverse formidable global competitors and leaders. We will inspire our students to achieve their fullest potential, and hold themselves accountable for operating with integrity, confidence and compassion. Through exposure and life experiences, we will motivate each student to exceed their own expectations, as every child is an achiever.

## Shared Beliefs

- All children can and will learn through collaboration, enthusiasm, and motivation
- Learning never ends
- Teachers must be creative, flexible, motivated and capable to meet all students' levels of learning abilities
- Each child has special abilities. As educators it is our responsibility to ascertain and intensify each student's talents.

Collaboratively developed by

Principal Y. Cooke,

Assistant Principal S. Keogh, and

Forest Street School Staff Members (Revised 2023)

## Forest Street Community School Creed



I am **Proud** of myself!

I am **Proud** of my school!

I am **special**!

I am **somebody**!

I am **Respectful, Responsible** and **Empowered to Succeed**!

You ask, **“WHO AM I”**?

I am a **Proud Student** of

**FOREST STREET COMMUNITY SCHOOL!**



# Orange Township Public Schools

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



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## 2024-2025 District Goals

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

The Orange Public Schools will continue to invest in its instructional staff. 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 and will continue to be on best practices in teaching and learning. 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 23-24**
  - o 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.
  
  - o 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 2025, 60% of students in each preparedness group will meet or exceed their assigned end of year growth target in mathematics.**
  - o 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.
  - o 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 2025, 60% of students in each preparedness group will meet or exceed their assigned end of year growth target in ELA.**
  - o 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.
  - o 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 2025, 60% of students in each preparedness group will meet or exceed their assigned end of year growth target in Science.**

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

**5) By June 2025, 5% increases across all areas on the New Jersey Student Learning Assessment (Mathematics, Science, and English Language Arts)**

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

**6) By June 2025, 100% of students will have access to meaningful experiences of powerful learning opportunities and will demonstrate competencies and skills for the digital age.**

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

**Goal #2: Community Engagement**

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

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

- Social Media Platforms & Website (Instagram, Facebook, and Twitter)-Utilize the platforms for immediate news-worthy information as well as the district website via the latest news and announcements section.
- RoboCalls via School Wires at the district and school levels; we are incorporating more text to speech and emails for as well as translated versions of all messages both district and at the school level.
- Superintendent's Report (online access to staff and community stakeholders) the day immediately following the board meeting by noon.
- Routine face-to-face opportunities to engage with community and stakeholders via PTO, Back to School Nights, Report Card Conference Nights, Community Events within Orange Township as well as partnership meetings based on those established and forthcoming within the school district. We will continue the parent and student councils at the Superintendent's Level.

- Provide Bilingual Supports for all families to ensure their engagement within the school district via translations, translator supports, and district as well as social level meetings.

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

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

**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.
- Continue 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.)
- Transfers from account lines on the district level will decrease by 25% from the previous school year

**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.

- Align the 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 continued support of our staff holistically.
- District level personnel attend 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 support 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 with 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.
- Ensure that we provide resources through the Superintendent's Trauma informed team in the effort of providing supports for students across the district.

**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 support 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.

## **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

The Orange Township School District affirms its responsibility to ensure all students equal educational opportunity and all employees' equal employment opportunities regardless of sex, race, color, religion, national origin, and social or emotional status. The Orange Township School District is an Equal Opportunity/Affirmative Action Institution. In compliance with relevant federal and state civil rights legislation, the system does not discriminate on the basis of sex, race, color, religion, national origin, age or physical capability in the operation of its educational programs or activities (enrollment, access to programs, physical education, counseling, use of facilities and school sponsored extracurricular activities).

The Orange Township School District shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment is prohibited.

Any questions regarding Affirmative Action/Equal Opportunity should be addressed to Ms. Masoud, Executive Director of Human Resources, Orange Township School District, 451 Lincoln Avenue, Orange, NJ 07050, 973-677-4020.

## **APPEALS PROCESS**

It is the intent of the Board of Education, the Administration and the Faculty to ensure the rights of all students. Any parent who questions the application of a consequence may request to discuss the matter with the teacher. If the situation continues to be questioned, the parent may request to discuss the matter with the Building Principal and, in turn, with the Superintendent.

## **ARRIVAL AND DISMISSAL GUIDELINES**

### **AM DROP OFF PROCEDURES**

Students are permitted to enter the building at 7:30 a.m. as teacher supervision is provided at this time.

1. PreK and Kindergarten– Students are dropped off on the side of the building on South Valley Road and proceed through the cafeteria entrance where staff will meet them. Please do not block the parking lot entrances or the neighbors' driveways.
2. 1st through 7th- Students will enter through the main doors where staff will meet them.
3. Breakfast will continue to be served this year from 7:30 a.m. to 8:20 a.m. Parents are encouraged to ensure their children are in school no later than 8:00 a.m. to participate. If your child does not wish to participate in the breakfast program, please ensure they have a well-balanced breakfast at home.
4. Students must arrive at school by 8:20 a.m. Attendance is vital to instruction. We need our students on time and present each day.
5. Students will not be admitted after 10:30 a.m.

## PM PICK UP PROCEDURES

1. Pick-up time is 3:00pm
2. Please arrive promptly at that time to pick up your child.
3. In the event you are unable to pick up your child on a certain day, please provide prompt, written notification to the main office 1 hour prior to dismissal. Please include the name of the person who will serve in your capacity. That individual must have a valid photo ID and **MUST** be at least 18 years old.
4. PreK will be dismissed from their classrooms.
5. Kindergarten will be dismissed from the cafeteria door on South Valley Road.
6. 1st grade, 2nd grade, and 3rd grade students are dismissed from the playground lot at the back of the school located on South Valley Road. During inclement weather days they will be dismissed from the Multi-purpose Room.
7. 4th grade will be dismissed from the main entrance on Forest Street.
8. 5th through 7th grade students will be dismissed from the greenhouse entrance on Forest Street.
9. Staff/Teachers are available until 3:10 p.m. should you need to meet with them.

## EARLY PICK-UP PROCEDURES

Early pick up is discouraged and should be requested in emergency situations only. In such cases, a message from the parent/guardian sent to the teacher on Class Dojo is required. Students shall not be permitted to leave school early unless they are met in the school lobby by a parent/guardian or a person authorized by the parent to act on their behalf. For safety reasons, proper identification is necessary and no exceptions will be made. Children will not be released early to any individual without a note or to someone who is not listed in Genesis.

## BOARD OF EDUCATION

The Orange Township Board of Education consists of nine members who are elected for three-year terms. The Board is a committee of the whole.

The Board typically meets on the second Wednesday of each month to conduct business on a predetermined, published schedule unless posted otherwise. Additional special public meetings are scheduled as may be necessary and are advertised in accordance with the New Jersey Open Public Meetings Act.

The Board has four main functions - policy-setting, providing for a program of quality instruction, effective management oversight, and two-way communication. Occasionally, the Board serves as a judicial body, hearing and determining such matters as personnel concerns and student disciplinary issues presented by the Superintendent of Schools.

## PURPOSE OF BOARD MEETINGS

Board of Education meetings are held in public for the conduct of public business. Public business includes the presentation of reports, discussion of the recommendations of the Superintendent, and the adoption of formal resolutions as set forth in the printed agenda. The Board may enter into executive (closed) session only upon a majority vote of the members present for specific reasons prescribed by law, such as personnel matters, discussion of collective bargaining agreements, pending or anticipated litigation, etc. For a complete list, see N.J.S.A. 10:4-2 to 10:4-6.

Board of Education meetings will stream live via the district's Facebook page as well as channel 36.

## COMMUNITY INVOLVEMENT

The Board welcomes participation of interested organizations and individuals and will schedule time as appropriate for the public to speak, as set forth in the Agenda. Agendas for Board meetings are available on the district website at [www.orange.k12.nj.us.org](http://www.orange.k12.nj.us.org), 24 hours in advance of the scheduled meetings. In general, regular and special meetings of the Board of Education are open to the public representatives of the media. Effective conduct of the public's business requires that each Board member and the general public adhere to common rules of courtesy and meeting organization.

## CODE OF ETHICS FOR SCHOOL BOARD MEMBERS [N.J.A.C. 18A:22-24.1]

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see the schools are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.

- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

## CHILD CARE PROGRAMS

We recognize that the departure times are not always a best fit with parent schedules; therefore, we offer a fee-based after-care program run through the YMCA which allows parents to pick up students after 3:00 pm. Parents must complete the registration process with the East Orange YMCA.

## CLASS PETS

Due to potential allergic reactions to various animals, the inclusion of pets in the classroom is carefully monitored. Prior to including a pet in the classroom, parents will be notified and asked to identify any potential health issues that the animal might present for his or her child. In turn, parents are not permitted to send in any pets without prior approval from the classroom teacher. Also, we ask that personal pets are not brought onto school grounds during school hours.

## COMPUTER AND INTERNET USE POLICY

Students will not be allowed to use the computer network and the Internet without a signed consent form. Consent forms must be signed by the student and parent/guardian. Please refer to the Orange School District Internet Acceptable Use Agreement located on the district website. ([Click here for link](#))

## CLUBS

A variety of after school clubs are offered each semester. Clubs provide after school opportunities for students to explore additional interests in the creative arts, sports, recreation, technology and academics and typically meet for 60 minutes. Parents/Guardians and students will receive club information offered in September via the school webpage and Class Dojo.

## DIVISION OF CHILD PERMANENCY AND PROTECTION (DCP&P)

N.J.A.C. 9:6-8.10 places the responsibility of reporting suspected cases of child abuse or neglect on district faculty and staff. As such, district personnel will contact DCP&P to report suspected cases of abuse or neglect.

## ELECTRONIC DEVICES

Students are not permitted to use electronic devices such as cell phones, AirPods, music players, electronic games, etc. during the school day or during school sponsored activities. Electronic devices must be turned in to the classroom teacher during the instructional day. Students who need to use the phone during the instructional day may ask a

teacher to call from the Main Office. If a student has out or uses an electronic device during the instructional day, it will be confiscated until the parent comes to school to pick it up. The District is not responsible for lost or stolen electronic devices or other personal items students choose to bring to school.

## EMERGENCY CLOSINGS/DELAYED OPENINGS/EARLY RELEASES

The Superintendent may be required to close schools, delay the opening of schools, or release students early in the interest of student safety as a result of extreme weather conditions, the failure of building systems, and additional unexpected emergencies. We will notify families using the automated phone blast system, post a notice on our website, and on Class Dojo.

## FIELD TRIPS

A standard walking trip permission request will be sent home for parents to sign and return to the student's teacher; giving the child permission to accompany his/her class in walking/district trips. All other trip permission slips will go home a minimum of one week prior to the scheduled trip. NOTE: Students must have a written permission slip, signed by the parent on file, for each trip requiring transportation. Verbal permission is not acceptable. Parents will be asked to chaperone trips when needed.

## FORBIDDEN ITEMS

Students may not possess items or substances that are disruptive to the learning environment in school. These items include, but are not limited to electronic devices, water pistols, sling shots, sharp objects, trading cards, laser pointers, handheld games. Additionally, possession of anything deemed a weapon, tobacco product, drug, alcohol or any sexually explicit materials will result in parental contact, confiscation, police notification, and disciplinary action.

## GRADING SYSTEM AND REPORTING SCHEDULE

## GENESIS

The Parent Portal of Genesis allows for consistent and ongoing reports of student grades and attendance online in a secure format. Parents/Guardians have access to Genesis and are encouraged to view the Parent Portal regularly. Please contact teachers directly should a question or concern arise regarding your child's academic standing. Your parent log-in is the email address you supplied to the school. Please remember to keep the password and login in a secure place.

## PROGRESS REPORTS

Progress reports will be provided at the midpoint of each marking period to the parents of students in grades 1-7. All Progress Reports can be accessed on the Genesis Parent Portal

## REPORT CARDS

Report Cards will be available four times each year:

- Marking Period 1: 11/18/24
- Marking Period 2: 2/7/25
- Marking Period 3: 4/30/25
- Marking Period 4: 6/27/25

All report cards can be accessed on the Genesis Parent Portal

## GUM (candy)

Gum (candy) chewing is prohibited in school.

## HEALTH SERVICES

A certified school nurse is available at school to conduct health screenings, administer medication as permitted, plan and teach health programs, record health and accident information, and monitor the health and well-being of school children. It is imperative that school nurses and parents/guardians work in collaboration to promote the health and safety of our students.

## PHYSICAL EXAMS

Physical examinations are mandated by the State of New Jersey upon enrolling your child into school. It is also very important to have additional check-ups during each developmental stage your child goes through, such as:

- Early childhood (preschool-grade 3)
- Pre-adolescence (grades 5-6)
- Adolescence (grades 7-12)

## YEARLY SCREENINGS - STATE MANDATED

Students in prekindergarten through Grade 8 undergo annual state height and weight screenings conducted by school nurses. In addition to height and weight, school nurses conduct additional screenings as indicated below:

❖ Prekindergarten & Kindergarten	vision, hearing, blood pressure
❖ Grades 1 & 3	hearing, blood pressure
❖ Grade 2	vision, hearing, blood pressure
❖ Grade 4	vision, blood pressure
❖ Grade 5	blood pressure, scoliosis
❖ Grade 6	vision, blood pressure
❖ Grade 7	blood pressure, hearing, scoliosis

Boards of Education are required to conduct biennial scoliosis examinations on every pupil between the ages of 10 and 18 in accordance with standards jointly established and promulgated by the Departments of Health and Education. School nurses shall conduct scoliosis examinations and notify parents/guardians of any pupil suspected of having scoliosis.

Any pupil shall be exempt from the examination upon receipt of written request from parents/guardian.

## CONTAGIOUS ILLNESS GUIDELINES

It is the responsibility of school authorities to protect the school population from the spread of communicable disease while at the same time making every reasonable effort to minimize the loss of school time for students. Safeguarding the health of the school population is the joint responsibility of the home and school.

When communicable diseases occur, the school must be notified immediately so that notices can be sent home. Check your child (ren) daily for symptoms until contagion is over.

The children must have a “written” note from their physician to be readmitted to school if they have had any of the following medical problems:

- ☐ Hepatitis
- ☐ Mononucleosis
- ☐ Plantar’s Warts
- ☐ Rash of unknown origin
- ☐ Scarlet Fever
- ☐ Ringworm of skin or scalp
- ☐ Venereal Disease S
- ☐ Strep Throat
- ☐ Chicken Pox
- ☐ Mumps
- ☐ Temperature over 101.5
- ☐ Discharge from eye/nose
- ☐ Diarrhea
- ☐ Continuous cold/cough
- ☐ Head Lice
- ☐ Hand and mouth disease
- ☐ COVID-19

PLEASE NOTE: Parents are encouraged to keep their children home if any of the following symptoms are evident:

- A.) An unexplained rash on a child's face or body. You must consult a physician for diagnosis and provide evidence of an office visit in the form of a doctor's note.
- B.) Child complains of headache, fever, and upset stomach or does not generally appear in good health.
- C.) Child is sneezing, coughing and/or has a runny nose.

## ADMINISTRATION OF MEDICATION

The Nursing Practices Act of New Jersey prohibits nurses from giving prescription or over-the-counter medication without a doctor's order. Parents/Guardians are required to submit information and medication as indicated below.

### Medication Guidelines

- ❖ Doctor's Order on file;
- ❖ Administration of Medication form on file; AND
- ❖ Parent/Guardian must deliver medication to the school nurse in the original container.

*Parents/Guardians must pick up all medication on the last day of school from the School Nurse. Remaining medication will be discarded.*

## HARASSMENT, INTIMIDATION, AND BULLYING

### HARASSMENT, INTIMIDATION, AND BULLYING PREVENTION (HIB)

On September 1, 2011 the NJ Anti-Bullying Bill of Rights Act went into effect. All New Jersey Public Schools are required to follow policies and procedures aimed at prohibiting harassment, intimidation and bullying in the school setting. Every school has an Anti-Bullying Specialist on site.

The Orange Township Board of Education prohibits acts of harassment, intimidation, and bullying against pupils. Harassment, intimidation, or bullying means any gesture, written, verbal or physical act, or any electronic communication that is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability.

Anti-Bullying Policy, Anti-Bullying Reporting Forms and Anti-Bullying Personnel are all located on our website:

<https://www.orange.k12.nj.us/Page/14218>

## LAW ENFORCEMENT UNIT

Forest Street Community School has a law Enforcement Unit which indicates that there are surveillance

cameras throughout the school. Surveillance tapes may be utilized as evidence for incidences that may occur which may cause disruption or disorder to the school. The unit will be responsible for the storage of the tapes and ensuring confidentiality.

## LOCKER POLICY

Students in grades 5-7 will only be allowed to go to lockers prior to homeroom, before lunch and at the end of the school day. No student will be permitted to go to their locker during any other time. All students are assigned an individual locker and at no time will be permitted to share lockers with another student. Lockers are the property of the Orange Board of Education. Inspections or searches may be carried out by School Administration or select district personnel at any time.

## MONEY AND VALUABLES

Excess money and valuables are discouraged on school property. Parents/Guardians will be notified when money is required for special events. Students are responsible for all personal possessions.

## PARENT-TEACHER CONFERENCES

The most expeditious method to resolve an issue relative to your child's schooling is to contact the classroom teacher. Teachers are the first line of response to resolve school-related issues. Building Administration then the Superintendent should be contacted if an issue remains unresolved.

Parent-Teacher Conferences will be held twice a year; in November and March; and on an *as needed basis*. The Building Principal will provide additional information relative to conference procedures and times. However, Parents/Guardians are encouraged to communicate with teachers throughout the school year.

## PARENT-TEACHER ORGANIZATION (PTO)

The PTO is comprised of parents and teachers that seek to provide personal, educational, and cultural enrichment for all students. The PTO acquires the revenue for various assembly programs, field trips, recreational activities, and additional special school needs via fundraisers that are scheduled throughout the school year. Your involvement in the PTO and support of its programs is necessary for the continued success of the organization and the district.

## PARTIES

Birthday parties will be permitted using the following guidelines to maintain a safe school environment for all:

- must be scheduled with the child's homeroom teacher in advance

- will take place during the last 30 minutes of the school day
- healthy food options are encouraged
- food must be peanut free
- party favors must be age appropriate

## PHOTOGRAPHING AND/OR VIDEOTAPING

Periodically during the school year, school activities, assembly programs and/or special events are videotaped or photographed for educational or publicity purposes. A reporter from the local newspaper may also be contacted to photograph special events. If you **DO NOT** want your child photographed, please indicate this on the Parent/Guardian Release Form. ([Click here for link](#))

## PROMOTION/RETENTION

Each student's academic achievement shall provide the basis for a student's promotion or retention. The student's progress towards meeting certain objectives will be observed during the school year, and promotion will be based on the students' ability to master the New Jersey Student Learning Standards and the Orange Township promotion and retention policy for their grade level.

Parents will receive interim reports and notices if the student is in danger of failing. Parent/teacher conferences will be held in the middle of the 3rd Marking Period. At that time, the teacher will inform parents of the student's progress and offer suggestions. Physical, emotional and social maturity will be considered. The Intervention & Referral Services Team will be consulted about possible retention recommendations.

## RIGHT TO KNOW

The New Jersey "Worker and Community Right to Know Act" (N.J.S.A 34:5A-12 et seq.), effective August 28, 1984, establishes a comprehensive system for the disclosure and dissemination of information about hazardous substances in the workplace and the environment. Employers with a Standard Industrial Classification (SIC) code with major group numbers 20-39, 46-49, 51, 75, 76, 80, 82 and all state and local governments are covered by this act.

Pursuant to the Act, the Department of Health has adopted a Workplace Hazardous Substance List (N.J.A.C. 8:59-9), which includes 2,051 substances that pose a threat to the health and safety of employees. The Act also required the State Department of Health to develop a Workplace Survey. Employers are required to report on this survey the substances on the Workplace Hazardous Substance List that are present at its facilities.

The New Jersey State Department of Health requires that each Board of Education notify parents/guardians of any activity in the school building, which would involve the use of a hazardous substance. In order to comply with that

requirement in the event that such a situation would exist, the Orange Township Board of Education will post such notice on the bulletin board in the front lobby of the school and will also make printed information on the substance in question available to all parents/guardians.

## SCHOOL LUNCHES AND NUTRITION

The lunch program is open to all students and utilizes a rotating lunch menu.

All Parents must complete a Lunch Program application. Approved applications for the lunch program automatically qualify a student for the breakfast program.

Lunch applications can be accessed and completed online via the school website ([insert link](#)). Please see the district website for further guidance.

**\*\*\*EACH AND EVERY CHILD MUST HAVE A LUNCH APPLICATION ON FILE WITH THE SCHOOL, REGARDLESS OF HOUSEHOLD INCOME. \*\*\***

School lunches will not be served on half days. Please send your child with a healthy snack.

## HOT LUNCHES

The Orange Township School District serves well-balanced hot lunches every day. Please check the website for monthly menus.

## PACKED LUNCHES

For students who bring their own lunches, parents/guardians are reminded that District schools do not have the capacity to allow students to warm up their food. Parents are not permitted to (or a delivery services such as Uber) deliver fast food to children during lunch, i.e. Burger King, McDonald's etc.

## SCHOOL SAFETY AND BUS DRILLS

Fire drills, lock down drills, bus drills and emergency evacuation drills are serious and necessary exercises. State law requires that we conduct drills each month. These safety procedures have been put in place to ensure your child's safety in the event of an emergency.

Students must follow the posted procedures for exiting the building in each classroom. All students will be reprimanded should they exhibit disruptive/ inappropriate behavior during school drills.

## SEARCH AND SEIZURE

We wish to provide students with a safe environment in which to learn. Toward that end, school administration retains the right to conduct searches of desks, lockers, or other property, including property owned by students on school grounds. School lockers remain the property of the district even when used by students. Inspections and searches may be conducted as often as may be necessary to maintain order and discipline and to protect the safety and well-being of the entire school community.

## SOCIAL EMOTIONAL LEARNING

Social and emotional learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

Developing these core life abilities through social and emotional learning (SEL) is critical to a child's development, as it directly correlates to success and happiness as an adult. For many children, school is the only place where any deficiencies in these abilities can be addressed before they become active members of society.

Developing these core life abilities through social and emotional learning (SEL) is critical to a child's development, as it directly correlates to success and happiness as an adult. Combining these skills with academic development creates high-quality learning experiences and environments that empower students to be effective contributors in their classrooms today and in their workplaces and communities tomorrow.

## STUDENT ATTENDANCE AND PUNCTUALITY

Daily attendance and punctuality are of vital importance to your child's educational progress and are mandated in New Jersey. All students are required to arrive no later than 8:25 am. Students who arrive after the above-mentioned time are required to report to the main office with a note of explanation which may include a doctor's note.

Students who are absent may not attend evening school functions. A student must participate in four hours of instruction to be considered present.

## ABSENCES

Attendance is taken and recorded in Genesis daily. Students are expected to report to school each day that school is in session. Illnesses with a doctor's note, lack of proper immunizations, religious holiday, disciplinary action, or death in the family are considered excused absences.

## CHRONIC ABSENTEEISM AND TARDINESS

The Board of Education, Superintendent, and staff recognize the importance of daily, punctual attendance to a student's academic success. We also recognize that parents/guardians must be an integral part of our efforts and the proposed procedures include parent/guardian involvement at each step.

Regular communication with parents regarding student absences/tardies is critical. The chart below outlines the procedures:

Number of Absences/Tardies	Procedure
Each day absent	A call home in the morning from the School Nurse to follow up on reason for absence
5	Letter from office
10	<ul style="list-style-type: none"><li>• Parent/child meeting with the principal during which an action plan will be created</li><li>• Follow-up with written confirmation</li></ul>
15	<ul style="list-style-type: none"><li>• Parent/child meeting with Superintendent during which action plan will be reviewed and revised</li><li>• Follow-up with written confirmation</li></ul>
20	Legal steps will be initiated - retention possible, referral to municipal court for truancy

**Action Plan:** An action plan may consist of strategies to be implemented at home to improve attendance and/or consequences. Consequences apply primarily to a tardy situation and will be determined based on the age of the child and the situation, but they may include missing , making up time after school (in the principal's office), or being denied participation in class trips or after school events.

1. A note is required from parent/guardian documenting the reason for the student's absence upon their return.
2. A note is required from parent/guardian in advance of an early pick-up (except in emergency situations).

## MAKE-UP WORK

Students absent for three or more days may request make up/homework to be sent home.

Pupils absent for any reason must make up assignments, class work, and tests within a reasonable length of time. A reasonable length of time is considered to be within the same number of days missed.

Please contact the teacher(s) by 9:00 am to arrange pick up for school work and homework.

## VACATIONS DURING SCHOOL

Parents/Guardians are asked to avoid family vacations during the school year. Parents/Guardians are required to submit a letter to the Building Administrators indicating the reason for and length of absence.

Teachers may provide a list of material to be covered during the absence and will not provide specific detailed work. It is not practical to provide detailed work assignments in the absence of instruction. Students are required to make up all tests and quizzes within 2 weeks of their return to school.

## STUDENT CODE OF CONDUCT

Forest Street Community School faculty will utilize assertive discipline strategies to manage behavior: as no student will be allowed to negatively impact the educational process and/or environment for themselves or their peers. Realizing that clear, fair, and understood expectations reduce problems, every student will receive a written code of conduct from their homeroom teacher. A copy of this form must be signed by the student's parent and returned to the school. The District Code of Conduct can also be found on the district webpage.

1. Students will respect all school personnel and each other.
2. Students will resolve conflicts with peers in a non-physical manner.
3. Students will only secure items on their desk or book bags that belong to them.
4. Students will utilize non-offensive language with everyone.
5. Students will always conduct themselves in an orderly manner.

## STUDENT SCHEDULES

### STUDENTS - FULL DAY

*PreK through 7th grade-----8:30am - 3:00pm*

### STUDENTS - HALF DAY

*PreK through 7th grade-----8:30am - 12:30pm*

### STUDENTS - 90 MINUTE DELAY

*PreK through 7th grade-----10:00am - 3:00pm*

## STUDENT DRESS CODE

Forest Street Community School is a UNIFORM SCHOOL. Students are required to be in uniform daily. Despite the debate, numerous studies have been conducted, shedding light on the surprising array of benefits linked to this seemingly simple dress code. Orkulas. M (2024, March 13) Impressive Benefits of School Uniforms: More Than a Dress Code.

1. Fostering a sense of belonging and unity.
2. Safer school environment.
3. Behavioral improvements.
4. Academic performance
5. Simplification for parents and student
6. Preparations for the professional world
7. Creating a positive learning culture
8. Environmental and societal benefits

Students should dress according to the uniform policy. Sneakers must always be worn for physical education classes. Uniforms must be worn daily. The following are the expectations for the dress code:

#### PRE-K THROUGH 4TH

-Boys: White polo oxford shirt, khaki pants or shorts, forest green sweater/vest/tie

- Girls: White polo oxford shirt, khaki skirt, shorts, skorts, dress jumper, or pants. White or forest green tights or socks, forest green sweater/tie

-Black, blue or brown shoes

#### GRADES 5 THROUGH 7

-White polo oxford shirt, khaki pants, skirts, jumpers, skorts and shorts, forest green sweater/tie

-Black, blue or brown shoes

Physical/Dance Education:

-Boys/ Girls- White polo shirts with forest green shorts/sweatpants

-Ash gray or forest green sweat suit with sneakers.

## CLOTHING NOT PERMITTED

The following items of clothing are not permitted as part of the school dress code:

- Blouses or sweaters that show a bare midriff, crop tops, halter tops, bandanas, tank tops, tops with spaghetti or thin straps, short shorts, short mini-skirts, clinging or form-fitting spandex leggings (leggings are permitted only under appropriate length skorts, shorts, skirt, or dress), pants/jeans worn below the waist, and pants/jeans that are ripped.). All flannel-type pants and sleepwear are not permitted. No shirts or sweatshirts with inappropriate or offensive language. All hats are not permitted.
- Please be sure that appropriate and safe footwear is worn at all times. Specifically, no flip-flops, clogs, crocs or “slides” are to be worn due to the safety factor when using stairs. All sandals must be secured at the toes and ankle for safety.
- Students will not be permitted to wear Hoodies during the school day

## PHYSICAL EDUCATION

Boys/ Girls- White polo shirts with forest green shorts

Ash gray or forest green sweat suits

\*\*\*Sneakers are to be worn on gym days\*\*\*

## STUDENT SUPPORT SERVICES

### MULTILINGUAL LEARNERS (MLL)

Student’s whose primary language is not English will be provided support during regular school hours.

## GUIDANCE COUNSELORS

The Guidance Office provides additional support to ensure that each student has a safe, positive, and affirming learning experience. Some of the services provided by the Guidance Office include:

- ☐ **Individual and Group Counseling.** Interpersonal and/or emotional difficulties can often negatively impact a student’s ability to succeed at school. In these circumstances, counseling is available as needed. Parents are encouraged to contact the Guidance Office when their child has a special need.
- ☐ **Conflict Resolution Meetings.** Student conflict is viewed as learning opportunities for students to acquire the necessary skills to prevent and/or solve future conflict. They, in turn, become role models for their peers.

- ☐ **Behavioral Intervention Support.** Behavioral intervention can be highly effective in modifying student behavior. Guidance is available in the development of intervention plans.

## INTERVENTION AND REFERRAL SERVICES (I&RS) TEAMS

I&RS Teams function in each school under the direction of the Building Administration and are designed to assist students experiencing academic and/or social/emotional difficulty. Parents/Guardians will be notified by their classroom teacher when their child is referred for assistance.

## SECTION 504 COMMITTEE

Section 504 of the Rehabilitation Act prohibits discrimination against persons with a disability in any program receiving federal funds. The Act defines a person with a disability as anyone who:

- ☐ Has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- ☐ Has a record of such impairment; and
- ☐ Is regarded as having such an impairment;

The purpose of the 504 Committee is to guarantee that an identified child is receiving an education comparable to that provided to the non-disabled student. The committee will formulate reasonable accommodations outlined in an accommodation plan, and will review this plan annually and tri-annually. The 504 Committee consists of a member of the administration, a member of the Child Study Team and/or school counselor, the school nurse, parent and a teacher.

## SPECIAL EDUCATION

In accordance with N.J.A.C. 6A:14, the Orange Township School District provides a program of supports and services to those students eligible for special education and related services. The district employs special education teachers, an occupational therapist, a physical therapist, two speech and language specialists, paraprofessionals, and child study team members, including a school psychologist, a school social worker, a board certified behavior analyst and a learning disabilities teacher-consultant.

### CHILD STUDY TEAM (CST)

The CST consists of a school psychologist, learning disabilities teacher-consultant, behaviorist, and a school social worker. CST members are responsible for the identification, evaluation, and determination of eligibility for students referred for special education and related services. Each CST member is assigned case management responsibilities as follows:

- ☐ Coordinate the development, monitoring and evaluation of the effectiveness of the IEP;
- ☐ Facilitate communication between home and school; and

- ☐ Coordinate the annual review and reevaluation process.

#### **INDIVIDUALIZED EDUCATION PLAN (IEP) TEAM**

Required members of the IEP team consist of the CST case manager, parent/guardian, one general education teacher, and one special education teacher. The IEP team is required to review and develop the student’s educational program annually. For this reason, it is vitally important that parents/guardians attend IEP meetings as scheduled. The IEP meeting is not meant to be a parent/teacher conference. It is designed to plan your child’s program for a one year period. Any questions/concerns regarding your child’s academic or functional performance in a given course should be discussed with his or her teacher immediately. Do not wait until the IEP meeting.

#### **VISITORS**

Visitors will be permitted with approval from classroom teachers (who will also secure approval with district administration). All visitors are to be buzzed in through the main lobby, sign-in, secure a Visitor’s Pass, and be escorted to their destination.

#### **WEBSITE**

The school’s website provides pertinent, school-related information. Our website will be the primary method by which to obtain district and school information. We have included news updates and a calendar to provide real time information. Please visit our website at <https://www.orange.k12.nj.us/Domain/764>.

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# FOREST STREET COMMUNITY SCHOOL

## Student Handbook

Your attendance on Monday, September 9, 2024 at the Open House will be confirmation of the receipt of this document, if you are unable to attend, please fill out the form and have your child(ren) return it to school.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Homeroom Teacher's Name \_\_\_\_\_

Student's Homeroom Number \_\_\_\_\_

Please fill out the above form [here](#).