

# WELCOME TO PANTHERVILLE

CREATED BY TY'JANAE HOWELL



## FOREST STREET SCHOOL STUDENT HANDBOOK 2017-2018

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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. Surveys show that an overwhelming number of students feel that their teachers do a great job teaching! However, we all know that our school cannot do it all! You play a vital role in helping our children develop strong study habits and skills!

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.
- 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).
- Don't 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.

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,  
Yancisca 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 21<sup>st</sup> century learners where students take ownership of the learning process, achieve high standards of excellence, and focus on academics.

**NO ALIBIS, NO EXCEPTIONS, NO EXCUSES!**

# FOREST STREET SCHOOL

## **School Vision**

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

## **Mission**

Through the full collaboration of personnel, parents, and the community, Forest Street School is committed to nurturing a generation of formidable global competitors and leaders. Our students are inspired to achieve and to walk with integrity, confidence and compassion. We provide opportunities and life experiences which motivates 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.



III. **Forest Street 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 SCHOOL!**



#### **IV. School Overview**

The City of Orange Township is a highly urbanized, densely populated municipality located in Essex County. The city has a population of approximately 32,868 residents in a 2.2 square mile area. Approximately eighty-seven percent (87%) of the city's residents are of minority descent.

Forest Street School is located in the South ward of Orange, New Jersey and is one of the smallest elementary schools in the town. There are 37 certified teachers and 21 homerooms. Ninety percent (90%) of the students are African American; ten percent (10%) are Hispanic.

#### **The Comer-School Philosophy is our School Adopted School-wide Reform.**

The Comer School philosophy is a school-wide model started by Dr. James P. Comer, a Child Psychiatrist at the Yale University School of Medicine's Child Study Center. The Comer Model links child psychiatry and education.

James Comer is the only educational reformer that talks about healthy child development as the key to academic achievement and life success. Dr. Comer believes there are six developmental pathways along with children growth—physical, cognitive, psychological, language, social, and ethical. Comer schools use the six developmental pathways to make decisions that will benefit children. Forest Street School staff has embraced the School Development Program and clearly understands that effective implementation of the model is an on-going process that must be embedded in everything that we do.

The Comer Process provides a process for using adults to support students' learning and overall development. It is a different way of thinking and working in schools. The Comer process replaces the traditional ways of working in a school, with a system that works for schools and the students they serve.

## **Language Arts**

The Orange Board of Education has developed a Language Arts Curriculum guide for Prek-12<sup>th</sup> grade students.

Language Arts continues to be our area of focus as we devote 120 minutes in grades 1-4 and 82 minutes in grades 5-7. We believe if our students develop successfully in the area of reading, writing and comprehension they will be successful in all disciplines.

This year we will be utilizing Read Aloud Project, Message Time Plus and Units of Study (Lucy Caukins) for grades K-2 and Expeditionary Learning for grades 3-7. In addition to the programs that will be utilized, all students will consistently read novels in the classroom and at home. This will be **mandatory** reading that will be followed by brief assessment of comprehension and the **completion of book tickets** that will serve as points towards our 35 book challenge.

## **Math**

The Orange Board of Education has developed a curriculum guide for teachers of grades kindergarten through seven. The guide provides a wide range of problem solving activities and assessment tools for measuring objectives at six-week benchmarks. Math periods are 90 minutes for grades 1-4 and 82 minutes for grades 5-7. Concepts are delivered in three stages: first through concrete hands-on activities with the use of manipulatives; second, moving onto the iconic stage using drawings, pictures, etc.; and finally to the symbolic stage. Math in Focus is the program utilized for kindergarten through seventh grade. Math instruction will be supplemented with Moby Max (K-2), Ten Marks (3-5), and Scholastic Math 180 (3-7). There is ongoing professional development for the district core programs. Lastly, a consultant will continue working closely with our math coach to provide embedded professional development for all instructional staff.

**All curriculums can be accessed on the Orange Public Schools District website.**

## **Character Building Education**

Project Wisdom Program has been incorporated into our morning exercise. This consists of a powerful parable being read over the intercom each morning by the building principal or selected individuals. Additionally, our students have been recognized in our "Caught in the Act" assemblies for their random acts of kindness. All students are expected to exhibit respect for themselves, all adults and their peers at all times.

### **Universal Breakfast Program**

The Orange School district participates in the Universal Breakfast Program. This begins at 7:30 a.m. each morning for grades K-2 in the kindergarten classrooms and student cafeteria. Students in grades 3-7 will eat in the multipurpose room. Research continues to show that students perform better when they have had a well-balanced breakfast. Parents are encouraged to ensure their children are in school no later than 8:00 a.m. to participate. Breakfast will not be served after 8:15 a.m. If your child does not wish to participate in the breakfast program, please ensure they have a well-balanced breakfast at home. **No outside breakfast foods are permitted in the school building.**

### **V. Registration**

Registration will take place at the Board of Education registration department located in the board building.

Parents of newly enrolled students must provide: three (3) proofs of a residency a lease or mortgage papers in your name, and two (2) current utility bills in your name.

Complete immunizations and health records; transfer card (grades 1-7); and child's social security card (if they have one). For kindergarten, a child must be 5 years old by October 1, of the current school year and you must provide a birth certificate (original), and current physical examination (within 6 months).

### **VI. Attendance**

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**

**A written note must follow all absences from the student's parents/guardian.** After 3 unexcused absences a phone call and/or an attendance referral will be completed.

A student who has accumulated more than 18 absences in a single school year may be retained in the same grade for another year due to absences.

#### **A. Doctors' Appointments**

Medical and dental appointments should be scheduled when school is not in session. If an appointment must be kept during school hours, the student must bring a doctor's note on the doctor's stationary or from the parents stating the time and date services were given to the student. **Students will be responsible for all missed assignments.**

#### **B. Procedures for early dismissals**

If it is essential that your child be dismissed from the school early, please send a written request to the classroom teacher. The child will be dismissed to the office and must be signed out by an adult noted on the Emergency form. **NO CHILD WILL BE ALLOWED TO GO HOME EARLY WITH-OUT BEING ACCOMPANIED BY AN ADULT (18 or older). Please limit early dismissals as they are a disruption to instruction. Our school day ends at 3:00 p.m. for our K-2<sup>nd</sup> grade classes and 4:00 p.m. for our 3<sup>rd</sup> - 7<sup>th</sup> grade classes.**

Under no circumstances are children allowed to leave school to go to the store and return to the building. Once students are dismissed they are not permitted to re-enter the building. **(Students will not be permitted to leave for an early dismissal between the hours of 3:30-4:00).**

#### **C. Tardiness**

To avoid being late, students are advised to arrive at school by 8:15 a.m. and report to their designated area (the playground, or multipurpose room). Due to no available supervision, students are not allowed to enter the building before 7:30 a.m. Students who enter the classroom after 8:35 a.m. are considered late and will be marked accordingly in *Genesis* which will reflect on their report cards. All tardies should be followed by a written excuse.

**Students late to school three (3) or more times a month will be issued a detention.**

#### **D. Time and bell schedule/line up procedures**

Both the health and safety of your children are affected by the time that they arrive at school. **Parents can be a great help to us by not sending your child to school before 7:30 a.m. because there is no adult supervision available, unless for breakfast.**

Try to plan it so they will arrive 5-10 minutes before the bell rings (8:15 a.m.). This will ensure that they will not be outside for too long, and that there will be supervision for them.

#### **E. School Closings:**

If schools are to be closed due to hazardous weather conditions, a district phone blast will be made through the Superintendent's office; announcements will also be made over the following radio stations:

WOR (710) AM  
WNJR (1430) AM  
WINS (1010) AM  
WADO (Spanish) (1280) AM  
WJDH (1530) AM  
98.7 Kiss FM

### **VII. Health Related Services**

#### **Medical Emergencies**

- In the event of a medical emergency requiring your immediate presence, the school must have a telephone number and address where you can be reached. If there is not a working emergency contact number on file, parents will be asked to accompany students to school to provide updated information.
- Parents are asked to complete emergency contact information forms twice a year. (First and Third Marking period.)
- The telephone numbers of a relative and/or neighbor who will know where you can be contacted is also required.
- **Please Note; no treatment, except first aid, can be given at any hospital without parental consent.**

- A wait of three to four hours to make contact with you may prove hazardous to your children's health and welfare.

### **Communicable Diseases**

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. Safe guarding 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:**

<b>Hepatitis</b>	<b>Mononucleosis</b>
<b>Plantar's Warts</b>	<b>Rash of unknown origin</b>
<b>Scarlet Fever</b>	<b>Ringworm of skin or scalp</b>
<b>Venereal Disease</b>	<b>Strep Throat</b>
<b>Chicken Pox</b>	<b>Mumps</b>
<b>Temperature over 101.5</b>	<b>Discharge for eye/nose</b>
<b>Diarrhea</b>	<b>Continuous cold/cough</b>
<b>Head Lice</b>	<b>Hand and mouth disease</b>

### **PLEASE NOTE:**

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

- A.) An unexplained rash on 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 doesn't generally appear in good health.
- C.) Child is sneezing, coughing and/or has a runny nose.

### **VIII. Lunch Program**

The lunch program is open to all students and utilizes a rotating lunch menu. Students may bring their lunch from home to be eaten at school. If you choose to have your child bring lunch from home please be mindful that staff cannot warm up student lunches in the microwave and no peanut products are permitted.

**Fast food restaurant items, soda or candy are not permitted as our district has adopted the Federal Government Wellness Policy.**

**All Parents must complete an application. Approved application for the lunch program automatically qualifies a student for the breakfast program.**

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

Forest Street Lunch Periods		
1 <sup>st</sup> Lunch	11:00-11:30	Kindergarten, First & Second Grades
2 <sup>nd</sup> Lunch	11:45-12:15	Third and Fourth Grades
3 <sup>rd</sup> Lunch	1:00-1:30	Fifth, Sixth & Seventh Grades

### **Cafeteria**

The following rules are expected to be observed in the cafeteria:

- 1.) Students are expected to walk in the cafeteria, be seated at their assigned class table until they are called for the lunch line.
- 2.) Conversational tones are expected
- 3.) The tables and floors are to be kept clean. All garbage must be placed in the garbage cans.
- 4.) Students are to only sit in their designated areas of the lunchroom.
- 5.) Food and utensils are to remain in the cafeteria.
- 6.) Students are expected to be courteous to lunch aides, cafeteria workers, administrators, school personnel and students.

**\*\*\*Any infractions of the rules listed above will be considered a serious offense and result in a detention and or loss of privileges.**

## **IX. Instructional Program Description**

### **A. Homework Policy**

Our homework policy begins the first week of school for all children at Forest Street School and is as follows:

Classroom teachers will give homework appropriate for age and ability level of the students in their classes every weekday, vacations and weekends. The students will have some type of homework to do every evening in addition to their nightly reading. Parents must make sure all homework is completed and returned. Parents and children will be responsible for all books (text, workbooks, library, etc.) brought home. Student planners and communication logs will be provided to all students in grades K-7 and must be checked and signed daily by students, parents and teachers. Subject matter and quantity of homework will be consistent with Board of Education policy and procedures.

**If your child does not have homework nightly, please contact your child's teacher immediately.**

### **B. Books**

**Books are provided by the Board of Education and issued to students at no cost. Students will be assigned a book number and are responsible for all books assigned to them. If books are lost or damaged beyond general use, a fine will be issued and must be paid before final report cards are issued.**

All textbooks are to be covered and cared for properly and student's name should appear inside the front cover.

### **C. Suggestions for Parents**

Six ways in which parents can assist their child in improving their education:

1. Provide a quiet place to study.
2. Check and sign homework every night.
3. Make sure children get a full night's sleep.
4. Be certain your child comes to school every day and arrives on time.
5. Talk to your child about home and school events.
6. Spend time reading with your child daily.

### **D. Report Cards**

Report Cards will be distributed four times each year. Regular school attendance in addition to passing grades (73% or above), are essential for promotion. District Parent/Teacher conferences are mandatory; however, are not the only available

times to meet with instructional staff. A teacher or parent may request a conference at any time; **a conference slip must be presented to Security on the day of the conference.**

### **E. Action Plans**

Progress Reports are also distributed 4 times each year. Typically during the 5<sup>th</sup> week of the marking cycle. If your child has a grade of 72% or below in any area an action plan must be created to ensure the students success. Parents will be required to meet with the teacher(s) and together develop an action plan.

### **F. Promotion Policy**

Each student 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 Core Curriculum Contents Standards/Common Core Standards and the Orange Township promotion and retention policy for their grade level. The grading promotion policy retention policy can be found on line.

Parents will receive interim reports and notices if the student is in danger of failing. Parent/teacher conferences will be held at the conclusion of the 2<sup>nd</sup> Marking Cycle. 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 Child Study Team will be consulted about possible retention recommendations.

### **G. District Grading Policy**

**Students' grades are calculated based on 5 areas.**

Tests 25%

Quizzes 20%

Homework 10 %

Authentic Assessments 25%

Class work 20%

### **H. Testing**

#### **PARCC Test**

**All students in grades 3-7** in the state of New Jersey are assessed utilizing the PARCC Assessment. These assessments measure the students' skill level mastery on each grade level. Assessment dates and parent workshops dates will be forthcoming.

#### **Benchmark Assessments**

Every five -six weeks students will participate in a benchmark assessment. The purpose of these assessments are to immediately

identify any academic challenges and provide additional supports in those specific area(s) of need and will count towards students grades.

In order to obtain the best results from students, parents should ensure that during the designated testing periods their child (ren) are well rested and have a good breakfast each day.

### **I. Student Recognition**

Students are recognized during each marking cycle for academic excellence.

Students will also be recognized for random acts of kindness, and for practicing Forest's Core Ethical Values; trustworthiness, respect, responsibility, fairness, caring, citizenship, Students will also be recognized for homework compliance.

### **X. School Safety Drills**

#### **School drills**

Fire drills, lock down 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.

### **XI. School Field Trips**

A standard walking trip permission request will be sent home for parents to sign and return to the students 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, for each trip requiring transportation. Verbal permission is not acceptable. Parents will be asked to chaperone trips when needed.**

### **XII. Behavior Management**

Forest Street 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 be found on line.

BELOW ARE BEHAVIORS WE EXPECT FOREST STREET STUDENTS TO EXHIBIT:

**CODE OF CONDUCT**

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 conduct themselves in an orderly manner at all times.

**DISCIPLINE POLICY**

1. Classroom detention( Minor Offense)
2. Ninth Period After school detention for 1 hour(Minor Offense)
3. In-school suspension(Major or Minor Offense)
4. Out of school suspension(Major Offense)

**Behaviors That Warrant an Out of School Suspension:**

1. Fighting or participating in; encouraging or instigating fighting at school.
2. Disrespect or defiance of school personnel.
3. Blatant disruptive/aggressive behavior.
4. Bullying other students.(physically or verbally)
5. Vandalism of school property or stealing.
6. Extorting money from students.
7. Carrying a weapon.
8. Sexual harassment.
9. Throwing of food.
10. Blatant display of profanity.

**Law Enforcement Unit**

Forest Street 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.

**D. Locker Policy**

Students in grades 5-7 will only be allowed to go to lockers prior to homeroom, before lunch and after Micro-society. 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 and may be inspected if necessary and/or be prohibited from use.

#### **E. Money & Valuables**

Students do not need large sums of money. They should never leave anything of value in their desks or outdoor clothing. Parents must understand that we do not carry insurance for theft or loss of articles. The parent must carry insurance.

#### **F. Toys**

Toys and games are not permitted in school. If taken from the child it will be sent to the principal's office. A parent conference will be required if any child brings a toy gun or any other toy of violent nature into Forest Street School.

#### **G. District Cell phone policy**

In accordance to Board policy cell phones are not allowed in school. We understand the importance of our students carrying cellphones; therefore a policy has been put in place. If your child brings a phone to school they will be required to sign them in and out with security or designated personnel. All phones will be locked in a secure place and returned at the end of the school day. In the case of an emergency all students are allowed to use the school phone with adult supervision.

#### **H. Non-Motorized Vehicles**

Students are permitted to ride non-motorized skateboards, scooters, roller skates, bikes or any other non-motorized as a mode of transportation to travel to and from school.

However, the staff of Forest Street School is not responsible for any damage and/or loss of these items.

#### **I. Birthday Parties**

Due to the high volume of food allergies and the Federal Government Wellness Act cupcakes, cakes, juices, candy is not permitted for birthday celebrations. You are permitted to do provide goodie bags with non peanut products in for the class.

### XIII. Transfers

Parents of children who are moving from the Forest Street School zone must notify the district registration office of the date the move is in effect, the new address, and the school which the child (ren) will be attending in order to receive a transfer card in a timely fashion.

Transfers can only be requested by a parent or guardian. Once a transfer is issued, your child is no longer enrolled and cannot attend school. All transfers will be issued directly to the transferring school.

**All items must be returned that were borrowed from the school: textbooks, equipment, etc.**

A Central district registration site will handle all registrations and transfers.

### XIV. Uniform Dress Code:

Believing that school dress code can significantly influence student behavior and enable the school caregivers to quickly identify students: Forest Street School will expect all students to comply with the district dress code.

#### DISTRICT UNIFORM DRESS CODE.

##### PreK-4

- **Boys-** White polo oxford short, navy blue pants, navy blue sweater/vest
- **Girls-** White polo oxford shirt, navy blue skirt, shorts, skorts, dress jumper, or pants. White or blue tights or socks, navy blue sweater.

**Middle school students(Grades5-7) will wear Blue or white oxford shirts, khaki pants, skirts, jumpers, skorts, shorts and navy blazers. (Boys will wear a blue tie).**

**\*\*\*Students will not be permitted to wear Hoodies during the school day\*\*\***

##### Physical Education:

Boys/ Girls- White polo shirts with navy shorts

Ash gray or navy blue sweat suits

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

##### School Spirit Days

**Students may wear any "Forest Street School" tee shirt.**

### Parental Involvement:

We strongly encourage parental involvement as statistics have shown that it directly impacts academic achievement. Please make a commitment to your child's success by being involved in his/her education.

\*\*\*We are in need of two class parents per classroom. If you are interested in holding this position please notify your child's teacher immediately.

Thank you for your continued support and we look forward to a productive school year.

**Forest Street School maintains  
A ZERO TOLERANCE policy for  
Any type of teasing, intimidation  
Or harassment**





ORANGE TOWNSHIP PUBLIC SCHOOLS  
**FOREST STREET ELEMENTARY SCHOOL**

651 Forest Street Orange, New Jersey 07050

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Ronald C. Lee

Interim Superintendent of

Schools

Ms. Yancisca Cooke  
Principal

Nyree Delgado  
Assistant Principal

# FOREST STREET SCHOOL

## Student Handbook

Please sign below and return to your child's classroom teacher  
by Thursday, September 18, 2017.

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

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

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

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

Date \_\_\_\_\_

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

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