



**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. Nyree Delgado, Assistant Principal

August 16, 2021

Dear Parents, Guardians, and Caregivers,

We are excited for the start of the 2021-2022 school year at Forest Street Community School! We are partners, jointly dedicated to helping your child grow socially, emotionally, and intellectually. Please be reminded that students report for the first day of school on Tuesday, September 7, 2021. This school year will be filled with continued opportunities to stretch your child's practice. It is going to be a great school year for not only the school level staff but for each of you as well. For the last 15 months, we were immersed in a remote and/or hybrid model, be advised that we are returning to all buildings on September 7<sup>th</sup>. Governor Murphy shared in Executive Order #175 that remote learning would be ending as of June 30, 2021. As shared by Superintendent Dr. Fitzhugh, the end of the remote option provided the district the opportunity to plan accordingly for the safe return for all students and staff. What did the district do? We maintained our mask mandate throughout the summer, continued our temperature checks, and social distancing.

Throughout SY 21-22, as we did during the spring and summer, COVID testing will continue at every school building throughout the school year. We will continue the daily COVID-19 questionnaire that you completed each day last school year in Genesis. The district's mask mandate will help to ensure the continued health and safety of all staff and students.

All face coverings (whether disposable or reusable) must:

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

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

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

Please see the information below regarding school procedures:

## **MORNING PROCEDURES FOR STUDENTS**

### **Pre-Kindergarten**

**8:15 Arrival**-Both Paraprofessionals will receive the students on the school yard. Student and parent will stand at designated marker until received by para. Parents will confirm receipt of student. Support staff will be on post in the students' playground to conduct temperature checks and the para will escort the students to Trailer A or B. The Classroom teachers will be in the classrooms to receive the students and begin the breakfast program (If inclement weather arrival procedure will take place in the Multi-Purpose Room from the rear exits).

### **Kindergarten**

**8:15 Arrival**- All 3 Paraprofessionals will receive the students in the student cafeteria (Exit #5) from the rear door. Support staff will be on post in the cafeteria to conduct temperature checks and the 3 paras will escort the students to their assigned classroom. The teachers will be in the classrooms and begin the breakfast program.

### **1<sup>st</sup> and 2<sup>nd</sup> Grade**

**8:15 Arrival**-1<sup>st</sup> and 2<sup>nd</sup> grade students will be received by Mrs. Delgado at the Original Main Entrance (Exit #3) in the old wing of the building on Forest Street (Primary Entrance). Mrs. Delgado will conduct the temperature checks and a Special Teacher will assist with escorting the students to their classrooms. Students will transition through the Primary Stairwell. The teachers will be in the classrooms and begin the breakfast program.

### **3rd Grade**

**8:15 Arrival**-3rd grade students will enter through the South Valley Road entrance (Exit #4). Security will conduct the temperature checks and a Special Teacher will assist with escorting the students to their classrooms. Students will transition through the (far left) Stairwell. The homeroom teachers will be in the classrooms and begin the breakfast program.

### **4<sup>th</sup> and 5<sup>th</sup> Grade**

**8:15 Arrival**-4<sup>th</sup> and 5<sup>th</sup> grade students will enter through the main lobby entrance (Exit #2). Security will conduct the temperature checks and a Special Teacher will assist with escorting the students to their classrooms. Students will transition through the Primary Stairwell. The homeroom teachers will be in the classrooms and begin the breakfast program.

### **6<sup>th</sup> and 7<sup>th</sup> Grade**

**8:15 Arrival**- 6<sup>th</sup> and 7<sup>th</sup> grade students will enter through the Middle School Entrance (Exit #1). Support staff will be positioned at the entrance to conduct temperature checks. Special teachers will assist students with transitioning to classrooms. The teachers will be in the classrooms to begin the breakfast program.

## **DISMISSAL PROCEDURES FOR STUDENTS**

### **Pre-Kindergarten**

**3:20 Dismissal** -All Pre-K students will be dismissed from the school yard by the classroom teacher and paraprofessional. Parents will remain on the outside of the gate and each student will be escorted to their parent. Parent will confirm receipt of student (If inclement weather there will be a staggered dismissal that will take place in the Multi-Purpose Room from the rear exits).

### **Kindergarten**

**3:20 Dismissal**-All students will be dismissed from the student cafeteria (students will be seated using Social Distancing requirements). As parents arrive students will be called to exit the cafeteria from the rear exit and parent MUST sign students out.

### **1<sup>st</sup> and 2<sup>nd</sup> Grade**

**3:20 Dismissal**- 1<sup>st</sup> and 2<sup>nd</sup> grade students will be escorted by their teacher and dismissed at the Original Main Entrance (Exit #3) in the old wing of the building on Forest Street (Primary Entrance). A Special Teacher will assist with dismissal.

### **3rd Grade**

**3:20 Dismissal**-3rd grade students will be escorted by their classroom teacher and dismissed from the (far left) Stairwell exit on South Valley Road. Parents will wait on South Valley Road as students are dismissed. A Special Teacher will assist with dismissal.

### **4<sup>th</sup> and 5<sup>th</sup> Grade**

**3:20 Dismissal**- 6<sup>th</sup> grade students will be escorted by their classroom teacher and dismissed from the main lobby. Parents will wait on Forest Street sidewalk as students are dismissed. A Special Teacher will assist with dismissal.

### **6<sup>th</sup> and 7<sup>th</sup> Grade**

**3:20 Dismissal**-7<sup>th</sup> grade students will be escorted by their classroom teacher and dismissed from the Middle School Exit. Parents will wait on Forest Street sidewalk as students are dismissed. A Special teacher will assist with dismissal.

**In the event that you are unable to pick up your child on a certain day, please provide prompt, written notification to the main office. Please include the name of the person who will serve in your capacity.**

### **STUDENT ATTIRE**

Students should dress appropriately for a school setting. Sneakers must always be worn for physical education classes. Uniforms should be worn daily. It is the expectation of the following in terms of dress:

#### **PreK-4**

**Boys**-White polo oxford short, navy blue pants, navy blue sweater/vest

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

#### **Middle school students (Grades5-7)**

**Boys**-Blue or white oxford shirts, khaki pants

**Girls**-Blue or white oxford shirts, khaki pants, skirts, jumpers, or skort. navy blue sweater/vest

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

**The following items of clothing are considered to be inappropriate and are not to be worn:**

- **Blouses or sweaters that show a bare midriff, halter tops, bandanas, tank tops, tops with thin straps, short shorts, short mini-skirts, clinging or form fitting spandex leggings (*without the appropriate length skorts, shorts, skirt, or dress*), pants/jeans worn below the waist, and pants/jeans with rips 4" above the knee (including any rip that shows through to skin, undergarments, or fabric.). All flannel-type pants and sleepwear are not permitted. Students will not be permitted to wear hoodies during the school day.**

- Appropriate and safe footwear must be worn at all times. Specifically, no flip-flops or “sliders” are not to be worn due to the safety factor when using stairs. All sandals must be secured at the toes and ankle for safety.

**SCHEDULES KIOSK:** We are passing out schedules on Monday, August 23, 2021, from 9:00 AM until 1:00 PM and Wednesday, August 25, 2021 from 10:30 AM until 3:30 PM. During this time, we will also assist parents with obtaining access to the Genesis Parent Portal.

**CLASSROOM SUPPLIES:** For information regarding classroom supplies, please visit [www.orange.k12.nj.us](http://www.orange.k12.nj.us) and select Our District to and then your child’s school for a comprehensive review.

### **STUDENT ABSENCES**

Parents are responsible for reporting daily absences to Ms. Willis, School Administrative Assistant, at (973)677-4120. The district policy indicates that a student must be in attendance for 163 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

## **FORMS**

Students will receive the emergency contact form on the first day of school. Please review and complete the emergency form and other corresponding forms by September 13, 2021. It is important that these forms are returned so we are able to have active communication with you throughout SY 21-22.

**AFTER SCHOOL PROGRAM:** List after school programs dates (grade levels and activities) from September through June 2022.

### **Kindergarten through 7<sup>th</sup> Grade After-school Program**

October 13, 2021-April 28, 2022

Mondays-Thursdays 3:30 pm-4:30 pm

For identified students based on pre-assessment results

### **Saturday Boot Camp**

October 2021-April 2022 (calendar will be forthcoming)

Saturdays 9:00 am-12:00 pm

For identified students based on interim report results

## **CHROMEBOOKS**

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

## **COMMUNICATION**

- All teachers and staff will be connected to our students and families using “Class Dojo” for our Pre-K-3<sup>rd</sup> grade parents and “Remind” for all 4<sup>th</sup>- 7<sup>th</sup> grade parents. Please ensure you have connected with your child’s classroom teacher on this platform and check the “school story” daily for any announcements.
- E-mail & phone blasts will also be used to communicate with families. Please ensure you have updated your contact information in genesis. It is imperative that all school personnel have the most update information for your household.
- Being able to communicate with our parents is extremely important. Please ensure that all your information is updated. You will receive calls from our secretaries to check and update your information in Genesis.
- Parent Portal will be the means of accessing all your student’s important information, his/her progress/grades, missing assignments and other concerns that might impact your student’s performance or well-being. If you have not done so, please ensure that you sign up for parent portal.
- Please listen to phone blasts sent by the school and/or District. They include important information and guidance. This is even more important in these uncertain times.
- If you have not signed up for the Orange App, you can download on your Android or Apple iPhone.
- The School District’s social media platforms are a great source for posting updates & important information as well as celebrating and sharing photos of our fun activities. You can also follow our school on the following social media platform below:
  - **Twitter:** Orange Public School District (If your school has this one separately from the district, add your handle.)
  - **Instagram:** Orange Public School District (If your school has this one separately from the district, add your handle.)
  - **Facebook:** Orange Public School District (If your school has this one separately from the district, add your handle.)

## **FOREST STREET COMMUNITY SCHOOL MISSION STATEMENT**

Through the full collaboration of school personnel, parents, and the community, Forest Street Community School is committed to nurturing a generation of formidable global competitors and leaders. Our students are inspired to achieve and walk with integrity, confidence, and compassion. We provide opportunities and life experiences which motivate each student to exceed their own expectations as every child is an achiever.

Looking forward to a happy, healthy, and productive school year!

Educationally yours,

*Yancisca Loftin Cooke, Ed.D.*

Yancisca Loftin Cooke, Ed.D  
Principal

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