

Heywood Avenue Elementary School

Student and Family Handbook 2024-2025



Richele Woods, Principal
Emily Shaltuper, Assistant Principal



Home of the Wildcats! We Got Our Heart in the Game!

421 Heywood Avenue, Orange, NJ 07050

Phone: (973) 677-4105



ORANGE TOWNSHIP BOARD OF EDUCATION

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PRINCIPALS

Jason Belton, *Orange High School*

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Cayce Cummins, Ed.D., *John Robert Lewis Early Childhood Center*

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

Terence Wesley, *Cleveland Street School*

Denise White, *Central Elementary School*

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*

Sandra Guerra, *Rosa Parks Community School*

Shannon Keogh, *Forest Street Community School*

Yoniel Lopez, Ed.D., *Orange High School*

Aimie McKenzie-Smith, *Park Avenue School*

Dairon Montesino, *Orange High School*

Gerald J. Murphy, *Rosa Parks Community School*

Emily Shaltuper, *Heywood Avenue School*

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 School District – 2024-2025 Calendar



Gerald Fitzhugh II, Ed.D.
Superintendent of Schools
Approved: 2/13/24



<div>2 Labor Day - District Closed</div> <div>3-5 Professional Dev. For Staff Only</div> <div>6 First Day of School</div>	<div>Staff 20 September Students 17</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30													<div>Staff 15 February Students 15</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28									<div>17 – 21 District Closed - Winter Break</div>
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The calendar includes 188 contractual certificated staff days and 183 contractual contact student days. There are 3 snow days or emergency closing days built into this calendar. Should the District use more than 3 emergency closing days the days will be used at the discretion of the Superintendent of Schools.

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

District Closed for Staff and Students

Professional Development Staff Only

12:30 Dismissal Students Only



Orange Township Public Schools

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



2024-2025 District Goals

Goal #1: 21st 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

- Administrative Meetings will continue to be instructionally-focused learning sessions for principals and district administrators. Ultimately, all training sessions will be germane to data points resulting from walk-through trend analyses.
- Administrative meetings will continue to have instructionally focused agendas with accompanying sign in sheets. Meetings will take place for horizontal and vertical articulation supports to build content knowledge and pedagogy if applicable and integration of technology to enhance the current curricula

2) By May 2025, 60% of students in each preparedness group will meet or exceed their assigned end of year growth target in mathematics.

- The assessments that will be used to measure progress towards the assigned growth targets include the iReady Diagnostic, NWEA MAP, District Benchmark Assessments, and select Performance Tasks in the area of Mathematics.
- The district will continue to report out all data in the area of mathematics in Curriculum Committee as per the assessment calendar as well as the Board of Education Meeting.

3) By May 2025, 60% of students in each preparedness group will meet or exceed their assigned end of year growth target in ELA.

- The assessments that will be used to measure progress towards the assigned growth targets include Reading Diagnostics, District Benchmarks, and Performance Tasks in the area of English Language Arts.
- The district will continue to report out all data in the area of English Language Arts in Curriculum Committee as per the assessment calendar as well as the Board of Education Meeting.

4) By May 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.

Orange Public Schools Strategic Plan

- To view Orange Public Schools, Strategic Plan 2021-2025, "Moving into Greatness" please visit the district webpage at <https://www.orange.k12.nj.us/Page/29953>.

The Orange Board of Education

Vision Statement

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

Mission Statement

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

Good to Great!

Heywood Avenue School Mission Statement

Heywood Avenue School is committed to developing and preparing students to become college and career ready in the 21st Century through a rigorous academic program designed with thematic units of study and curriculum mapping.

We commit to providing 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, as well as, STEAM readiness in a competitive global community.

We will advocate and collaborate as active partners with each other, students, parents and the community to be directly involved with the educational process. These partnerships will produce students who are responsible citizens and lifelong learners.

Heywood Avenue Elementary School Welcome Back Letters

Please click the following links to view.

English: <https://drive.google.com/file/d/1tkwWRz53TQQqdZSfP3XFpmJqxm84agrZ/view>

Spanish: https://drive.google.com/file/d/1R3e-KZXO_g-oS8rPmQsrkRIGFJFSKkHh/view

Haitian Creole: <https://drive.google.com/file/d/1lpQi46aWFKlyHld7Y1UhMbIrMHyLLenr/view>

Heywood Avenue School Faculty & Staff

Staff Member	Position	Location/Room Number	Extension
Richele Woods	Principal	Main Office	14700
Emily Shaltuper	Assistant Principal	2B	14801
Elizabeth Copeland	Administrative Assistant	Main Office	14700/14701
Camille Allen	School Nurse	Nurse Office (1st Floor)	14750
Jeannette Laguna	Social Worker	4	14810
Christopher Porter	Community School Coordinator	Annex Office	14714
Spencer Drice	Security Officer	Security Desk	14711
Chaniyah Adams	Security Officer	Security Desk	14711
Grade Level- Preschool			
Syreeta Springer	Teacher	114	14114
Crystal Ford-McPhoy	Paraprofessional	114	14114
Kusum Jethwa	Teacher	115	14115
Sharon Harris	Paraprofessional	115	14115
Grade Level- Kindergarten			
Shireen Griffith (ESL)	Teacher	110	14110
Maki Bethea	Paraprofessional	110	14110
Stephanie Hill (SE)	Teacher	120	14120
Gail Smith	Paraprofessional	120	14120
Grade Level- 1st Grade			
Mary Beth Barrios (SE)	Teacher	117	14117
Felicity Greene (ESL)	Teacher	118	14118
Grade Level- 2nd Grade			
Krista Browne (ESL)	Teacher	116	14116
Julie Antoine	Paraprofessional	2	14002
Halimah Sylvester (SE)	Teacher	119	14119
Grade Level- 3rd Grade			
Anita Ramirez (SE)	Teacher- ELA & Social Studies	1	14001
Charisma Riggins	Paraprofessional	1	14001
Joyce Daniels (ESL)	Teacher- Math & Science	2	14002
Grade Level- 4th Grade			
Mercedes Davidson (ESL)	Teacher- ELA & Social Studies	7	14007
Mary Vandenberg (SE)	Teacher- Math & Science	9	14009
Homeroom Grade Level- 5th Grade			
Ekua Sutton (SE)	Teacher- ELA (5th & 6th Grade)	22	14022
Jamillah Rawls (ESL)	Teacher- Math (5th & 6th Grade)	20	14020
Homeroom Grade Level- 6th Grade			
Caelynn Robinson (SE)	Teacher- Social Studies (5th - 7th Grade)	25	14025
Cara Piccerilli (ESL)	Teacher- Science (5th - 7th Grade)	26	14026
Roneisha Sanders	Paraprofessional	20	14020
Homeroom Grade Level- 7th Grade			
Julian Molano (ESL)	Teacher- Math (6th & 7th Grade)	23	14023
Alexandra Toscano	Teacher- ELA (6th & 7th Grade)	24	14024
Special Services and English as a Second Language			
Marie Molinaro	Special Education Teacher (Grades K-2)	8A	14713
Marissa Braithwaite	Paraprofessional	8A	14713
Mariella Sosa	Paraprofessional	8A	14713
Meghan Werner	Special Education Teacher (Grades 3-4)	3	14003

Darren Bragg	Paraprofessional	3	14003
T'Shayla Thorpe	Special Education Teacher (Grades 4-5)	21	14021
Samuel Victor	Paraprofessional	21	14021
Renate Garretson	Resource Room Teacher (Grades K-4)	5	14005
Deborah Muller	Resource Room Teacher- Math (Grades 5-7)	23	14023
Sadie Atkinson	Resource Room Teacher- ELA (Grades 5-7)	22	14022
Claire Maccabee	ESL Teacher (Grades 5-7)	9	14009
Regina Luke	ESL Teacher (Grades K-4)	5	14005
Specialists			
Judah Marable	Dance Teacher	TCU12	14980
Marc Grillo	Physical Education Teacher	Gymnasium	n/a
Samantha Hanf	Media Specialist	Library	14181
TiAsia Ford	Technology Coordinator	27	14888
Awilda Hernandez	WL- Spanish	5	14005
Vacant	STEM Teacher	6 (Computer Lab)	14006
Daniel Nathanson	Instructional Music	TCU11	14027
Katie Willey	Vocal Teacher	Auditorium	14183
Donald Cherry Jr.	Physical Education Teacher	Gymnasium	14712
Christoper Cueto	Art Teacher	8B	14008
Child Study Team			
Julianna Azzizzo	Speech Therapist	Library	14714
Stacey Estrada	LDTC	CST Office	14830
Bonnie Ream	Psychologist	CST Office	14830
Cheryl Corpuz	Occupational Therapist	Library	14181
Gregory Ingram	Social Worker	CST Office	14830
Cafeteria			
Nicole Warren	Food Services	Cafeteria	14182

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Parent Involvement/PTO Membership

The Orange School District recognizes that without parent partnership student achievement cannot flourish. In an effort to nurture the partnership between the Orange School District and our parents a Parent Academy has been established in order to:

- Increase Communication
- Provide training for parents in all district and state initiatives
- Provide opportunities and training for parents to bAlcantFa@orange.k12.nj.usecome school leaders
- Create schools where parents are recognized as partners on the educational process
- Increase collaboration within the Orange, NJ community.

Parents are welcome to volunteer in our school and should inform their child's teacher and/or principal of their availability. Both parent and teacher must agree on the day/time for parents to volunteer. If you desire to be a consistent volunteer (scheduled one or more days per week), parents will need to have a background check and be cleared from the district office and administrative office to volunteer. See the office for the appropriate paperwork.

Parents may volunteer in a number of capacities to include: reading one-on-one with a student, reading to a group of students, assisting at snack time, distributing classroom supplies, assisting a teacher with classroom projects, etc. We encourage you to become a member of our school PTO. Our PTO needs your support and offers an array of programs during the school year that benefits all of our parents and students.

District and School Calendars

The district calendar is available on the district website at www.orange.k12.nj.us. Our school calendars will be published monthly and provided to all students as well as available on our school website. It is important that our parents and students keep both posted in a safe area and reference them on a regular basis to ensure you are aware of school events and closings.

Curriculum

The curriculum at Heywood Avenue School includes instruction in a variety of basic academic disciplines as well as personal enrichment activities. Cross curricular connections are made in every subject area.

English Language Arts: The critical work of the English Language Arts program at Heywood is to provide a foundation for the students it serves to develop essential skills and knowledge that allow them to communicate effectively in the real world. To reach our goal, effective teachers will provide consistent rigorous instruction through the use of relevant standards-based curricula. The ability to read, write, and think critically are at the core of what we do. Therefore, we provide opportunities for deep and thoughtful engagement with high-quality literary and informational texts that build knowledge and enlarge experiences so the students of Orange are college and career ready.

- [K-2 Curriculum](#)
- [3-5 Curriculum](#)
- [6-7 Curriculum](#)

Mathematics: The critical work of the Mathematics program at Heywood exists to provide the students it serves with a mathematical 'lens'-- allowing them to better access the world with improved decisiveness, precision, and dexterity; facilities attained as students develop a broad and deep understanding of mathematical content. Achieving this goal defines our work - ensuring that students are exposed to excellence via a rigorous, standards-driven mathematics curriculum, knowledgeable and effective teachers, and policies that enhance and support learning.

- [K-2 Curriculum](#)
- [3-5 Curriculum](#)
- [6-7 Curriculum](#)

Science: The critical work of the Science program at Heywood actively works to ensure that all students are actively engaged learners. Through an interdisciplinary educational approach, our dedicated staff work to promote an appreciation and curiosity for the Sciences within our students. Through equitable and rigorous Next Generation Science Standards-aligned coursework, our K-12 Students gain a deeper and dynamic working knowledge of

Science and Engineering Practices so that they can engage in rich experiences that help them to develop the skills necessary to pursue College Majors and Careers in Science, Engineering, and Technology upon graduation. Our goal is for our Science students to become life-long Science learners., through daily practical, active, hands-on, student-lead investigations and work.

- [K-12 Curriculum](#)

Social Studies: The critical work of the Social Studies program at Heywood is to help students become informed, compassionate, and active participants in the world around them by equipping them with the knowledge, skills, and civic values necessary for responsible citizenship. This objective is one that our students are taught to meet throughout their time in our schools. However, students in our social studies courses also learn to become skillful readers, sophisticated writers, and critical thinkers. They examine historical documents, weigh evidence, conduct research, and share their findings. In short, they do the work of historians.

- [K-12 Curriculum](#)

STEM: The Office of STEM-focused learning actively works to provide a fully integrated STEM education model where engineering design, mathematical analysis, and scientific investigations will be leveraged to expose the natural connections between STEM subjects to inspire creativity, innovation, and encouragement to adopt STEM-related careers.

- [STEM Frameworks](#)

Grading System

The following grade equivalents will be in effect in all courses earning honor roll credit:

- ☐ A (Exceeds the Standard), 100-90
- ☐ B (Meets the Standard), 89-80
- ☐ C (Marginally Meets the Standard), 79-70
- ☐ D (Below Standard), 69-65
- ☐ F (Unsatisfactory Performance), 64 and below

Reporting of Academic Performance

Report cards will be distributed four times each year. During the 1st, 2nd, 3rd, and 4th reporting periods, progress reports will be sent home by the 5th week of every marking period. The progress report is to be signed by a parent and returned to school immediately. Formal parent conferences are held at the end of the 2nd marking period. Report cards are sent home at the end of each marking period. You will receive special bulletins concerning this area. Teacher-Parent conferences, however, can be on any school day as needed to discuss your child's progress. A teacher or parent may request a conference and mutually agree upon a convenient day and time.

Honor Roll

Heywood Avenue School acknowledges students every marking cycle via an awards assembly.

1. Principal's Academic Honor Roll: 100- 97%
2. Academic High Honor Roll: 96- 90%
3. Academic Honor Roll: 89-80%
4. Rising Stars (Grades K-7): Students Making Significant progress in a marking period, but not honor roll
5. Attendance: No absences or tardiness during the marking period.
6. Student Recognition of Honors: Academic, Citizenship and Attendance recognition programs must occur at the end of each marking period.

Students maintaining the Principal's Academic Honor Roll will be initiated into the Superintendent's list.

Promotion and Retention Policy

The Orange School District's approved board policy #5410 provides guidance on the promotion and retention policy for all schools. The following steps will be taken when deciding upon retention of any student:

- Parents of elementary students in jeopardy of failing a content area should be notified no later than February of a given year.
- Intervention plans should have been in action up to said date with timelines met.
- After parental contact, an aggressive plan should be initiated immediately.

- Monthly contacts should be made with the parent(s) and student.
- The last week of April a formal letter of intent to retain must be sent to parents.
- A log must be maintained in reference to parent contacts.
- Recommended retentions are approved by the School Management Team.
- An educational program must be developed for all students who are retained.
- Parents may file appeals; however, all appeals are finalized by the school principal.

Responsibilities

Everyone at Heywood Avenue Elementary School is a team, see below for each member's responsibilities:

- Responsibilities of Administrators
 - Serve as the instructional leader and engage students, staff and parents in meeting the learning goals inherent at each grade level and content area;
 - Ensure students are provided a safe and nurturing learning environment;
 - Facilitate the school positive behavior support plan, train teachers, and respond to discipline concerns;
 - Encourage parent communication with the school;
 - Provide responses to parental inquiries (i.e. attendance, discipline, grades, etc.);
 - Supervise all affairs regarding school management, operations, and activities;
 - Serve as a liaison between students, parents, teachers, and the school board
- Responsibilities of Parents (throughout this handbook, "parents" includes any parent, legal guardian or person having legal custody of the student)
 - Make every effort to provide for the physical and emotional needs of the child;
 - Encourage their child's daily attendance to school, required detention and Saturday School, and promptly report and explain absences and tardiness to the school;
 - Keep informed of school policies and academic requirements of school programs;
 - Support their child in pertinent school-related activities/organizations;
 - Be sure their child is appropriately dressed at school and school-related activities;
 - Discuss report cards and school assignments with their child;
 - Bring to the attention of school authorities any learning problems or conditions that may relate to their child's education;
 - Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school;
 - Assist their child in understanding their responsibilities as outlined in this handbook and submit a signed statement (see last page of handbook);
 - Promote high expectations for your child's behavior, school achievement, and homework;
 - Establish and maintain open lines of communication between home, school and teachers;
 - Participate in school activities including parent-teacher conferences.
- Responsibilities of Students
 - Attending all classes, daily and on time;
 - Being prepared for each class with appropriate materials and assignments;
 - Being properly attired;
 - Exhibiting respect toward others;
 - Conducting themselves in a responsible manner;
 - Paying required fees and fines;
 - Refraining from violations of the code of student conduct;
 - Respecting all school personnel, school rules, safety rules at school-related activities and on the bus;
 - Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels;
 - Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense; and
 - Conveying information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports).

- Responsibilities of Teachers
 - Perform teaching and extracurricular duties with appropriate preparation;
 - Teach to the standards of performance required by the district;
 - Teach the district curriculum;
 - Serve as appropriate role models for the students, in accordance with standards of the teaching profession;
 - Promote good student discipline by modeling regular attendance and punctuality;
 - Comply with district and school policies, rules and regulations, and directives;
 - Maintain an orderly classroom atmosphere conducive to learning;
 - Establish rapport and open lines of communication with parents, students, and other staff members;
 - Encourage students to strive toward self-discipline;
 - Participate in meaningful parent-teacher conferences.

Attendance

1. After returning from an absence, parents and students are responsible for contacting their teachers to determine the learning activities which were missed and student responsibilities for making up class requirements.
2. Home Instruction is provided for students absent for an extended time due to serious illness or injury. The Guidance Office should be contacted for additional information related to this service. All Home Instruction requests must be approved by the Department of Special Services.
3. Except for illness, lack of proper immunizations, religious holiday, disciplinary action or death in the family, students are expected to report to school, each day that school is in session.
4. A written note (from the student's parents/guardians) must follow all absences. A student who has accumulated more than 18 absences in a single school year may be retained in the same grade for another year.
5. Medical and dental appointments should be scheduled when school is not in session. If an appointment must be kept during school time, the student must bring a note to school on the Doctor's stationery stating the time and date that his/her services were rendered to the student.
6. To avoid being late, students are advised to arrive at school by 8:15 am and line up in their classrooms designated area. Students who enter the classroom after 8:30 am are late and will be marked accordingly in the class register and on their report cards.

Chronic Absenteeism

- A chronically absent student is a student who missed 10% or more of the school days required.
- In order for students to learn and achieve their fullest potential, it is critical that they are in school and engaged in the learning process.
- Research shows that student absences impact a child's ability to succeed in school. In addition, research shows that chronic absenteeism from school is a primary cause of low academic achievement and a powerful predictor of a student's risk of dropping out of school.
- With the Every Student Succeeds Act (ESSA), the latest reauthorization of the Elementary and Secondary Education Act on December 10, 2015, the New Jersey Department of Education has identified chronic absenteeism as its indicator of school quality and success for accountability. Chronic absenteeism will be factored into the summative rating used to identify schools in need of comprehensive and targeted support and improvement.

Removal from School

1. If it is essential that your child be dismissed early from school, please send the teacher a written request. The child will be dismissed to the office and you or another adult must sign him/her out from the office. **NO CHILD WILL BE ALLOWED TO GO HOME EARLY UNATTENDED.**
2. All individuals that have permission to pick up a student from the school and other district sponsored activities must be included on the appropriate emergency forms. If the office does not receive

Extracurricular Activities/Participation Policy

All extracurricular activities are an integral part of our school programs. An opportunity to participate in athletic and non-athletic extracurricular activities is a vital part of our school district's philosophy. Representing the school and community on the field of athletic competition, or through a performing group or club, carries with it an important responsibility. The image of the school and the community it represents is conveyed by student actions.

In order to participate, students must be in good standing from the point of view of regular attendance, school work and that of general citizenship. To be eligible for extracurricular activities a student must maintain an academic standing approved by the administration in the following areas:

- Any student absent from school the day of a planned extracurricular activity may not participate in that activity.
- Any student suspended from school on the day of a planned extracurricular activity may not participate in that activity until the return to school conference takes place with the principal.
- Any student failing more than one subject at the end of any given marking period will not be able to participate in that activity until notification is received by the teacher that the student is making satisfactory progress.

Homework Policy

The recommended (but may be differentiated) homework policy; which will begin the first week of every September for children at Heywood Avenue School, is as follows:

- K- 20 minutes
- 1st and 2nd- 30 minutes
- 3rd and 4th- 45 minutes
- 5th and 6th- 60 minutes
- 7th- 90 to 120 minutes

On Friday, Saturday, and Sunday, parents are encouraged to have their children read books appropriate for their reading level and work on projects that are assigned. Parents are asked to make sure children complete their homework independently, neatly, and correctly. Projects in various areas will be assigned at specific intervals throughout the year. These long term assignments will require students to efficiently budget their time in order to complete assignments as expected. The district values the importance of reading and has an additional required reading time for each night that extends beyond homework assignments.

- Pre-K to Grade 3- minimum 20 minutes of reading
- Grades 4 through 7- minimum thirty (30) minutes of reading

Dress Code

Heywood Avenue School expects all students who have not received exemption, to comply with the district's uniform dress code.

- Boys- White or light blue polo or oxford shirt, navy blue (grades K – 7) or khaki (grades 5 – 7 only) pants, navy blue sweater, tie is optional.
- Girls- White or light blue polo or oxford Shirt, navy blue (grades K – 7) or khaki (grades 5 – 7 only) skirt, skort, or dress jumper, or pants. White or blue tights or socks, navy blue sweater.
- Boys/Girls (PE requirements) - White, light blue, navy or gray t-shirts and/or sweatshirts with navy blue or gray shorts/sweatpants. A Heywood Avenue T-shirt is also acceptable. Sneakers are to be worn on Physical Education days.

Backpacks

- Students are allowed to carry backpacks, sling-back backpacks, cinch sacks, bags and purses to and from school (rolling backpacks are not permitted). Students must place these items in their designated area before the start of the school day.
- Middle School students (Grades 5-7) may carry their belongings in a cinch sack or drawstring bag. Carrying their backpacks to each classroom is not permitted due to instructional space and safety in the hallways and stairwells.

Expectations of Behavior/Code of Conduct

The Orange School District expects students to adhere to a “code of conduct” which has been fully outlined in Board Policy #5600 and Regulation #5600. Parents can expect to receive a copy of the *Orange School District Code of Conduct*. All staff members have received and reviewed both and will implement the guidance found in each..

Based on the Orange School District board policy, Heywood Avenue School has a code of conduct to ensure that each individual can thrive securely and safely.

Part of the growing process is the recognition of such rules and learning to live by them. Students are expected to:

1. Be considerate.
2. Be courteous and use good manners.
3. Respect the work and opinions of others.
4. Respect and care for materials and property.
5. Follow safety rules.
6. Be responsible for their own actions.

We expect that all of our students will demonstrate respect for every individual and the school itself. Disruptive behavior, either verbal or physical is unacceptable. If such incidents occur, students will be made aware of the consequences and held accountable.

The following items are to be adhered to by the entire school community:

- Show Respect for Yourself
 - Carry yourself with dignity and integrity
 - Always give your best effort
 - Participate fully and enthusiastically in all activities
 - Think of what you might say BEFORE you say it
- Show Respect for Others
 - Follow the directions of all staff members
 - Treat all adults in the building with courtesy and respect
 - Never walk away when someone is speaking with you
 - Always be polite and willing to listen to your classmates
 - Respect the personal property and good name of others
 - Treat fellow students as you would have them treat you
- Show Respect for School Property
 - Take good care of your books and school materials
 - Never write on desks, walls, or other inappropriate areas
 - Keep the bathrooms clean
 - Clean up after yourself
 - Leave every space as you would like it to be left for you
 - Remove and place in proper receptacles trash and papers from classrooms and hallways
- Show Respect in the Classroom and Hallways
 - The teachers and students set the standards and expectations of the classroom
 - Be helpful and considerate to each person in the room
 - Greet guests cordially and welcome them to our school
 - Be prepared: have your homework finished and be ready to learn
 - Get to school on time; always make an effort to be punctual
 - Be willing to contribute to the success of the group
 - Contribute to the success of the learning environment by following directions and being prepared
 - Walk carefully in classrooms, hallways, and stairwells
 - Use quiet voices in the hallways

Disciplinary Actions

Student misbehavior is handled directly by the classroom teacher and/or adult responsible for student supervision at the time of the occurrence.

All adults will discuss the student misbehavior with all concerned parties and assist students in resolving their concern(s) in a peaceful manner whereby all parties accept responsibility for their individual actions and understand what is expected of their behavior in the future.

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- The administrator will contact the parent(s) of all students involved and if deemed necessary, will schedule a meeting between all involved students and their parents. If a parent conference is scheduled, students will not be allowed to return to their class the next day until the conference is held.

Student suspensions are administered as provided for in the Orange School District Board Policy #5610 and corresponding Regulation #5610. Parents may request a copy of both the board policy and regulation at any time.

Cheating

Cheating in any form or manner is unacceptable.

- Every incident of cheating will be investigated by the teacher/designee and an administrator. The offending student will redo an assignment or assessment similar to the one on which they cheated.
- This assignment or assessment must be completed outside of instructional time. If the student is unwilling or unable to complete the assignment or assessment outside of instructional time, the student will receive a zero on the assignment or assessment.
- The offending student will also be assigned disciplinary consequences deemed appropriate by the district code of conduct.

Detention

Detention is an assigned time students are required to attend during non-instructional times, before/after school, or on Saturday for disciplinary or academic reasons. Students who do not report to detention on time may be assigned to additional consequences.

Discipline Step Procedures

The following is the procedure for offenses that disrupt normal school functioning. Major offenses may result in a suspension and/or recommendation for Administrative Hearing at any time, depending on the severity.

1. Step 1: Teacher conferences with student and documents student behavior.
2. Step 2: Teacher documents student behaviors and determines appropriate intervention strategies. Teacher contacts parents and possibly the counselor and administration (behavioral interventions may begin on Step 1 or Step 2).
3. Step 3: Teacher refers student to the administration on a referral form and parents are contacted. This indicates that the student has not responded to Tier One interventions in the classroom.
 - a. Referrals will result in a conference with the student/parent and assignment of a consequence determined by the administration as outlined in our district code of conduct. A review of Tier One interventions and alternate strategies will be considered by the administration and the teacher.
 - b. Based on the infraction and our code of conduct, the student may be temporarily suspended from school for a period of one to five (1-5) days by Administration.
 - c. Continued referrals may result in progression to Tier Three

Middle School (Grades 5-7) Class Punctuality

	1st and 2nd Offense	3rd Offense	4th Offense
Reporting Late to Class	- Teacher contacts household - Student to make up any work missed - Detention at Teacher's discretion	-Referral to administrator for investigation - Parent conference in school with administrator, staff, and student - Behavior action plan developed in conjunction with student, and staff	Saturday Detention or In School Suspension
Cutting Class (reporting 20 minutes late to class without a valid pass)	Referral to administrator for investigation - Parent contact by administrator - Student to make up any work missed	Referral to administrator for investigation - Parent conference in school with administrator, staff, and student - Behavior action plan Reviewed by I&RS - In school suspension 1 day	Saturday Detention or In School Suspension

Harassment Intimidation and Bullying (HIB)

According to Board Policy #5512, "The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager. Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying)."

All Heywood Avenue staff are committed to providing a safe and secure learning environment for all. Students learn best when they feel comfortable and safe among their peers. Bullying, of any kind, is not tolerated and will be addressed by all staff.

If a student feels they are the subject of bullying/teasing/harassment, they should report this immediately to their parent(s), classroom teacher and/or a school staff member or family member they trust. Once it is reported, the state regulations for Harassment, Intimidation, and Bullying (HIB) procedures will be conducted to include:

- An investigation to determine the specific nature of the teasing/bullying/harassment and make note of the findings
- Parents/Guardians of the students involved will be informed about the investigation, the findings, and resolution to the matter.

It is our intention to determine the root cause for the bullying behavior and work with all concerned to resolve in a manner that is beneficial and restores a safe and risk free learning environment for all students.

Campus Safety

The Orange School District takes the safety of our students very seriously. Fire drills and emergency drills are conducted on a regular basis at all schools. Each school has an Emergency Plan. We also have a School Safety Team that meets to update our school safety concerns. If you have any questions or concerns about the Emergency Crisis Plan, please contact the school office. Ensuring a safe environment takes training, practice, and cooperation from everyone. Schools continue to be a very safe place for students and with your help we can make them even safer!

- All visitors must sign in at the front desk with security. Parents are welcome to visit classrooms with scheduled appointments with the teachers.

Reporting Threats

Heywood Avenue School takes all threats against the safety of our students seriously. Students/parents who are aware of a threat being made against either an individual or the school population should report that threat immediately. Threats can be reported directly to a principal, assistant principal, counselor or other member of the school staff for investigation and follow-up. If after school hours, or on a weekend, contact local law enforcement.

Surveillance Cameras

Heywood Avenue school has surveillance video cameras on campus. Please be advised that surveillance cameras are in operation inside and outside of school facilities.

Before and After School Supervision

For your child's safety, students shall not arrive on school grounds prior to 7:45 a.m. and must be picked up by 3:20 p.m. School personnel are not available for supervision outside of those times. Students must be picked up on time from after school.

School Lockers

Lockers are assigned to students in Grades 5-7. Additional grades may be assigned lockers based on availability and at the discretion of teachers and school administration. *Lockers belong to the school district and therefore can be opened, inspected, or restricted in use at any time.* It is imperative that students and parents read the following procedures as they apply to lockers:

- Purpose of Lockers: The purpose of having student lockers is to provide storage for students during the day. The lockers are to be used to store student items that are school related. No items that may interfere with the school program may be stored in the lockers.
- Locks: The school will provide a lock for each student. The school owned lock must be the one that the student uses on his or her locker. Any other lock will be removed by the school administration. Students should not give their combination to another classmate and the student must keep the locker locked at all times. No student is to be in another student's locker for any reason. Heywood Avenue School assumes no responsibility for loss or damage to personal property brought on campus. The school-issued lock must be returned at the end of the year undamaged. Damaged locks are subject to a fine.
- Inspection: Students must keep their locker clean and orderly taking any edible (food) items out on a daily basis. The school administration has the right to inspect any locker without prior notice given to the student. Regular locker inspections will be done throughout the year to ensure proper maintenance.
- Decoration of Lockers: Students may personalize the inside of his or her locker with temporary items. No decorations will be permitted on the outside of the lockers. Students may personalize the inside by using magnets to decorate using school appropriate materials that are not contrary to our school's mission. No stickers or permanent markings may be placed on or in the lockers.
- Student Visits to Lockers: Students may only go to their lockers before the start of school in the morning, before lunch, and at the conclusion of the school day. No student will be permitted to leave class to retrieve items from their locker.
- Use of Backpack: No backpacks will be permitted to be carried throughout the day into the classrooms.

Smoking, Vaping and E-Cigarettes (District Policy 5533)

For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

The Board prohibits smoking by pupils at any time in school buildings and on any school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board.

Pupils who violate the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Pupil Discipline/Code of Conduct and may be subject to fines in accordance with law.

In the event a pupil is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

A pupil found to have violated this Policy and the law may be required to participate in additional educational programs to help the pupil understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

Student Services

School Social Worker

Our school social worker is trained to provide students with information, suggestions, or plans related to many topics including: careers and future planning, study methods, relating with others (friends, parents, teachers), decision-making and priority setting, test taking skills and achievement. Students can be referred to the Social Worker by their classroom teacher. The School Social Worker will contact the parent to obtain signed permission to schedule counseling sessions with their child and provide assistance on personal and academic concerns.

Library

Students can visit the library on a weekly basis and have the opportunity to borrow various resources. Students may visit the library during recess only after securing written permission from a teacher. Homeroom periods can be used for returning library materials. Students are responsible for all materials borrowed from the library. Students who do not return material when due will receive a notice from the librarian. Lost or damaged library items must be paid for by the student.

Health Care

1. A school nurse is available for emergency health care. Should the nurse be unavailable, students in need of emergency care should report to Office.
2. Whenever possible, students should secure written permission or a pass from a teacher before visiting the nurse unless it is an emergency.
3. The school nurse or administrators are the only members of the school staff who may excuse student from school during the school day because of illness or injury.
4. Illnesses or injuries which occur during the school day should be reported by the student immediately to the teacher, school nurse.
5. Ongoing health care for student illness or injury is the responsibility of the student's personal physician and parent.
6. Medications to be taken by students must be delivered to the school nurse.
 - a. The medication will be dispensed only by the school nurse, or a staff member designated by the school nurse in cooperation with the Principal: and only with a written prescription from a physician. This includes both prescription and over the counter drugs.
 - b. The prescription must indicate the name of the medication, dosage, and time to be administered.
 - c. Medication must be clearly labeled in the original container displaying the student's name and dosage of medication.
7. The school nurse maintains health records for each student and advises staff members of health conditions which may adversely affect student learning or presents a danger to the student. If your child has a medical

condition, physical or emotional, which you feel your child's teacher should be aware of, please make arrangements to share this information with your child's teacher and/or guidance counselor.

8. All health information should always be shared with your school nurse, either through a written health history or an individual personal interview. The information given to the school nurse is considered both privileged and confidential. This means the information will be shared only on a need to know basis for the safety and well-being of the child. Please contact the school nurse with any questions or to update your child's health history. The school nurse will periodically send written requests to update health information.
9. Student vision exams are given by the nurse each school year with notice provided if results are below normal.
10. Student hearing exams are given annually to all students. Notice is provided if results are below normal.
11. Student scoliosis screening is conducted for all fifth grade students. Notices will be sent home for any student exhibiting positive symptoms of scoliosis.

In the event of a medical emergency requiring your immediate presence the school must have a telephone number or address where you may be reached. The telephone numbers of a relative or neighbor who will know where you may be contacted is also desired. As you are aware; no treatment, except first aide, can be given at any hospital without parental consent. A wait of three or four hours to make contact with you may prove hazardous to your child's health and welfare.

When communicable diseases occur, the school must be advised so that notices can be sent out. Check your children daily for symptoms until the contagion is over.

Children must have a "written" note from their physician to be readmitted to school after having had any of the following medical problems:

Hepatitis	Hand, Foot and Mouth Disease	Mumps
Conjunctivitis	Mononucleosis	Diarrhea
Plantar's Warts	Head Lice	Discharge from the eye or nose
Scarlet Fever	Rash of Unknown Origin	Continuous colds or cough
Venereal Disease	Ringworm (of skin or scalp)	Temperature over 101.5
Chicken Pox	Strep Throat	

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

1. An unexplained rash on a child's face or body. Consult a physician for diagnosis.
2. Child complains of headache, fever, and upset stomach or doesn't generally appear in good health.
3. Child is sneezing, coughing, and has runny nose.

Food Services

Breakfast is served to all students in their classrooms from 8:15 AM until 8:30 AM. The lunch program, open to all students, utilizes a rotating lunch menu, which is posted. Students may eat the lunch provided by the school or may bring their lunch from home. The following rules are expected to be observed in the cafeteria/classroom:

1. Students are expected to walk in the cafeteria/classroom.
2. Conversational tones are acceptable.
3. The tables and floors are to be kept clean. Garbage must be placed in wastebaskets.
4. Only teachers are to be extended the courtesy of cutting into lines.
5. Students are to eat only at their class table.
6. Students are expected to be courteous to cafeteria aides, administrators, cafeteria workers and other students. Any infraction of the rules listed above may result in disciplinary action.
7. Lunches brought from home should
 - a. avoid glass containers

- b. avoid unhealthy snacks and beverages such as soda
- c. will not be refrigerated or warmed up by staff

Change of Address, Phone Number or E-Mail

Please keep the school informed of your correct home address, phone numbers for home, business and your emergency person, and email address. Updating this information will ensure that we will be able to contact you in an emergency.

Complaint Procedures

When there are issues/problems between a parent or student and an employee, every effort should be made to solve the problem at the lowest level. Parents and/or students should first bring the matter to the teacher for resolution. If the matter is not resolved, a conference with the Principal may be requested.

Littering

Students are expected to act responsibly at all times. A clean environment shows pride and improves the overall learning environment for all students. Littering is irresponsible and will not be tolerated.

Standardized Testing Program, New Jersey Student Learning Assessment (NJSLA)

All 3rd, 4th, 5th, 6th and 7th grade students in the state of New Jersey take the NJSLA Assessment. Specific information regarding the assessment is sent home annually to parents.

In order to obtain the best results from students, parents should assure that during the designated testing periods their children are well rested and eat a good breakfast each day.

Electronic Devices

Students will use electronic communication or data devices only in a manner consistent with instructional and testing activities in the classroom. These devices include, but are not limited to handheld calculators, music playing devices, one-to-one computing devices, cameras, and laptop computers. Use of these devices must not violate any district policy or cause classroom disruption nor may they be used in the access, creation, or possession of inappropriate materials. Use of electronic devices in the classroom is at the discretion of the teacher and/or building administrator.

Parents or students who bring any electronic device to school or to a school activity do so at their own risk – Orange School District and Heywood Avenue School assume no liability for damage, theft, etc.

- Videotaping or taking pictures is prohibited on campus unless approved by building administration. If the policies are violated, administrators will determine consequences based on the severity of the incident.
- Additionally, on the first offense the device may be confiscated until a parent/guardian retrieves it from the front office/administration. District policy #5516 states, "Pupils are not permitted to use cellular telephones while school is in session. Cellular telephones must be turned to vibrate while the pupil is in the school building and may only be turned on after school has concluded for the day and outside the school building.
- Cellular telephones that are turned on are in violation of this policy will be confiscated by the Building Principal and the pupil may be subject to appropriate disciplinary action. Additionally, on the first offense the device may be confiscated until a parent picks it up. Students can request use of a telephone in the main office to contact their parent and/or guardian before, during and after school hours.

Lost & Found

Students are responsible for all personal items brought to school. Heywood Avenue School does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason.

1. Students finding books, notebooks, school materials and equipment, or personal possessions belonging to others are requested to bring such items immediately to the Main Office.
2. Students are urged to mark school and personal property clearly with their names in order to assist in properly identifying items.

3. Most lost and found items will be held for a maximum of two weeks before being donated to charitable organizations. Students are, therefore, urged to report losses immediately to their classroom teacher and/or the main office.

Release of Students During the Day

For your child's safety, parents are required to sign a student out at the office when removing them from school. Students will remain in the classroom until parents arrive to maximize instructional time (you must have a VALID ID and be authorized to pick up the student in Genesis).

When anyone other than a parent/guardian is picking up a child, they MUST be identified on the Emergency Card pick up as authorization for pick up AND must have a photo ID. Students will NOT be released without the proper identification and authorization. Student safety will not be compromised.

A parent may also call the office and authorize the person listed as an emergency contact to pick up their student. Picture ID may be required for anyone picking up a child. Please see attendance policy for further information.

Student Transfers

From the District - Should you move from the District and enroll your child in a new school situation, we suggest you utilize the following procedures:

1. If possible, contact the school office several days prior to your actual moving date.
2. Advise the school of the district your children will be attending. This will allow us time to prepare the necessary school records.
3. Contact the district Central Registration office to sign a Transfer Card.
4. Be sure your child has returned all textbooks, library books, and materials to the school.
5. Parents/guardians who fail to notify the District that they no longer live in the District and who continue to send their children to school in the District are violating policies. An attendance officer will investigate the situation.

Technology Guidelines and Internet Use

All students and parents are required to sign an "Acceptable Use" policy statement prior to any student given access to our computer and internet services. This policy outlines the responsibilities of both students and parents in ensuring the safe use of equipment, searching functions, and computer internet safety. Students are provided numerous opportunities to utilize computers in their classroom and in our computer lab. Students will also be given the opportunity to use technology for homework assignments, written reports, and various other types of projects.

Student Involvement Programs

Assembly Programs

1. A variety of assembly programs including films, dramatics, learning demonstrations, musicals, and student talent productions have been presented to students.
2. Pep rallies, athletic competitions, and other special events are held in the gymnasium and/or auditorium.
3. Students attending assembly programs are reminded of the following regulations for all assemblies:
 - a. -Students will travel to assemblies accompanied by teachers.
 - b. -Upon arrival, all students are to sequentially fill all seats, beginning with the front of each level of the Auditorium.
 - c. Polite applause is recognized as an appropriate method for demonstrating appreciation of an assembly performance. Yelling, whistling, booing or other types of behavior designed primarily to focus attention on the audience are inappropriate for a school assembly and will not be tolerated.
 - d. Assembly dismissal will be accomplished in a safe and orderly manner. Rows will be dismissed individually with no student permitted to stand for dismissal until the row immediately in front has totally entered the aisle of the auditorium.

Field Trips

A standard walking trip parental 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 on a walking trip.

Field trips requiring buses must be approved by the Board of Education. Parents will receive a permission slip with the purpose of the trip for approval at least one week prior to the trip from the homeroom teacher or the teacher that is supervising the trip.

In order to assure that students derive the greatest educational benefit from class trips and in order to assure the safety of all students participating, the following is required:

1. A signed field trip request with the signature of a parent or guardian must be returned no later than one week prior to the trip.
2. Proper uniform attire (unless specified otherwise by classroom teacher) must be worn on all field trips.
3. Students attending field trips must possess the following characteristics which must all be demonstrated prior to the field trip on a regular basis: desire for knowledge, responsibility, punctuality, cooperation, respect for others, proper bus conduct, proper dining behavior, and self-restraint. Parents may be requested to attend field trips with their child.

Student Council

Elections are held in September for the offices of President, Vice President, Secretary, and Treasurer. Students in grades 5 – 7 may run for specific offices. Student council representatives are selected from all homerooms in grades 4 – 7. A faculty member serves as Student Council advisor and holds monthly meetings with the Student Council. Student council will plan special events, fundraising, and community service initiatives throughout the year. Student Council will devise an events calendar and budget which they will submit to our School Management Team for approval. The Student Council President and Vice President are student representatives on our School Management Team and are involved in the decision-making process on the organization and functioning of our school.

Musical Organizations

Heywood Avenue School offers students an opportunity to become actively involved in a variety of musical organizations such as the school chorus and concert band. Performances during school assemblies, at other schools and organizations, and in public concerts and programs are offered.

Community Service Fundraisers and Opportunities

Heywood Avenue School students are involved in community service opportunities through Student Council as well as class and school projects. Our school participates in activities such as The Leukemia & Lymphoma Society program Pennies for Patients and Food Drives for the local pantry.

Scholastic Book Fairs

To further encourage independent reading and a desire to explore various genres, we host three book fairs yearly. Our Library/Media Specialist coordinates these events at various times throughout the year giving both parent and student to “buy one, get one free”, receive discounted prices on children’s favorites, and attend to student interests.

After School Clubs and Tutoring Programs

We offer a variety of clubs, some of which run every year, and new clubs that are introduced each school year. Club opportunities are open to students in grades 2 -7 and can include Robotics, Cheerleading, Yearbook, Debate, and Art. We encourage students to participate, as much as possible, in extracurricular activities. Club topics are subject to change from year to year.

In addition to clubs, Heywood also offers after school tutoring for students in grades 1 – 7 to provide additional remedial support in the core subject areas of Reading and Math, attending to district curriculum, Common Core State Standards, and individual student learning needs.

General Information

“Home Page”, Class Dojo, and Updated Contact Communication

Consistent communication enables all members of the school community to stay updated with the educational journey of students. All staff members have a website and a Class Dojo account for communication and updates

about their classroom. Please be sure to sign up for the portal. Please visit www.orange.k12.nj.us/heywood for the announcements, calendar updates, and a wealth of information to assist with your child(ren)'s education.

Please ensure that your email and phone numbers are up-to-date! It is extremely important that phone numbers are updated, and are valid numbers. Phone blasts are used on a consistent basis to provide information to parents. Should a phone number change, it is the responsibility of the parent/guardian to provide the new numbers to the office and to the Homeroom teacher as well. Emergency phone numbers must be provided for all students. Parents are encouraged to be part of the Principal's Email distribution list to receive email alerts and information. Send an updated email address to laurorjo@orange.k12.nj.us. Parents are also encouraged to sign up and utilize the Parent Portal to monitor their child(ren)'s academic progress.

Lunch Times

1. First Lunch, 11:20 am - 11:50 am
2. Second Lunch, 12:00 pm - 12:30 pm
3. Third Lunch, 12:45 pm - 1:15 pm

Recess Times

1. All students in kindergarten through grade five will receive daily recess period of at least 20 minutes on days that do not include a delayed opening, or early dismissal.
2. The recess period shall be held outdoors, if feasible.

School Closings

A voice message will also be sent to all home phone numbers on file to notify parents of school closures and/or delayed openings. The message will also be posted on the district webpage www.orange.k12.nj.us and ClassDojo.

Arrival and Dismissal

- Parents wishing to drop their child off in the morning need to pull-up alongside the curb located in the front area of the school. Vehicles should form a single line and it is strongly recommended that children exit each vehicle using the doors closest to the sidewalk.
- Double parking is NOT permitted as this causes dangerous situations for students trying to get in and out of vehicles.
- Children should cross Heywood Avenue with a parent, guardian, or crossing guard.
- There is no parking in the bus zone or alongside the yellow curb.
- Buses keep their flashing lights on while loading and unloading students. It is the obligation of drivers to remain stopped while flashers are on.
 - Police will ticket drivers who choose not to obey the state law.
- Some drivers have chosen to make a U-turn in the middle of the street which is unsafe for children crossing the street and causes unnecessary congestion.
 - Police will ticket drivers who choose not to obey the state law.

Please Note: Parents who need to pick up their children for early dismissal are asked to do so BEFORE 2:45 pm. We cannot make calls to classrooms after this time as dismissal routines will have begun.

Care of and Responsibility for School Property

Books and electronic devices are provided by the Board of Education and issued to students at no cost. Students are responsible for all books and electronic devices issued to them and must pay a fine if books are lost or damaged beyond that of general use. All textbooks are to be covered and cared for properly.

NOTE: The school reserves the right to make amendments to the policies and procedures in this handbook throughout the school based upon the needs of the students and the community. In the event of updates, parents will receive written notification from administration.

Thank you for reviewing our student/parent handbook.

Click the link below to acknowledge receipt of this handbook:

<https://forms.gle/2qVQQNegUsaBZgLc9>

If you have any questions, please do not hesitate to reach out to Principal Woods or Assistant Principal Shaltuper.

woodsric@orange.k12.nj.us

shaltuem@orange.k12.nj.us