



Parent/Student Handbook 2021-2022

Administration

Frank Iannucci, Jr., M.Ed., Principal
Isabel Colon, Assistant Principal
Patrick Yearwood, Assistant Principal
Noel Cruz, Dean of Students

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Cayce Cummins, Ed.D., *John Robert Lewis Early Childhood Center*
Dana Gaines, *Oakwood Avenue Community School*
Myron Hackett, Ed.D., *Park Avenue School*
Carrie Halstead, *Orange Preparatory Academy*
Frank Iannucci, Jr., *Lincoln Avenue School*

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Karen Machuca, *Scholars Academy*
Dion Patterson, *Heywood Avenue School*
Robert Pettit, *Cleveland Street School (OLV)*
Devonii Reid, Ed.D., *STEM Innovation Academy of the Oranges*
Erica Stewart, Ed.D., *Twilight Program*
Denise White, *Central Elementary School*

ASSISTANT PRINCIPALS

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Oliverito Agosto, *Orange Preparatory Academy*
Terence Wesley, *Rosa Parks Community School*
Samantha Sica-Fossella, *Orange Preparatory Academy*
Kavita Cassimiro, *Orange High School*
Isabel Colon, *Lincoln Avenue School*
Tarell Harp, *Interim, Orange Preparatory Academy*

Nyree Delgado, *Forest Street Community School*
Emily Bischoff, *Orange Early Childhood Center*
Joshua Chuy, *Rosa Parks Community School*
Gerald J. Murphy, *Heywood Avenue School*
Shadin Belal, Ed.D., *Orange High School*
April Stokes, *Park Avenue School*
Noel Cruz, *Dean of Students, Lincoln Avenue School*
Roberta Washington, *Orange Preparatory Academy*

SUPERVISORS

Tia Burnett, *Testing*
MengLi Chi Liu, *Mathematics (9-12)*
Donna Sinisgalli, Ed.D., *Visual & Performing Arts*
Marc Levenson, *Social Studies (K-12)*
Janet McClouden, Ed.D., *Special Services*
Adriana Hernandez, *ELA (K-2) & Media Specialists*
David Aytas, *STEM-Focused Learning (K-12)*

Henie Parillon, *Science (K-12)*
Delia Abreu, *Interim (3-8) & Media Specialists*
Belinda Komarica, *Mathematics (K-5)*
Caroline Onyesonwu, *Bilingual/ESL & World Languages*
Frank Tafur, *Guidance*
Amina Mateen, *Special Services*
Jahmel Drakeford, *CTE & Physical Education*



"GOOD TO GREAT"

Revised: 8/17/21

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Message from the Administrative Team

Dear Parents, Guardians, and Caregivers,

We are excited for the start of the 2021-2022 school year at Lincoln Avenue 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. Please be advised that we are returning to all buildings on September 7th. 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 ROUTINE FOR STUDENTS

- Students are to be dropped off at the following locations for temperature & COVID-19 form verification:
 - Kindergarten – Students will line up by teacher on the playground annex, next to the kindergarten doors.
 - 1st & 2nd Grade - Students will line up in the quad outside of the cafeteria
 - 3rd & 4th Grade – Students will line up on the playground and utilize the side door.
 - 5th Grade – Students will line up by the double glass doors near the gymnasium.
 - 6th & 7th Grade – Students will line up along Jackson Street and utilize the side door entrance (adjacent to the main lobby doors).
- Breakfast will be served in the classroom and all classes will begin promptly at 8:30 am
- Students must arrive to school by 8:30 a.m. Attendance is vital to instructional supports for our students. We need our students on time and present each day.
- Before care will be provided for families that need to drop their children off earlier. We will open our doors at 7:30AM. Please do not leave your students unattendance outside prior to 7:30AM.

DISMISSAL

- All students are dismissed at 3:20 p.m.
- Please arrive promptly at that time to pick up your child.
- In the event 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.
- Students will be dismissed via the aforementioned doors above (see morning routine)

STUDENT ATTIRE

Students should dress appropriately for a school setting. Sneakers must always be worn for physical education classes. Uniforms should be worn daily. Please review the uniform guidelines located within this handbook.

STUDENT ABSENCES

Parents are responsible for reporting daily absences to Lincoln Avenue School secretaries, at 973-677-4130. 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.

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.” 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 & Lincoln Avenue’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
 - Lincoln Ave Panthers (@LincolnAve216)
 - **Instagram:**
 - Orange Public School District
 - LASPanthers
 - **Facebook:** Orange Public School District

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

Educationally yours,

Frank Iannucci, Jr

Isabel Colon

Patrick Yearwood

Noel Cruz

Frank Iannucci, Jr
Principal

Isabel Colon
Assistant Principal

Patrick Yearwood
Assistant Principal

Noel Cruz
Dean of Students



Orange Township Board of Education Vision and Mission Statement

Vision

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

Mission

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



Lincoln Avenue School Vision & Mission Statement

Vision

Students will become facilitators of their own knowledge utilizing best practices through focused lessons aligned to the New Jersey Student Learning Standards that incorporate cooperative groups and engage in accountable talk. This process will enhance the teaching/learning experience for all stakeholders beyond the confinement of the classroom walls.

Mission

- We believe in the innate ability of students to grow intellectually and to develop positive character traits through robust learning experiences which consistently increase the level of instructional rigor.
- We believe that Lincoln Avenue administration, instructional and support staff possess the knowledge and skills to assist students in meeting the expectations of the Common Core State Standards.
- We believe that mutual trust, respect and open communication between staff and families are critical for maximizing student achievement.


Lincoln Avenue Elementary School Creed

Today and every day we will be respectful, responsible, prepared, and productive!


We are Lincoln Leaders...

- L** We are **LOYAL**; we represent our family, school, and community in a positive manner.
- I** We are **INTELLIGENT**; we study hard so we can learn much.
- N** We are **NICE**; we practice random acts of kindness.
- C** We are **CONSIDERATE**; we do not say or do hurtful things to others.
- O** We are **OBEDIENT**; we listen to our teachers and parents.
- L** We are **LEADERS**; we are accountable and responsible for our actions.
- N** We are **NEAT**; we take pride in our work, appearance and environment.

District Master Calendar



Orange Township Public School District – 2021-2022 Calendar
 Gerald Fitzhugh II, Ed.D.
 Superintendent of Schools
 Revised 08/10/2021



Tina Powell, Ed.D.
 Assistant Superintendent for Innovation

Jason E. Ballard, CEFM, QPA, RSBO
 Business Administrator/Board Secretary

1-3 Professional Dev. For Staff 6 Labor Day District Closed 7 First Day of School	Staff 21 September 18 Students <table border="1" style="width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</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			Staff 15 February 15 Students <table border="1" style="width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td></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						7 Parent Conf. PreK-7 - 5:30 pm - 7:30pm 8 Parent Conf. 12:30 dismissal PreK-7 - 1:15 pm-4:00 pm 9 Parent Conf. 12:30 dismissal 8-12 grades 1:15 pm- 4:00 pm 10 Parent Conf. 8-12 5:30 pm – 7:30pm 21-25 District Closed Winter Break							
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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 Δ Parent Conf Prek-7 12:30pm Dismissal Parent Conf. Gr. 8-12 12:30pm Dismissal District 12:30 pm Dismissal

SCHOOL		STAFF		STUDENTS	
OHS	8:05 am	OHS	8:05 am	8:20 am – 3:25 pm	ZERO period & College Block will be 7:30 am – 8:15 am
OPA	8:05 am	OPA	8:05 am	8:20 am – 3:15 pm	ZERO period & College Block will be 7:30 am – 8:15 am
STEM	8:20 am	STEM	8:20 am	8:20 am – 3:30 pm	
Elementary	8:15 am	Elementary	8:15 am	8:30 am – 3:20 pm	
Twilight Program	2:00 pm	Twilight Program	2:00 pm	2:30 pm – 8:00 pm	

Make-Up Days: Should the district use more than 3 days of emergency closings; it will be at the discretion of the Superintendent to determine which days will be taken to make them up.

Orange Township Public School District

2021-2022 District Goals

Goal #1: 21st Century Integration

The Orange Public Schools will continue to invest in its teachers. 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 on best practices in teaching and learning. As a result of the pandemic, a continued understanding of providing targeted and intentional delivery of instruction is paramount district-wide.

- 1) Increase in the number of job-embedded professional learning opportunities that incorporate the expertise of building principals planning alongside district administration by 60% from SY 20-21.**
 - 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. Zoom/Google Meet as well as in person meetings will take place for horizontal and vertical articulation supports to build content knowledge and pedagogy if applicable.

- 2) By May 2022, 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.

- 3) By May 2022, 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 the FRA, SRI, Insight, 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.

- 4) Provide Learning Loss Support through disaggregation of data and pre-assessments across content areas.**
 - Institute intervention supports at the elementary level through the master schedule to remediate areas of academic concern.
 - Provide High School Students with SAT and NJSLA Prep courses in the master schedule.
 - Partner with Bank Street College to provide Early Childhood Supports for the district's youngest learners.

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 50% from the previous school year (the previous year was at a 35% 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 SY 21-22 at 35%.
 - 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.

- 2) Increase the use of emerging and available communications outlets to transmit information by 30%.**
 - 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.

- 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.

Goal #3: Facilities and Finance

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.

- 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)

- 2) Implement innovations that empower teaching and learning as well as efficiently allocate funding within their locations.**
 - Redesign district- and school-level organization charts that provide departments and schools with a blueprint of essential instructional and non-instructional positions
 - Provide a new vehicle to budget more efficiently and effectively at the district and school levels
 - Create a staff retention program via the Kathy Kram Model for novice educators district wide.
 - Create a long-term and short-term facilities development plan to outfit buildings district wide in the effort of expanding programming throughout the school district.

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 supports to students in the effort of problem solving.
 - Utilization of the ESSER II funding in mental health to provide students another avenue to combat social-emotional concerns and thus remediate areas of deficiency related to mental health.

- 2) Enhance community-based partnerships in order to assist students and families**
 - Utilize the District's community engagement officer 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 supports for students and families based on surveys (conducted twice per year) as well as discussion with support staff members.

Arrival and Pick-up Procedures

It is recommended that parents/guardians screen their children and themselves before leaving home. Anyone with symptoms consistent with COVID-19, including the child, MUST remain at home in isolation for a minimum of 10 days plus at least three days after resolution of fever (without fever-reducing medication) and improvement in other symptoms.

- Drop off and pick up systems should be limited to one parent and adhere to social distancing recommendations. Walk each child to their designated entrance one at a time
- Students are to be dropped off at the following locations for temperature checks & COVID-19 form verification:
 - Kindergarten – Students will line up by teacher on the playground annex, next to the kindergarten doors.
 - 1st & 2nd Grade - Students will line up in the quad outside of the cafeteria
 - 3rd & 4th Grade – Students will line up on the playground and utilize the side door.
 - 5th Grade – Students will line up by the double glass doors near the gymnasium.
 - 6th & 7th Grade – Students will line up along Jackson Street and utilize the side door entrance (adjacent to the main lobby doors).
- Parent/caregiver must wear face-covering at any entrance and within the school building
- Where possible, the same parent/caregiver should drop off and pick up the child every day, avoid designating those at high risk
- Only one parent per child can drop off or pick up
- Before care will be provided for families that need to drop their children off earlier. We will open our doors at 7:30AM. Please do not leave your students outside unattendance prior to 7:30AM.

Health & Safety

Lincoln Avenue reopening considerations during COVID-19

- **Implement** social distancing strategies
- **Intensify** cleaning and disinfection efforts
- **Wear face coverings**
- **Modify** drop off and pick up procedures
- **Implement** screening procedures upon arrival
- **Maintain** an adequate ratio of staff to children to ensure safety
- **Plan and recruit** children, staff, and parents

Staff Before Entering the Campus

- All staff will be trained on COVID-19 prevention, symptoms, transmission and use of personal protective equipment
- Passive temperature screening – Routine symptom screening to ensure temperatures below 100.4 degrees Fahrenheit at entry for all staff and essential visitors.
- Check COVID-19 symptoms outlined by public health officials
- Hand sanitizing is required at the entrance for all staff, participants, and essential visitors. Wear face masks at all times and wash hands frequently.
- All staff must wash or sanitize hands as they enter and re-enter workspaces.

Take Preventative Actions

- Stay home when sick and check your temperature twice a day and watch for symptoms of COVID-19.
 - If exposed to COVID-19, stay home for 14 days, then longer if you start to develop symptoms.
- Remain home until the fever has been gone for at least 72 hours without the use of fever-reducing medicines and symptoms improved and 10 days since symptoms first appeared.
- Seek immediate medical care if symptoms improved and 10 days since symptoms first appeared.
- Enhance cleaning consistent with CDC guidance

Use “respiratory etiquette”

- Cover cough with a tissue or sleeve
 - Wash hands after using a tissue

Students Entering the Campus

- Daily Health Check – Lincoln Avenue staff will conduct visual wellness checks for all children upon arrival and ask health questions when concerned
- Temperature check- Children who have a fever of 100.4 (38.0°C) or above or other signs of illness will be sent home.
 - It is recommended to take your child’s temperature before leaving home. Upon arrival, stand at least 6 feet away from other individuals.
 - Drop off your child at the designated entrance.
 - Staff will conduct a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing, or difficulty breathing (without physical activity), fatigue, or extreme fussiness.
- If a child becomes sick
 - The school nurse will contact parents/guardians listed in the emergency card
 - If a child becomes sick or does not feel well, he/she will be placed in an area that is used to isolate a sick child, given a mask to wear and shall be supervised by a staff member. Families MUST immediately pick up their child.

COVID-19 Pandemic Provisions

The COVID-19 pandemic has changed the landscape of education more dramatically than any other phenomenon in the history of our school system. An event of this magnitude has impacted how we provide education to our students. The new normal of school operations may be measured in terms of before and after the pandemic. Daily school operations include increased health and hygiene measures. The following provisions have been implemented to ensure the health and safety of our students and staff:

- Personal Protective Equipment (PPE) kits will be placed in each classroom and will include the following.
 - Disposable masks, disinfectant wipes, hand sanitizer, and disposable gloves
- Designated entrances have been identified for all students to ensure minimized contact upon entrance to the building.
- Temperatures will be checked upon entry into the building. Should any student, staff, or visitor have a temperature above 100.4 degrees, they will be asked to return home and not return. Please see the return to school plan (page 26) for further details on procedures for returning to school should symptoms occur.
- Signage have been placed in all classrooms, hallways, and bathrooms to help support the spread of proper social distance and hygiene.
- All classrooms have been set up with desks at 3ft apart and shield guards have been installed.
- Masks will be given to all students and staff and are always expected to be worn.
- The facility will thoroughly be cleaned daily.
- Sanitizer stations will be set up in each classroom as well as all bathrooms, entrances, cafeteria, and gymnasium.

Pandemic Response Team

Each Orange Public School has developed a Pandemic Response Team, which meets monthly throughout the school year, to assess the policies and procedures set forth to keep all students, staff, and families safe through the COVID-19 Pandemic. The team makes necessary recommendations to the building administrative team regarding any changes needed to continue to support the schoolhouse in regards to COVID-19 and the health and safety of the Lincoln Family.

The following are the Pandemic Response Team Members for the 2021-2022 School Year:

<i>Name</i>	<i>Title</i>
Frank Iannucci, Jr.	Principal
Isabel Colon	Assistant Principal
Patrick Yearwood	Assistant Principal
Noel Cruz	Dean of Students
Donald Nicholson	School Social Worker
Ronieka Thomas	School Counselor
Lisa Farrar	School Nurse
Jerome Arnold	Security Guard
Carline Petiote	Child Study Team
Stephanie Desanges	Community Liaison
Mary Stack	2 nd Grade
Yolanda Moses	5 th Grade
Natacha Betancourt	World Language Teacher
Michael Vignola	7 th Grade
Maria Zambrano	ESL
Melissa Thorpe	Special Education
Mary Gordon	Custodian
David Armstrong	PTO President/Parent
Faiqa Viltus	Parent

Visitor's Policy

To ensure the health and safety of our students and staff, all parent meetings will be held virtually to limit the number of **IN-PERSON** visitations to Lincoln Avenue School. Should an in-person meeting be necessary, an appointment must be scheduled, and all social distancing protocols need to be adhered to. **Masks must always be worn upon entering the building.** All IN-PERSON visitors must first sign in with the security desk and will proceed to the main office.

Security

Lincoln Avenue School has a Law Enforcement Unit which indicates there are surveillance cameras throughout the school. Surveillance tapes may be utilized as evidence for incidents that may occur which may cause disruption or disorder to the school. The unit will be responsible for the storage of tapes and ensuring confidentiality.

Emergency Drills

Emergency drills are a serious and necessary exercise. State law requires that we hold emergency drills which may include fire drills, bomb threats, intruder, evacuations and/or lockdown exercises. Upon hearing the drill students should not panic but should move swiftly, safely and in a quiet manner. All safety drills will follow the recommendations made by the State Department of Education regarding social distancing during drills.

Parking

During school hours, please do not park in front of the school. The Orange Police Department will issue citations to those individuals who ignore posted NO PARKING SIGNS. Barriers are positioned along the front yellow curb of the school to ensure that children are safe crossing the street and to allow those children who receive transportation easy access onto the school buses. Your cooperation is greatly appreciated.

Attendance

School Attendance

Remember that children develop habits early in life. Coming to school on time every day is one way to reinforce good attendance and foster good work habits. In order to do so, they first must come to school on time and be ready to learn. It is imperative that students attend school for the full day. Please make every effort to schedule appointments in accordance with the days scheduled off from school and appointments after 3:30pm, unless an emergency occurs.

District's Student Attendance Policy

In accordance with the district, children may not accumulate more than **18** unexcused absences during the school year. Absences from school jeopardize the ability of a child to satisfactorily complete the prescribed curriculum of study and violate the statute requiring children to attend school regularly. The interruption of the instructional process caused by frequent and/or repeated absences or lateness is a major concern for all involved. Please be aware that accrual of more than 18 unexcused absences from school can jeopardize your child's promotion to the next grade.

District approved excused absences are as follows: Student illness, family illness or death, educational opportunities, excused religious observances, pursuant to N.J.S.A. 18 A:36-14 through 16, where appropriate, when consistent with IEP, suspensions, court required attendance (with court documentation), unavoidable medical and dental appointments, and Take Your Child to Work Day. Please notify the school on the day of your child's absence and submit the proper documentation explaining your child's absence on his/her return to school. Students are responsible for all missed assignments.

School Closings/Delayed Opening

In the event of a school closing or delayed opening, the district will send out a telephone blast as well as post information on the district website. It is imperative that you maintain current telephone numbers with the main office in case of an emergency. Information will also be available through the following radio or TV stations between 6:30 AM - 9:00 AM for details:

WOR AM 710

WINS AM 1010

WFME FM 97.4

WRKS (KISS) FM 98.7

WJDM AM 1530

WADO (SPANISH) 1280

FOX - CHANNEL 5 TV

It is the responsibility of the parents and student to tune in for announcements of delayed openings or school closings. **Do not call the school, central office, board members, or the radio/television stations.**

Grading and Promotion Policy (August 2020)

Grading

In accordance with the Orange Public School District Grading System:

- A minimum of 10(ten) grades per class or subject area should reflect student progress entered into our Genesis Student Information System over a nine week period.
- Minimum of (5) grades should reflect 5-8 (World Languages, Visual & Performing Arts, Technology, and Physical Education/Health).

K-4 World Language, Visual & Performing Arts, Technology, Physical Education/Health will be assessed according to the following scale:

- O - Outstanding
- S - Satisfactory
- NI - Needs Improvement

Grading Weights

- 25% of the grade consists of Authentic Assessments (portfolios, performance assessments, projects, 21st Century real world experiences)
- 20% of the grades consist of summative evaluations (tests, mid-terms, final, unit assessments...)
- 20% of the grade consists of class work (journals, logs, assignments, tasks, demonstrations, skill applications).
- 15% of the grade consists of class participation (questioning, discussion, problem solving, teamwork, and offering relevant comments).
- 10% of the grade consists of formative evaluations (quizzes, anecdotal notes...)
- 10% of the grade is Homework (including long term projects i.e. essays, research, and 20 to 60-minute reading depending upon grade level)

Homework Policy

Homework is essential and not an option. The primary purpose of homework is to foster responsibility for the learning process. Homework is an extension of the learning that occurs in the classroom each day and reinforces what is taught. The objective of assigning homework is to:

- Provide for essential practice in skills
- Enrich and extend classroom experiences
- Build positive independent work and study habits
- Provide experiences in finding resources and gathering data
- Encourage the development of self-discipline and integrity

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

Grade	Minimum Number of Minutes (per night, 5 days a week)
Kindergarten	20 minutes
1 st Grade	30 minutes
2 nd Grade	40 minutes
3 rd & 4 th Grade	60 minutes
5 th – 7 th Grade	90 minutes

In addition to homework, all children should read for 30 minutes daily and complete 45 minutes of their iReady instructional path. Parents can help by reading to their children and/or reading with their children. The time-spent reading to your child/children will be invaluable.

Frequency of Grade Reporting

Report cards are disseminated quarterly. Progress reports are disseminated the fourth week of each marking period. If a student is exhibiting unsatisfactory performance or is experiencing change in performance, the teacher must notify parents/guardians in a timely manner prior to the distribution of the progress report or report card. Please adhere to district calendar/signed report cards are due back to the reporting school no later than five (5) days after receipt of the report card.

Marking Period	Distribution/Conferences Date
Interim Marking Period 1 Report	October 14, 2021
Marking Period 1 Report Card	Student Lead Conferences November 22, 2021 - 5:30PM - 7:30PM
Interim Marking Period 2 Report	December 23, 2021
Marking Period 2 Report Card	Student Lead Conferences February 7, 2022 - 5:30PM - 7:30PM February 8, 2022 - 1:15PM - 4:00PM
Interim Marking Period 3 Report	March 16, 2022
Marking Period 3 Report Card	April 14, 2022
Interim Marking Period 4 Report	May 27, 2022
Marking Period 4 Report Card	June 24, 2022

Retention Guidelines

Kindergarten:

There will be no Kindergarten retentions, unless approved by the Office of the Superintendent.

Grades 1-7:

- Parents of elementary and middle school students in jeopardy of failing a content area are notified through progress reports, marking period report cards, and through access to all grades through the Parent Portal.
- Intervention plans initiated for students whose grades were below 72% are available for review.
- Monthly letters generated from Genesis and parent contact must be recorded for students in danger of failing.
- Notes sent to parents must be recorded in Genesis.
- A log in reference to parent contacts must be readily available.
- An on-going folder of student work must be maintained.
- A list of students being considered for retention must be sent by the building principal to the Superintendent of Schools no later than the last week of May. The data for each student must accompany the list, including but not limited to, intervention plans, contact logs, and a copy of the report card and progress reports.
- In consultation with the building principal, the Superintendent of Schools will determine whether a student will be retained.
- A formal letter of retention must be sent to the parents no later than the second week of June.
- Parents may file an appeal; however, all appeals are finalized by the Superintendent of Schools.

There can only be one retention for children in grades 1-4 and only one retention for students in grades 5-8. All students who are in danger of failing should be referred to Intervention and Referral Services (I&RS).

Uniform Policy

K – 4	5 – 7
<ul style="list-style-type: none"> • White or blue collared shirts (long or short sleeves) 	<ul style="list-style-type: none"> • White collared shirts (long or short sleeves)
<ul style="list-style-type: none"> • Navy Blue pants • Bermuda shorts, skirts, or skorts (all at knee length) 	<ul style="list-style-type: none"> • Khaki (tan) pants • Bermuda shorts, skirts, or skorts (all at knee length)
Physical Education Uniform	
Solid navy blue or grey sweatpants or shorts, white t-shirt, and sneakers	
Inclement/Cold Weather	
Navy sweater/sweater vest may be worn over the uniform shirt No hooded sweatshirts are permitted at any time	

Parents who have gently used uniforms and are willing to donate to our school closet, is greatly appreciated. We will donate these uniforms to students who are in need.

NOTE:

- Safe footwear (preferably rubber soles) must be worn. No flip flops, sandals, or open backed shoes are acceptable. Sneakers must be worn on physical education days. District wide skirts should be no shorter than 3 finger lengths above the knee.
- Clothing must be clean, in good condition, and worn as intended and designed. Good judgment should be executed in dressing. Skintight clothing, along with other inappropriate dress that is distracting and interferes with the educational process is not acceptable.
- Students who are not in compliance with our uniform policies will be handled according to the district code of conduct.

Parent Resources

You can find additional information about the school at our school web-site <https://www.orange.k12.nj.us/Domain/958>

Lunch Surveys

Each child in the school must have on file a lunch survey form for the Fiscal Year 2021 – 22, whether or not they are eligible for free or reduced lunch. Please complete a lunch survey by Monday, September 13, 2021 and return it to the main office.

Parent Teacher Organization

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

Please join and support the Lincoln Avenue School PTO (Parent Teacher Organization). This is your organization. Your input, commitment and hard work are needed to support activities and programs at Lincoln Avenue. The PTO makes it possible for Lincoln Avenue School to provide additional field trips, special events and rewards/incentives for our children during the school year. Your ideas and help are needed. We are asking every family to join our PTO. Membership is \$5 for 1 year. Meetings will be held monthly at 6:00 pm. Contact the main office for any additional information. We look forward to seeing you there.

Parent Portal

We encourage parents to join our Genesis parent portal to monitor their child’s academic progress. To join the Lincoln Avenue School parent portal system, please complete the following form, which is also located on the Lincoln Avenue Webpage, (<https://docs.google.com/forms/d/e/1FAIpQLSddjXveoljaPbQU9ybVOeAFMspUYgts2pJM56Vqfxc776x-tg/viewform>).

We will also include a form in our welcome back packet students will receive within the first few days of school.

Class Dojo

Easily stay connected with your child’s classroom teachers and school community on ClassDojo. You can see all of your child’s feedback from teachers, hear important announcements and updates, and see photos and videos from class! You will also be able to keep track of your child’s behavior and progress on your cell phone. Parents can add all their student codes to the same account and track their progress across multiple classes. It is simple!

Social Media

Lincoln's social media platforms are a great source for posting updates & important information as well as celebrating and sharing photos of our fun activities. Please follow us on our media platforms:

- **Twitter:** @LincolnAve216
- **Instagram:** @LASPanthers
- **Facebook:** Lincoln Ave Panthers

Afterschool Programs

Lincoln Avenue School will be offering a variety of after school programs. The following programs will begin around October of 2021:

- After School Academic support session for students in grades 1-7 on Tuesdays, Wednesdays, and Thursdays from 3:30PM – 4:30PM
- Afterschool Clubs on Fridays from 3:30PM – 4:30PM. The following are tentative clubs that will be offered for the upcoming school year.

Art Club	Board Game Club	Cheerleading	Dance Club
Debate Club	Game 24	Geography Bee	Girls Who Code
Homework Club	Instrumental Club	Panther Pride	Robotics Team
Spelling Bee	Student Government	Vocal Club (Choir)	Wellness Club

- Saturday Academy for students in Grades 3 – 7 from 9:00AM – 12:00PM on Saturdays.

Student/Family Support Services

School Counselor Services

At Lincoln Avenue School, we offer in-house school counseling services to assist your child. The supported services are provided by a certified trained professional who will address those students who manifest emotional and social problems within the school setting. The school counselor will assist your child in improving their peer relationships, developing good decision-making skills, and developing strategies to cope with issues of stress they may face. They provide individual, as well as group counseling, in addition to referrals for appropriate community agencies and services as needed.

Counseling Department Contact Information:

Mrs. Ronieka Thomas (Grades K – 4)
thomasro@orange.k12.nj.us
973-677-4000 X3006

Mr. Donald Nicholson (Grades 5-7)
nicholdo@orange.k12.nj.us
973-677-4130 X3024

Child Study Team

For those students who have been identified as requiring special services, or who have an Individual Education Plan (IEP), we have a team of professionals who will provide services and support academically, socially, and emotionally throughout the year.

Child Study Team Contact Information:

Dr. Pamela Alkins-Guallab
alkinspa@orange.k12.nj.us
973-677-4000 X3084

Mrs. Elyse Kehr
kehrellys@orange.k12.nj.us
862-801-2276

Mrs. Carline Petiotte
petiotca@orange.k12.nj.us
973-677-4000 X3082

Health and Nursing Services

The school nurse reviews immunization records, delivers medical care and first aid as well as screenings for height, weight, blood pressure, vision, hearing, and scoliosis when appropriate. Health information is shared with essential staff to assist your child in achieving his/her educational goals. Administration of medication in school requires a parent/guardian's note and physician's official prescription with medicine in original containers and accompanied by the doctor's directions. Questions regarding health concerns should be directed to the school nurse.

Health and Nursing Services Contact Information:

Mrs. Lisa Farrar

farrarli@orange.k12.nj.us

973.677.4000 x3004

Student Code of Conduct

Harassment, Intimidation, Bullying (HIB) Policy # 5512.01

This is defined as any gesture or written, verbal or physical act perceived as motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap or by any other distinguishing characteristic that takes place on school grounds, at any school sponsored function or while traveling on school transportation.

A HIB incident will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the District HIB Policy. Consequences shall vary according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors.

Students learn best in a safe and orderly environment. One of the most important lessons education should teach is DISCIPLINE. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Students must always conduct themselves in a proper manner. This includes whether on the bus, at school, and at all school functions. All students are always expected to abide by school and district policies and regulations as noted in the Orange Code of Conduct Handbook. Failure to do this will bring about disciplinary action.

Student Responsibilities (RELATED TO DISCIPLINE)

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

Cellular Phone Policy

District policy prohibits students from carrying cell phones when on school grounds unless a pre-approved program for Bringing Your Own Device is established by the school administration. Upon arriving on school premises students must turn their cell phones off and put them away. If a student is seen with a cell phone it will be confiscated.

- **First offense:** cell phone will be returned to the student at the end of the day.
- **Second offense:** cell phone will only be returned to a parent.
- **Third offense:** cell phone will be kept in the main office and returned at the end of the school year.

Handbook Addendum

An emergency closure can only be determined by the Governor of New Jersey. With that being said, in the hybrid space, students will be in buildings with the expectation of masks as well as social distancing implemented. The following points are about the hybrid and remote models.

Standards for Health and Safety

- Masks are required wherever social distancing cannot be accomplished
- Access to PPE (Personal Protective Equipment), hand sanitizer, partitions (if applicable) etc. As you tour the schools, this has already been solidified. PPE is available to staff and students.
- Daily Cleaning/sanitizing demands (We are keeping this mandate as we did in the Spring and Summer to ensure our continued health and safety.)

Masks

The following principles apply to the use of masks in schools:

- Masks and/or barriers do not preclude an individual from being identified as a close contact to a COVID-19 case.
- Information should be provided to staff and students on proper use, removal, and washing of masks. The most effective fabrics for cloth masks are tightly woven such as cotton and cotton blends, breathable, and in two or three fabric layers. Masks with exhalation valves or vents, those that use loosely woven fabrics, and ones that do not fit properly are not recommended.
- Masks should be washed after every day of use and/or before being used again, or if visibly soiled or damp/wet. Disposable face masks should be changed daily or when visibly soiled, damp, or damaged.
- Students, teachers, and staff should have access to additional disposable or cloth masks in case a back-up mask is needed (e.g., mask is soiled or lost during the day).
- Clear masks that cover the nose and wrap securely around the face may be considered in certain circumstances including for the teaching of students with disabilities, young students learning to read, or English language learners.

Hand Hygiene and Respiratory Etiquette

- We will continue to teach and reinforce hand washing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- We will inform students and staff to cover coughs and sneezes
- Used tissues should be thrown in the trash and hand hygiene as outlined above should be performed immediately.
- We will maintain adequate supplies including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no touch trash cans.
- Hand hygiene should take place:
 - Upon arrival at school.
 - Before and after meals and snacks.
 - After going to the bathroom.
 - Before leaving for the day.
 - After blowing nose, sneezing, or coughing into tissue.
 - When hands are visibly soiled.
 - Assist/observe young children to ensure proper hand washing

Illness While on the School Site

Children and staff with COVID-19 symptoms should be separated away from others until they can be sent home. All schools have been outfitted with an isolation room. Students who are sick and not already wearing a mask should be provided one to wear unless the student has a contraindication to doing so. If a mask is not tolerated by the ill student or staff member, other staff should be masked and follow maximum physical distancing guidelines (at least 6 feet away). Ask ill student (or parent/guardian) and staff whether they have had potential exposure to COVID-19 in the past 14 days meeting the definition of a close contact. Individuals should be sent home and referred to a healthcare provider. Persons with COVID-19-compatible symptoms should undergo COVID-19 testing.

Schools with testing capacity should test ill students and staff, consistent with any federal and state requirements, including requirements regarding parental consent. Ill individuals who test positive should be reported to the Local Health Department (LHD) and contact tracing should begin. The district will handle all contact tracing as outlined in the Reopening of Schools Plan posted on the district website on June 15, 2021. Ill individuals that test negative should be referred to a healthcare provider, who may consider additional COVID-19 testing.

Hybrid or Remote Option

If the district must institute a hybrid or remote option (per the Governor's orders ONLY), synchronous live instruction will be at the apex of the model. Additionally, we will continue to utilize Zoom and/or Meet to promote real time instruction for students across the school district. Students will be engaged in the core subjects as well as elective classes accordingly in the synchronous fashion. Office hours will be utilized to promote sound individualized approaches to teaching and learning. Schedules will be made available accordingly should an emergency closure have to take place.

Lincoln Avenue School

Parent & Student Handbook

My Child and I have received, read, and fully understand the Parent/Student Handbook and we are aware this signed form must be returned to my teacher/the school by Monday, September 13, 2021.

Parent Name (please print)

Parent Signature

Student Name (please print)

Grade/Homeroom

Date