

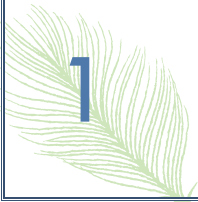


*"Find your Passion,  
Find your Path"*

# **Student Success Atlas**

**2022-2023**

*Erica L. Stewart, Ed.D., Principal*





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**"GOOD TO GREAT"**

Revised: 8/25/22



## Introduction

The Orange Twilight program (Twilight U) strives to provide a quality education for all students. While preparing them to become responsible, productive citizens, we will provide a positive, nurturing environment where students can achieve academic success. This is achieved in large part to a smaller academic environment, targeted instruction, social emotional supports, and positive reinforcement. Our core values are respectful relationships, innovative instruction, and supportive and knowledgeable staff.

The twilight staff and I look forward to helping all students develop the skills they will require to be successful in their academic pursuits in both traditional and alternative pathways. Twilight pathways include *credit restoration, academic acceleration, college/technical school matriculation and preparation for vocation*. We expect that our students and families are equally committed to the work that will be necessary to prepare and assist students in readying themselves to transition quickly and effectively as possible into their respective pathway(s).

Our top priority is to provide curriculum that adheres to the Orange Board of Education (OBE) and New Jersey Department of Education standards. With that being said, the school district curriculum has been recognized by the New Jersey Department of Education insomuch that the Curriculum and Instruction indicator on the New Jersey Quality Single Accountability Continuum (NJQSAC) evaluation as of June, 2020 is 83%. NJQSAC is the Department of Education's monitoring and district self-evaluation system for public school districts. This shows that the curriculum expectations are considered high performing and thus we want to continue this trajectory of work through sound instruction within Twilight U

Alongside the care advisors and instructional practitioners, students will identify barriers to their academic success and/or essential pieces needed to place them on their anticipated pathway. Staff will work collaboratively with students and their families to set goals that will prepare them to circumvent those barriers in the future. As our credit restoration cohort begins to grow academically and socially, they are earning the opportunity to reacclimate themselves with the pacing of the traditional secondary setting. Our acceleration cohort will be given the supports needed to fast-track general high school requirements to prepare them to take higher level and dual enrollment courses that they may not have ordinarily been prepared for within 40 months of high school. Most importantly, all students we serve will be positioned to successfully matriculate into a post-secondary learning institution or into a vocation that is growing globally and offers opportunities for tuition reimbursement and/or on the job training. It is our ultimate objective to equip students with soft skills that transfer beyond the school walls and into their daily lives.

This handbook was created to provide you with an overview of Twilight U at Orange High School. Parents and students are encouraged to review it together and utilize it as a resource to address any questions you may have about the program. It is important to note that this handbook is not all inclusive and cannot possibly address all scenarios that may arise. The school rules, regulations and policies, etc published in this book are subject to change, as deemed necessary or mandated by governing authorities.

Teaching through the pandemic presented unique challenges in the provision of a thorough and efficient education. In the virtual workspace, we were stretched to find efficient and effective resources and methods to provide continuity to our students educational program. That experience has equipped us with a bevy of "next practices". In that vein, we now have a plan for on-site operations, hybrid and full remote instruction. Later, in this handbook, you will find the protocol for both hybrid and remote learning should we find ourselves in a position of partial or full school closures.

A journey of 1,000 miles begins with a single step and if you and your child are reading this guidance document, then you have taken the first step. You have taken the first step towards being accountable for your future success, you have committed to making the adaptations necessary to be successful and most importantly, this action tells us all that you are focused on a successful transition into your future; that's looking quite bright right about now.

I invite you all to take this journey with us.

Sincerely,

Erica L. Stewart, Ed.D.  
Principal





**Orange Township Public  
Schools**  
Twilight U at Orange High School  
**Dr. Erica Stewart, Principal**



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

August 17, 2022

Dear Parents, Guardians and Caregivers of Twilight students,

It is with great pride and pleasure that the faculty and I welcome you into and guide you through the 2022-2023 academic year at Twilight U; an academic resilience program at Orange High School. It will prove to be a year of innovative and exciting learning experiences for your child(ren) and family. For those of you who may not be familiar with me or the work that I have done, I am an experienced principal of both elementary and secondary schools who has dedicated three decades to the academic achievement and social growth of the students of Orange. I bring with me the experience of a veteran educator, the passion of a lifelong learner, and the commitment of an alumnus of Orange High School (class of '87).

Our superintendent and his team have worked diligently to design a strategic plan that will guide our district "into greatness". The Orange Public School five-year strategic plan may be found here:

<https://www.orange.k12.nj.us/domain/3344> and the district goals here:  
<https://www.orange.k12.nj.us/Page/30018>

**Twilight U MISSION STATEMENT**

*Twilight Program stakeholders are committed to providing a challenging learning environment that is a model of innovation and excellence and maximizes individual potential and aptitude while ensuring that students are well-equipped to meet the challenges in the world around them. We are equally committed to providing pathways to **credit restoration**, academic **acceleration**, **matriculation** into post-secondary institutions and **occupation** preparation.*

**Twilight U CORE Values**

*Respectful relationships, Innovative Instruction, supportive and knowledgeable staff*

As it may have been explained to you throughout your time with us, this program is highly supportive and designed to either relaunch, reengage, or remediate your child



to ensure academic achievement and successful completion of New Jersey's High School graduation requirements and post-secondary pursuits.

The structure has been designed to foster engagement, provide social emotional supports and to monitor the academic needs and growth of all students. The school culture will focus on engagement with real world learning tasks, improved academic performance, post-secondary readiness and the involvement of all stakeholders. It is our expectation that your child(ren) will have a robust experience; one that builds grit and is galvanizing.

It was indeed my pleasure speaking with our new parents in June and celebrating with our existing parents. Many of you were eager to know what your child's schedule would look like. **ALL schedules will be emailed to parents (using the addresses we collected during the closing of 2021-2022) and paper schedules will be distributed to ALL ENROLLED students on the first day of school.** **The 22-23 School begins IN-PERSON at 3 p.m. on Tuesday, September 7, 2022.** We will have a *targeted and intentional focus on building student support networks and designing post-secondary plans.* We remain committed to bridging any gaps created during the pandemic era of instruction. This may mean a shift in placement for students as well as the presentation of additional opportunities for potential graduates to ameliorate deficits as they plan and prepare for their post-secondary pursuits.

### **STUDENT/STAFF HEALTH AND SAFETY MEASURES**

While we recognize that we may have turned the corner with COVID 19, its prevalence still presents a health concern for the general public. While we are mask optional, the following are additional precautions are encouraged to keep us all safe and healthy.

- *Cover your mouth and nose with an appropriate mask or face covering when around others.*
- *Maintain appropriate social distancing.*
- *Wash your hands often.*
- *Do not touch your face with unwashed hands.*
- *Avoid close contact with people who are sick.*
- *Cover coughs and sneezes.*
- *Clean frequently touched surfaces often.*
- *Monitor your health.*
- *If you are sick, stay home.*

### **ENTRY ROUTINE FOR STUDENTS**

1. Students access the building through the designated entrance. Masks are optional for students.
2. **Students will report no later than 3:00 pm daily** and MUST assemble in the dining area. Security screening will end at 3:25 pm. Please note that all prohibited items will be confiscated during this process and students may be subject to disciplinary action.



3. Lunch will be available for those who wish to participate. Classes will begin promptly at 3:30 pm. Students not screened prior to class will not be granted access to the building.
4. **THERE WILL BE HIGH EXPECTATIONS FOR STUDENTS TO REPORT ON TIME, MAINTAIN EFFECTIVE ATTENDANCE RATES, AND REMAIN IN THE BUILDING FOR THE DURATION OF THEIR INSTRUCTIONAL PROGRAM.** The school success handbook will speak more to this.

### DISMISSAL

1. Full time students are dismissed no later than 7:30 pm nightly
2. All students are expected to leave the premises promptly and go directly home.
3. Parents are encouraged to provide transportation for students during seasons when sunset occurs prior to 7:30 pm.

### CONDUCT AND INSTRUCTIONAL DISTRACTION

It is critical to the effective delivery of instruction and support services that the need for administrative intervention for conduct, attendance, and cell phones be kept to a minimum. We serve the next generation of adults and have expectations that policy and protocol will be acknowledged and adhered to. **We anticipate NO distractions or disrespect in our instructional spaces. Respectful relationships is one of our CORE values.**

### STUDENT ATTIRE FOR ONSITE INSTRUCTION

The return to school in its normal state also brings with it a return to a uniform dress code. Twilight U seeks to simulate a corporate culture. Students are expected to wear **WHITE shirts with collars or blouses and BLACK skirts, belted pants**, and comfortable footwear. A frame of reference would be “interview attire or business casual” and the following attire is NOT permitted:

- Du-rags, hats or head coverings (i.e. bonnets, fitness head bands, scarves integrated into the hairstyles)
- Garments that reveal the belly, back or inner thigh or buttocks.
- Leggings, jeggings may NOT be worn as the primary bottom. **A dress, top or tunic must cover the full thigh.**
- Hooded Sweatshirts, vulgar and offensive insignia, NO marijuana emblems, decals or accessories.
- thong sandals, UGG slippers, flip-flops or “slides” are to be worn due to the safety factor when using stairs. All sandals must be secured at the toes and ankle for safety.

### CONTRABAND:

These items will not be permitted on the premises and may require a disciplinary referral if on the student’s person.

- Vape pens, lighters, tobacco products, weapons (anything that can cause bodily injury), and schedule 1 -4 drugs. Cough syrup is a schedule 5 drug that is also NOT permitted on site.



### **STUDENT ABSENCES**

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. Student absence directly impacts student performance. There will be a shift in how we address student attendance and missing classwork. Our level of expectation will increase as it relates to student accountability as we seek to adopt a corporate culture where work ethic matters.

### **COMMUNICATION**

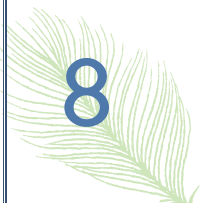
My office hours are from 12:00-2:00 pm. You may contact me at ANY time if there is and I will respond as soon as humanly possible. The main number to Orange High School is 973-677-4050. Clerical support is provided by Ms. Holmes (ext 31700) and Ms. Montalvo (ext 41703). Should you choose to email, my address is: [stewarer@orange.k12.nj.us](mailto:stewarer@orange.k12.nj.us) (please indicate your child's name when emailing so that I may prioritize the email).

**All Twilight Students** are encouraged to join the school REMIND group using the code in the app OR texting **twilight4u** to **81010**.

As always, our doors and emails are always open to you any day and any time. We look forward to partnering with you, faculty and district leadership to provide great opportunities for our students, help them to achieve great things, and prepare them for a great future.

Yours in Education,

Erica L. Stewart, Ed.D., Principal





## THE ORANGE 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.

## TWILIGHT U MISSION AND VISION STATEMENT

### Vision

The Twilight U team and its stakeholders believe that students will be placed on a trajectory to successfully reach their immediate and post-secondary goals. Further, the program will serve as an instructional 'roundabout' whose students will be well suited to exit at multiple points; all ending in success.

### Mission

Twilight Program stakeholders are committed to providing a challenging learning environment that is a model of innovation and excellence and maximizes individual potential and aptitude while ensuring that students are well-equipped to meet the challenges in the world around them. We are equally committed to providing pathways to **credit restoration**, academic **acceleration**, **matriculation** into post-secondary institutions and preparation for **vocation**.



## INCLEMENT WEATHER

If there is a situation that makes school closing advisable, either before school begins or after it has begun details will be communicated via our school district's phone blast and within the parent group of the REMIND APP. In addition all information will be posted on the District's homepage, <http://www.orange.k12.nj.us>. Please be sure that all telephone numbers are up-to-date.

## ANTI-BULLYING SPECIALIST

The Twilight program at Orange High School and the Orange School district support the anti-bullying legislation in place in New Jersey. The Twilight program provides a school Anti-Bullying Specialist to help students discuss, report and receive counseling services for potential incident(s) of Harassment, Intimidation and or Bullying (HIB). Students who have witnessed or experienced HIB are encouraged to visit **the social worker's office. Our Anti-bullying specialist will be announced.**

## HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation or bullying" means any gesture or written, verbal or physical act, or electronic communication that takes place on school property, at any school sponsored function or on a school bus that:

*is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender identity and expression, or a mental, physical or sensory disability; or is prompted by any other distinguishing characteristics; and a reasonable person should know, under the circumstance, that the act(s) will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of student in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.*

"Harassment, intimidation or bullying" also means repeated unprovoked aggressive behaviors of a physical or psychological nature, carried out against an individual or group of individuals that result in harm or injury to the individual or group. To be considered harassment, the behavior must be unwelcome by the recipient and have the effect of creating a hostile environment.



“Hazing” means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of inflicting mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

### **CYBER-BULLYING**

“Electronic communication” means a communication that is transmitted by means of an electronic device, including but not limited to a telephone, cellular phone, computer or pager that takes place on school property, at any school-sponsored event or on a school bus. Cyber-bullying is the use of electronic communication to bully a person; this offense will be seriously handled.



## **STUDENT RECORDS**

By request, a student and his/her parents, together or separately, have the right to review the student's cumulative school records in conference with appropriate school personnel. An explanation and interpretation of the contents shall be provided at that time.

A student who has reached the age of 18, or a younger student who has the written permission of his/her parents or is accompanied by his/her parents, may examine his/her confidential records and health records, provided the appropriate school or health department official is present to explain and interpret these records, if requested.

A student and his/her parents have the right to challenge for cause any material in the student's educational records and to present evidence or argument that such material should be changed or removed. The appropriate school official may decide through an informal conference whether the challenged material is to be changed or removed. That decision is subject to a formal hearing.

A student who has reached the age of 18, or a younger student who has the consent of his/her parents, must give written permission to the school before that school may provide records to employers, colleges and other persons outside the school system. In all cases, access to student records by school personnel shall only be available for purposes relating to a student's education.

## **HONOR ROLL**

The Twilight Program at Orange High School Honor Roll criteria are based on a student's minimum numerical grade in all graded courses. In order to qualify for High Honor Roll a student must not have a grade lower than 90%. Placement on Honor Roll requires a student not having a grade lower than 80%. Students must receive a passing grade for any classes taken Pass/Fail for both High Honor Roll and Honor Roll.

## **REPORT CARDS AND PROGRESS REPORTS**

There are four marking periods in each academic year. At the end of each marking period, a report card is sent home. Students receive a course grade and may receive one or more teacher comments. In addition, a midterm progress report is mailed home halfway through each marking period to convey student progress in each subject. The frequency of reports is designed to keep students and parents apprised of progress or special concerns as the year proceeds. Final report cards are mailed home at the end of the year. This information is also found in the Genesis parent portal. The application is found on the OHS website.



### Interim Progress reporting and Report Card Dates

Cycle	I	II	III	IV
Interim Progress Reporting	October 13, 2022	December 23, 2022	March 13, 2023	May 30, 2023
Report Cards	November 21, 2022 Parent Teacher conferences 5:30-7:30 pm	February 13, 2023 Parent Teacher conferences 5:30-7:30 pm Parent teacher conferences February 14, 2023 1:15 -4:00 pm	April 21, 2023	June 23, 2023

### NEW JERSEY HIGH SCHOOL Graduation Requirements

Students, as indicated in Board of Education Policy 5460, will receive a high school diploma based on the following graduation requirements:

Courses	Effective School Year 2017-2018
English	20 credits
Mathematics	25 credits
Science	15 credits
Social Studies	15 credits
Physical Education	16 credits
Health and Safety Education	4 credits
Visual and Performing Arts	5 credits
World Languages	10 credits
Financial, Economics, Business and Entrepreneurial Literacy	2.5 credits
21st Century Life & Careers or Career Technical Education	5 credits
Electives	15 credits

1. Fulfillment of the 125 credit program requirements (Option I);
2. Option II – in whole or in part with the 125 credit program listed above;
3. Proficiency in both ELA and Mathematics by meeting one of the aforementioned criteria
4. Attainment of Board of Education attendance requirements

All other requirements as established by the Orange Board of Education Policy 5460, Graduation Requirements.



## GUIDELINES FOR THE UTILIZATION OF OPTION II N.J.A.C.

### 6A:8-5.1 ET SEQ.

The New Jersey Department of Education (NJDOE) recognizes and acknowledges that all students will not achieve Common Core State Standards in the same manner and/or with the same level of success. To this end, the Orange School District is permitted to allow students with individualized learning opportunities outside of the traditional classroom that are stimulating and challenging and that enable students to meet or exceed the Common Core State Standards. This is commonly referred to as, "Option II." Option II allows for the design and implementation of programs to meet the needs of all students. Students are permitted to earn credit toward graduation through Option II learning experiences. These experiences include, but are not limited to: interdisciplinary or theme-based programs, independent study, early college credit, magnet programs, student exchange programs, distance learning, on-line learning, work-based programs, internships, co-curricular or extra-curricular programs, and/or other structured learning experiences. In addition, Option II allows for group programs based upon specific instructional objects that meet or exceed Common Core State Standards. Participation in Option II is predicated on the application process through which students seek approval. The process for application, evaluation and assessment is detailed below. Attainment of credit toward graduation is based on the successful completion of assessments that verify student achievement in meeting or exceeding the Common Core State Standards at the high school level.

#### Option II Credit Attainment

Students planning to pursue course work for credit external to the traditional offerings of district curriculum are required to submit a completed application to the Principal's Option II Credit Review Committee. This committee will be comprised of the High School Principal, a designated Departmental Supervisor, Supervisor of School Counseling, and a designated School Counselor. Deadlines for submission are first week in September Fall Semester course work and first week of January for Spring Semester course work. The Principal's Option II Credit Review Committee will review each application to determine eligibility and grant approval/disapproval based on the criteria outlined. Each student's application will be reviewed on its own merit. The committee will ensure that each student is on track to fulfill graduation requirements. The Assistant Superintendent will review all decisions of the committee.

Grades for approved Option II course work will be reflected on a student's transcript in compliance with district policy 2624. Upon approval, policies regarding the dropping of said course work will follow those procedures as outlined by the institution providing the course work **and** the procedures as outlined in the district's Program of Studies. Option II course work will not be included in the calculation of a student's overall Grade Point Average (GPA). Official transcripts generated by course work taken outside of the district may be attached to a student's transcript. Such requests must be made through the student's assigned school counselor and approved by the school principal. Once credit has been earned in an approved Option II course, students will not be permitted to enroll in an equivalent district course.



### **Advanced Credit; Additional Credit; Acceleration**

Students may opt to enroll in Option II courses to include on his/her transcript and/or to advance a course level. A common example of advanced coursework is the student who takes an additional mathematics course to advance to the next level of math or a world language that is not available for study at the high school. Advance credit, additional credit, or acceleration can be achieved through in-person or on-line coursework. The following guidelines must be followed:

Completed applications must be received by the Principal's Option II Credit Review Committee by the first week in September for enrollment in a Fall Semester course; and the first week of January for a Spring Semester course.

The course must be from an accredited institution and/or monitored by a certified staff member. Accreditation must be from a United States Department of Education recognized national or regional professional accrediting organization. Advanced/Additional/Acceleration Credit courses must meet the 120 hour enrollment requirement for complete course advancement.

The course must be approved by the Principal's Option II Credit Review Committee.

An official transcript from the institution must be submitted promptly following the completion of the course. Grades for completed Advanced/Additional/Acceleration Credit courses will be reflected on transcripts in compliance with district policy 2624.

Permission to advance a course level is dependent on a final assessment as determined by the school principal. The assessment will be utilized to determine proficiency and the ability to succeed in the next level. The assessment does not impact the awarding of credit based on course completion. If deemed not to meet proficiency standards, credit earned will be applied as elective credit, and the student will be required to enroll in the next high school level course.

Advanced credit can be awarded for successful completion of demonstrated proficiency in Algebra I, Algebra II and/or Geometry if taken at the middle school.



## College Credit

Students may opt to enroll in college level courses and apply credits earned toward high school graduation requirements. Students enrolling in college level courses must meet eligibility requirements as established by Board of Education Policy 5460 **and** those established by the college or university. College credit can be achieved through in-person or on-line coursework. The following guidelines must be followed:

1. Completed applications must be received by the Principal's Option II Credit Review Committee by the first week of September for enrollment in a Fall Semester course and the first week of January for a Spring Semester course.
2. The course must be taken from a regionally accredited two or four year college/university.
3. The course must be approved by the Principal's Option II Credit Review Committee.
4. An official transcript from the college/university must be submitted promptly following the completion of the course. Grades for completed College Credit courses will be reflected on transcripts; however, the grade will be included in the calculation of a student's overall GPA.

### **Guidelines for the Utilization of Option II N.J.A.C. 6A:8-5.1 et seq. (continued )**

## Independent Study

The Independent Study program is intended for individuals who seek intense study in an academic area not currently offered by the current curriculum. Independent studies may not replace a course listed in the district's Program of Studies. Independent Study credit can be achieved through in-person or on-line coursework. The following guidelines must be followed:

1. Completed applications, Option II and Independent Study, must be received by the Principal's Option II Credit Review Committee by the first week of September for enrollment in a Fall Semester Independent Study and the first week of January for a Spring Semester Independent Study. Independent Study applications are in addition to the Option II application. The Independent Study application provides specific details of requirements. See application for more information.
2. The course must be approved by the Principal's Option II Credit Review Committee.
3. A certified faculty member must serve as an advisor and be secured prior to the submission of required paperwork. Advisors are voluntary participants working collaboratively with the student to develop independent study goals. The responsibilities of student and advisor are detailed in the Independent Study application.





4. The Independent Study advisor is responsible for the final evaluation of the study and must submit verification those instructional objectives have been achieved. Grades for Independent Study courses will be reflected on transcripts in compliance with district policy 2624.

## **Internship**

Students are encouraged to seek opportunities within the community to complement their education through volunteering. Under Option II, students may apply credit from Internship to high school graduation requirements if approved in advance by the Principal. The following guidelines must be followed:

### **A PRE-APPROVED INTERNSHIP MUST BE ESTABLISHED**

1. Completed applications, Option II and Internship, must be received by the Principal's Option II Credit Review Committee by the first week of September for enrollment in Fall Semester Internship and the first week of January for Spring Semester Internship. Internship applications are in addition to the Option II application. The Internship application provides specific details of requirements. See application for more information.
2. The Internship must be approved by the Principal's Option II Credit Review Committee. *The district structured learning experience coordinator must conduct a site visit for approval.*

### **Guidelines for the Utilization of Option II N.J.A.C. 6A:8-5.1 et seq. (continued )**

3. The student must have an approved mentor for the project by the Principal.
4. The student must complete a self-reflection and learning outcome report at the conclusion of the internship experience and submit it to his/her mentor. The mentor will include a copy of the report with his/her evaluation.
5. The Internship mentor is responsible for the final evaluation and must submit verification that Internship objectives have been met. Grades for Internship will be reflected on transcripts in compliance with the district's grading policy. Internships will be included in the calculation of a student's overall GPA. Failure to submit a report by the mentor will result in the designation of "64" or lower on the student's transcript.
6. Internship credit cannot be earned for providing assistance to a staff member.



**Orange Public School District**  
**Instructions for the Application for Option II Credit**  
**N.J.A.C. 6A:8-5.1 et seq.**

**1. Eligibility**

- a. Option II Credit is available to students in grades 9 – 12; however, advanced/accelerated credit may be earned by students who have demonstrated proficiency in courses taken prior to high school. For example, middle school students who have demonstrated proficiency in Algebra I and/or Geometry may apply awarded credit toward graduation provided an Option II application was submitted and approved.
- b. Receipt of a completed Option II Credit Application by the Principal's Option II Credit Review Committee.
- c. Acknowledgement of student, parent, and advisor/mentor (if applicable) responsibilities, expectations and means through which the credits will be reported in the student's permanent record.

**2. Complete Application**

- a. Obtain an application from the assistant principal or download forms on-line at Option II.
- b. Complete Sections 1, 2, and 3 of the **Application for Option II Credit** form. Submit application to appropriate Department Supervisor for completion of Section 4. Independent Study and Internship Credit require the completion of additional application forms.
- c. Secure an advisor/mentor, if applicable.
- d. Obtain all signatures required in Section 5 of the **Application for Option II Credit**.
- e. Optional - include additional information that will assist the Principal's Committee in evaluating the request.
- f. Submit completed application to the assistant principal during the first week of September Fall Semester course work and the first week of January for Spring Semester course work.

**3. Application Review/Approval**

- a. The Principal's Option II Credit Review Committee will review completed applications within established deadlines and a determination will be made.
- b. Notification of the Principal's Committee's decision to approve or disapprove will be sent to the student and parent.

**4. Certification of Option II Credit**

- a. If approved, the student shall participate in the Option II Credit experience and submit necessary documents to verify completion. These documents shall include any or all of the following and deemed necessary by the Principal's Committee: official transcript; evaluation report; attendance report; completed project; and any other elements agreed to in the Option II application agreement.



- b. Following the final review of the Option II Credit experience by the Principal's Committee, notice will be sent to student, parent, and school counselor regarding the decision to award credit. The student's transcript will be amended as necessary.
- c. Appeals – students and parents have the right to appeal the decision of the Principal's Committee. Such appeals must be submitted within 3 days of the Committee's decision. The appeal should address the specific reason(s) cited by the Committee in reaching its decision. Appeals can be made regarding eligibility and/or regarding the awarding of credit.

5. If seeking to advance a level, the student shall arrange a final assessment with the content area Teacher in which he/she is seeking advancement. The content supervisor will then forward the results of the final assessment to the Principal's Committee. The student's transcript will be amended as necessary.

### Classroom Expectations

#### In the physical space

**It is the goal of The Twilight Program at Orange High School to provide a classroom environment that is conducive to learning, and offers opportunities for students to realize their academic potential.** We offer students the opportunity to learn in a pleasant, orderly and disciplined environment, free from distractions or disturbances which might interfere with the educational process. To that end, teachers are expected to convey their expectations for positive learning to their students. Recognizing that each teacher and classroom setting may differ, some **general rules for classroom conduct will include, but not be limited to, entering the classroom fully prepared, on time and ready to focus on the lesson; being attentive to the teacher and complying with the teacher's classroom rules and procedures; and remaining on task at all times until the teacher dismisses the class at the end of each period. All students are expected to adhere to these rules, as well as specific classroom rules that are created by the faculty.** In the event of a teacher absence, students are expected to remain in the assigned classes and follow the directions of replacement educator and to be cooperative in class. Disciplinary measures will be imposed upon students who disrupt the educational process when a substitute teacher is responsible for instruction.

#### Virtual Instruction

As we have learned, circumstances may warrant that we move away from the physical structure and the district must facilitate teaching and learning in a virtual environment. In those times, students are expected to use an electronic device (owned or school issued) that has the capabilities of connecting to the internet as well as hosting the online platforms that are used within the school day. Further students are expected to align themselves with district approved communication vehicles and use them to receive and submit daily assignments. We expect students to manage their time wisely and meet the requirements of each class in a timely manner. As in the physical classroom, students are expected to persevere, treat teachers and peers with respect, and submit all assignments by the established due dates.



## Academic Dishonesty

Pupils are expected to be honest in all of their academic work. To ensure the integrity of The Twilight Program at Orange High School' educational program, a strict adherence to our district policy of academic dishonesty will be enforced. Students are expected to be honest in order to learn and grow as responsible and ethical citizens. Any breach of this standard endangers the learning process and impugns the integrity of the entire school community. The purpose of education is to prepare students to become lifelong learners, and dishonesty undermines and inhibits that process. No forms of personal and/or academic misrepresentation are permitted. A student, whether cheating alone or helping another person to cheat, will be subject to the disciplinary procedure.

Students will be expected to:

1. Complete his/her own academic work;
2. Refrain from sharing assignments unless authorized to do so;
3. Refrain from engaging in plagiarism when doing research; and
4. Adhere to classroom academic standards when testing.

The District subscribes to Turnitin.com, an electronic resource for helping to detect and prevent plagiarism. If required to do so by their teachers, students must submit their work to the website before presenting the work to their teacher.

### Definitions:

**Cheating** is defined as any misrepresentation of one's academic work.

**Personal Misrepresentation** includes attendance records; presenting falsified notes, passes or names; and any other deliberate misrepresentation to school authorities, other than academic work.

**Academic Misrepresentation** includes but is not limited to, stealing, copying or providing answers on any homework, quiz, test, exam, report, essay or other school assignments, and using sources without proper documentation (plagiarism) as well as changing grades.

## Procedures:

A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

1. Any student found, by compelling evidence, to have violated the standards for academic honesty will receive a grade of **zero** for the work. No make-up work will be permitted.
2. The teacher will meet with student and notify the principal or designee and parent of alleged violator of academic dishonesty policy.
3. The teacher shall file a disciplinary referral with the principal or designee. The referral must describe, in detail, the dishonesty that is alleged to have taken place.
4. The Administrator will either assign the case to the peer review committee and/or prescribe a penalty depending upon the previous record of the student and the severity of the offense.
5. Any student leader (captain, officer, editor, class representative, etc.) who violates the standards of honesty will be removed from that position and may not hold any position of leadership or trust for the equivalent of one calendar year from the date of the infraction.
6. An Administrator will inform the advisor of said Student Activity group regarding any determination of dishonesty.

## The Home-School Compact

Date: September 2021

### *The Parents Will...*

- Show interest in academic work by signing tests, assignments and report cards.
- Check homework for completion and accuracy and sign off.
- Ensure students make up any missing work.
- Ensure attendance and punctuality.
- Ensure your child is adhering to school and district rules and policies.
- Balance praise and reward to support student effort.
- Ensure your child reads every day according to district guidelines.

Parent: \_\_\_\_\_

### *The Students Will...*

- Come to school with a positive attitude and develop self-respect and discipline.
- Come prepared and ready for daily work and complete all class and homework assignments.
- Accept responsibility for learning, effort, and behavior.
- Ask teachers, parents, and peers for help when needed.
- Make sure that you read every day at least 20 minutes (grades K-4) & 60 minutes (grades 5-12).

Student: \_\_\_\_\_

### *The School Will...*

- Provide quality curriculum and instruction in a supportive and effective learning environment to enable all children to meet the standards.
- Develop opportunities for each student to meet their maximum potential.
- Provide appropriate materials and resources for students to meet 21st Century goals.
- Inform students and parents frequently of program and progress.
- Provide a safe and secure learning environment.
- Maintain highly qualified teachers/staff.
- Maintain good public relations with parents and community.

Principal: \_\_\_\_\_

Teacher: \_\_\_\_\_

### *Everyone Will...*

- Be equal partners to achieve successful learning.
- Communicate clearly, regularly and respectfully regarding roles and responsibilities.



## Convenio entre Escuela-Hogar

Date: Septiembre 2021

*Los padres de familias se comprometen a....*

- Mostrar interés en los trabajos académicos mediante la firma de ejercicios, tareas y tarjetas de calificaciones.
- Revisar que la tarea esté terminada y bien hecha y firmarla.
- Asegurar que los estudiantes terminen cualquier trabajo no hecho.
- Garantizar la asistencia y puntualidad.
- Asegurarse que los niños están cumpliendo con las reglas y pólizas del distrito y escuela.
- Balance de alabanza y recompensa para apoyar el esfuerzo de los estudiantes.
- Asegúrese de que su hijo lea todos los días de acuerdo a las normas del distrito.

Padre: \_\_\_\_\_

*Los estudiantes nos comprometemos...*

- Ir a la escuela con una actitud positiva y desarrollar el respeto propio y la disciplina.
- Ir preparado y listo para el trabajo diario y completar todas las clases y las tareas asignadas.
- Aceptar la responsabilidad de aprender, hacer el esfuerzo y mantener la conducta apropiada.
- Pedir ayuda a los profesores, padres y compañeros cuando sea necesario.
- Asegúrese de leer todos los días por lo menos de 20 minutos (grados K-4) y 60 minutos (grados 5-12).

Estudiante: \_\_\_\_\_

*La Escuela se compromete a...*

- Proveer un currículum e instrucción de calidad y apoyo efectivo con un ambiente de aprendizaje para que todos los niños puedan cumplir las normas.
- Proporcionar oportunidades para que cada estudiante exceda su máximo potencial.
- Proporcionar materiales y recursos apropiados para que los estudiantes puedan cumplir con los objetivos del siglo 21.
- Informar a los estudiantes y padres frecuentemente de los programas y progresos.
- Proporcionar un ambiente de aprendizaje seguro.
- Mantener maestros y empleados altamente calificados.
- Mantener buenas relaciones públicas con los padres y la comunidad.

Principal: \_\_\_\_\_

Maestro/a: \_\_\_\_\_

*Todos nos comprometemos...*

- Ser socios de igualdad para un aprendizaje exitoso.
- Comunicar de forma clara, regular y con respeto a las metas y responsabilidades.

## Kontra ant Lakay-Lekòl

Dat: Septanb 2021

### *Paran yo Va....*

- Montre enterè nan travay akademik lè yo siyen ekzamen yo, devwa yo avèk kanè yo.
- Tcheke devwa pou wè si yo fèt byen epi siyen yo.
- Asire ke elèv yo refè travay yo te manke.
- Asire yo vini lekòl a lè.
- Asire ke ti moun ou swiv règ avèk lwa lekòl yo a distri a.
- Balanse louwanj avèk rekonpans pou sipòte efò elèv yo.
- Asire ke ti moun yo li chak jou jan selon règ distri a.

**Paran:** \_\_\_\_\_

### *Elèv yo Va...*

- Vini lekòl avèk yon atitid ki pozitif e devlope respè pou tèt yo avèk disiplin.
- Vini tou prepare e prè pou travay chak jou e konplete tout devwa nan klas la e lakay.
- Asepte responsablite pou aprann, efò, e aji byen.
- Mande pwofesè, parant, e lòt elèv pou ede yo lè yo bezwen.
- Asire ke yo chak jou pou o mwens 20 minit (Ane K-4) a 60 minit (Ane 5-12).

**Elèv:** \_\_\_\_\_

### *Lekòl la Va...*

- Bay bon liv avèk enstriksyon nan yon anviwònman kap sipòte elèv byen prepare pou yo rive nan standa yo.
- Devlope opòtinite pou chak elèv rive nan potansyalite maksimòm yo.
- Bay materyèl avèk resous ki apwopriye pou elèv rive nan objektif 21èm syèk yo.
- Enfòme elèv yo avèk paran yo sou tout pwogram avèk pwogrè nan tan apwopriye.
- Bay yon anviwònman ki gen sekirite pou elèv yo aprann byen.
- Mentni bon pwofesè e moun kap travay ki vrèman kalifye.
- Mentni bon relasyon piblik avèk paran yo e kominote a.

**Direktè:** \_\_\_\_\_ **Pwofesè:** \_\_\_\_\_

### *Tout moun Va...*

- Patnè ki egal pou genyen siksè nan sa kap aprann.
- Kominike klèman, regilyèman, e avèk respè sou wòl yo avèk responsablite yo.



## TWILIGHT U @ORANGE HIGH SCHOOL ATTENDANCE POLICY

### Statement of Belief

It is our belief that consistent and prompt student attendance in class is essential to achieve the maximum benefit of the educational experience. Much of what is presented in class is sequential and vital to student learning. Learning requires continuity of attendance and effort. Repeated absences from school or class impede the student's participation in classroom activities, and thus attendance should be and will be a significant factor in the determination of a student's grade, according to school policy.

### Purpose of the Student Attendance Policy

The purpose of the Twilight Program's Attendance Policy is to have each student attend all classes, arriving on time and participating fully. This includes those instances where students are also engaged in online learning (option II, district mandated quarantine, etc). Students and parents should familiarize themselves with the provision and procedures of the policy. It is expected that parents will support the intent of the policy and encourage their children to maintain good attendance. Official school attendance is taken upon arrival to school as well as within each class period. In the event of a return to remote learning, virtual check-in occurs within the virtual homeroom established by the Principal. Student work submission, in a virtual environment, serves to confirm the attendance submitted in the virtual homeroom.

### Role of Students

- Know attendance standards and expectations
- Accept responsibility for their attendance
- Be accountable for their daily attendance by checking the Genesis Parent Portal.
- Be aware of the importance of daily attendance
- Be responsible for completing activities to compensate for lost learning opportunities after absences

### Role of Parents

- **Be responsible for the student's daily attendance**
- Form an alliance with the teachers committed to reducing excessive absences
- Check daily attendance on Genesis Parent Portal.
- Work in collaboration with the school to attain the highest possible attendance rate for their child
- Stress the importance of daily attendance to their children
- Recognize that learning opportunities missed due to absences cannot be exactly duplicated at a later time
- Inform the Attendance Office when students are absent by phone on the day of absence and by note upon the student's return to school.
- Support the school in its effort to maximize student learning



## **A. Maximum number of absences**

Students are expected to attend every class, study hall, independent study and homeroom period. Board Policy requires each student to be present for at least 90% of class meetings in order to be eligible to receive credit. The number of absences in each class **may not exceed:**

<b><u>18 Cumulative Absences</u></b>	Full Year Course
<b><u>9 Cumulative Absences</u></b>	Semester Course
<b><u>5 Cumulative Absences</u></b>	Quarter Course (Health)

**“Cumulative absences”** are those that count toward the 18 (or 9 or 5) day limit.

All class absences, whether excused or unexcused with the exception of those absences specified in Section C, will count toward the 18 (or 9 or 5) day cumulative absence limit.

Parents and students should check Genesis Portal each week to monitor student attendance. Any problems should be addressed promptly.

## **B. Excused Cumulative absences**

If a student is absent for either all or part of a school day, a parent must call the main office and send a note explaining the reason for the absence. Notes must include:

- the student’s name;
- the date(s) of absence;
- the specific reason for the absence, lateness, or early dismissal;
- the signature of the parent;
- and a daytime phone number where a parent can be reached to verify the note.

Notes must be presented to the Main office on the first day that the student returns from an absence or on the day of a late arrival or early dismissal. NO ABSENCE OR TARDY NOTE WILL BE ACCEPTED AFTER THE DEADLINE AT THE END OF EACH MARKING PERIOD.

### **2022-2023 Deadlines for Submission of Documentation of Excused Absences**

**MP 1 November 23, 2023**

**MP 2 February 13, 2023**

**MP 3 April 21, 2023**

**Mp4 June 20, 2023**



A student who is absent due to illness or injury, college visits, funeral, medical or dental appointments, driving tests or other reasons that are deemed necessary by the administration may be considered excused when the appropriate note is filed in a timely manner. Although these absences are excused, they will count toward the 18 (or 9 or 5) day limit. A note from a doctor indicating that illness is the reason for the absence does not prevent the absences from counting toward the 18 (or 9 or 5) day limit. When a student misses part of the day, the parent must notify the Attendance Office as follows:

- For a tardy arrival with a note – the parent must call the main office and the student must present a parent note to the attendance office immediately upon arrival. **Three tardy arrivals will require a meeting with the parent, student, and administrator. Progressive discipline will commence.**
- For an early dismissal – A parent/guardian must come to the Attendance’s office and sign their child out. If the student returns to school, he/she must sign back in at the Attendance’s office and obtain a pass to return to class.

Parents are responsible for insuring that their students follow the procedures for absences, early dismissals, and tardy arrivals. Failure to follow the prescribed procedures will result in the student being charged with an unexcused absence. **Students are not permitted to leave campus at any time. Any student who leaves campus without written authorization will be subject to disciplinary action.**

Planned absences are discouraged because they entail the loss of learning opportunity. In the event of necessary planned absences, parents must submit written notification to the Attendance’s office ten (10) days prior to the planned absence. Students are responsible for obtaining assignments from their teachers in advance of planned absences. Planned absences will count toward the 18 (or 9 or 5) day limit and may result in loss of credit.

Excessive student absences, without acceptable reasons, will be referred to the district attendance officer and may be referred to the Division of child placement and permanency (DCP&P) or for civil judgment.

**C. Exceptions (Excused absences that do not count toward the 18 (or 9 or 5) absence limit.)**

Parents are required to notify the Attendance’s office by phone and written note in the following instances; however, the absences will not count toward the cumulative maximum.

1. Religious holidays

No student who shall be absent because of a religious holiday shall by reason of such absence be deprived of any award, or of eligibility or opportunity to compete for an award, or of the right to take an alternate test or examination, for any of which the student may have missed by reason of such an absence, if a written excuse signed by a parent is presented. (NJSA 18A:36-14)

2. Death in the immediate family.

3. Mandatory court appearance as documented by judicial authority.



4. Long-term illness.

When a student is expected to be out of school for more than ten (10) days for medical reasons, the student is eligible to receive home instruction for up to 5 hours per week. Parents should contact the school counsel for information on how to secure home instruction. Those days when the student is on home instruction do not count toward the 18 (or 9 or 5) day limit.

In addition, the following absences do not count toward the cumulative maximums:

5. Suspensions

6. Administrative conferences or exclusions initiated by the administrator.

**D. Unexcused Absences**

1. Truancy

A student who is absent from school without documented parental permission is considered to be truant. Students who are truant will be charged with a class cut for each class missed and will be assigned detentions for all cuts. Repeated instances of truancy by students under age 16 may be referred to municipal court.

2. Cutting class

A student who is absent from class without express permission from the teacher or an administrator will be charged with cutting class (CUT). Parents will be notified on the day of the cut and an after-school detention will be assigned by the Attendance or attending Administrator. A cut is an absence that will count toward the 18 (or 9 or 5) day limit. Repeated instances of cutting may result in more severe disciplinary sanctions.

First Offense:

- A. Conference with teacher
- B. Parent notification via phone.

Second Offense:

- A. Conference with care advisor
- B. Parent notification.

Third Offense:

- A. Conference with care advisor, administrator and parent
- B. Develop behavioral intervention



Fourth Offense:

- A. Consequences listed in third offense
- B. Attendance Recovery
- C. Loss of privileges if applicable

\*WORK MISSED DUE TO CUTTING CLASS MAY NOT BE MADE UP

### **E. Make-up policy**

When a student's class absence is excused, **the student is allowed two school days to complete missing work/tests for each day absent to receive full credit.** For example, if a student has an excused absence of three days, the student will have six school days to complete his/her work. Students are not entitled to make up work or tests missed during an unauthorized absence or cut. If a parent knows in advance that the student will be absent from school, students should obtain assignments prior to the absence and complete them before returning to school. Suspended students are also expected to obtain their assignments and make an effort to complete their work while out of school.

### **E.2 Submission of Late Assignments**

We are making a shift from DUE dates to DO dates. While we understand that events arise beyond our control, we are putting the following in place: Students may request a deadline extension by completing the designated form and submitting it to the classroom teacher with a parent signature. If approved, the student may submit within five school days without loss of credit. However, students without extenuating circumstances and who habitually request this accommodation, without merit, will be penalized under the regular policy for late submissions. Assignments that are late for a period of more than 5 school days will not be accepted or given credit. Each day beyond the due date, the assignment will accrue a late penalty of 5 points. After 5 school days late, the highest grade that the late assignment is eligible to receive is 75

### **F. Attendance Appeals**

A student who has exceeded the maximum number of cumulative absences (18 or 9 or 5) may appeal for a waiver of the loss of credit. Appeal forms may be obtained from the office of the appropriate School Attendance Office at 973-677-4050 ext. 5038. Appeals will be considered when based upon 1) serious illness which is documented by a physician note; 2) legal obligations beyond the student's control; or 3) patterns of attendance that demonstrate substantial improvement following earlier instances of absenteeism. **NO APPEAL WILL BE GRANTED IF ANY OF THE ABSENCES ARE UNEXCUSED CUTS. PARENTS ARE RESPONSIBLE FOR REPORTING THEIR STUDENTS' EXCUSED ABSENCES TO THE ATTENDANCE OFFICE IN A TIMELY MANNER THAT IS BEFORE THE DEADLINE AT THE END OF EACH MARKING PERIOD.** Appeals must be filed at the end of each course; the grade-level Attendance Office will notify the parent of the decision.



## Tardiness

Tardy arrival to class disrupts the lesson in progress and deprives the tardy student of valuable learning opportunity. Students are required to be on time to their classes, advisory periods, office hours and dining hall assignments. During instructional periods, they are expected to be in their seats and ready for work, once class begins.

- Classes begin at The Twilight Program at Orange High School at 2:00 pm . ALL students will enter through the parking lot adjacent to OPA (tardy is 2:01).
  - \* Please note that any student reporting at or after 2:01 pm is considered late. Sanctions may be applied.
- Any student arriving to school consistently late may be assigned administrator hours (please refer to Disciplinary Action for more detail). Failure to report to Administrator hours at 1:30 will result in further disciplinary actions.
- Any student not in the building by 2:45 pm. MUST have a parent come into the main office and sign student into school or a note explaining cause of tardiness. They will be assigned administrator hours (please refer to Disciplinary Action for more detail). Failure to report to Administrator hours at 1:30 pm will result in further disciplinary actions.
- **Students will be recorded late (2) minutes after the prior block has ended.**

### First-Third:

- A. Parent notification via phone and/or letter.
- B. Teacher-based consequence for arriving tardy to class.

### Sixth:

- A. Parent Conference with attendance officer and care advisor
- B. Appropriate referrals
- C. Administrator hours

### Ninth :

- A. All listed in third offense
- B. Weekly/Bi-weekly attendance audit
- C. Care Team conference with student and parent

## STUDENT SERVICES

### College, Career and Care Team

The role of care advisor has been reestablished this year and they will work closely with teachers, administrators and parents to provide support for students who may be experiencing personal, family, academic and/or peer difficulties. The care advisor will **connect** students and families with crisis intervention, counseling and referral services, with goals of supporting and empowering students to build upon their existing developmental assets. Concerns for which students may seek assistance include (but are not limited to): Depression, Anxiety, Bullying, Substance Abuse, Self-Harm, Self-Esteem, Social Skills, Family Changes, Anger, Abuse/Neglect, Eating Disorders and Crisis Management. All sessions are confidential. When students at the high school level seek help on their own, they are encouraged to share this with their families. We do not, however, automatically contact parents unless our assessment indicates a safety risk. This would include a student who is in danger of harming him or herself, harming someone else, or is being harmed by another individual. There are **School Social Workers on our College, Career and Care team. Further, the district has an agreement with Family Connections. The care advisor will connect students with services as needed. The care advisor will also handle scheduling and college planning needs.**

Each student is an important, valued, developing, capable, and unique individual who will learn from experience and grow personally and educationally throughout adolescence.

This team will ensure that all students have a complete MOU (Memorandum of Understanding), A senior navigation report and a post-secondary compass.

## OTHER STUDENT SERVICES

### LOCKERS

**All lockers are the property of The Twilight Program at Orange High School and, as such, the school reserves the right to open, inspect, or restrict the use of lockers at any time!**

Hall Locker Assignment Information

1. Students are assigned lockers and combination locks by the main office
2. Students must not share lockers.
3. Students must not give their combinations to other students.
4. Students will receive locker assignments and locks on the first day of school. Replacement locks will be issued at a cost of \$5.00. Students cannot use their own locks and must use school issued locks. Unauthorized locks will be cut off.
5. Lockers and other storage facilities (such as desks) are the property of the School District and may be searched at any time.
6. The TWILIGHT program is not responsible for lost or stolen property.

## **LOST AND FOUND**

Lost and Found Students should not bring valuable articles to school such as large sums of money or expensive electronic devices including cell phones, smart devices, speakers or video game players. Students are encouraged to insure valuable items since the school is not responsible if such items are lost or stolen. Students are expected to monitor their own belongings and to secure valuables in their lockers during the school day. In order to prevent loss, please mark all belongings with indelible ink or by sewing on nametags. Students who find or lose articles are urged to report to the security desk. Owners claiming lost articles must give satisfactory identification. Large amounts of clothing and other articles are accumulated in the lost and found department. After 30 days, unclaimed articles are donated to charitable organizations. Students must clearly write their names in all textbooks issued to them. Students are required to return textbooks at the end of each course or pay the replacement costs.

## **School and Law Enforcement Unit**

The Twilight Program at Orange High School has a law Enforcement Unit which indicates that there are surveillance cameras throughout the school. Surveillance tapes may be utilized as evidence for incidences that may occur which may cause disruption or disorder to the school. The unit will be responsible for the storage of the tapes and ensuring confidentiality.

## **EXTRA CURRICULAR ACTIVITIES**

### **ATHLETICS**

#### **Overview**

The OHS Interscholastic Athletic Program is administered by the Athletic Department under the rules of the New Jersey Interscholastic Athletic Association (NJSIAA). In accordance with the rules of the NJSIAA, any member of the interscholastic team must be physically fit (approved by the school physical), have parental permission, and satisfy the academic requirements of the district and the state.

Please visit the OHS Athletic Department webpage for forms and protocol.

The New Jersey Department of Education code (N.J.A.C. 6A:16-2.2.h) requires all athletes to have one comprehensive physical examination per year and that the athlete submit a health history update 2 weeks prior to the first practice session for the sport. These forms are required by the New Jersey Department of Education and will be the only comprehensive physical form that will be accepted by the school district for participation in the sports program. The final requirement is that our school physician must approve the completed physical form prior to the athlete being allowed to participate in the sport, including practice sessions. The school physician for the Orange Public Schools performs sports physical exams at OHS. Appointments can be made by contacting Mr. Mohammed Abdelaziz at (973) 677-4050.

Please note that students who submit paperwork for physicals after deadlines have passed are not guaranteed clearance for participation for their first day practice.





**A student must have earned at least 27.5 credits in the previous academic year to be eligible to participate in a fall or winter interscholastic athletic team. To be eligible for a spring team, the student must have successfully completed 13.75 credits in the preceding semester. All TWILIGHT students must have a GPA of 2.0.**

**\*\*\*Additional Conditions**

Any student/athlete who fails the first semester will be required to serve a consequence that could be, but not limited to a maximum of a 1 month suspension.

At the conclusion of the suspension, the student's academic performance will be reassessed for future eligibility. Further disciplinary action could be issued if student performance is not improved.

**The Twilight Program encourages eligible students to participate in organized athletic programs as they are aligned with program goals.**

- To develop in student athletes the desire to continually improve through practice and **development of a strong work ethic**
- To provide student athletes with the opportunity to demonstrate good sportsmanship and **respect for others** as a means of learning positive citizenship
- To **develop** in student athletes **emotional control, dependability, and respect for rules**, property and authority
- To provide student athletes the opportunity **to work as a team in order to achieve a goal** and, in the process, learn the importance of cooperation and teamwork
- To **foster a sense of self-worth** and self-confidence in student athletes
- To **provide a safe and healthy environment**, free from performance-enhancing and other body-altering substances
- To provide student athletes with experiences that require problem solving, **decision making and critical thinking skills**
- To provide student athletes the opportunity to participate in activities with others whose backgrounds and experiences may differ from their own
- To provide student athletes the opportunity to pursue lifelong physical fitness
- To **develop** in student athletes **a sense of team loyalty, community, and overall school spirit**



- To **develop** within our entire community **a sense of pride, loyalty** and mutual support
- To **encourage** student athletes to achieve **academic success** and keep athleticism in proper perspective

#### **OBJECTIVES OF THE INTERSCHOLASTIC ATHLETIC PROGRAM**

- To develop strength of character, integrity, social competence, and ethical and moral values consistent with the needs and demands of the community and society, and the mission of
  - Orange Township Public Schools
- To strengthen the virtues of good sportsmanship, self-sacrifice, fair play, and teamwork essential to success in athletics and in our society
- To encourage the development of a stronger and healthier young man/woman, with a sound mind, and a healthy work ethic
- To promote the practice of self-discipline and emotional maturity in learning to make decisions in competitive and pressure situations
- To provide opportunity for students to strive for excellence in the practice and performance of athletics
- To develop a sense of balance between “work” and “play”
- To teach and encourage participation, which contributes to the success and well-being of the team
- To motivate students to improve individual athletic skills through practice and preparation
- To teach students strategies of a particular sport, the importance of adhering to the rules, and respect for both the officials administering the rules and their decisions
- To demonstrate to our athletes that participation in an interscholastic sports program has responsibilities which students must properly fulfill in order to compete
- To develop in students an understanding of the value of athletics in a balanced educational process.



## Orange High School Athletic Programs

### FALL SPORTS (August – November)

Football (F, JV, V)
Tennis Ladies (V)
Soccer Boys (V)
Soccer Girls (JV)
Girls Volleyball (JV, V)
Cross Country (V)
Cheerleading (JV, V)

### WINTER SPORTS (November-February)

Basketball Boys (F, JV, V)
Basketball Girls (JV, V)
Indoor Track (V)
Bowling (V)
Wrestling (JV, V)
Cheerleading (V)

### SPRING SPORTS (March-May)

Baseball (JV, V)
Softball (V)
Outdoor Track (V)
Tennis Boys (V)
Boys Volleyball (JV)



## **NJSIAA ELIGIBILITY GUIDELINES**

### **Fall Sports:**

All seniors, juniors, sophomores and freshman must pass 30 credits from the previous school year including summer school. The start of the 2014 class all student-athletes must pass 30 credits the previous school year to be eligible to participate in a sport.

**Note:** All incoming freshmen are eligible (during fall season). However, a freshman cannot compete on a freshman team if he/she has reached the age of sixteen prior to September 1<sup>st</sup> of his/her freshman year. They may participate on a Varsity or JV team.

### **Winter Sports:**

Seniors, junior, sophomores must pass 30 credits from the previous school year including summer school. All incoming freshman are eligible. Ineligible students can become eligible February 1<sup>st</sup> provided that they earn 15 credits during the first semester.

### **Spring Sports:**

All students must earn 15 credits during the first semester to become eligible.

**Note:** No student shall be eligible after the expiration of eight consecutive semesters following his/her entrance into the ninth grade. An athlete cannot participate if he/she has reached the age of nineteen prior to September 1 of any year.

### **Handicapped/Classified Students:**

All handicapped/classified students, as defined by the New Jersey State Department of Education, shall comply with the athletic eligibility rules and regulations of the NJSIAA. In addition, the student must have evidence of the following:

- Consent from parents or guardians for such a competitive experience.
- The Child Study Team must certify that the youth is functioning in the school commensurate with his/her ability and is emotionally stable enough to participate in interscholastic athletics. The Principal must give final approval for participation. The medical physician of the school district must certify that the youth has the physical ability to compete equally with other participants.

### **Foreign Students/Transfers:**

In the case of foreign students and/or transfers entering the Orange Public Schools District, the Athletic Director and Principal, working directly with the NJSIAA Administrators shall determine eligibility. The student is NOT eligible to play or practice until eligibility is determined and confirmed. Any coaches having any candidates who may come under these classifications are to notify the Athletic Director immediately. The Athletic Director will then begin the process of determining eligibility.

## STUDENT ATHLETE ACADEMIC ELIGIBILITY

### All student athletes must maintain either:

- a) A current cumulative **GPA of at least a 2.0**; or
- b) Hold a cumulative **GPA of at least a 2.0** from the previous school year, in order to participate in athletic programs for the upcoming school year.

### Progress Report

All student athletes will have their progress monitored by the Head coach, Tutors & Vice Principal of Athletics using Genesis.

### Character

No student athlete who is:

- a) **absent** from school the entire school day; or
  - b) **dismissed** from class due to a behavioral incident;
- will be permitted to participate in any athletic program, practice and/or game play, that same day. If a student athlete is **suspended** from school, he/she will not be allowed to participate in the contests for the week, but will be required to participate in practice to be able to play in the contests the following week.

### Consequences

Students who fail to meet the academic requirements will be put on probation for the current school year to improve their GPA to become eligible for the following school year.

## STUDENT ATHLETE REQUIREMENTS

1. Players are expected to maintain a **2.0 GPA** or better in their school courses.
2. Athletes must have a current school year physical and/or medical clearance form on file in the athletic office in order to participate in practice and games.
3. Participation is at the discretion of the coaching staff and administration.
4. Players may be denied participation in practice or contests for disciplinary reasons.
5. Players are expected to attend every practice or contest unless they are absent from school.
6. Players who quit the team are responsible for notifying the head coach immediately and returning all equipment and uniforms at that time.
7. Players must be on time for all practices.

8. Only the Principal, VP of Athletics or Head Coach can cancel practice.
9. All injuries or illnesses must be reported to the coaching staff immediately.
10. Players with injuries requiring physician or trainer attention cannot return to practice without written approval giving them clearance for practice and/or games.
11. Players are responsible for all equipment and uniforms issued to them. They will be charged the full replacement cost for any equipment or uniform lost, damaged, or stolen that is due to their negligence and will not be able to participate in prom and graduation until the cost is satisfied.
12. There is **ZERO TOLERANCE** for violence or the use of illegal drugs, alcohol, and tobacco. Violations will result in suspension or expulsion from the team, as deemed by administration.
13. There is **ZERO TOLERANCE** for any criminal activity this includes gang involvement, and hazing. Violations will result in suspension or expulsion from the team, as deemed by administration.
14. Sportsmanship for all coaches, officials, spectators, and other players is expected at all times.
15. No player can attend practice or participate in an athletic event if absent from school, unless approved by the Principal, or VP of Athletics due to extenuating circumstances.

**Anthony Frantantoni, Assistant Principal- Athletics**  
**973-677-4050 ext 5003**

**All TWILIGHT students participating in athletics or any other extra-curricular activity at OHS or OPA must submit documentation from the corresponding coach or club/program advisor stating the following; the student(s) name(s), all practices (dates and times), and all games and performances (dates and times). Additionally, students will be required to submit a signed parental consent form allowing their child to participate in said activity (when requiring a departure prior to the end of the school session). Students must maintain the district's minimum requirement for a passing grade of 72% in all classes in order to participate in extra-curricular activities and practices that require an early dismissal, absence and/or late arrival.**



## SCHOOL PROCEDURES

### Change of Address, Phone numbers, or Email address

For all changes to your home address, it is imperative that you promptly notify the Registrar's Office at 451 Lincoln Avenue in Orange, NJ. The number is (973) 677-4050. The TWILIGHT program personnel do not have the authority to alter the address under which you registered as a resident.

Parents should notify the school's office at 973-677-4050 to change contact information including home, work, and cell phone numbers, e-mail addresses, and emergency contact persons.

### Beverages and Food

**NO FOOD, SNACKS, OR BOTTLED BEVERAGES are to be consumed in the classrooms. LUNCH WILL BE AVAILABLE FROM 3:00-3:25. OUTSIDE FOOD (UBER EATS, DOORDASH, GRUB HUB, ETC WILL NOT BE PERMITTED AS WELL)Program snacks are the only exceptions. Water bottles are PERMISSABLE BUT SUBJECT TO INSPECTION.**

### Passes

#### *Tardy*

If a student arrives at school after 9th period attendance has been taken, he or she must report to the care team designee to secure a pass. This pass is not an excuse, but merely a passage to class. The secretary in the main office will mark the student as Tardy.

#### *Hall*

Teachers are encouraged to permit no more than one student out of the classroom at one time WITH a pass. All pass holders MUST complete the hall log on each use.

#### *Lunch*

Immediately after screening, students are to report to the designated dining area. If an arrangement has been made to meet with a teacher during this period for office hours, your name must be posted on the Google doc for office hours support. Please make certain that your teacher posts this information.

### **Cellular Phone Use (PLEASE READ CAREFULLY)**

The use of cellular devices (phones, watches, tablets, etc) will **NOT** be permitted in classrooms, hallways, and bathrooms. The ear must be exposed at all times and headphones that cover the ear are not permitted (ie. Beats studio headsets) if not used during the completion of an academic exercise. Failure to comply may result in cell phone restrictions for up to 5 days.

**ALL DEVICES MUST be stored silent and out of view during instruction. Cell phone use is permitted before school, after school, and during dinner. Students should not use the device(s) outside of those parameters. The school will not be responsible for loss devices nor prioritize the recovery of stolen or misplaced devices.**

**Parents are asked to contact the main office if something needs to be communicated or an emergency arises. Non emergent communication may be sent via text.**

### **Emergency Evacuations, Drills, and Lockdowns**

All actions that should be taken during an emergency situation cannot possibly be covered in this handbook; however, there are some actions that are inherent to every emergency situation. Those are covered below:

1. Follow the instructions of your teacher or the adult present in your classroom.
2. If in the hallways when an emergency occurs, follow the directives of school personnel.
3. Remain quiet so that you do not miss important instructions
4. Do not use your cell phone, music player, air pods or ear buds/headphones.
5. Stay with your class until you are properly released by a school official. From time to time, we will practice emergency drills with the most common being the fire drill. You are to treat each practice drill as if it were an actual emergency. Those students who fail to return to class after practice drills or who fail to remain with their class during an actual emergency will be subject to disciplinary consequences.

### **Field Trips and Assemblies**

These activities are designed to enhance the curriculum and expose students to a wide variety of topics and issues and are often related to the curriculum. Attendance at and participation in these activities is a privilege, not a right. Students need to recognize that inappropriate behavior may result in revoking the privilege to attend such events.

It is the responsible of the student to retrieve and submit any and all missing work, for ALL classes, due to field trip attendance. ALL STUDENTS ARE TO BE IN THE APPROVED UNIFORM WHEN ATTENDING ALL EXCURSIONS.

### **Posters**

All posters must be approved by an Administrator prior to posting. Posters must be removed by the sponsoring group following the event. Posters must relate to events sponsored and approved by the Orange Board of Education and its agents.



## **Genesis**

The Genesis Parent Portal is an online resource through which parents and students can check on attendance records, progress report comments, report card grades, and midterm and final exam grades. Information on this resource and access codes will be mailed to families in September. Questions about access codes or other concerns should be addressed to Ms. Buddha at extension 5046.

## **Student Identification**

The Twilight Program at Orange High School will issue each student an identification card. Students must present their identification card to any school staff member when requested to do so. ID cards are required when entering the school building and also required for admission to some school events and to borrow materials from the library. Without an Identification Card, items cannot be borrowed from the library. In accordance with the school discipline policy, any student who refuses to provide identification, is unable to provide identification or provides false identification may be subject to disciplinary actions.

For students who have lost their Identification Cards: Replacement cards are available for a \$5.00 replacement fee. Identification cards can be ordered in the main office before and after school. Replacement fees are charged beginning after the initial issuance and must be paid before the replacement card will be produced.

## **Campus Security/Safety - Video Surveillance/Photo and Video Policies**

TWILIGHT follows the Federal law regarding the Family Education Rights and Privacy Act (FERPA). OHS's premises are monitored and recorded 24/7 by video cameras inside and outside the school to protect the student body and monitor potentially dangerous situations. Students involved in regular classroom, co-curricular, or school-related social events may be photographed, videotaped, or recorded by TWILIGHT representatives or members of the community press (TV, radio, newspaper, and internet). According to law, images or recordings are called "directory information" and may be legally used in yearbooks, rosters, programs, displays, newsletters, promotions, videos, CDs, DVDs, or other media distributed by the school. Parents who do not want the school to disclose directory information from their student's education records without prior written consent must notify the high school in writing within 10 days after the first day of school.

A full copy of the FERPA policy is available by contacting the School Office. Parents with legal reasons for suppressing information, which would identify their student(s) to the public, need to meet with the Principal for the protection of both the student(s) and those who work with the student(s) in the school setting.

## **Searches**

Student searches by school officials, based upon reasonable suspicion, that are reasonable in scope may be conducted to detect violations of law or school rules. In order for a search to be reasonable, there must be reasonable grounds at its inception for suspecting that the search will turn up evidence that the student

has violated or is violating either the law or the rules of the school. School officials may inspect student lockers or other storage facilities at any time.

### **Visitors**

The Orange Public Schools is committed to providing safe and orderly school environments for all students, staff and families in our school system. The following safety protocols will be in place:

ALL traffic at the school will be directed to the front entrance of the school. This is the only entrance open to visitors. Video systems are installed at all schools so that Security staff can see all visitors as they approach the building. **In the event of a medical epidemic/pandemic, visitors will be screened by security for a normal temperature and demonstration of symptoms of the contagion. Additionally, all visitors may be required to wear a face covering.**

Security at the front desk will use access control to determine entry into schools. School doors will be locked at a certain time during the evening, and at that point, all guests must be buzzed -in to the front office by a security staff member. Visitors should plan ahead to build in time for the new sign-in process as they prepare to go to a school.

All visitors must sign in, sign out, and present valid photo identification, upon request, during every visit to The TWILIGHT program.

Only legal parents visiting The TWILIGHT Program for official school business will be allowed into the facility.

All visitors must be escorted back to the security desk to sign out, return the visitor's pass, and exit the school building.

Parents are asked to encourage their child(ren) to report any safety concerns. Students must understand the dangers of not reporting and the importance of reporting.

Parents are asked to refrain from contacting students directly to have them leave the premises. This is a violation of the district code of conduct; "leaving the premises without authorization".

**Thank you in advance for your consideration, cooperation, and support.**



## TWILIGHT U EXPECTATIONS FOR STUDENT ATTIRE

### Footwear Examples

- dress shoes\*
- athletic shoes
- sneakers
- low heels\*
- loafers\*

### Attire Examples

- **BLACK** Slacks/Pants/Skirts\*
- **WHITE** Blouses\*
- **WHITE** Polos\*

As we seek to establish and maintain a corporate culture, the dress code includes black slacks, pants, skirts, and white blouses, collared tops, etc. Denim (of any color), tee shirts, and/or any clothing with marijuana insignia is not permitted. Hoodies present a safety concern and should be stored in your locker. On any day, you may be scheduled to meet with a potential employer, mentor or college representative. By adhering to the dress code, you will always “be ready”.

**The district/school uniform policy will be enforced.** Dress is the responsibility of parents and students. However, the school affirms that acceptable standards for students are predicated on decency, neatness, cleanliness, and safety. Dress for school must not distract from nor disrupt the education process. Clothing must be modest and appropriate\* for the school setting. Unacceptable clothing includes (but is not limited) the following:

- UGG slippers, shower slides, thong sandals or any shoes with the heel exposed and no strap to secure the garment to the foot. of any kind, hooded garments of any kind, bandanas and scarves of any kind, denim, jeans, leggings of any color.
- Extremely low cut, tight fitting or transparent clothing, bare midriffs, and suggestive clothing
- Excessively high cut shorts, skirts, or dresses
- Bare feet, unsafe footwear, cleats, and footwear intended for the beach, i.e. flip flop, thong sandals.
- **Be sure to plan ahead for haircuts and styling. No head gear, including but not limited to hats, hoods, DuRags, Bandanas, headscarves, or bonnets may be worn by males or females in the building. (INCLUDING BAD HAIR DAYS).**
- The wearing of sunglasses is **NOT** permitted unless a medical exception is on file.

**\*Note: What is deemed modest and appropriate is at the discretion of school administration.**

### POSSIBLE CONCEQUENCES FOR DRESS CODE/UNIFORM VIOLATIONS (Parents contact will be made after each offense)

**Progressive Discipline will be applied**



**Failure to comply may result in Suspension Form ALL Extra-Curricular Activities for the Remainder of the Marking Cycle**

**DINING HALL**

The dining hall is an area for socializing and eating. The following rules of conduct are expected of each student:

The dining hall is available to students during their assigned lunch periods. STUDENTS ARE NOT PERMITTED TO TAKE FOOD AND BEVERAGES OUT OF THE DINING HALL nor TO BRING IT IN FROM OUTSIDE. Violations of this rule will be handled by an Administrator.

Dining hall expectations are very basic. We ask that students remain seated while eating and visiting. They walk into a clean eating area every day and are expected to leave a clean dining hall. It is expected that the students follow directions the first time they are given.

In order to keep the dining hall clean and attractive, the following rules must be observed by all students. Any violation of the rules may result in disciplinary consequences.

- Keep tables, chairs, and floors clean.
- Food and beverages may not be taken out of the dining hall.
- Each student is responsible for cleaning his/her table before leaving the dining hall. If directed by a teacher to clean up the table, students are expected to cooperate.
- Students will not be permitted to leave the dining hall without a written pass from the teacher or counselor who expects to meet with them.
- Students may use the lavatories across the hallway from dining hall.
- Vending machines can only be used during lunch periods and after school.
- Students are permitted to use cell phones. Students should speak at a reasonable volume.
- Food will not be sold in the dining hall during the changing time between periods and for 5 minutes at the beginning and end of each period.

**Regular Day Schedule**

Monday-Friday 3:00 pm-7:30 pm\*\*

**CODE OF CONDUCT**

Please refer to the Orange Public Schools Code of Conduct

**DISTRICT DISCIPLINE CODE**

Please refer to Orange School District Code of Student Conduct



**NORMAL DAY**

**HALF DAY**

**DELAYED OPENING**

OHS*	Normal Time	Duration	OHS*	Half Time	Duration	OHS*	Delayed Time	Duration
PERIOD 1	08:20 - 09:00	40 min	PERIOD 1	08:20 - 08:49	29 min	PERIOD 1	08:20 - 09:00	40 min
PERIOD 2	09:03 - 09:43	40 min	PERIOD 2	08:52 - 09:21	29 min	PERIOD 2	09:03 - 09:43	40 min
PERIOD 3	09:46 - 10:26	40 min	PERIOD 3	09:24 - 9:53	29 min	PERIOD 3	10:00 - 10:26	26 min
PERIOD 4*	10:29 - 11:09	40 min	PERIOD 4	9:56 - 10:25	29 min	PERIOD 4	10:29 - 11:09	40 min
PERIOD 5*	11:12 - 11:52	40 min	PERIOD 5	10:28 - 10:54	29 min	PERIOD 5	11:12 - 11:52	40 min
PERIOD 6*	11:54 - 12:34	40 min	PERIOD 6	10:57 - 11:26	29 min	PERIOD 6	11:54 - 12:34	40 min
PERIOD 7*	12:36 - 01:16	40 min	PERIOD 7	11:29 - 11:58	29 min	PERIOD 7	12:36 - 01:16	40 min
PERIOD 8	01:18 - 01:58	40 min	PERIOD 8	12:01 - 12:30	29 min	PERIOD 8	01:18 - 01:58	40 min
PERIOD 9	02:00 - 02:40	40 min				PERIOD 9	02:00 - 02:40	40 min

**Half Day Schedule for Thanksgiving and Christmas Recess\***

1:00-5:00 pm

**Periods 9-12 will meet from 3:30-7:30 on all other half-days.\*\*\***

**With the Superintendent's approval, students are scheduled to take courses in a hybrid environment on November 21, 2022 and February 13, 2023**

**Instruction from 3:30-5:30 will be synchronous (Google Classroom) 5:30-7:30 will be asynchronous**

\*There will be no lunch on half-days.

\*\* Seniors may be scheduled for OHS periods 7 and 8 thus making the hours approximately 1:35- 8:00 pm

\*\*\*Seniors with periods 7 or 8 on half days would dismiss at 12:30 and return at 4pm



# Addendum



An emergency closure can only be determined by the Governor of New Jersey. Therefore, 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 optional and students are encouraged to follow a wellness protocol that includes regular handwashing and remaining at home when symptomatic.

### **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.

### **Illness While on the School Site**

Children who are ill will be sent for care with the school nurse. The nurse will determine and employ the appropriate medical intervention for each student, communicate with the parent and school administrator.

Parents are discouraged from making arrangements for pick up directly with their child. These arrangements must be made with school personnel.

### **Hybrid or Remote Option**

If the district has to 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.