

# *Orange High School*

## STUDENT/PARENT HANDBOOK



**2024– 2025 SY**

**Mr. Jason Belton, Principal**

TBD-Assistant Principal-House 9

Mr. Dairon Montesino, Assistant Principal-House 10

Dr. Yoniel Lopez, Assistant Principal-House 11

Mr. Anthony Frantantoni, Assistant Principal/Athletic Director-House 12

## Table of Contents

Welcome from the Orange High School Administrators-	5-7
Orange Township Board of Education/Orange Board Administration-	8
District Calendar-	9
Orange High School Administrative Team-	10
Orange Board of Education Vision and Mission Statement -	11
Orange High School Vision and Mission Statement-	12
Bell Schedule-	13
Graduation Requirements-	14-15
Academic Policies	14
Graduation Requirements	15
Graduation Progression & Additional Requirements	16
CTE and AP Offering-	17-18
OHS House System-	18-19
Student Records-	19
Honor Roll-	19
Grading for Transfer Students-	19-20
Report Cards and Progress Report-	20
Classroom Expectations-	20
Substitute Teacher-	21
Academic Dishonesty-	21-22
Attendance Policy-	23-24
Maximum Number of Absences-	23-24
Excused Cumulative Absences-	23-24
Exceptions-	25
Unexcused Absences-	26
Make-Up Policy-	26
Attendance Appeal-	26
Tardiness-	26

## Table of Contents (Cont'd)

### Student Services

The Child Study Team-28

Anti-Bullying Specialist-28

### Harassment, Intimidation, and Bullying-28

Cyber Bullying-28

School Social Workers -28

Guidance- 28

### Other Student Services

Library/Media Center- 29

Lockers -29

Lost and found- 30

### Extra-Curricular Activities

Clubs and Honor Societies- 30

### Athletics

Overview-31

Department Goals -32

Objectives -33

Athletic Programs -34

NJSIAA Eligibility Guidelines -35

Student Athlete Academic Eligibility- 36

Student Athlete Requirements- 36-37

### School Procedures

Change of Address, Phone Number, or Email Address- 37

Beverages and Food -37

Hall Passes- 38

Electronic Devices, Cell/Camera Phones, Unauthorized Items-38

Emergency Evacuations, Drills, and Lockdowns -38

Field Trips -39

Posters -39

Student Identification, Genesis -39-40

Campus Security/Safety – Video Surveillance/Photo & Video Policy-40

Hall Sweeps-40
Searches-40
Visitors-40-41
OHS Dress Code Regulation- 42
Cafeteria - 42
Code of Conduct - 43
District Discipline Code - 44
OHS Discipline Code - 44-45

## Table of Contents (Cont'd)

Compromising School Security - 44
Types of Disciplinary Actions - 44-45

## Appendix 46-73

Memorandum of Understanding
Guidelines for Option II
Home School Compact
Bulletin #4: Marking Period and Report Card Dates
Bulletin #11: Homework
Bulletin #19: I&RS Procedures
Bulletin #20: HIB
Pest Management Report
Gradebook Guidelines
Approved Religious Holidays



**Orange Township Public Schools**  
Orange High School  
**Mr. Jason Belton, Principal**



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

**TBD Assistant Principal, Grade 9**  
**Dairon Montesino, Assistant Principal, Grade 10**  
**Yonel Lopez, Ed.D, Assistant Principal, Grade 11**  
**Mr. Anthony Frantantoni, Assistant Principal- Grade 112**

August 19, 2024

Dear Parents, Guardians, and Caregivers,

The mission of Orange High School is to provide a culture that empowers all learners to embrace learning, to excel, and to own their future in an engaging, inspiring, and challenging learning environment created collectively by all stakeholders. We are partners with families, community, and staff, jointly dedicated to helping your child grow socially, emotionally, and intellectually. We are especially excited to welcome the freshmen class to the Tornado Family. Please be reminded that students report for the first day of school on Friday, September 6, 2024. This school year will be filled with continued opportunities to stretch your child's practice and develop their gifts. It is going to be a great school year for not only the OHS staff but for each of you as well. Please see the information below regarding school procedures.

**MORNING ROUTINE FOR STUDENTS**

- Students enter OHS through the Lincoln Avenue entrance. Door assignments are as follow:
  - Males-Door 2 on Lincoln Ave.
  - Females – Door 6 off of Lincoln Ave.
- All Students arriving after 8:15 a.m.-9:00 a.m. will use Door 6 to check in.
- Students arriving after 9:00 a.m. will enter the building through the Clarendon Place entrance and check-in with Ms. Frazier in Room 244 before going to their class.
- The doors open everyday for students at 7:30 am. Free breakfast is available in the cafeteria.
- Students must arrive at school by 8:00 a.m. Instruction in all classes begins promptly at 8:20 a.m. Attendance is vital to instructional support for our students. We need our students on time and present each day.
- Teachers will meet and greet their students outside of the classroom at 8:15 a.m.

**DISMISSAL**

- All students are dismissed at 2:40 p.m.

## **STUDENT ATTIRE**

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

- White, Grey, Black, or Orange, Polo shirt or Oxford shirt. All shirts must have a collar.
- Black or Khaki Pants and/or knee length Skirts, Slacks, Skorts
- Sweater Vest, Fleece, Blazer, or Vest (Must be solid black) may be worn
- Black, White, Gray, Orange T-Shirts, or Black Sweatshirts and Pants or Shorts for Physical Education
- Crew neck sweatshirts are allowed. NO hoodies will be allowed in the building.

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

- Blouses or sweaters that show a bare midriff, halter tops, bandanas, tank tops, tops with thin straps, short shorts, short mini-skirts, clinging or form fitting spandex leggings (*without the appropriate length skorts, shorts, skirt, or dress*), pants/jeans worn below the waist, and pants/jeans with rips 4" above the knee (including any rip that shows through to skin, undergarments, or fabric.). All flannel-type pants and sleepwear are not permitted.
- Appropriate and safe footwear must be always worn. Specifically, flip-flops or "slides" are **not to be worn** due to the safety factor when using stairs. All sandals must be secured at the toes and ankle for safety.

## **STUDENT ABSENCES**

Parents are responsible for reporting daily absences to the main office at 973-677- 4050 X 41714. Students returning from medical absences should return with a note from the physician. The Orange district policy indicates that a student must be in attendance for 163 or more school days to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

## **FORMS**

Students will receive the emergency contact form on the first day of school. Please review and complete the emergency form and other corresponding forms by September 11, 2024. It is important that these forms are returned so we can have active communication with you throughout 24-25 SY.

## **IMPORTANT UPCOMING DATES TO REMEMBER**

### **Student Orientation -**

- **Tuesday August 27, 2024**
- 9:00 a.m.-10:30 a.m. (12<sup>th</sup> grade)-Last name A-K
- 11:00 a.m.-1:30 p.m. (9<sup>th</sup> grade)-Last name A-K
- **Wednesday August 28, 2024**
- 9:00 a.m.-10:30a.m. (12<sup>th</sup> grade)-Last name L-Z
- 11:00a.m.-1:30 p.m. (9<sup>th</sup> grade)-Last name L-Z

**VILS Chromebook Distribution for students**

- Tuesday, August 27, 2024
  - 9:00 a.m.-3:00p.m.
  - Wednesday, August 28, 2024
  - 9:00a.m.-3:00p.m.
  - Saturday, September 7, 2024
  - 8:30 a.m.-11:30 a.m.
- 
- 1<sup>st</sup> Day of School – Friday, September 6th. Doors open 7:30 a.m. Students arrive no later than 8:15 a.m.
  - Back To School Night – Tuesday, September 10<sup>th</sup>. 6:00 p.m. - 8:00 p.m. This program will take place in person.

**DISTRICT GOALS AND STRATEGIC PLAN LINKS**

The district goals and strategic plan are the guiding force in the development of the Orange Public School District. You are encouraged to review each plan and ask questions related to the development of the whole child as well as the district's partnership with families. Please access the District Goals and Strategic Plan by clicking the links: [District Goals](#) 2024-2025 and [District Strategic Plan](#).

In closing, information about upcoming Parent Teacher Organization Meetings will be sent under separate cover. The team and I are looking forward to a happy, healthy, and productive school year with each of you.

Respectfully,

***Jason Belton***

Jason Belton, Principal  
Orange High School  
(973) 677 – 4050 ext. 41800



## ORANGE TOWNSHIP BOARD OF EDUCATION

**SHAWNEQUE JOHNSON**

*President*

**SUEANN GRAVESANDE**

*Vice President*

### MEMBERS

Jeffrey Wingfield  
Tyrone Tarver

Samantha Crockett  
Derrick Henry  
Fatimah Turner, Ph.D.

David Armstrong  
Siaka Sherif

### SUPERINTENDENT OF SCHOOLS

Gerald Fitzhugh, II, Ed.D.

### EXECUTIVE TEAM

Jason Ballard, CEFM, QPA, RSBO, School Business Administrator (SBA)  
Faith Alcantara, Office of Innovation/Community Engagement (ED)  
Shelly Harper, Office of Special Education/Intervention (ED)  
Nancy Masoud, Office of Human Resources (ED)

Lamont Zachary, Business Office (Asst. School BA)  
Jacquelyn Blanton, Ed.D., Office of Early Learning (ED)  
Karen Harris, Office of Humanities (ED)  
David Scutari, Office of STEM-Focused Learning (ED)

### PRINCIPALS

Jason Belton, *Orange High School*  
Yancisca Cooke, Ed.D., *Forest Street Community School*  
Natasha Cox, *Park Avenue School*  
Cayce Cummins, Ed.D., *John Robert Lewis Early Childhood Center*  
Dana Gaines, *Oakwood Avenue Community School*  
Carrie Halstead, *Orange Preparatory Academy of Inquiry & Innovation*  
Debra Joseph-Charles, Ed.D., *Rosa Parks Community School*  
Karen Machuca, *Scholars Academy*

Robert Pettit, *Orange Early Childhood Center*  
Devonii Reid, Ed.D., *STEM Innovation Academy of the Oranges*  
Erica Stewart, Ed.D., *Twilight Program*  
Terence Wesley, *Cleveland Street School*  
Denise White, *Central Elementary School*  
Richele Woods, *Heywood Avenue School*  
Patrick Yearwood, *Lincoln Avenue School*

### ASSISTANT PRINCIPALS/DEAN OF STUDENTS

Noel Cruz, Dean of Students, *Lincoln Avenue School*  
Michael Dixon, *Orange Preparatory Academy of Inquiry & Innovation*  
Anthony Frantantoni, *Orange High School*  
Kashiff Foster, *Cleveland Street School*  
Samantha Fossella, *Orange Preparatory Academy of Inquiry & Innovation*  
Sandra Guerra, *Rosa Parks Community School*  
Shannon Keogh, *Forest Street Community School*  
Yoniel Lopez, Ed.D., *Orange High School*

Aimie McKenzie-Smith, *Park Avenue School*  
Dairon Montesino, *Orange High School*  
Gerald J. Murphy, *Rosa Parks Community School*  
Emily Shaltuper, *Heywood Avenue School*  
Naga Philkhana, *Rosa Parks Community School*  
April Stokes, *Lincoln Avenue School*  
Christina Tighe, Ed.D., *Lincoln Avenue School*  
Daniele Washington, *Central Elementary School*  
TBD, *Orange High School*

### SUPERVISORS

Delia Abreu, *ELA (3-8) & Media Specialists*  
Tia Burnett, *Testing*  
Loredana Cattabiani, *Early Learning*  
MengLi Chi Liu, *Mathematics (9-12)*  
Jonathan Clerie, *Visual & Performing Arts*  
Jahmel Drakeford, *CTE & Physical Education (K-8)*  
Adriana Hernandez, *ELA (K-2) & Media Specialists*  
Belinda Komarica, *Mathematics (K-5)*  
Emily Lamboy, *Bilingual/ESL & World Languages K-5*

Marc Levenson, *Social Studies (K-12)*  
Amina Mateen, *Special Services*  
Janet McClouden, Ed.D., *Special Services*  
Mohamed Metwally, *STEM-Focused Learning (K-12)*  
Henie Parillon, *Science (K-12)*  
Frank Tafur, *Bilingual/ESL & World Languages 6-12*  
Marcey Thomas, *ELA (9-12)*  
Felecia Williams-Ware, *Guidance K-12*

### MANAGERS

Jason Cordes, *Information Technology*  
Tya Marsh, *Human Resources*  
Lisa Spottswood-Brown, *Data & Student Pupil Services*  
Edwin Vasquez, *Buildings & Grounds*

**"GOOD TO GREAT"**

Revised: 8/14/24





Orange Township Public School District – 2024-2025 Calendar

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



2 Labor Day - District Closed	<b>Staff 20 September Students 17</b> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<b>Staff 15 February Students 15</b> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr></table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		17 – 21 District Closed - Winter Break
S	M	T	W	Th	F	S																																																																																	
1	2	3	4	5	6	7																																																																																	
8	9	10	11	12	13	14																																																																																	
15	16	17	18	19	20	21																																																																																	
22	23	24	25	26	27	28																																																																																	
29	30																																																																																						
S	M	T	W	Th	F	S																																																																																	
						1																																																																																	
2	3	4	5	6	7	8																																																																																	
9	10	11	12	13	14	15																																																																																	
16	17	18	19	20	21	22																																																																																	
23	24	25	26	27	28																																																																																		
3-5 Professional Dev. For Staff Only																																																																																							
6 First Day of School																																																																																							

The calendar includes 188 contractual certificated staff days and 183 contractual contact student days. There are 3 snow days or emergency closing days built into this calendar. Should the District use more than 3 emergency closing days the days will be used at the discretion of the Superintendent of Schools.

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

District Closed for Staff and Students

Professional Development Staff Only

12:30 Dismissal Students Only

**ORANGE HIGH SCHOOL ADMINISTRATIVE TEAM  
CONTACT INFORMATION**

**PRINCIPAL – JASON BELTON**  
**TEL #: 973 – 677- 4050 EXT. 41800**  
**E-MAIL: [BELTONJA@ORANGE.K12.NJ.US](mailto:BELTONJA@ORANGE.K12.NJ.US)**

**TBD-VICE PRINCIPAL –**  
**TEL#: 973 – 677 – 4050 EXT. 41802**  
**E-MAIL:**

**VICE PRINCIPAL – DAIRON MONTESINO**  
**TEL#: 973 – 677 – 4050 EXT. 41803**  
**E-MAIL: [MONTESDA@ORANGE.K12.NJ.US](mailto:MONTESDA@ORANGE.K12.NJ.US)**

**VICE PRINCIPAL – ANTHONY FRANTANTONI**  
**TEL#: 973 – 677 – 4050 EXT. 41801**  
**E-MAIL: [FRANTOAN@ORANGE.K12.NJ.US](mailto:FRANTOAN@ORANGE.K12.NJ.US)**

**VICE PRINCIPAL – YONIEL LOPEZ, ED.D.**  
**TEL#: 973 – 677 – 4050 EXT. 41804**  
**E-MAIL: [LOPEZYON@ORANGE.K12.NJ.US](mailto:LOPEZYON@ORANGE.K12.NJ.US)**

**GENERAL INFORMATION**  
**ORANGE HIGH SCHOOL**  
**400 LINCOLN AVE**  
**ORANGE, NJ 07050**  
**TELEPHONE NUMBER: 973-677-4050**  
**FAX NUMBER: 973-677-4069**  
**[WWW.ORANGE.K12.NJ.US](http://WWW.ORANGE.K12.NJ.US)**



@Tornadoes4Life



@OHS\_Tornadoes400



@home\_of\_the\_tornadoes

**THE ORANGE BOARD OF EDUCATION**  
**VISION AND MISSION STATEMENTS**  
***"GOOD TO GREAT"***

**Vision Statement**

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

**Mission Statement**

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

**ORANGE HIGH SCHOOL**  
**VISION AND MISSION STATEMENT**

**Mission Statement**

Orange High School strives to educate, elevate and empower every student every day.

**Vision Statement**

Orange High School strives to provide a culture that empowers all learners to embrace learning, to excel, and to own their future in an engaging, inspiring and challenging learning environment created collectively by all stakeholders.

**Hard Work – All Day!**



**Orange Township Public Schools**  
**Orange High School**  
**Jason Belton, Principal**



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

TBD                      Assistant Principal-Grade 9  
**Mr. Dairon Montesino**, Assistant Principal,-Grade 10  
**Yonel Lopez, Ed.D.**, Assistant Principal- Grade 11  
**Mr. Anthony Frantantoni**, Assistant Principal- Grade 12

**OHS High School 2024-2025**

**Regular Schedule**

Period	Time
1	8:20 a.m.-9:00a.m.
2	9:03 a.m.-9:43 a.m.
3	9:46 a.m.-10:26 a.m.
4	10:29 a.m.-11:09 a.m.
5	11:09 a.m.-11:52 a.m.
6	11:54 a.m.-12:34 p.m.
7	12:36 p.m.-1:16 p.m.
8	1:18 p.m.-1:58 p.m.
9	2:00 p.m.-2:40 p.m.

**Half Day  
Opening**

Period	TIME	Period	TIME
1	8:20 a.m.-8:49 a.m.	1	N/A
2	8:52am – 9:21am	2	N/A
3	9:24am – 9:53am	3	10:00am – 10:26am
4	9:56am – 10:25am	4	10:29am – 11:09am
5	10:28am – 10:54am	5	11:12am – 11:52am
6	10:57am – 11:26am	6	11:54am – 12:34pm
7	11:29am – 11:58am	7	12:36 pm – 1:16pm
8	12:01 pm – 12:30 pm	8	1:18pm – 1:58pm
9	No classes	9	2:00 pm – 2:40 pm

**Delayed  
Schedule**



**Orange Township  
Public Schools**  
Orange High School  
**Mr. Jason Belton, Principal**



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

TBD Assistant Principal- Grade 9  
Dairon Montesino, Assistant Principal- Grade 10  
Dr. Yoniel Lopezl, Assistant Principal -Grade 11  
Anthony Frantantoni, Assistant Principal- Grade 12

### **ACADEMIC POLICIES**

Please refer to the district Website for Orange Grading Promotion and Retention or read a copy housed in the school library.

### **GRADUATION REQUIREMENTS**

To receive a New Jersey State endorsed diploma from Orange High School, each student must earn a *minimum* of 125 credits. Minimum passing scores are set by the New Jersey State Department of Education. Each year, students in grades nine, ten, and eleven must be enrolled in a program of at least 40 credits. Students, as indicated in Board of Education Policy 5460, will receive a high school diploma based on the following graduation requirements:

1. Fulfillment of the following 125 credit program requirements (Option I):

<b>Courses</b>	<b>Years of Study</b>	<b>Effective School Year 2024-2025</b>
English	4	20 credits
Mathematics	3	25 credits
Science	3	15 credits
Social Studies	3	15 credits
Physical Education	4	16 credits
Health and Safety Education	4	4 credits
Visual and Performing Arts	1	5 credits

World Languages	2	10 credits
Financial, Economics, Business and Entrepreneurial Literacy	.5	2.5 credits
21st Century Life & Careers or Career Technical Education	1	5 credits
Electives	3	15 credits

2. Option II – in whole or in part with the 125-credit program listed above, (see guidelines in Appendix)
3. Proficiency in PARCC/NJSLA, or End-of-Course Assessments, or the Alternative High School Assessment (AHSA); and
4. Attainment of Board of Education attendance requirements (see attendance section for more details); and
5. All other requirements as established by the Orange Board of Education Policy 5460, Graduation Requirement.

### **GRADING PROGRESSION & ADDITIONAL GRADUATION REQUIREMENTS**

- In order for a freshman to be promoted as a sophomore they **must** earn **40** credits
- In order for a sophomore to be promoted as a junior they **must** earn **80** credits
- In order for a junior to be promoted to a senior, they **must** earn **112** credits
- In order to **graduate**, a student **must** earn a minimum of **160** credits in the required
- courses for graduation
- 160 credits minimum required to meet graduation requirements
- 60 hours of community Service (15 hours each year of school)

**School Counselors must perform a Memorandum of Understanding (MOU) annually to ensure students are on target towards high school graduation. All scholars are scheduled for Algebra I and II which and Geometry. This denotes a semester course only.**

## Classes of 2023–2025 High School Graduation Assessment Requirements

### ***First Pathway—NJGPA***

Note: Students are required to sit for the NJGPA before being able to explore any additional pathway.

ELA	Mathematics
New Jersey Graduation Proficiency Assessment—ELA $\geq$ 725 (Graduation Ready)	New Jersey Graduation Proficiency Assessment—Mathematics $\geq$ 725 (Graduation Ready)

### ***Second Pathway—Menu of Substitute Competency Tests***

ELA	Mathematics
<p>One of the following:</p> <ul style="list-style-type: none"> <li>• ACT Reading <math>\geq</math> 17</li> <li>• Accuplacer WritePlacer <math>\geq</math> 5</li> <li>• Accuplacer WritePlacer English Second Language <math>\geq</math> 4</li> <li>• PSAT10 Evidence Based Reading and Writing (EBRW) <math>\geq</math> 420</li> <li>• PSAT10 Reading <math>\geq</math> 21</li> <li>• PSAT/NMSQT EBRW <math>\geq</math> 420</li> <li>• PSAT/NMSQT Reading <math>\geq</math> 21</li> <li>• SAT EBRW <math>\geq</math> 450</li> <li>• SAT Reading <math>\geq</math> 23</li> </ul>	<p>One of the following:</p> <ul style="list-style-type: none"> <li>• ACT Math <math>\geq</math> 17</li> <li>• Accuplacer Elementary Algebra <math>\geq</math> 49</li> <li>• Accuplacer Next-Generation QAS <math>\geq</math> 250</li> <li>• PSAT10 Math Section or PSAT/NMSQT Math Section <math>\geq</math> 420</li> <li>• PSAT10 Math or PSAT/NMSQT Math <math>\geq</math> 21</li> <li>• SAT Math Section <math>\geq</math> 440</li> <li>• SAT Math Test <math>\geq</math> 22</li> </ul>

### ***Third Pathway—Portfolio Appeals***

ELA	Mathematics
Meet the criteria of the NJDOE Portfolio Appeal for ELA	Meet the criteria of the NJDOE Portfolio Appeal for Math



## CAREER & TECHNICAL EDUCATION AND ADVANCE PLACEMENT OFFERINGS

We also offer honors courses in the following departments: English, Algebra II, Geometry, Pre-Calculus, US History, Biology, and Chemistry.

<b>Entrepreneurship</b>	<b>Health Occupation</b>
<b>Business Law and Finance</b> <b>Introduction to Marketing</b> <b>Entrepreneurship</b> <b>(College Course: Introduction to Entrepreneurship and Innovation: Fairleigh Dickinson University)</b>  <b>Graduation Requirements:</b> <b>Intro. to Business and Financial Literacy</b>	<b>Fundamentals of Health and Wellness(Rutgers University)</b>  <b>Dynamics of Healthcare in Society (Rutgers University)</b>  <b>Emergency and Clinical Care (Rutgers University)</b>  <b>Elective: Introduction to Healthcare in Society</b>
<b>Culinary</b>	<b>Graphic Arts</b>
<b>Diet, Nutrition, and Basic Foods</b> <b>Food Service Preparation</b>  <b>(Course Name: Food Sanitation and Culinary Principles: College Hudson County Community College)</b>  <b>Culinary Arts</b>	<b>Graphic Arts</b> <b>(College Course: Special Topics: Digital Photography College: Fairleigh Dickinson University)</b> <b>Web Design</b> <b>(College Course: Design for the Web College: Fairleigh Dickinson University)</b> <b>Graphic Arts Production</b> <b>Elective Course: Introduction to Graphic Arts</b>
<b>CISCO</b>	<b>A/V Filmmaking</b>
<b>Cisco Networking Academy I</b> <b>Cisco Networking Academy II</b> <b>Computer TIA A+</b>	<b>Introduction to Digital Media</b> <b>Digital Media</b> <b>Filmmaking</b> <b>(College Course: Cinematic Storytelling College: Fairleigh Dickinson University)</b> <b>Advanced Topics in Filmmaking</b>  <b>Elective Course: Exploring Media and Films</b>
<b>Cosmetology</b>	<b>ROTC</b>

<b>Cosmetology I</b> <b>Cosmetology II</b>	<b>Naval Science I</b> <b>Naval Science II</b> <b>Naval Science III</b> <b>Naval Science IV</b>
<b>Advance Placement Options</b>	
<b>English Language &amp; Comp.</b> <b>English Literature &amp; Comp.</b> <b>Biology</b> <b>Chemistry</b> <b>Environmental Science</b> <b>Physics</b> <b>Computer Science</b>	<b>Calculus AB/BC</b> <b>US History</b> <b>World History</b> <b>Statistics</b> <b>French</b> <b>Spanish</b>

### 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 the 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

In all cases, access to student records by school personnel shall only be available for purposes relating to a student's education.

## OHS House System

Continuing into the 2023-2024 school year, Orange High School will follow the House System.

A House is a diverse community made up of students from specific grade levels who will transition collectively to different houses as they GROW from sophomores to seniors. The

Houses are student-led and exist to strengthen the school community, to form students in leadership roles, as well as to ensure all students are actively involved in the school. The House system ensures that each student's personal academic and maturity growth is nourished by encouraging strong relationships with House faculty.

### Houses (4)

The student body will be distributed into four houses by grade level: House 9 (TBD) , House 10 (Mr. Montesino), House 11(Dr. Lopez), and House 12 (Mr. Frantantoni). These houses strive to earn points throughout the year to win monthly House competitions. OHS faculty will be

assigned to a house and play a supportive role for students. Leadership opportunities are available for students as each house resembles and acts as an extension of the OHS Student Council. The House System will welcome new students and fosters a positive school environment.

Houses create small communities where students can still interact with all grade levels while encouraging accountability/responsibility, communication, tradition, academic excellence and friendly competition. All future students of Orange High School will be assigned to a house.

## **HONOR ROLL**

OHS 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.

## **GRADING FOR TRANSFER STUDENTS**

All students must have grades in all marking periods. This will only occur if there is accountability and follow through on district mandates and directions.

### **Procedures**

#### ***Students transferring from schools in the United States:***

- All students transferring into the Orange Public Schools on or before October 7th will have grades calculated from the first day of their arrival.
- Students entering after October 7th must have grades from the transferring school. Requests of records will be sent from the Office of the Registrar. If records are not received within one week, follow-up is required by the counselor. Once records are received from the Registrar's office they will be hand delivered to the counselors for input into Genesis. If conversations are required (i.e. alpha to numerical the Supervisor of Counseling will oversee the process).
- It is important to note if grades are not received by the end of the marking period it is imperative that the teacher(s) provides the student opportunities to accumulate grades.
- Students entering after the first marking period must have report cards when registering indicating the final grade from the previous marking period. If a student arrives midway between the second (third or fourth) marking period it is imperative to attempt to get grades from the sending school up to the time of the transfer. If grades are not received it is imperative that the teacher(s) provide opportunities to accumulate grades.
- Again, grades must be inputted in Genesis from the counselor's office. Under no circumstances should there be a transcript without grades in any marking period.

#### ***Students transferring from another country:***

- The same procedure is required if the student is coming from a school. This may require the counselors to call or email the schools. There must be records.

***Students who had interrupted education:***

Students must make up grades

- Afterschool
  - Credit Recovery
- 
- Option II (for approved courses only)

## **REPORT CARDS AND PROGRESS REPORT**

There are four marking periods in each academic year. At the end of each marking period, a report card is sent home via the Genesis Parent/Student Portal. 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. Parents and students are encouraged to access Genesis on a regular basis. See the OHS technology coordinator for portal access.

### **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 **Mr. Mitchell** at extension 41888.

[Genesis Parent Portal Request English](#)

[Formulario de solicitud del Portal para Padres de Genesis](#)

[Fòm Demann pou Genesis Parent Portal \(Pòtay Genesis Paran\)](#)

## **Classroom Expectations**

It is the goal of Orange High School to provide a classroom environment that is conducive to learning, supports bell-to-bell instruction 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 settings 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 sound of the bell 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.

## **Substitute Teachers**

Students are expected to remain in the assigned classes and follow the directions of substitute teachers and to be cooperative in class, even if a substitute teacher's methods or procedures differ from the regular classroom teacher. Disciplinary action will be taken against students who disrupt the educational process when a substitute teacher is responsible for instruction, as well as cutting their scheduled classes where a substitute teacher is present.

## **Academic Dishonesty**

Pupils are expected to be honest in all of their academic work. To ensure the integrity of Orange High School's 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 on any assignment; and
4. Adhere to classroom academic standards when testing.

### **Definition:**

**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 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 the student and notify the parent/guardian of alleged academic dishonesty.

3. The teacher shall file a discipline referral with an Administrator. The referral must describe in detail the dishonesty that is alleged to have taken place and must request that the matter be reviewed by the Administrator.
3. The Administrator will prescribe a penalty depending upon the previous record of the student and the severity of the offense. See the discipline section of the handbook.
4. **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.**
5. The Administrator will inform the advisor of said Student Activity group regarding any determination of dishonesty.

## **OHS 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 Orange High School Attendance Policy is to have each student attend all classes, arriving on time and participating fully. 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 students to maintain good attendance. Official school attendance is taken during the attendance period daily. Classroom attendance is taken every period. The district automated messenger will send a message to all families regarding absences by 10:00 AM daily as well as the afternoon. Students **MUST** be present and learning daily in school.

### **Role of Students and Parents**

- 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
- Complete make-up work on a timely basis
- Students are to be present and participating in class to receive credit.

- 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

## Absence

### 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:**

<u>18 Cumulative Absences</u>	Full Year Course
<u>9 Cumulative Absences</u>	Semester Course
<u>5 Cumulative Absences</u>	Quarter Course (Health)
<u>14 Cumulative Absences</u>	Physical Education

“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 (14 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/guardian must call the Attendance's 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.

The parent/guardian must also call the Attendance's office between 8AM – 9AM at **973-477-4050, extension 41714 (Ms. Frazier) or 41702 (Mrs. McNeill).**

Notes must be presented to the Attendance's office on the first day that the student returns from an absence or on the day of a late arrival or early dismissal. See appendix for approved religious holiday listing. **NO ABSENCE OR TARDY NOTE WILL BE ACCEPTED AFTER THE DEADLINE AT THE END OF EACH MARKING PERIOD.**

### **2024-2025 Deadlines for Absence Excuses**

Marking Period 1 – October 8, 2024

Marking Period 2 – January 31, 2025

Marking Period 3 – April 14, 2025

Marking Period 4 – June 27, 2025

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 Attendance's Office and the student must present a parent note to the Attendance and sign in **immediately** upon arrival.
- **For an early dismissal** – the parent/guardian who is in the Genesis system as the confirmed contact must physically come to the school with the proper ID for early dismissal; the student and parent must report to the Attendance's office to sign out before leaving school. 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. No phone calls will be accepted.

Parents/Guardians are responsible for ensuring 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 may be referred to the Division of Youth and Family Services (DYFS).



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

Parents are required to notify the Attendance 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 observance 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/guardian is presented. (NJSA 18A:36-14)

#### **2. Death in the immediate family.**

#### **3. Mandatory court appearance as documented by the 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 (10 hours for special education students.) Parents should contact the guidance counselor or the school medical office (extensions 1059 or 1060) 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 Saturday 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.

##### **A. Parent Notification**

##### **B. Central Detention/Saturday Detention/Suspension (depending on severity)**

### C. Twilight Program Referral

**\*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/guardian 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.

#### **F. Tardiness**

Tardy arrival to class disrupts the lesson in progress and deprives the tardy student of valuable learning opportunities. Students are required to be on time to their classes, homeroom, study halls, independent study periods, and cafeteria assignments. During instructional periods, they are expected to be in their seats and ready for work, at the sound of the bell.

- **Classes begin at Orange High School at 8:20am. The backdoor closes and the hallways are cleared. If you arrive at OHS at or after 8:20am, you are late and consequences will be issued.**
- Any student arriving at school after 8:20 a.m. must swipe in, receive a late pass and proceed straight to class-no lockers, bathroom, etc. Students will be assigned a Central Detention date (please refer to Disciplinary Action for more detail). Failure to report to Central Detention will result in further disciplinary actions.
- **Any student not in the building by 8:30 a.m. is considered late.**

### **STUDENT SERVICES**

## School Social Workers

OHS School Social Workers work closely with teachers, administrators and parents to provide support for students who may be experiencing personal, family, academic and/or peer difficulties. The school social workers provide in-school assessment, 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. **The School Social Workers are located in rooms 236A/B and .** Students with concerns about themselves and/or peers are encouraged to stop-in or make an appointment.

## ANTI-BULLYING SPECIALIST

Orange High School and the Orange School district support the anti-bullying legislation in place in New Jersey. OHS 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 **Ms. Dana Jones** in her office located in Room 236B.

## GSA ADVISORS

The presence of a Gender-Sexuality Alliance (GSA) in a school has a profound impact on the well-being of LGBTQ+ youth and students. GLSEN's most recent National School Climate Study found that LGBTQ+ students with access to a GSA experienced lower levels of victimization and felt a greater sense of belonging and acceptance in their school communities. All secondary schools within the Orange School District have identified a GSA Advisor. Should your child need support in this area, the **GSA Advisors for Orange High School are Mr. Lyle Wallace Ms. Dana Jones, Social Workers, located in Offices 236 A and B respectively.** As a school district, we remain committed to your child's development and growth. Use our valuable resources as we are here to support your scholar.

## THE CHILD STUDY TEAM

An important key to providing the highest quality education for every student in Orange is an understanding and acceptance of all children and their individual differences. Toward this end, the Child Study Team has the responsibility of identifying, evaluating, classifying, and developing appropriate education programs for students with special needs.

Referrals to the Team can be made by anyone – the classroom teacher, school administrators, the nurse, guidance counselors, parents, or even by students themselves. Parents will be consulted and notified in writing of the purpose of the referral.

## Guidance

The Guidance and Counseling Department provides a comprehensive program that promotes academic achievement. Consistent with the ASCA Model, our program is designed to be preventative and proactive in nature. Our Counselors provide individual and group counseling centered on personal/character development, consultative services, college and career readiness, referral services, interpretation of standardized assessments, test registration and study skill strategies. Additionally, our Counselors provide direct and indirect services to help develop leaders of the 21st Century!

It is the belief of the Guidance department that each student is an important, valued, developing, capable, and unique individual who will learn from experience and grow personally and educationally throughout adolescence.

## OTHER STUDENT SERVICES

### LIBRARY

Students may come to the Library before and after school. The library opens at 7:30 AM; school starts at 8:20 AM. The library stays open after school until 4 PM, unless there is a scheduled after-school event. Students are welcomed and encouraged to come to the library after school to work on homework and/or school projects. If you have any questions, you can call the library directly at 973-677-4050, ext. 41661(Mr. Neglio) .

Throughout the year, classes are often brought to the Library by their teachers for research, writing and computer use. These classes have priority status. In order to avoid overcrowding, students must obtain a pass from the librarians before the start of period 5. Students must present their school ID in order to obtain a pass. Upon entering the library, students must submit the library pass to the Librarian.

Teachers can write student passes to the library for course work. Substitute teachers may not write passes to the library.

**LUNCH PERIODS** – In order for students to come to the library during period 5, they must follow this procedure: Come to the library before the start of period 5; show their school ID to obtain a pass; eat lunch in the cafeteria; show the pass to the lunch duty teacher; come directly to the library; and then submit the pass to the Librarian.

Students may borrow books and other materials for two weeks at a time; these can be renewed. Lost and damaged items must be paid for so materials can be replaced. For a more detailed list of library rules and procedures, please refer to the OHS library homepage. **Food and drink are not allowed in the library.**

### LOCKERS

**All lockers are the property of the 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 by Mr. Pope in the Library after school.
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. OHS is not responsible for lost or stolen property.

## **LOST AND FOUND**

Students should not bring valuable articles to school such as large sums of money or expensive electronic devices including cell phones, headphones, video game players, etc. **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 name tags. 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.

## **EXTRA CURRICULAR ACTIVITIES**

### **CLUBS AND HONOR SOCIETY**

#### **NATIONAL HONOR SOCIETY**

**CHESS**

**ROBOTICS**

**ENVIRONMENTAL**

**STUDENT COUNCIL**

**SKILLS USA**

**FBLA**

**HOSA**

**TORNADO NEWS**

**FILM CLUB**

**CHESS CLUB**

**RHO KAPPA**

**DEBATE**

**PUBLIC SPEAKING**

**CULINARY CLUB**

**SENIOR ADVISOR**

**JUNIOR ADVISOR**

**ROBOTICS TEAM  
OHS YEARBOOK**

## 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. Anthony Frantantoni at (973) 677-4050, ext. 41801.

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 30 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 15 credits in the preceding semester. All students must have a GPA of 2.0 from the previous school year or cumulatively.**

### \*\*\*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.

## **O.H.S. ATHLETIC DEPARTMENT 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)  
Soccer Boys (V)  
Soccer Girls (V)  
Girls Volleyball (JV, V)  
Cheerleading (V)

### **Winter Sports**

**(November-February)**

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

### **Spring Sports**

**(March- May)**

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

## **NJSIAA ELIGIBILITY GUIDELINES**

### **Fall Sports:**

All seniors, juniors, sophomores and freshmen 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 freshmen 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:

1. Consent from parents or guardians for such a competitive experience.
2. 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 & Assistant 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;  
can lose the privilege to participate in any athletic program, practice and/or game play, that same day, if deemed so by the Principal or the Assistant Principal of Athletics. If a student athlete is **suspended** from school, he/she will not be allowed to participate in the contest on the day he/she must serve the suspension.

## Consequences

Students who fail to meet the academic requirements will be put on academic 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, Assistant Principal of Athletics and Academics 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 due to extenuating circumstances.**

**Mr. Anothony Frantantoni, Assistant Principal - Athletics**  
**973-677-4050 ext 41801**

### **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) 677-4000 ext. 50401. OHS personnel do not have the authority to alter the address under which you registered as a resident.

Parents/guardians should notify the appropriate Attendance office at 973-677-4050 ext. 41714 to change contact information including home, work, and cell phone numbers, e-mail addresses, and emergency contact persons.

#### **Beverages and Food**

**No food or beverages are to be consumed in the classrooms. Water bottles in clear containers are permissible with individual classroom teacher's consent. Water bottles may also be carried by students with medical reasons, documented by a physician, and recorded by the school nurse.**

## **Hall Passes**

### **Tardy to School**

If a student arrives at school after **1st period** attendance has been taken, he or she **must report to the Attendance Office** to secure a pass, **this pass is not an excuse**, but merely a pass to class. The secretary in the attendance office (Room 102) will mark the student as **Tardy**.

If a student wishes to leave a class he/she must obtain a pass from the teacher in charge.

- Please be advised that passes will not be issued the first 10 minutes of instruction and the last 10 minutes of instruction.

It is expected that if a student is in the halls when classes are in session he/she will have a valid pass in his/her possession.

### **Tardy to Class**

Any student reporting to any class late should have it documented in Genesis, and contact home should be made to the parent/guardian if the behavior continues.

## **Electronic Devices, Cell/Camera Phones, Unauthorized Items**

The use of cell phones/camera phones during school hours is strictly prohibited. All cell phones/camera phones must be turned off and concealed from 8:15 a.m. until 3:25 p.m., while in the hallways and classrooms. Students may use cell phones to listen to music during their designated lunch period **ONLY**.

In the event of an emergency, students are expected to ask to use the phone in the Main Office. Parents wishing to contact their child must do so by calling the Main Office.

**Classroom:** If students enter or prevent or antagonize students outside of classrooms that they belong to or not, students will be immediately suspended.

## **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, 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.**
- 6. Drills may come without warning or prior notice to staff and students. Drills, such as Active Shooter and Lockdowns, may have components that simulate an actual event in coordination with the Orange Police and/or Fire Departments. It is imperative that you remain calm and follow instructions from staff during these drills.**

### **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 responsibility of the student to retrieve and submit any and all missing work, for ALL classes, due to field trip attendance.

### **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 by an OHS organization.

### **Student Identification**

OHS requires all students to be issued a student 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 at all times 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 Attendance Office during each school day between 8:15 am and 9:00 am. Replacement fees are charged after the initial issuance and must be paid in full before the replacement card will be produced.

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

OHS follows the Federal law regarding the Family Education Rights and Privacy Act (FERPA). OHS' 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 OHS 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 FVL’s 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 or Assistant Principal for the protection of both the student(s) and those who work with the student(s) in the school setting.

### **Hall Sweeps Protocol**

Hall-Sweeps will be regularly performed during passing periods beginning with the first period. Initial passing bell will sound and students will have **three minutes** for the passing period. Once the second passing bell sounds, an announcement will be made for all teachers to shut their doors. Any students remaining in the hallway are considered caught in the Hall-Sweep. Students will be subjected to a one day suspension where a parent or guardian must bring the student back for readmittance. During such time, grades and attendance will be reviewed.

[W Hall Sweep Suspension Form.docx](#)

### **Searches**

Student searches by school officials may be conducted based upon reasonable suspicion that are reasonable in scope, and 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**

Dear Orange High School Parent(s)/Guardian(s):

Orange High School is committed to providing safe and orderly school environments for all students, staff and families in our school system. Recently, Orange High School revised our visitor’s policy to ensure its effectiveness. Beginning with the **2024-2025** School Year, the following safety protocols will be in place:

- ALL traffic at the school will be directed to **the front main entrance of the school located next to the Media Center (Library)**. 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.

**Note: School parking lots are for the use of school staff personnel. All visitors are encouraged to utilize street parking.**

- 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 day, 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.
- **Students are not permitted to park in the school parking lots. Parking is for staff only.**
- All visitors must present valid photo identification during every visit to Orange High School.
- Only legal parents/guardians visiting Orange High School for official school business will be allowed into the facility.
- All visitors must sign in and out, wear a valid visitor's pass, walk through our weapons detection system, and be escorted to their destination by a security monitor.
- All visitors must be escorted back to the security desk to sign out, return the visitor's pass, and exit Orange High School.
- Parents are asked to encourage your child(ren) to report safety concerns because it is the right thing to do. Reassure students that it is not "tattling" but good citizenship. Students must understand the dangers of not reporting and the importance of reporting.

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

## **ORANGE HIGH SCHOOL DRESS CODE REGULATIONS**

### **Uniform Policy**

- White, Grey, Black, or Orange, Polo shirt or Oxford shirt. All shirts must have a collar
- Black or Khaki Pants and/or knee length Skirts, Slacks, Skorts
- Sweater Vest, Fleece, Blazer, or Vest (Must be solid black) may be worn
- Black, White, Gray, Orange T-Shirts, or Black Sweatshirts and Pants or Shorts for Physical Education
- Absolutely NO hooded sweatshirts will be allowed in the building.

The district 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:

- Extremely low cut, tight fitting or transparent clothing, bare midriffs, and suggestive clothing
- Excessively high cut shorts, skirts, or dresses
- Tube Tops
- Clothing, patches, or decorations that contain profane, obscene, offensive, or inappropriate language; references to alcohol, sex, drugs, or demeaning references to specific gender, ethnic, racial, or religious groups.
- Bare feet, unsafe footwear, cleats, and footwear intended for the beach, i.e. flip flop, thong sandals.
- Clothing indicating gang membership
- Ripped Clothing
- Exposed Undergarments
- No headgear, including but not limited to hats, hoods, headphones, headscarves, bonnets, or shower caps may be worn by males or females in the building.
- 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**

## **CAFETERIA**

The cafeteria should be an area for civilized socializing and eating. The following rules of conduct are expected of each student:

The cafeteria is available to students during their assigned lunch periods. **STUDENTS ARE NOT PERMITTED TO TAKE FOOD AND BEVERAGES OUT OF THE CAFETERIA UNLESS STUDENTS ARE ATTENDING THE S.P.A.C.E PROGRAM.** Violations of this rule will be handled by an Administrator.

Food cannot be delivered to students during the school day by food delivery establishments, including but not limited to **Uber Eats, DoorDash or GrubHub**. This is to better ensure the security of the school as well as to minimize disruptions to the school day. Also, students are NOT allowed to leave school to get food. Students found leaving school will face disciplinary consequences. Food delivered to students by outside delivery companies will be confiscated. If a student opens an outside door to allow an outside food delivery, they will face disciplinary consequences as that creates a security risk.

Cafeteria 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 asked to leave a clean cafeteria for the students in subsequent lunch periods. It is expected that the students follow directions the first time they are given.

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

1. Keep tables, chairs, and floors clean.

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

## **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

## **OHS DISCIPLINE CODE**

### **FAILURE TO REPORT TO TEACHER DETENTION**

First Offense:

- A. Reprimand and referral back to teacher
- B. Central detention (1)
- C. Notify parent/guardian via phone, or email.

Second Offense:

- A. Saturday Detention

### **FAILURE TO REPORT TO SATURDAY DETENTION**

First Offense:

- A. Saturday Detention (2)

Second Offense:

- A. Automatic 1-3 day suspension and reschedule of Saturday detention

## COMPROMISING SCHOOL SECURITY

This may include but is not limited to the following: propping exterior doors open, the use of unauthorized entrances or exits, or leaving the building to go to the parking lot without permission. All infractions such as these will lead to a school suspension and parent meeting.

### TYPES OF DISCIPLINARY ACTION (NOT INCLUSIVE)

One purpose of disciplinary consequences is to deter the student from continuing inappropriate behavior at school or school functions.

**Teacher Detention:** Required presence of a student after school in the room with the teacher/representative who assigned the student the detention. Students are to bring study materials. If the student is unable to serve detention for any reason, an alternative study may be assigned in its place, at the discretion of the teacher.

**Central Detention:** Required presence of a student after school in the room with the representative who was assigned to facilitate Central Detention. Students are to bring study materials. If the student is unable to serve detention for any reason, an alternative study may be assigned in its place, at the discretion of an administrator. Central detention will be held on Tuesdays and Thursdays, the location of Central Detention is posted around the facility and it is the responsibility of the student to make sure he/she obtains this information.

**Suspension:** Suspension is the most severe form of discipline except for expulsion. It is the temporary removal of a student from school property for disciplinary reasons not to exceed ten school attendance days. Suspended students are not permitted on school property during the school day or for school activities. If it becomes necessary to suspend a student for a third time for any reason, a recommendation of expulsion will accompany the suspension. Parents must meet with Orange High School administration before a student is allowed to return to school. Students suspended from school will be allowed to make up their work, but can **only obtain 75% credit for that work**. A student suspended from school is provided with a copy of the suspension notice. An attempt will be made to reach the parent by telephone. A copy of the suspension notice is mailed to the parent/guardian.

**Expulsion:** Expulsion is the most severe form of discipline. It is the removal of a student from school property for disciplinary reasons for a period of time exceeding ten school attendance days. Expelled students are not permitted on school property during the school day or for school activities. No make-up work may be done for credit.

**Removal from class:**

- **1st Offense:** May result in a removal from the class for the remainder of the period and a parent-teacher contact required and/or central detention.
- **2nd Offense:** May result in a removal from the class for the remainder of the period, a parent-teacher contact required, and a Central Detention or suspension may be given.

**Administrative Rights:** The administrators reserve the right to proceed to an appropriate measure of disciplinary action in order to preserve the learning climate and to ensure the health, safety and welfare of the students and staff.

**Faculty Rights:** Teachers have the right to teach free from interruption and the right to preserve the climate for learning and teaching.

**Student Rights:** Students will be afforded due process and the opportunity to present the facts as they perceive them. Board Policy governs behavioral interventions with students with disabilities.

- **Law Enforcement Unit**

**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.

## **APPENDIX**

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 th

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.

<b>Memorandum of Understanding: OHS/OPA/CIAO</b> <b>Class of 2015 &amp; Beyond</b> (Students Enrolling after September 2011)																													
Scholar Name _____					Current Grade _____					Date Request Created: _____																			
	Required	Earned	In Progress	Next Year	Recovery		Required	Earned	In Progress	Next Year	Recovery		Required	Earned	In Progress	Next Year	Recovery		Required	Earned	In Progress	Next Year	Recovery						
<b>ENGLISH (20 credits required)</b>					<b>HISTORY (17.5 credits required)</b>					<b>21st CENTURY SKILLS/CTE (5 credits required)</b>																			
English I		5.0				Global Studies		5.0						5.0						5.0									
English II		5.0				U S I		5.0				<b>TOTALS</b>					5.0	0.0	0.0	0.0	0.0								
English III		5.0				U S II		5.0				<b>VISUAL &amp; PERFORMING ARTS (5 credits required)</b>																	
English IV		5.0				Financial Lit.		2.5						5.0						5.0									
<b>TOTALS</b>					20.0	0.0	0.0	0.0	0.0	<b>TOTALS</b>					17.5	0.0	0.0	0.0	0.0	<b>TOTALS</b>					5.0	0.0	0.0	0.0	0.0
<b>MATH (25 credits required)</b>					<b>HEALTH (4 credits required)</b>					<b>WORLD LANGUAGES (10 credits required)</b>																			
Algebra I		10.0				Health I		1.0						5.0						5.0									
Algebra II		10.0				Family Living		1.0						5.0															
Geometry		5.0				Driver's Education		1.0				<b>ELECTIVES (10 credits required)</b>																	
						First Aid		1.0						5.0															
<b>TOTALS</b>					25.0	0.0	0.0	0.0	0.0	<b>TOTALS</b>					4.0	0.0	0.0	0.0	0.0	<b>TOTALS</b>					5.0	0.0	0.0	0.0	0.0
<b>SCIENCE (15 credits required)</b>					<b>PHYSICAL EDUCATION (16 credits required)</b>																								
Physics		5.0				Phys ED I		4.0																					
Chemistry		5.0				Phys ED II		4.0																					
Biology		5.0				Phys ED III		4.0																					
						Phys ED IV		4.0																					
<b>TOTALS</b>					15.0	0.0	0.0	0.0	0.0	<b>TOTALS</b>					16.0	0.0	0.0	0.0	0.0	<b>TOTALS</b>					10.0	0.0	0.0	0.0	0.0
<b>Total Credits Earned:</b>		<b>0.0</b>		<b>Total Credits In Progress:</b>		<b>0.0</b>		<b>Total Credits Projected:</b>		<b>0.0</b>		<b>Total Credits Needed:</b>		<b>125.0</b>															
<b>RECOVERY PLANS</b>								<b>HSPA SCORES</b>				<b>COMMUNITY SERVICE (60 hrs required)</b>																	
								Subject    Needed    Score    Date				Earned* _____ Needed <b>60</b>																	
								LA Literacy      200      _____      _____				In Progress _____ *All hrs as of MOU date																	
								Math                 200      _____      _____																					
<i>My signature acknowledges that I understand the information contained on this MOU, and know that it is contingent on my child passing all current &amp; recovery classes.</i>																													
Signature of Student _____								Date _____				Signature of Parent/Guardian _____								Date _____									
Signature of School Counselor/Administrator _____								Date _____																					

**GUIDELINES FOR THE UTILIZATION OF OPTION II N.J.A.C.  
6A:8-5.1 ET SEQ.**

## **Guidelines for the Utilization of Option II**

### **N.J.A.C. 6A:8-5.1 et seq. Continued 2**

#### **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 composed 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 coursework 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.

#### **Credit Recovery**

Students receiving a final grade of "64" in a course will not receive credit. Student options include the repeat of the course during the next school year; enrollment in an approved summer school program; or enrollment in an approved Option II alternative. Option II alternatives require approval by the Principal's Option II Credit Review Committee and Deputy Superintendent. **Completed applications must be submitted by the first week in September of each school year for enrollment in a Fall Semester course and the first week in January of the school year for a Spring Semester course.** Credit Recovery courses require students to be enrolled for a minimum of 60 hours for a 5 credit course. Grades for completed Credit Recovery courses will be reflected on transcripts as consistent with the district grading policy. Credit recovery courses are included in the calculation of a student's overall GPA. The original course and final grade will be retained on the student's transcript. Appropriate credits will be applied toward graduation requirements. Credit recovery can be achieved through in-person or on-line coursework.

#### **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:

### **Guidelines for the Utilization of Option II N.J.A.C. 6A:8-5.1 et seq. Continued 3**

1. 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.
2. 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 hours enrollment requirement for complete course advancement.
3. The course must be approved by the Principal's Option II Credit Review Committee.
4. 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.
5. 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, OHS level course.
6. Advanced credit can be awarded for successful completion of demonstrated proficiency in Algebra I and 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 4**

### **Independent Study**

The Independent Study program is intended for individuals who seek intense study in an academic area not currently offered by the OHS 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 that 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 for credit from Internship to high school graduation requirements if approved in advance by the principal. The following guidelines must be followed:



**Guidelines for the Utilization of Option II**  
**N.J.A.C. 6A:8-5.1 et seq. Continued 5**

**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.
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**  
**OHS, CIAO & OPA**  
**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 assigned school counselor 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 Principal's Option II Credit Review Committee 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 3-5 days following 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 counselors 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.

## The Home-School Compact

Date: September 2024

### *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) and 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 21<sup>st</sup> 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.



White – D.R.  
Yellow Parent  
Pink – Teacher

## Convenio entre Escuela-Hogar

Date: Septiembre 2024

### *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 currículo 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.



White – D.R.  
Yellow – Parent  
Pink – Teacher

## Kontra ant Lakay-Lekòl

Dat: Septanb 2024

*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 21<sup>em</sup> syèk yo.
- Enfòmè 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.



White – D.R.  
Yellow Parent  
Pink – Teacher

Orange Township Public School District  
2024-2025  
Interim & Marking Period Report Card  
Grade Posting Window Schedule  
as of July 11, 2024

Reporting Period	Marking Period Start Date	Marking Period End Date	Posting Window Opened	Posting Window Closed	Distribution
Interim Report Card 1	Friday, 9/6/24	Tuesday, 10/8/24	Tuesday 10/1/24	Friday 10/11/24 4:00pm	Thursday 10/15/24 End of Day
MP1 Report Card	Friday, 9/6/24	Wednesday, 11/13/24	Tuesday 11/5/24	Friday 11/15/24 4:00pm	<b>Conferences</b> (Prek-7) 11/18/24 1:15-4:00 (Prek-7) 11/19/24 5:30-7:30 (8-12) 11/20/24 1:15-4:00 (8-12) 11/21/24 5:30-7:00
Interim Report Card 2	Thursday, 11/14/24	Wednesday 12/18/24	Monday 12/9/24	Thursday 12/19/24 4:00pm	Friday 12/20/24 End of Day
MP2 Report Card	Thursday, 11/14/24	Friday 1/31/25	Friday 1/24/25	Wednesday 2/5/25 4:00pm	Friday 2/7/25 End of Day
Interim Report Card 3	Monday 2/3/25	Monday 3/10/25	Friday 2/28/25	Thursday 3/13/25 4:00pm	<b>Conferences</b> (8-12) 3/24/25 1:15-4:00 (8-12) 3/25/25 5:30-7:30 (Prek-7) 3/26/25 5:30-7:30 (Prek-7) 3/27/25 1:15-4:00
MP3 Report Card	Monday, 2/3/25	Monday, 4/14/25	Monday 4/7/25	Monday 4/28/25 4:00pm	Wednesday, 4/30/25 End of Day
Interim Report Card 4	Tuesday, 4/15/25	Friday, 5/23/25	Thursday 5/15/25	Monday 6/2/25 4:00pm	Wednesday 6/4/25 End of Day
MP4 Report Card	Friday, 4/15/25	Friday, 6/27/25	Friday 6/13/25	Thursday 6/19/25 3:00pm	Friday 6/27/25 12:30 PM

**\*Dates are subject to change at the discretion of the Superintendent of Schools\***





## Homework

### Policy # 2330

Homework contributes to building responsibility, self-discipline, and lifelong learning habits. Time spent on homework directly influences student's ability to meet the academic demands of the class, district, and state.

- Homework can be short term or long term (i.e., projects)
- Homework must be posted on Schoolwires Web pages or Google Classroom
- Parents must have viewing access to assignments as well as grades on the parent Portal
- If homework is assigned that requires access to technology, the school must post availability options. (Before school access, after school access, public library, or methods of acquiring internet access)
- Differentiation in homework, i.e., amount and degree of difficulty should be based on the ability and the needs of each student.
- Collaborative team projects and real-world authentic project must be an integral component of homework.
- Students who attend Scholars are responsible for homework the day of scholars as well as any long-term scholars' assignments.

Homework Timeline Guide: Recommended times (however this may differentiate by students)

Kindergarten: 20 minutes

Grades 1-2: 30 minutes

Grades 3-4: 45 minutes

Grades 5-6: 60 minutes

Grades 7-12: 90-120 minutes

\*Homework is usually 4 days per week Monday-Thursday, however long-term projects may be developed for weekends or / as holiday homework assignments.

Reading Homework (addition to times above)

Pre-K-to Grade 3 20 minutes per night

Grades 4-7 30 minutes per night

Grades 8-12 45 minutes per night

\*\*Reading is not optional; it is a part of the homework.

Guidelines must be determined by each school that clearly articulates procedures for missed homework during absences or other acceptable reasons.

**\*\*Teachers must send home past make-up requirements for homework.**

Parents should be encouraged to support successful completion of homework by:

- Encouraging child/ren to make the work a priority.
- Setting aside a quiet study area and regular time.
- Signing all assignments as a verification of the partnership.

Homework should be discussed during parent conferences.





## Orange Township Public Schools

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



### I & RS Procedures

If a student is being considered under I&RS due to academic, behavior, or health reasons:

**Teacher, counselor, administrator, parent, or SLC completes referral.**

- Referral form should be thoroughly completed including names and dates in the intervention section.
- In addition, the description of the problem should be measurable and observable, not subjective.
- Failure to not complete the steps in the intervention section and/or provide an adequate description of the problem will result in a return of the referral.
- Referrals must be submitted directly to the I&RS chairperson—do not place in the counselor's mailbox or hand deliver referral.

**The chairperson reviews the referral for consideration.**

- Incomplete forms will be returned to the initiator for revisions.

**The chairperson assigns a case manager from the I&RS to the referred student.**

- The assignment is based on a predetermined revolving basis.
- All I&RS members are case managers.

**The case manager sends the nurse the Health Report.**

- The form should be completed by the nurse and returned to the case manager within 5 school days.

**The case manager reviews the student's Developmental Record (DR) and Genesis data.**

- Test scores and grades are prepared by the case manager for presentation at the team meeting, including assessment scores, grades, discipline records, and attendance records.

**The case manager sends all teachers the I&RS Teacher Collection For**

- Teachers should complete the checklist and return it to the case manager within 5 school days.
- The case manager reviews all the data and prepares it for presentation at the committee meeting.

**The case manager contacts the parent/guardian(s) of the referred student.**

- Describe the nature of the referral and ask for the parent/guardian's input.
- Invite them to the I&RS meeting.
- The parents do not have to be present at the meeting, but it is recommended.

**The case manager has a role with the student.**

- The case manager, if at all possible, observes the student in the class of the referring teacher.
- Additionally, the case manager should meet with the student and interview him/her.
- There is a self-assessment in the I&RS packet for the students to complete.

**The case manager contacts the chairperson to have the student placed on the I&RS agenda.**

- Meeting should take place within 2 weeks of receiving the initial referral.
- Teachers should be given at least 1 weeks' notice of meeting.

**I&RS Team meet.**

- The team will meet to develop an effective plan focusing on 2 to 3 strategies, based on the information provided by the case manager.
- The parent and student may be present.

**The case manager prepares an Action Plan.**

- The case manager will write the plan and present it to the team members for their signature and approval.
- The case manager will submit the student's completed file to the appropriate administrator prior to distributing action plans.
- Action plans will be signed and dated by the chairperson.
- After the chairperson reviews the file, teachers will be given a copy of the student Action Plan within 5 school days of the initial meeting.
- **The action plan's goals must be attainable and incremental.** A student who has never turned in homework should not be expected to have 100% completion in one week.
- **Action plans should not contain more than 3-4 actions.**

**The case manager schedules a follow up meeting.**

- A follow up meeting will be scheduled for 6-8 weeks after the initial meeting to monitor the student's progress.
- Revisions should be made to the plan.

#### **I&RS members:**

Administrative representative  
Guidance counselor(s)  
School social worker  
School nurse  
Child Study Team members  
ELA teacher/coach  
Mathematics teacher/coach

**Meeting Schedule:** Once per week or once every other week on a set schedule. For example: Every Tuesday from 10:00-11:00 or every other Wednesday from 9:00 a.m. -11:00 a.m. The meetings must be at a time and date when the child study team is available and when the general education teachers/coaches are available.



## **BULLETIN #20**

### **SCHOOL YEAR 2024-25**

## **Harassment Intimidation and Bullying**

The following procedure for reporting HIB incidents is to be put into place for the 2024-25 school year.

### **Staff Responsibilities**

- All acts of HIB must be reported verbally to the principal, or the principal's designee, on the same day the school employee or contracted service provider witnessed or received reliable information regarding the alleged incident.
- The principal must notify the parents or guardians of students involved in the alleged incident.
- An investigation must be initiated by the principal or the principal's designee within one (1) school day of the reported allegations. The investigation should be conducted by the anti-bullying specialist.
- All acts of harassment, intimidation, or bullying must be submitted in writing to the principal within two (2) days from the time of submission of the alleged incident.
- All acts of harassment, intimidation, or bullying and findings must be implemented into the schools' data reporting system (Genesis) identifying the final results of investigation.
- The investigation must be completed within ten (10) school days from the date of the written report of the incident. If additional information is pending after the ten (10) day period, the original report can be amended by the anti-bullying specialist to reflect the additional information related to the investigation.  
All cases and results that are determined a HIB case must be reported to the superintendent of schools within (2) days of the completion of the investigation. Based on the decision of the superintendent of schools, he/she may decide to provide intervention services, implement training programs to decrease harassment, intimidation or bullying and to ensure a positive school climate, impose discipline, or suggest counseling as a result of the findings of the investigation, or recommend other appropriate action.
- The board of education must receive results of each investigation no later than the date of the board of education's next meeting following the completion of the investigation, inclusive of all information on any services, training established, discipline imposed, or any other action taken or recommended by the superintendent.

- Parents or guardians of the students who are involved in the investigation are entitled to receive pertinent information regarding the investigation, including the nature of the investigation, whether the district determined HIB findings or not, parents should receive information regarding the HIB findings in writing within five (5) school days following the board of education meeting.
- A parent or guardian has the right to request a hearing before, after receiving the results of the board of education reported HIB findings within ten (10) days of the request. A closed executive board meeting will be held for the hearing to ensure confidentiality of the students involved in the HIB case. The board may request to hear from the school-anti bullying specialist regarding the incident, recommend discipline or services, and implement additional programs to reduce further incidents.
- At the subsequent board of education meeting following its receipt of the report, the board shall issue a final decision in writing to affirm, reject, or modify the prior decision of the superintendent. The board's decision may be appealed to the Commissioner of Education, no later than ninety (90) days after the reporting of the board's decision.
- A parent, student, guardian, or organization may file a complaint with the Division of Civil Rights within 180 days of the occurrence of any incident of HIB based on the membership in a protected group as enumerated in the "Law Against Discrimination," P.L. 1945, c. 169 (c10:5-1 et seq.)

#### **Key Actions for Stakeholders**

1. Each school is responsible to develop a School Safety Team. School safety teams should include:
  - anti-bullying specialist
  - administrator
  - teacher
  - parent
2. Each team should:
  - Collaborate with the anti-bullying coordinator in data collection, to identify and address specific patterns of harassment, intimidation, or bullying of students, and implement programs needed to prevent HIB incidents.
  - Model specific ways to promote a safe and positive school climate and culture.
  - Educate all stakeholders, including students, teachers, administrative staff, and parents, on strategies and methods to prevent and address harassment, intimidation, or bullying of students, inclusive of student assemblies, faculty and parent meetings.

#### **Individual Schools Must:**

- Provide ongoing HIB training for all faculty members during the school year.
- Conduct two (2) school wide assemblies to address harassment, intimidation, and bullying through positive prevention programs.
- Participate in a week of respect and school violence awareness.
- Provide staff with two-hour mandatory training on suicide prevention.
- Develop a school wide character education program that addresses how to prevent harassment, intimidation, and bullying.
- Submit a monthly report on all HIB investigations and findings to the District Anti-Bullying Coordinator and Superintendent.

- Submit a monthly report on all HIB training and school wide programs to the District Anti-Bullying Coordinator and Superintendent.

### **INSTRUCTION AND WEEK OF RESPECT**

- The week beginning with the first Monday in October of each year is designated as a “Week of Respect” in the State of New Jersey for the year 2024: **October 7th-11th**
- 
- Violence Awareness Month: **October**
- School districts must observe the week by providing age-appropriate instruction focusing on preventing HIB.
- Throughout the school year the school district must provide age-appropriate instruction and programs on the prevention of HIB in accordance with the core curriculum content standard.

### **Discussions with Students**

- Schools must develop a process for discussing the district's HIB policy with students.

**451 Lincoln Avenue**  
**Orange, New Jersey 07050**  
**Tel: (973) 677-4000 Fax: (973) 677-2518**



**Annual Integrated Pest Management Notice**  
**For School Year 2024-2025**

---

September 6, 2024

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. **The Orange Township Board of Education Public Schools District** has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for **The Orange Township Board of Education Public Schools District** is:

Name of IPM Coordinator: **Edwin Vasquez**, School Business Administrator

Business Phone number: (973) 677-4000

Business Address: 451 Lincoln Ave. Orange, N.J. 07050

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

- As part of a school pest management plan **The Orange Township Board of Education Public Schools District** may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.
- The following items must be included with this annual notice:
  - 1) A copy of the school or school district's IPM policy.
  - 2) A list of pesticides that are in use or that have been used in the past 12 months on school property.

Insect Monitors, Glue Boards, Tin Cat, Monitors for bedbugs,

This form is in the student handbook for the student, parents, guardian, and the staff members of the Orange Township Board of Education Public School District.



**Orange Township Public Schools**  
Orange High School  
**Mr. Jason Belton, Principal**



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

TBD, Assistant Principal, Grade 9  
Dairon Montesino, Assistant Principal, Grade 10  
Yonel Lopez, Ed.D, Assistant Principal- Grade 11  
Anthony Frantantoni, Assistant Principal-Grade 12

## **MEMO**

To: All Instructional Staff  
From: OHS Administrators  
Date: September 6, 2024

Subject: Gradebook Guidelines

As we begin this school year, please ensure that you are adhering to the Genesis Gradebook Guidelines put in place for assignment categories for each marking period:

- 2- Authentic Assessments (25% of total grade)
- 2- Tests (1 teacher made + 1 Benchmark) (25% of total grade)
- 4- Quizzes (20% of total grade)
- 8- Homework Assignments (10% of total grade)
- 8-Classwork Assignments (20% of total grade)

**If your gradebook does not reflect the MINIMUM, it is recommended that you make the necessary changes.**



## RELIGIOUS HOLIDAYS PERMITTING STUDENT ABSENCE FROM SCHOOL



### RESOLUTION

#### The List of Religious Holidays Permitting Student Absence from School

##### List of Religious Holidays Permitting Pupil Absence From School

WHEREAS, according to N.J.S.A. 18A:36-14 through 16 and N.J.A.C. 6A:32-8.4(e), regarding student absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law; and

WHEREAS, the law provides that:

Any student absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence;

Students who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination;

To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or person standing in place of a parent;

Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence;

Such absence must not be recorded on any transcript or application or employment form or on any similar form; and

The Commissioner, with the approval of the State Board of Education, is required to:

prescribe such rules and regulations as may be necessary to carry out the purposes of this act; and

prepare a list of religious holidays on which it shall be mandatory to excuse a The list, however, is to be a minimum list. Boards of education, at their discretion, may add other days to the list for the schools of their districts; and

WHEREAS, the New Jersey Department of Education makes every attempt to ensure the accuracy of the dates using the lunar, Gregorian and Julian calendars; and

WHEREAS, the district board of education has the right to add any bona fide religious holiday to the list for its own schools;

WHEREAS, dates within this resolution may not be fixed before the State Board adopts the annual calendar and may require additional revision; now therefore be it



## **2024-2025 School Year Observances**

## RELIGIOUS HOLIDAYS PERMITTING STUDENT ABSENCE FROM SCHOOL *continued*

RESOLVED, that the State Board of Education permits the Commissioner of Education, after annual adoption by the State Board of Education, to revise the dates provided in list of religious holidays; and be it further

RESOLVED, that the State Board of Education adopts the following list of religious holidays for the 2024 - 2025 school year:

### **July**

#### **Date    Observance**

- July 2    Foundation Stone of Shri Akal Takht Sahib Ji (Sikh)
- July 7    1st Muharram (Islamic New Year, Islam Dawoodi Bohra)\*
- July 7-16    Ashara Mubaraka (Islam Dawoodi Bohra)\*
- July 9    Martyrdom of the Bab (Baha'i)
- July 16    Yawm Aashura (Islam Dawoodi Bohra)\*
- July 17    Ashura (Islam)
- July 21    Guru Purnima
- Asalha Puja Day (Buddhist)

### **August**

#### **Date    Observance**

- August 1            Fast in Honor of the Holy Mother of Lord Jesus (Eastern Orthodox Christian)
- Lammas (Christian and Wicca)
- August 6            Transfiguration of the Lord (Eastern Orthodox Christian)
- August 9            Naga Panchami (Hindu)\*
- August 13           Tish'a B'Av (Jewish)
- August 14-16       Obon (Buddhist)
- August 15           Feast of the Assumption of the Blessed Virgin Mary (Catholic Christian)
- Dormition of the Theotokos (Orthodox Christian)
- August 18           Ullambana (Buddhist)
- August 19           Raksha Bandhan (Hindu)\*
- August 25           Chehlum Imam Hussain (Islam Dawoodi Bohra)\*
- August 26           Krishna Janmashtami (Hindu)\*
- August 31-September 7       Paryushan (Jain)\*

## RELIGIOUS HOLIDAYS PERMITTING STUDENT ABSENCE FROM SCHOOL *continued*

### September

#### Date    Observance

- September 1    Ecclesiastical Year begins (Eastern Orthodox Christian)  
                     First Prakash Shri Guru Granth Sahib Ji (Sikh)
- September 5-17 Onam (Hindu)\*
- September 6    Ganesh Chaturthi (Hindu)\*
- September 7    His Holiness Sakya Trizin's Birthday (Buddhist)
- September 8    Nativity of Mary (Christian)
- September 15   Maulid al-Nabi (Islam, Islam Dawoodi Bohra)\*
- September 19   Urus-Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)\*
- September 21   Nativity of the Theotokos (Eastern Orthodox Christian)
- September 23   Mabon (Wicca/Pagan)
- September 27   Jyoti Jot Guru Nanak Dev Ji (Sikh)  
                     The Elevation of the Holy Cross (Eastern Orthodox Christian)

### October

#### Date    Observance

- October 3        Feast of Trumpets (Church of God, Philadelphia Church of God)
- October 3-4      Rosh Hashanah (Jewish)
- October 3-12     Navaratri (Hindu)\*
- October 7        Milad Imam-uz-Zamaan (Islam Dawoodi Bohra)\*
- October 12       Yom Kippur (Jewish)  
                     Day of Atonement (Christian, Church of God, Philadelphia Church of God)
- October 17-23   Sukkot (Jewish)  
                     Feast of Tabernacles (Church of God, Philadelphia Church of God)
- October 20       Installation of the Scriptures as Guru Granth Sahib (Sikh) Birth of B'ab (Bah'i)
- October 23       Milad Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)\*
- October 24       Last Great Day (Church of God, Philadelphia Church of God)
- October 24-25   Sh'mini Atzeret (Jewish)
- October 25       Simchat Torah (Jewish)
- October 31       Samhain (Wicca)

December 2023

## RELIGIOUS HOLIDAYS PERMITTING STUDENT ABSENCE FROM SCHOOL *continued*

### November

#### Date Observance

November 1	All Saints Day (Christian)
	Bandi Chhor Diwas (Sikh)
	Diwali (Hindu, Jain, Puja and Deepavali)*
November 2	All Souls' Day (Christian)
	Birth of B'ab (Bah'i)
	Goverdhan Puja (Hindu)*
November 3	Birth of Baha'u'llah (Bah'i)
November 15	Nativity Fast begins (Eastern Orthodox Christian)
November 21	The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)
November 24	Martyrdom of Guru Tegh Bahadur (Sikh)
November 25	Day of Covenant (Baha'i)
November 27	Guru Nanak Dev Ji Birthday (Sikh)
November 28	Ascension of 'Abdul'l Baha (Baha'i)

### December

#### Date Observance

December 1	First Sunday of Advent (Christian)
December 8	Bodhi Day (Buddhist)
December 9	Immaculate Conception (Christian)
December 21	Yule (Wicca and Christian)
	Martyrdom of Wadde Sahibzade (Sikh)
December 25	Christmas (Christian)
December 25-January 2	Hanukkah (Jewish)
December 26	Zarathosht Diso (Zoroastrian)
	Martyrdom Chotte Sahibzade (Sikh)

**RELIGIOUS HOLIDAYS PERMITTING STUDENT ABSENCE FROM SCHOOL *continued***

**January**

**Date Observance**

January 1	Gantan-sai (Shinto)
	Mary, Mother of God - Catholic Christian
January 3-10	Holy Convocation (Church of God and Saints of Christ)
January 5	Birthday of Guru Gobind Singh Sahib (Sikh)
January 6	Feast of Epiphany (Christian)
	Feast of Theophany (Eastern Orthodox Christian)
	Nativity of Christ (Armenian Orthodox)
January 7	Feast of the Nativity (Eastern Orthodox Christian)
January 13	Maghi-Lohri (Sikh)
	Foundation of Shri Darbar Sahib (Maghi)
January 14	Makar Sankranti and Pongal (Hindu)*
	Ayyam al Beez (Islam Dawoodi Borha)*
January 18	Urus – Syedna Taher Saifuddin (Islam Dawoodi Bohra)
January 19	World Religion Day (Baha'i)
January 26	Yawm al-Mab'ath (Islam Dawoodi Bohra)*
January 27	Lailat al Miraj (Islam)*
January 29	Chinese/Lunar New Year (Confucian, Daoist, Buddhist)
January 31-February 9	Midwinter Ceremonies (Native American)*

**February**

**Date Observance**

February 1	Imbolic-Candlemas (Wicca and Christian)
February 2	The Presentation of Our Lord to the Temple (Eastern Orthodox Christian)
	Vasant Panchami (Hindu)*
February 10-12	Jonah's Passover (Eastern Orthodox Church)
February 13	Tu B'shvat (Jewish)
February 14	Lailat al Bara'ah (Islam)*
February 15	Nirvana Day (Buddhist)
February 26	Maha Shivaratri (Hindu)*
February 26 – March 1	Intercalary Days (Baha'i)

**RELIGIOUS HOLIDAYS PERMITTING STUDENT ABSENCE FROM SCHOOL *continued***

February 28-March 30 Ramadan (Islam)

**March****Date Observance**

March 3	Clean Monday (Eastern Orthodox Christian)
March 4	Shrove Tuesday (Christian)
March 5	Ash Wednesday (Christian)
March 10	Govinda Dwadashi (Hindu)*
March 13	Holika Dahan (Hindu)* Ron Hubbard's Birthday (Church of Scientology)
March 14	Holi (Hindu)* Meena Sankranthi (Hindu)* Purim (Jewish)
March 15-16	Hola Mohalla (Sikh)*
March 18	Shahadat – Amirul Mumineen (Islam Dawoodi Bohra)*
March 20	Naw-Ryz (Baha'i) Nowruz (Zoroastrian) Ostara (Wicca)
March 21-22	Laylatul Qadr (Islam Dawoodi Bohra)*
March 22	Milad Syedna Mufaddal Saifuddin (Islam Dawoodi Bohra)*
March 25	The Annunciation of the Theotokos (Eastern Orthodox Christian) The Annunciation of the Virgin Mary (Christian)
March 26	Khordad Sal (Zoroastrian) Laylatul Qadr (Islam)*
March 28	Aakhir Jumo'a (Islam Dawoodi Bohra)*
March 30	Souramana Yugadi (Hindu)* Chandramana Yugadi (Hindu)* Eid al-Fitr (Islam, Islam Dawoodi Bohra)*

**RELIGIOUS HOLIDAYS PERMITTING STUDENT ABSENCE FROM SCHOOL *continued***

**April**

<b>Date</b>	<b>Observance</b>
April 6	Ramnavami (Hindu)*
April 10	Mahavir Jayanti (Jain)*
April 12	Hanuman Jayanti (Hindu)* Lazarus Saturday (Eastern Orthodox Christian)
April 12-20	Passover (Jewish) Passover (United Church of God) Passover/Days of Unleavened Bread (Church of God and Saints of Christ)
April 13	Vaisakhi (Sikh) First Day of Unleavened Bread (Church of God) Theravadin New Year (Buddhist) Palm Sunday (Christian, Eastern Orthodox Christian)
April 13-19	Days of Unleavened Bread (Philadelphia Church of God)
April 17	Lord's Evening Meal (Christian, Jehovah's Witness) Holy Thursday (Christian, Eastern Orthodox Christian)
April 18	Prakash Guru Tegh Bahadur Ji (Sikh) Holy Friday (Christian, Eastern Orthodox Christian) The Last Friday of the Great Lent (Eastern Orthodox Church)
April 19	Last Day of Unleavened Bread (Church of God)
April 20	Easter (Christian, Eastern Orthodox Christian)
April 21	Easter Monday (Christian) First Day of Ridvan (Baha'i) Bright Monday (Eastern Orthodox Christian)
April 23-29	Memorial Feast of the Lords Passover and Days of Unleavened Bread (Church of God and Saints of Christ)
April 25	The 11th Panchen Lama's Birthday (Buddhist)
April 29	Ninth Day of Ridvan (Baha'i)

**RELIGIOUS HOLIDAYS PERMITTING STUDENT ABSENCE FROM SCHOOL *continued*****May****Date      Observance**

May 1	Beltane (Wicca)
	Twelfth Day of Ridvan (Baha'i)
May 3	Yom Ha'Azmout (Jewish)
May 5	Buddha's Birthday/Buddha Day*
May 12	Visakha Puja (Buddhist)
May 16	Lag B'Omer (Jewish)
May 23	Declaration of the Bab (Baha'i)
May 28	Ascension of Baha'u'llah (Baha'i)
May 29	Ascension of Our Lord (Christian)
	Feast of Ascension (Eastern Orthodox Christian)

**June****Date              Observance**

June 1-3	Shavuot (Jewish)
June 4-9	Hajj Day (Islam)*
June 5	Yawm al-Arafa (Islam Dawoodi Bohra)*
June 6	Eid al-Adha (Islam, Islam Dawoodi Bohra)*
June 8	Pentecost (Eastern Orthodox Christian)
June 14	Eid-e-Ghadeer (Muslim, Islam Dawoodi Bohra)*
June 16	Martyrdom of Guru Arjan Dev Sahib (Sikh)
	Fast of the Holy Apostles (Eastern Orthodox Christian)
June 20	Litha (Wicca)

Kevin Dehmer, Acting Commissioner  
Acting Secretary, N.J. State Board of Education

Kathy Goldenberg, President  
N.J. State Board of Education



EXCELLENCE, EQUALITY, CHARACTER