



Parent/Student Handbook 2020-2021 Distance Learning Edition

Administration

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

Orange Township School Board Members

Name	Title
Tyrone Tarver	President
Brenda Daughtry	Vice President
Guadalupe Cabido	Board Member
Derrick Henry	Board Member
Sueann Gravesande	Board Member
Cristina Mateo	Board Member
Siaka Sherif	Board Member
Shawneque Johnson	Board Member
Jeffrey Wingfield	Board Member

Superintendent of Schools

Gerald Fitzhugh, II, Ed.D

Business Administrator/Board Secretary

Adekunle James

Human Resources Talent Officer

Glasshebra Jones-Dismuke

Directors

Mrs. Shelly Harper
Director Special Services

Ms. Karen Harris
English Language Arts/Literacy

Tina Powell, Ed.D
Mathematics/Science

Terri Russo, DLitt
Curriculum & Instruction

Supervisors

Olga Castellanos, *Math (K-4)*
Tia Burnett, *Testing*
Meng Li Chi Liu, *Math (9-12)*
Donna Sinisgalli, Ed.D, *Visual & Performing Arts*
Linda Epps, *Social Studies 5-12/Technology Coordinators*
Janet MClouden, Ed.D., *Special Services*
Adriana Hernandez, *ELA (K-2) & Media Specialist*
David Aytas, *STEM Focus (8-12)*

Jahmel Drakeford, *CTE (K-12) & Health & Physical Education (K-7)*
Henie Parillon, *Science (K-12)*
Rosa Lazzizera, *ELA (3-7) & Media Specialist*
Daniel Ramirez, *Math (5-8)*
Kurt Mathews, *(8-12) ELA & Media Specialist*
Caroline Onyesonwu, *Bilingual/ESL & World Languages*
Frank Tafur, *Guidance*
Amina Mateen, *Special Services*

TABLE OF CONTENTS

	Pg.
Message from the Administrative Team	3
District Vision and Mission Statement	4
Lincoln Avenue School Vision & Mission Statement	5
Lincoln Avenue School Creed	6
District Master Calendar	7
Virtual School Hours & Grab-and-Go Breakfast & Lunch Program	8-9
Arrival & Pick-up Procedures	9
Health & Safety	10-13
Attendance	13-14
Grading and Promotion	14
Homework Policy	15
Uniform Policy	16
Parent Resources	17-18
Student/Family Support Services	18-19
Student Code of Conduct	19-20
Parent Signature Page	21

Message from the Administrative Team

Dear Lincoln Avenue School Families:

As we prepare to reopen, after being closed for nearly four months, we want to ensure our Lincoln Families feel reassured with the educational program provided at Lincoln Avenue School. While we know this can be a fearful time, since none of us have ever experienced this before, the teachers and administration at Lincoln Avenue are committed to providing a quality education that is safe, engaging, and rigorous.

Many aspects of school will seem different with new procedures in place for the safety of all, this will still be an environment that fosters high levels of academic success. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

Our parent/student handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is continuously evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure all changes are realistic and feasible for staff, children, and parents by following the Center for Disease Control (CDC), New Jersey Department of Health, and the New Jersey Department of Education. Please be sure to read through this document and sign and return the last page electronically.

Please feel free to contact us if you should have any questions about the policies and procedures that our outlined within this document. They are in place to ensure that Lincoln Avenue School is a safe and enjoyable place for your child.

Yours in Education,

Frank Iannucci, Jr

Mr. Frank Iannucci, Jr., M.Ed.
Principal

Isabel Colon

Patrick Yearwood

Ms. Isabel Colon
Mr. Patrick Yearwood
Assistant Principals

Noel Cruz

Noel Cruz
Dean of Students



Orange Township Board of Education Vision and Mission Statement

Vision

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

Mission

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



Lincoln Avenue School Vision & Mission Statement

Vision

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

Mission

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

Lincoln Avenue Elementary School Creed

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

We are Lincoln Leaders...

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



Orange Township Public School District | 2020-2021 CALENDAR

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

Adekunle O. James, MBA, RSBA, QPA
Business Administrator/Board Secretary

<div>1 Supt's Forum Prof. Dev.</div> <div>2-4 Prof. Dev. Day</div> <div>7 Labor Day District Closed</div> <div>8 First Day of School</div>	<div>Staff 21 SEPTEMBER Students 18</div> <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>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											<div>8 Parent Conf Grades Pre-K-7 -5:30 pm-7:30 pm</div> <div>9 Parent Conf. Prek-7 12:30 pm Dismissal Parent Conf. 1:15 pm – 4:00 pm</div> <div>10 Parent Conf. Gr. 8-12 -12:30pm Dismissal Parent Conf. 1:15 pm – 4:00 pm</div> <div>11 Parent Conf. Grades 8-12- 5:30 pm-7:30 pm</div> <div>15-19 District Closed Winter Break</div>							
S	M	T	W	Th	F	S																																																				
		1	2	3	4	5																																																				
6	7	8	9	10	11	12																																																				
13	14	15	16	17	18	19																																																				
20	21	22	23	24	25	26																																																				
27	28	29	30																																																							
<div>12 Professional Dev. Day District Closed for Students Only</div>	<div>Staff 22 OCTOBER Students 21</div> <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>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								<div>11 OEA Day 12:30 pm Dismissal for Students</div>							
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	31																																																				
<div>3 Election Day District Closed</div> <div>5&6 NJEA Conv. District Closed</div> <div>17 Parent Conf. PreK-7 5:30pm - 7:30 pm</div> <div>19 Parent Conf. 8-12 5:30pm – 7:30 pm</div> <div>25 District 12:30 pm Dismissal</div> <div>26- 27 Thanksgiving Holiday District Closed</div>	<div>Staff 16 NOVEMBER Students 16</div> <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><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30													<div>2 Good Friday District Closed</div> <div>5-9 Spring Break District Closed</div>							
S	M	T	W	Th	F	S																																																				
1	2	3	4	5	6	7																																																				
8	9	10	11	12	13	14																																																				
15	16	17	18	19	20	21																																																				
22	23	24	25	26	27	28																																																				
29	30																																																									
<div>23 District 12:30 pm Dismissal</div> <div>24- 31 Holiday Break District Closed</div>	<div>Staff 17 DECEMBER Students 17</div> <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>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										<div>31 Memorial Day District Closed</div>							
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	31																																																						
<div>1 District Closed New Year's Day District Closed</div> <div>18 Dr. Martin Luther King Day District Closed</div>	<div>Staff 19 JANUARY Students 19</div> <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>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<div>21-24 12:30 pm Dismissal Students Only</div> <div>24 Last Day of School for Students</div> <div>25 Last Day of School for 10 Month Staff 3:00 pm Dismissal</div>							
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																																																				
31																																																										
	<div>Staff 19 FEBRUARY Students 15</div> <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>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																					
S	M	T	W	Th	F	S																																																				
	1	2	3	4	5	6																																																				
7	8	9	10	11	12	13																																																				
14	15	16	17	18	19	20																																																				
21	22	23	24	25	26	27																																																				
28																																																										
	<div>Staff 23 MARCH Students 23</div> <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>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																		
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	31																																																							
	<div>Staff 16 APRIL Students 16</div> <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>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																
S	M	T	W	Th	F	S																																																				
				1	2	3																																																				
4	5	6	7	8	9	10																																																				
11	12	13	14	15	16	17																																																				
18	19	20	21	22	23	24																																																				
25	26	27	28	29	30																																																					
	<div>Staff 20 MAY Students 20</div> <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>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31													
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	31																																																									
	<div>Staff 19 JUNE Students 18</div> <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>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																		
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																																																							

District Master Calendar

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

Virtual School Hours

The Board of Education has approved the implementation of “Plan B” from the School Reopening Plan (please review the reopening plan found at <https://www.orange.k12.nj.us/ReopeningGuidelines>).

The structure of the plan is as follows:

Phase I & II School Hours

- Synchronous Instructional Hours – Monday - Friday: 8:30AM – 12:30PM
- Teacher Office Hours (students can use as needed): 1:00PM – 2:30PM
- Student Completion of Assignments (on their own): 2:30PM – 3:20PM

Phase I – 100% Virtual Learning – September 8th – October 2nd (4 weeks)

- In Phase 1, all teaching/learning is done virtually/remotely from home and in a scheduled and synchronous format.

Phase II – Remote Synchronous Instruction – October 5th – November 25th (7 weeks)

- In Phase II, teachers will report onsite for 2 days per week providing virtual synchronous instruction within their designated classroom spaces; support staff (*guidance, CST, related service providers, social workers, attendance officers*), nurses, TC's, secretaries are onsite 4 days per week. Webcams are used during instruction for at home learners.

Phase III & IV School Hours

- See page 36 of reopening plan for In-Person school hours schedule

Phase III – Soft Launch – November 30th – December 23rd (3.5 weeks)

- In Phase 3, a small percentage of pre-identified students (SWD's, ELLs, Tier III, etc.) are able to return onsite for live, face to face instruction; ***Pre-identified students report to school following the days and times described on page 36.***

Phase IV A-C – January 4th – End of Year

- In Phase IV, all students report to school following the designated days and times. These schedules will be staggered to ensure the ongoing health and safety for all staff and students.

Grab-and-Go Breakfast & Lunch Program

The District continues to provide packaged 'Grab-and-Go' breakfast and lunch, during all virtual/remote phases at no cost to families, at multiple locations for pick up. The selected locations are:

- OECC (includes students from Cleveland Street School), located 397 Park Avenue
- Scholars Academy, located at 268 Capuchin Way
- Forest Street School, located 651 Forest Street
- Heywood Avenue School, located at 421 Heywood Avenue
- Lincoln Avenue School, 216 Lincoln Avenue
- Oakwood Avenue School, located at 135 Oakwood Avenue
- Park Avenue School, located at 231 Park Avenue
- Rosa Parks Community School, located at 369 Main Street

Please be advised that all locations will host the breakfast/lunch grab and go program from 7:30 AM until 1:30 PM, Monday through Friday. Students may pick up their meal from any of the locations listed above. **Social distancing as well as the wearing of a mask is required when reporting to all locations. It is important to note, once students receive their breakfast/lunch grab and go bags it is the expectation to return to their respective homes.**

Arrival and Pick-up Procedures

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

- Drop off and pick up systems should be limited to one parent and adhere to social distancing recommendations
 - Walk each child to the designated entrance one at a time
- Parents line up at the designated entryway for drop off
- Allow for the social and physical distancing of a minimum of 6 feet apart
- Parent/caregiver must wear face-covering at any entrance and within the school building
- Where possible, the same parent/caregiver should drop off and pick up the child every day, avoid designating those at high risk
- Only one parent per child can drop off or pick up

Health & Safety

Lincoln Avenue reopening considerations during COVID-19

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

Staff Before Entering the Campus

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

Take Preventative Actions

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

Use “respiratory etiquette”

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

Students Entering the Campus

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

COVID-19 Pandemic Provisions

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

- Personal Protective Equipment (PPE) kits will be placed in each classroom and will include the following.
 - Disposable masks, disinfectant wipes, hand sanitizer, and disposable gloves
- Designated entrances have been identified for all students to ensure minimized contact upon entrance to the building.
- Temperatures will be checked upon entry into the building. Should any student, staff, or visitor have a temperature above 100.4 degrees, they will be asked to return home and not return. Please see the return to school plan (page 26) for further details on procedures for returning to school should symptoms occur.
- Signage have been placed in all classrooms, hallways, and bathrooms to help support the spread of proper social distance and hygiene.
- All classrooms have been set up with desks at 6ft apart and shield guards have been installed.
- Masks will be given to all students and staff and are always expected to be worn.

- The facility will thoroughly be cleaned daily as well as in-between uses when groups of students leave and enter the building. Deep cleanings will also occur every Wednesday while the whole school is on distance learning.
- Sanitizer stations will be set up in each classroom as well as all bathrooms, entrances, cafeteria, and gymnasium.
- Student/teacher ratio has been designed to not exceed 10:1. Classes has been designed using an abbreviated staggered schedule for all students.
- Breakfast and lunch will be provided for all students as a grab and go. Should as student be in school for either breakfast or lunch, they will be allowed to eat that meal in the classroom prior to the commencement of their classes.

Visitor's Policy

To ensure the health and safety of our students and staff, all parent meetings will be held virtually to limit the number of IN-PERSON visitations to Lincoln Avenue School. Should an in-person meeting be necessary, an appointment must be scheduled, and all social distancing protocols need to be adhered to. ***Masks must always be worn upon entering the building.*** All IN-PERSON visitors must first sign in with the security desk and will proceed to room B105.

Security

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

Emergency Drills

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

Parking

During school hours, please do not park in front of the school. The Orange Police Department will issue citations to those individuals who ignore posted NO PARKING SIGNS. Barriers are positioned along the front yellow curb of the school to ensure that children are safe crossing the

street and to allow those children who receive transportation easy access onto the school buses. Your cooperation is greatly appreciated.

Attendance

School Attendance

Students are expected to participate daily during virtual synchronous and asynchronous instruction. All students are to log in to their google meets and/or google classrooms daily. Assignments are to be completed by the designated due dates. Period attendance will be taken during synchronous instructional days and by the submission of their assignments on asynchronous days. Parents will be notified should students be absent from school.

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

District's Student Attendance Policy

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

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

School Closings/Delayed Opening

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

WOR AM 710	WINS AM 1010	WFME FM 97.4
WRKS (KISS) FM 98.7	WJDM AM 1530	WADO (SPANISH) 1280
	FOX - CHANNEL 5 TV	

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

Grading and Promotion Policy (August 2020)

Grading

In accordance with the Orange Public School District Grading System:

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

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

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

Grading Weights

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

Homework Policy

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

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

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

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

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

Uniform Policy

In June of 1996 the Orange Board of Education approved and implemented a mandatory K-12 District Uniform Dress Code Policy CODE # 5132 for ALL children who attend the Orange Public School System. Your child should wear his/her uniform every day. Parents of those children who are not in uniform will be contacted and reminded of the dress code policy. ***Note: Even during remote instruction, acceptable clothing is required.*** Sanctions will be imposed for those who continue to ignore the uniform policy. If there are extenuating circumstances that prevent you from adhering to this regulation, please contact the building principal. Only the approved school uniform dress code color components are acceptable as indicated below:

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

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

NOTE:

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

Parent Resources

You can find additional information about the school at our school web-site

<https://www.orange.k12.nj.us/Domain/958>

Lunch Surveys

Each child in the school must have on file a lunch survey form for the Fiscal Year 2020 - 21 whether or not they are eligible for free or reduced lunch. Please complete a lunch survey by Monday, September 14, 2020 and return it to the main office.

Parent Teacher Organization

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

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

Parent Portal

We encourage parents to join our Genesis parent portal to monitor their child's academic progress. To join the Lincoln Avenue School parent portal system, please complete the form found on the school website or enclosed in your child's welcome back packet and return to your child's teacher.

Class Dojo

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

Social Media

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

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

Student/Family Support Services

School Counselor Services

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

Counseling Department Contact Information:

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

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

Child Study Team

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

Child Study Team Contact Information:

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

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

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

Health and Nursing Services

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

Health and Nursing Services Contact Information:

Mrs. Lisa Farrar

farrarli@orange.k12.nj.us

973.677.4000 x3004

Student Code of Conduct

Harassment, Intimidation, Bullying (HIB) Policy # 5512.01

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

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

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

Student Responsibilities (RELATED TO DISCIPLINE)

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

Cellular Phone Policy

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

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

Lincoln Avenue School

Parent & Student Handbook

I have received, read, and fully understand the Parent/Student Handbook and we are aware that this signed form must be returned to my teacher/the school by Monday, September 14, 2020.

Parent Name (please print)

Parent Signature

Student Name (please print)

Grade/Homeroom

Date