



**Orange Township
Public Schools**
Scholars Academy
Mrs. Karen Machuca, Principal



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

August 1, 2019

Dear Parents, Guardians, and Caregivers,

We are excited for the start of the 2019-2020 school year at Scholars Academy! We are partners, jointly dedicated to helping your child grow socially, emotionally, and intellectually. Please be reminded that students report for the first day of school on Monday, September 9, 2019. This school year will be filled with continued opportunities to stretch your child's practice. It is going to be a great school year for not only the school level staff but for each of you as well. Please see the information below regarding school procedures.

MORNING ROUTINE FOR STUDENTS

- Students are to be accompanied by an adult through the main doors.
- Breakfast in the classroom will take form this school year.
- Students must arrive to school by 8:30 a.m. Attendance is vital to instructional supports for our students. We need our students on time and present each day.
- Teachers will meet their students in their respective classrooms by 8:30 a.m.

DISMISSAL

- All students are dismissed at 3:20 p.m.
- Please arrive promptly at that time to pick up your child.
- In the event that you are unable to pick up your child on a certain day, please provide prompt, written notification to the main office or teacher. Please include the name of the person who will serve in your capacity and ensure they have been included on the authorized pick up person card.
- Preschool students are dismissed from their classrooms when an approved adult from the authorized card has signed them out. Then they are to exit the building using front, main entrance of the building on Freeway Drive East (Capuchin Way).

STUDENT ATTIRE

Students should dress appropriately for a school setting. Sneakers must always be worn for gross motor time which is in the gym or outside, weather permitting. Appropriate play clothing or uniforms should be worn daily. It is the expectation of the following in terms of dress:

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 worn at all times. Specifically, no flip-flops or “sliders” 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 Ms. Bond, School Secretary, at 973-677-4000 ext 1801. The district policy indicates that a student must be in attendance for 163 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

FORMS

Students will receive the emergency contact form on the first day of school. Please review and complete the emergency form and other corresponding forms by September 11, 2019. It is important that these forms are returned so we are able to have active communication with you throughout SY 19-20.

SCHOLARS ACADEMY MISSION STATEMENT

Scholars Academy stakeholders are committed to developing and preparing students to become college and career ready in the 21st Century through a rigorous academic program designed with thematic units of study and curriculum mapping.

Please mark your calendars for our Back to School-Open House night on **Thursday, September 26, 2019** at 6:00 p.m. in the gym. Looking forward to a happy, healthy, and productive school year!

Educationally yours,

Mrs. Machuca
Principal