



**Orange Township Public Schools**  
Scholars Academy  
**Karen Machuca**  
Principal



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

August 18, 2022

Dear Parents, Guardians, and Caregivers,

We are excited for the start of the 2021-2022 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 Wednesday, September 7, 2022. 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:

**Mask Mandate Update:** Effective Tuesday, July 5, 2022, the mask mandate is optional for our district schools and administrative buildings. If there is an uptick in cases within the school district, the Superintendent of Schools reserves the option to return to mandatory masks for an unspecified period.

**MORNING ROUTINE FOR STUDENTS**

- Students must arrive at school by 8:30 a.m. Attendance is vital to instructional support for our students. We need our students on time and present each day.
- Students are brought into the building by one parent/guardian through the main doors and proceed to their assigned classroom starting at 8:30 a.m..
- Teachers will meet their students outside their classrooms beginning at 8:30 a.m. Any students arriving early will wait with their families in the lobby area until 8:30 a.m. when they will be welcomed to go to the classrooms to sign in.
- Parents/guardians must sign their child into the class on the Sign In sheet that will be located outside the classroom.
- Students will follow the morning routines of handwashing, putting their belongings into their cubbies, and then are welcomed to enjoy breakfast in the classroom.

**DISMISSAL**

- **All students are dismissed at 3:00 p.m. and released to adults who are listed on the Authorized Pick Up form after being verified with a photo ID.**
- Please arrive promptly or early 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 teacher. Please include the name of the person who will serve in your capacity and ensure that they are listed on the Authorized Pick Up Person form.
- All adults listed on the Authorized Pick Up form must have a photo ID before the student will be released. If the person is not on the form and the Principal can not speak to you directly with the phone numbers on file then the student **WILL NOT** be permitted to leave the building.
- The parking lot can be used in the front and side of the building for all families. Parents are responsible for safely monitoring children in the parking lot and all drivers are to adhere to safe driving practices when children are present. Park only in designated parking spaces and do not block the areas of the school buses at any time!

## **STUDENT ATTIRE**

Students should dress appropriately for a school setting. Sneakers must always be worn for your child's safety.

- Comfortable clothing should be worn that fosters independence for bathroom visits and permits movement for active play.
- Active play is part of the preschool experience so students may get their clothing dirty.
- 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.
- Preschool students must also have a change of clothes to include socks, pants, shirts, and undergarments or pull-ups as accidents do happen.
- Pull ups and wipes must be provided if your child is not potty trained yet.
- Label all of your child's belongings and clothing with their name or initials.

**CLASSROOM SUPPLIES:** For information regarding classroom supplies, please visit [www.orange.k12.nj.us](http://www.orange.k12.nj.us) and select Our District and then Scholars Academy for a comprehensive review.

**CLASSROOM ASSIGNMENTS:** New Families will be contacted by Principal Machuca regarding the classroom teacher and the room number that their child will attend this year. Returning students will remain within the same classroom environment as the prior school year.

## **STUDENT ABSENCES**

Parents are responsible for reporting daily absences to Principal Machuca, at 973-677-4000 Ext. 53800 and contact the teacher via ClassDojo. 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 BEFORE you leave your child on the first day of school. All the other corresponding forms are due by **Friday, September 9, 2022**. It is important that these forms are returned so we are able to have active communication with you throughout the school year.

## **BEFORE and AFTERCARE PROGRAMS**

Norjenes Day Care Center offers before and aftercare services for in-district preschoolers. Before and aftercare hours are 7:30 a.m. to 8:30 a.m. and 3:00 p.m. to 5:30 p.m. and childcare vouchers are accepted.

Contact Information:

- Norma Adams, Executive Director 95 South Essex Avenue, Orange, NJ 07050 973-677-4299

## **COMMUNICATION**

- All teachers and staff will be connected to our students and families using "Class Dojo." Please ensure you have connected with your child's classroom teacher on this platform and check the "school story" daily for any announcements.
- E-mail & phone blasts will also be used to communicate with families. Please ensure you have updated your contact information in Genesis which is the parent portal. How to access this system is listed on the school's website. You must have an email address to enroll. See Mrs. Machuca for assistance. It is imperative that school personnel have the most updated information for your household.

- Being able to communicate with our parents is extremely important. Please ensure that all your information is updated in Genesis.
- Please listen to phone blasts sent by the school and/or District. They include important information and guidance. This is even more important in these uncertain times.
- If you have not signed up for the Orange App, you can download on your Android or Apple iPhone.
- The School District's social media platforms are a great source for posting updates & important information as well as celebrating and sharing photos of our fun activities. You can also follow our school on the following social media platform below:
  - **Twitter:** @ops\_district and @SAcademy268 #goscholarsnj #goodtogreat
  - **Instagram:** Orange Public School District
  - **Facebook:** Orange Public School District

## **SCHOLARS ACADEMY SCHOOL VISION AND MISSION STATEMENTS**

### **Vision**

The Scholars Academy's vision is to embrace a diverse, inclusive, and respectful school community. By acknowledging our diverse backgrounds, we foster creative students who are self-motivated, curious, leaders, and foster the love of learning. Our goal is to maximize the development of the whole child using a comprehensive research-based curriculum aligned with the NJ Preschool Teaching and Learning Standards, the National Association for Gifted Children Standards, and the NJ Student Learning Standards. We are committed to social justice and developing children's advocacy and activism skills to be leaders of a more just and equitable world by honoring and respecting our diverse backgrounds.

### **Mission**

The Scholars Academy School Community (staff, students, and families) mission includes the following beliefs:

- We believe that all members of Scholars Academy school community will experience a quality educational environment that fosters an inclusive, diverse safe space, that promotes and supports cognitive, and social-emotional growth.
- We believe in a developmental approach to education, supported by a research-based curriculum that is comprehensive and culturally relevant providing students with equitable opportunities to demonstrate self-awareness, empathy towards others, and academic growth.
- We believe in offering resources, information and support to promote awareness of gifted and talented education and preschool education among teachers, administrators, policymakers, and community members.

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 development of the whole child as well as the district's partnership with families.

The following link is for the District Goals: <https://www.orange.k12.nj.us/Page/31965>.

The following link is for the Strategic Plan: <https://www.orange.k12.nj.us/domain/3344>.

The following link is for the Office of Early Childhood Learning: <https://www.orange.k12.nj.us/domain/3352>.

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

Wanting the Best for Your Child,

*Mrs. Machuca*

Mrs. Machuca

Principal

### **Summary Reminders:**

School Begins, Wed. Sept. 7, 2022

School Hours 8:30 a.m. to 3:00 p.m.

**Back to School Night: Sept. 28th 6:00 p.m.**