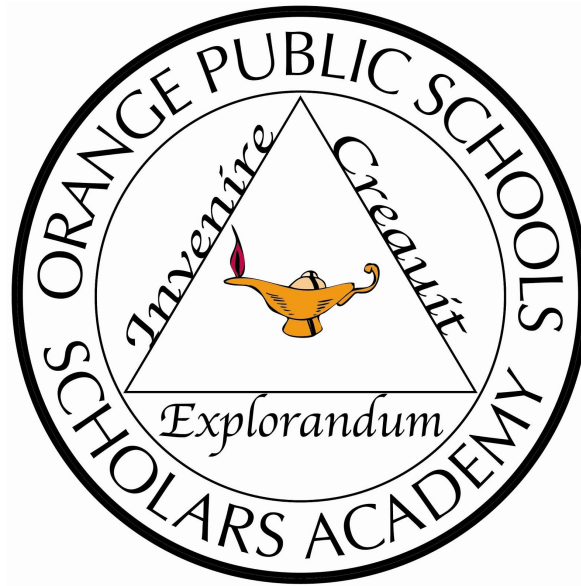


**Scholars' Academy**  
**Gifted and Talented Program**  
268 Capuchin Way  
Orange, New Jersey 07050  
Phone (973) 677-4000 Ext. 1801  
[www.orange.k12.nj.us](http://www.orange.k12.nj.us)



# **“Keeping Children First”**

Student/Parent  
Handbook

## 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.”

### ***Orange Public Schools 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 school, 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 School District cultivates a community of 21<sup>st</sup> century learners where students take ownership of the learning process, achieve high standards of excellence, and focus on academics.

## **No Alibis, No Exceptions, No Excuses!**

### **Mission Statement of Gifted and Talented Advisory Committee**

The intent of the Gifted and Talented Advisory committee is to serve in an advisory capacity to communicate and disseminate information to key stakeholders, as well as advocate, influence, and support programming for Gifted and Talented Students in the Orange School District.

## Goals

- To offer resources, information and support to parents and guardians so they can better partner in their gifted child’s education
- To provide a forum to get feedback from key stakeholders in order to assess the effectiveness of existing program and plan for the continued improvement of the gifted education
- To promote awareness of gifted and talented education among teachers, administrators, policy makers, and community members
- To explore ways to identify and utilize community resources to enrich and expand opportunities for gifted and talented students



Dear Students and Parents,

Welcome to the Scholars' Academy family! The Scholars' Academy Gifted and Talented staff is committed to providing children with a safe and stimulating learning environment that will enable them to excel academically and socially with the talents and giftedness that they possess.

This handbook contains basic policies and procedures necessary to maintain a school climate conducive to teaching and learning.

It is the responsibility of all students and parents to read this handbook, follow the guidelines, and keep it available for future reference. Our policies and procedures are designed to ensure that children have a positive educational experience at Scholars' Academy where we demonstrate the six pillars of character:

Trustworthiness  
Fairness

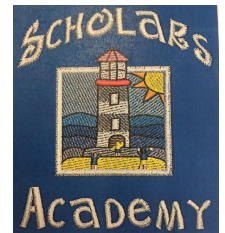
Respect  
Caring

Responsibility  
Citizenship

You will also see that we use the **lighthouse** as a symbol for Scholars' Academy as each school represents a beam of light and we all work together to navigate the seas of education to shine brightly!

Wanting the Best for Your Child,  
Mrs. Machuca  
Principal





**ORANGE TOWNSHIP PUBLIC SCHOOLS**  
**Scholars Academy/OECC II**  
**268 Capuchin Way, Orange, NJ 07050**  
 Tel: (973) 677-4000 Ext. 1801  
 Website: <http://www.orange.k12.nj.us>

**Karen Machuca**

**Ronald C.Lee**

**Principal**

**Superintendent of Schools**

## The Scholars Academy Contract 2016-2017

Read and initial each of the items below:

\_\_\_\_\_ I will be self-motivated and show a deep interest in learning.

\_\_\_\_\_ I will display my ability to use reasoning and problem solving skills.

\_\_\_\_\_ I will be proud of my intellect and have a positive attitude.

\_\_\_\_\_ I will show creativity; openly share my ideas; show leadership; be a team player.

\_\_\_\_\_ I will reflect on my learning on a daily basis.

\_\_\_\_\_ I will meet the academic expectations with all classes to include my home school and the Scholars Academy program.

\_\_\_\_\_ I will adhere to the district's Code of Conduct.

\_\_\_\_\_ I will continue to stay in good academic standing at my home school with B's or higher in all subject areas. I understand that not meeting this expectation puts me at risk for exiting the program.

\_\_\_\_\_ I will maintain weekly attendance at Scholars' Academy throughout the school and understand that I may exit the program if I do not maintain my attendance.

\_\_\_\_\_ I understand that it is expected that I attend the Gifted and Talented Expo in May or June that demonstrates the work I have been doing at Scholars' Academy.

\_\_\_\_\_ I will maintain my on going assessments, portfolios, and other assignments via my Google account throughout the year. **\*\*Students in Grades 3-8 only.\*\***

I, \_\_\_\_\_ (student name), have read and understand the Scholars Academy Contract and agree to abide by its terms and conditions and understand I may be at risk of withdrawing from the program if I do not meet these expectations.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

# **Table of Contents**

## **I. Academic Program pg. 5**

- Parent Involvement
- Curriculum
- Grading System
- Report of Academic Performance

## **II. Responsibilities pg. 7**

- Attendance
- Extension Activities Policy
- Dress Code
- Expectations of Behavior/Code of Conduct
- Disciplinary Actions
- Harassment, Intimidation, Bullying

## **III. Student Services pg. 13**

- Health Care
- Cafeteria
- Electronic Devices
- Lost & Found
- Technology Guidelines/Internet Use

## **IV. Student Involvement Program pg. 16**

- Field Trips
- Academic Competitions

## **V. General Information pg. 17**

- Scholars' Academy "Home Page" Communication
- School Closing/Delayed Opening
- Safety Procedures
- Arrival and Dismissal Procedures
- Care of and Responsibility for School Property

## **Gifted and Talented Advisory Committee**

Our GT Advisory Committee is an organization of staff, parents, and administration to address the unique needs of gifted and talented children. The purpose of the GTAC is to stay abreast of current educational trends, stay connected to the happenings at Scholars' Academy, and make connections within the community.

Parents are welcome to volunteer in our school and should inform their child's teacher and/or principal of their availability. Both parent and teacher must agree on the day/time for parents to volunteer. Volunteers need have a background check and need to be cleared from the district office and administrative office to volunteer. See the office for the appropriate paperwork.

**All parents/visitors  
must sign in with  
our security guard  
and obtain a  
visitor/volunteer  
pass.**

**Please schedule  
appointments with  
administration and  
teaching staff to  
ensure adequate  
conference time.**

Parents are welcome to see the building principal if they have a concern regarding their child's educational experience and/or performance. Parents can schedule an appointment with the school secretary to meet with the principal. Also, parents can communicate with the principal via e-mail at [machucka@orange.k12.nj.us](mailto:machucka@orange.k12.nj.us) and a timely response will be provided.

## **I. Academic Program**

### **Curriculum**

The Orange Scholars' Academy recognizes that there are students who require differentiated programs and services beyond the core curriculum because of their advanced abilities in one or more of the following areas: specific aptitudes in Mathematics, the English Language Arts, Science, and related technical skills associated with the STEM disciplines. These students also possess differential cognitive and affective characteristics such as curiosity, creativity, passion, and drive that require educational responses geared to their needs. Moreover, Scholars' Academy recognizes that gifted students may come from underrepresented groups that include diverse ethnic backgrounds, learning and physical disabilities, and non-native English speakers. These students also represent a range of giftedness within and across areas of instruction, dictating the need for more individualized approaches to be employed in working with them.

The Scholars' Academy learning environment for the gifted provides student-centered learning, and safe risk-taking in order to enhance potential for creative production in their areas of strength and passion. Scholars' Academy believes that these students should have a focused and articulated educational program, designed to maximize their academic strengths and to enhance personal and social growth. The program incorporates going beyond 21<sup>st</sup> Century Skills and address academic needs for advanced instruction that are challenging, hands-on, relevant to real world issues and problems, and encourages students to develop projects that are innovative. It encourages the development of higher-level thinking and problem solving skills as well as the metacognitive skills that promote self- awareness of learning needs.

These guiding principles influence the program in its design, development and implementation; and focus on the importance of flexibility in the provision of services. They ensure that top students in the core domains of English language arts, math, and science who could benefit, have access to high level learning opportunities at the Academy.

## **Goals of the Academy Program**

The Academy recognizes the importance of addressing the cognitive and affective needs of gifted learners, as well as the demand for 21<sup>st</sup> Century Skills and beyond, in the context of implementing the Common Core State Standards. This ensures that important knowledge and skills are addressed at appropriately advanced levels. Consequently, consideration for assessing the appropriate level for instruction is a central tenet of the program in all academic areas, ensuring that the pace and depth of learning is sufficiently challenging.

The following goals have been designed to develop research skills and methods, and promote communication skills in all modes, including written, oral, visual, technological, and multimedia. Students of the Academy will develop an understanding of systems of knowledge, and key interdisciplinary concepts, issues and themes that define our world.

### **Cognitive**

The following cognitive goals will be directly addressed through the curriculum of the Academy:

1. To develop critical thinking and reasoning abilities.
2. To develop creative thinking and problem solving skills that foster innovative work.
3. To enhance independent learning through the development of metacognitive skills and strategies.

### **Affective**

The following affective goal will be integrated through the content and pedagogy applied in each curriculum area of the Academy and therefore, will not be assessed separately:

4. To develop self - understanding and direction for future professional careers.

### **21<sup>st</sup> Century Skills**

The following 21<sup>st</sup> Century Skill will be integrated through the content and pedagogy applied in each curriculum area of the Academy and therefore, will not be assessed separately:

5. To develop social skills that enhance collaboration with others and the capacity to become leaders in a global society.

## **Reporting of Academic Performance**

Progress reports will be distributed two times each year: end of the 2<sup>nd</sup> marking period and the end of the 4<sup>th</sup> marking period. The progress report is to be signed by a parent and returned to the Scholars' Academy staff. A teacher or parent may request a conference and mutually agree upon a convenient day and time to



discuss your child's progress. Students are expected to maintain academic excellence at their home school. There is a collaborative effort amongst Scholar Academy staff members and home school staff members to monitor and ensure student progress.

## II. Responsibilities

### RESPONSIBILITIES OF ADMINISTRATORS

Administrators have the responsibility to (not in order of priority):



- Assume responsibility for instructional leadership;
- Serve as appropriate role models for students on their campus in accordance with the standards of the profession;
- Provide assistance to students in learning appropriate school behavior;
- Facilitate the school discipline management plan, train teachers, and respond to discipline problems;
- Encourage parent communication with the school and program;
- Provide responses to parental inquiries (i.e. attendance, discipline, grades, etc);
- Supervise all affairs regarding school management, operations, and activities;
- Serve as liaison between students, parents, teachers, and the school board

### RESPONSIBILITIES OF PARENTS

Throughout this handbook, "PARENTS" includes any parent, legal guardian, or person having lawful control of the student.

For every child's success, parents are encouraged to: (not in order of priority):

- Make every effort to provide for the physical and emotional needs of the child;
- Encourage their child's daily attendance to school, required detention and Saturday School, and promptly report and explain absences and tardies to the school;
- Keep informed of school policies and academic requirements of school programs;
- Support their child in pertinent school-related activities/organizations;
- Be sure their child is appropriately dressed at school and school-related activities;
- Discuss academic progress and school assignments with their child;
- Bring to the attention of school authorities any learning problems or conditions that may relate to their child's education;
- Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school;
- Assist their child in understanding their responsibilities as outlined in this handbook;
- Promote high expectations for your child's behavior, school achievement, and homework;
- Establish and maintain open lines of communication between home, school and teachers;
- Participate in school activities.



### RESPONSIBILITIES OF STUDENTS

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include (not in order of priority):



- Attending all classes, daily and on time;
- Being prepared for each class with appropriate materials and assignments;
- Being properly attired;



- Exhibiting respect toward others;
- Conducting themselves in a responsible manner;
- Refraining from violations of the code of student conduct;
- Obeying all school personnel, school rules, safety rules at school-related activities and on the bus;
- Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels;
- Cooperating with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to an offense; and
- Conveying information to their parents about academic and extracurricular requirements, school policies, and the student's progress (including progress reports).

## **RESPONSIBILITIES OF TEACHERS**

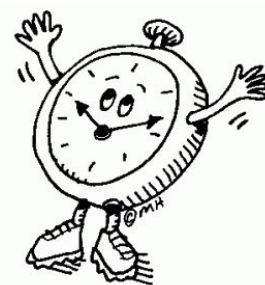
Teachers have the responsibility to (not in order of priority):

- Perform teaching and extracurricular duties with appropriate preparation;
- Teach to the standards of performance required by the district;
- Teach the district curriculum;
- Serve as appropriate role models for the students, in accordance with standards of the teaching profession;
- Promote good student discipline by modeling regular attendance and punctuality;
- Comply with district and school policies, rules and regulations, and directives;
- Maintain an orderly classroom atmosphere conducive to learning;
- Establish rapport and open lines of communication with parents, students, and other staff members;
- Encourage students to strive toward self-discipline;
- Participate in meaningful parent-teacher conferences.
- Strengthen and enhance the “gifted” area of each scholar student at Scholars’ Academy.



## **Attendance**

1. Attendance at Scholars’ Academy is integral component of the instructional and academic program offered by the Orange School District for Gifted and Talented students and should be attended on a consistent and weekly basis.
2. After returning from an absence, parents and students are responsible for contacting their teachers to determine the learning activities that were missed and students are responsible for making up class requirements.
3. To avoid being late, students are advised to arrive at their home school by 8:15am. The Scholars’ Academy bus will pick up the students for transportation to Scholars’ Academy at their home school. Busses will not wait for late students.



## **Transportation to Scholars' Academy**

The Orange Board of Education provides bus transportation to all Scholars' Academy students. Under certain situations, parents may sign in their child with the Scholars' Academy Secretary so they can attend Scholars'. If the student does not get on the bus in the morning from their home school, alternative transportation will not be available. Promptness at the home school is essential.

## **Picking up students early**

1. If it is essential that your child be dismissed early from the Scholars' Academy, please send the teacher a written request. The child will be dismissed to the office and you or another adult must sign him/her out from the office. **NO CHILD WILL BE ALLOWED TO GO HOME EARLY UNATTENDED. The adult who is picking up the child MUST be listed as an approved adult for pick up on the emergency card AND have a picture ID. Students will not be released to any adult who is not authorized and listed on record at the child's home school.**
2. If someone other than the parent is picking up the child, a signed note from the parent must be in the office, and identification must be presented to be copied and filed with the note.

## **Make-up work due to absences**

Make-up work is to be permitted only in cases of excused absences. Make-up work is to be completed in a reasonable period of time after the student returns to Scholars'. In no event should this period extend longer than 2 Scholars' school days to make up work for each school day absent. Make-up work is to be assigned and evaluated according to the criteria established in the assessment of the work.



## **Extension Activities Policy**

The extension activities policy is an extension of the work and academic growth that is expected of students who attend the Scholars' Academy. Extension activities will be posted via the staff members' website and discussed with students. Parents are asked to make sure children complete their extension activities independently, neatly, and correctly. Projects in various areas will be assigned at specific intervals throughout the year. These long term assignments will require students to efficiently budget their time in order to complete assignments as expected.

### **Students are expected to:**

1. Make sure they understand the assignment, its purpose, due date and how it should be done prior to leaving class.
2. Develop a personal system for recording and keeping track of daily assignments.
3. Remember to take home appropriate materials necessary for the completion of all extension assignments.

4. Organize their after-school schedule so as to provide sufficient time to complete all extension assignments.
5. Turn in all assignments on time and in proper form, assure neatness.
6. Do their own assignments.
7. Arrange with the teacher to make up assignments missed due to illness or other circumstances.

**Parents/Guardians are expected to:**

1. Make a study area available for their child. It should be equipped with a table or desk, comfortable hardback chair, good lighting, and quiet surroundings.
2. Have study tools readily available. These should include pens, pencils, scissors, ruler, and dictionary.
3. Establish a regular time for homework/extension activities to be completed each day or evening.
4. Be aware of their child's homework/extension assignments on a daily basis, and help him/her budget time for its completion.
5. Monitor TV/video games watching and community involvement so that they do not interfere with completion of homework/extension assignments.
6. Encourage their child to curtail co-curricular activities that may interfere with the completion of homework/extension assignments.
7. Help their child to make a systematic, step-by-step approach to completing long-term extension projects, such as term papers, major reports, etc.
8. All projects are supported at the Academy.

We encourage all concerned persons to work together in support of the extension activities.

**Dress Code**

Believing that school dress can significantly influence student behavior, the Scholars' Academy will expect all students who have not received exemption, to comply with the **district's uniform dress code. Students are permitted to wear the Scholars' Academy T-shirt if they purchased one.**



**Boys-** White or light blue polo or oxford shirt, navy blue (grades K – 7) or khaki (grades 5 – 7 only) pants, navy blue sweater, tie is optional.

**Girls-** White or light blue polo or oxford Shirt, navy blue (grades K – 7) or khaki (grades 5 – 7 only) skirt, skort, or dress jumper, or pants. White or blue tights or socks, navy blue sweater.

**BACKPACKS**

Students are allowed to carry backpacks, sling back backpacks, cinch sacks, bags and purses to and from school. Students must place these items in their designated area before the start of the school day.

**Expectations of Behavior/Code of Conduct**

The Orange School District expects students to adhere to a “code of conduct” which has been fully outlined in Board Policy #5600 and Regulation #5600. Parents can request a copy of the policy and regulation at any time. All staff members have received and reviewed both and will implement the guidance found in each.



Based on the Orange School District board policy, the district has a code of conduct to ensure that each individual can thrive securely and safely.

Part of the growing process is the recognition of such rules and learning to live by them. Students are expected to:

1. Be considerate.
2. Be courteous and use good manners.
3. Respect the work and opinions of others.
4. Respect and care for materials and property.
5. Follow safety rules.
6. Be responsible for their own actions.

We expect that all of our students will demonstrate respect for every individual and the school itself. Disruptive behavior, either verbal or physical is unacceptable. If such incidents occur, students will be made aware of the consequences and held accountable.

### **Disciplinary Actions**

Student misbehavior is handled directly by the classroom teacher and/or adult responsible for student supervision at the time of the occurrence.

All adults will discuss the student misbehavior with all concerned parties and assist students in resolving their concern(s) in a peaceful manner whereby all parties accept responsibility for their individual actions and understand what is expected of their behavior in the future.

***However, any student interaction that results in a physical and/or significant verbal altercation, disrupting and/or creating an unsafe learning environment, will be referred immediately to an administrator (with a discipline notice) for resolution.*** The administrator will contact the parent(s) of all students involved and if deemed necessary, will schedule a meeting between all involved students and their parents. Refer to the district's Student Code of Conduct provided to each student and posted on the website for more information.

### **CHEATING**

Cheating in any form or manner is unacceptable. Every incident of cheating will be investigated by the teacher/designee and an administrator. The offending student will redo an assignment or assessment similar to the one on which they cheated. This assignment or assessment must be completed outside of instructional time. If the student is unwilling or unable to complete the assignment or assessment outside of instructional time, the student will receive a zero on the assignment or assessment. The offending student will also be assigned disciplinary consequences deemed appropriate by the administrator and in accordance with the Student Code of Conduct policy.

### **DISCIPLINE STEP PROCEDURE**

Scholars' Academy follows the Student Code of Conduct expectations, rules, and regulations and will follow the process and procedure accordingly based upon the student's actions.



## **Bullying/Teasing/Harassment**

According to Board Policy #5512, “The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil’s ability to learn and a school’s ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. “Harassment, intimidation, or bullying” means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

“Electronic communication” means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager. Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).”

All Scholars’ Academy staff is committed to providing a safe and secure learning environment for all. Students learn best when they feel comfortable and safe among their peers. Bullying, of any kind, is not tolerated and will be addressed by all staff.

If a student feels they are the subject of bullying/teasing/harassment, they should report this immediately to their parent(s), classroom teacher and/or a school staff member or family member they trust. Once it is reported, the state regulations for Harassment, Intimidation, and Bullying (HIB) procedures will be conducted to include:

- An investigation to determine the specific nature of the teasing/bullying/harassment and make note of the findings

- Parents/Guardians of the students involved will be informed about the investigation, the findings, and resolution to the matter.

It is our intention to determine the root cause for the bullying behavior and work with all concerned to resolve in a manner that is beneficial and restores a safe and risk free learning environment for all students.

### **CAMPUS SAFETY**

The Orange School District takes the safety of our students very seriously. Fire drills and emergency drills are conducted on a regular basis at all schools. Each school has an Emergency Crisis Plan. The Emergency Crisis Plan is intended to be used during the first ten to fifteen minutes of any crisis. After that time “outside” emergency services provided, i.e., police, fire, will have an effect on the actions we take. We also have a School Safety Team that meets to update our school safety concerns. If you have any questions or concerns about the Emergency Crisis Plan, please contact the school office. Ensuring a safe environment takes training, practice, and cooperation from everyone. Schools continue to be a very safe place for students and with your help we can make them even safer!

### **REPORTING THREATS**

Scholars’ Academy takes all threats against the safety of our students seriously. Students/parents who are aware of a threat being made against either an individual or the school population should report that threat immediately. Threats can be reported directly to a principal or other member of the school staff for investigation and follow-up. If after school hours, or on a weekend, contact local law enforcement.

### **SURVEILLANCE CAMERAS**

Scholars’ Academy has surveillance video cameras on campus. Please be advised that surveillance cameras are in operation inside and outside of school facilities.

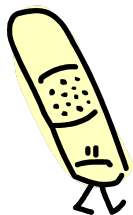
**All visitors must sign in at the front desk with security and report immediately to the office area. Parents are welcomed to visit classrooms with scheduled appointments only with the teachers.**

## **III. Student Services**

### **Health Care**

1. A school nurse is available for emergency health care. Should the nurse be unavailable, students in need of emergency care should report to Office.
2. The school nurse or administrators are the only members of the school staff who may excuse student from school during the school day because of illness or injury.
4. Illnesses or injuries that occur during the school day should be reported by the student immediately to the teacher, school nurse.
5. Ongoing health care for student illness or injury is the responsibility of the student’s personal physician and parent.
6. Medications to be taken by students must be delivered to the school nurse.

- a. The medication will be dispensed only by the school nurse, or a staff member designated by the school nurse in cooperation with the Principal: and only with a written prescription from a physician. This includes both prescription and over the counter drugs.
  - b. The prescription must indicate the name of the medication, dosage, and time to be administered.
  - c. Medication must be clearly labeled in the original container displaying the student's name and dosage of medication.
7. The school nurse maintains health records for each student and advises staff members of health conditions which may adversely affect student learning or presents a danger to the student. If your child has a medical condition, physical or emotional, which you feel your child's teacher should be aware of, please make arrangements to share this information with your child's teacher and/or guidance counselor.



**All** health information should **always** be shared with your school nurse, either through a written health history or an individual personal interview. The information given to the school nurse is considered both privileged and confidential. This means the information will be shared only on a need to know basis for the safety and well being of the child. Please contact the school nurse with any questions or to update your child's health history. The school nurse will periodically send written requests to update health information.

In the event of a medical emergency requiring your immediate presence the school must have a telephone number or address where you may be reached. The telephone numbers of a relative or neighbor who will know where you may be contacted is also desired. As you are aware; no treatment, except first aide, can be given at any hospital without parental consent. A wait of three or four hours to make contact with you may prove hazardous to your child's health and welfare.

When communicable diseases occur, the school must be advised so that notices can be sent out. Check your children daily for symptoms until the contagion is over.

Children must have a "written" note from their physician to be readmitted to school after having had any of the following medical problems:

Hepatitis	Mononucleosis	Diarrhea
Conjunctivitis	Head Lice	Hand and mouth disease
Plantar's Warts	Rash of unknown origin	Mumps
Scarlet Fever	Ringworm of skin or scalp	
Venereal Disease	Strep Throat	
Chicken Pox	Continuous unexplained colds or coughs	
Temperature over 101.5	Discharge from the eye or nose	

**NOTE:**

Parents are encouraged to keep their child home if any of the following symptoms are evident.

- a). An unexplained rash on child's face or body. Consult a physician for diagnosis.
- b). Child complains of headache, fever, and upset stomach or doesn't generally appear in good health.
- c). Child is sneezing, coughing, has runny nose.



## **Food Services**

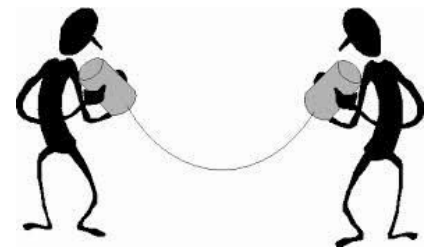
Breakfast is served to all students at their home schools based upon individual school schedules. The lunch program, open to all students, utilizes a rotating lunch menu, which is distributed to all students at their home school. Students may purchase lunch at Scholars' Academy or may bring their lunch from home. **EVERY FAMILY MUST HAVE A LUNCH APPLICATION ON FILE WITH THE SCHOOL DISTRICT. The lunch cost is posted on the monthly menu distributed to all students at the beginning of the month. Lunch applications will be provided at each home school and it is expected that the forms be returned to the home schools.**

The following rules are expected to be observed in the cafeteria:

- 1) Students are expected to walk in the cafeteria.
- 2) Conversational tones are acceptable.
- 3) The tables and floors are to be kept clean. Garbage must be placed in wastebaskets.
- 4) Students are expected to be courteous and use table manners during lunch. Any infraction of the rules listed above may result in disciplinary action.
- 5) Lunches brought from home should
  - A. avoid glass containers,
  - B. avoid unhealthy snacks and beverages such as soda,
  - C. **will not** be refrigerated or warmed up by staff.

## **CHANGE OF ADDRESS, PHONE NUMBER OR E-MAIL**

Please keep Scholars' Academy staff informed of your correct home address, phone numbers for home, business and your emergency person, and e-mail address. Updating this information will ensure that we will be able to contact you in an emergency.



## **COMPLAINT PROCEDURES**

When there are issues/problems between a parent or student and an employee, every effort should be made to solve the problem at the lowest level. Parents and/or students should first bring the matter to the teacher for resolution. If the matter is not resolved, a conference with the principal may be requested.

## **LITTERING**

Students are expected to act responsibly at all times. A clean environment shows pride and improves the overall learning environment for all students. Littering is irresponsible and will not be tolerated. Students may be disciplined for littering.

## **Electronic Devices**

Students will use electronic communication or data devices only in a manner consistent with instructional and testing activities in the classroom. These devices include, but are not limited to, handheld calculators, music playing





devices, one-to-one computing devices, cameras, and laptop computers. Use of these devices must not violate any district policy or cause classroom disruption nor may they be used in the access, creation, or possession of inappropriate materials. Use of electronic devices in the classroom is at the discretion of the teacher and/or building administrator. Parents or students who bring any electronic device to school or to a school activity do so at their own risk – **Orange School District and Scholars' Academy assume no liability for damage, theft, etc.** Videotaping or taking pictures are prohibited on campus unless approved by building administration. If the policies are violated, administrators will determine consequences based on the severity of the incident and in accordance with the Student Code of Conduct. Additionally, on the first offense the device may be confiscated until a parent/guardian retrieves it from the front office/administration. District policy #5516 states, *Pupils are not permitted to use cellular telephones while school is in session. Cellular telephones must be **turned off** (not on vibrate) while the pupil is in the school building and may only be turned on after school has concluded for the day and outside the school building. Cellular telephones that are turned on are in violation of this policy will be confiscated by the Building Principal and the pupil will be subject to appropriate disciplinary action, which may include in and/or out of school suspension. Additionally, on the first offense the device may be confiscated until a parent picks it up. Students can request use of a telephone in the main office to contact their parent and/or guardian before, during and after school hours.*

If the policies are violated, administrators will determine consequences based on the severity of the incident and in accordance with the Student Code of Conduct handbook.

### **Lost & Found**

Students are responsible for all personal items brought to school. Scholars' Academy does not accept liability for any personal item lost on school property due to theft, fire, water damage or for any other reason.

1. Students finding books, notebooks, school materials and equipment, or personal possessions belonging to others are requested to bring such items immediately to the Main Office.
2. Students are urged to mark school and personal property clearly with their names in order to assist in properly identifying items.
3. Most lost and found items will be held for a maximum of two weeks before being donated to charitable organizations. Students are, therefore, urged to report losses immediately to their classroom teacher and/or the main office.



**\*\*When anyone other than a parent/guardian is picking up a child, they MUST be identified on the Emergency Card at the Home School as authorization for pick up AND must have a photo ID. Students will NOT be released without the proper identification and authorization. Student safety will not be compromised. \*\***

### **RELEASE OF STUDENTS DURING THE DAY**

For your child's safety, parents are required to sign a student out at the office when removing them from school. Students **will remain** in the classroom until parents arrive to maximize instructional time.

### Technology Guidelines/Internet Use

All students and parents are required to sign an “**Acceptable Use**” policy statement prior to any student given access to our computer and internet services. This policy outlines the responsibilities of both students and parents in ensuring the safe use of equipment, searching functions, and computer internet safety. Students are provided numerous opportunities to utilize computers in their classroom and in our computer lab. Students will also be given the opportunity to use technology for homework assignments, written reports, and various other types of projects.



## **IV. Student Involvement Program**

### Field Trips



A standard walking trip parental permission request will be sent home for parents to sign and return to the student’s teacher; giving the child permission to accompany his/her class on a walking trip.

Field trips requiring buses must be approved by the Board of Education. Parents will receive a permission slip with the purpose of the trip for approval at least one week prior to the trip from the homeroom teacher or the teacher that is supervising the trip.

In order to assure that students derive the greatest educational benefit from class trips and in order to assure the safety of all students participating, the following is required:

1. A signed field trip request with the signature of a parent or guardian must be returned no later than one week prior to the trip.
2. Proper uniform attire (unless specified otherwise by classroom teacher) must be worn on all field trips.
3. Students permitted to attend field trips must possess the following characteristics which must all be demonstrated prior to the field trip on a regular basis: desire for knowledge, responsibility, punctuality, cooperation, respect for others, proper bus conduct, proper dining behavior, and self-restraint. Parents may be requested to attend field trips with their child.

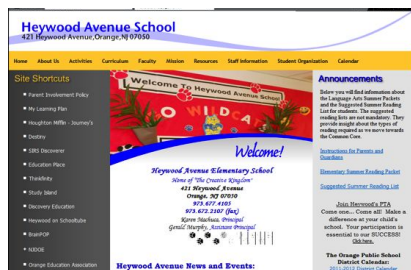
### Academic Competitions

Throughout the year, there are a variety of academic competitions to provide opportunities for Scholar students to become academically challenged in competitions. It is highly encouraged that students participate in these activities when they arise to excel and strengthen their academic drive and determination and to challenge themselves. It is also the expectation that parents will support the competitions with participation and assisting the student as needed with practice sessions and meeting the criteria for the competition when applicable.

## V. General Information

### “Home Page” and Updated Contact Communication:

Consistent communication enables all members of the school community to stay updated with the educational journey of students. All staff members have a website for communication and updates about their classroom. Please visit <http://www.orange.k12.nj.us/domain/1625> for the announcements, calendar updates, and a wealth of information to assist with your child(ren)’s education. Please ensure that your email and phone numbers are up-to-date! It is extremely important that phone numbers are updated, and are valid numbers. Phone blasts and emails are used to provide information to parents. **Should a phone**



**number change, it is the responsibility of the parent/guardian to provide the new numbers to the office and to the Homeroom teacher as well. Emergency phone numbers must be provided for all students.** Parents are encouraged to be part of the Principal’s Email distribution list to receive email alerts and information. Send an updated email address to [machucka@orange.k12.nj.us](mailto:machucka@orange.k12.nj.us). **Parents are also encouraged to sign up and utilize Genesis Parent Portal.**

### School Closings

If schools are to be closed due to hazardous weather conditions announcements may be made over these radio stations:

WOR (710) AM

WADO (1280) AM (SPANISH)

WNJR (1430) AM

WJDH (1530) AM

WINS (1010) AM

98.7 KISS FM



A voice message will also be sent to all phone numbers on file to notify parents of school closures and/or delayed openings. Again, updated contact phone numbers are essential. The message will also be posted on the district webpage. [www.orange.k12.nj.us](http://www.orange.k12.nj.us).

### Care Of and Responsibility for School Property

Books are provided by the Board of Education and issued to students at no cost. Students are responsible for all books issued to them and must pay a fine if books are lost or damaged beyond that of general use.

All textbooks are to be covered and cared for properly. Student’s name should appear inside the front cover.

**NOTE: Scholars’ Academy reserves the right to make amendments to the policies and procedures in this handbook throughout the school based upon the needs of the students and the community. In the event of updates, parents will receive written notification from administration.**