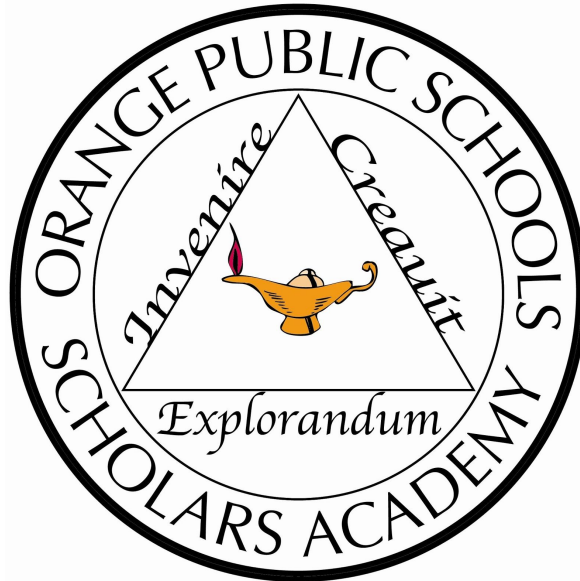


Scholars' Academy
268 Capuchin Way
Orange, New Jersey 07050
Phone (973) 677-4000 Ext. 1801
www.orange.k12.nj.us



“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 21st 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!



Dear Students and Parents,

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

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.

You will also see that we use the **lighthouse** as a symbol for Scholars' Academy as we believe that all students shine brightly as we all work together to navigate the seas of education!



Wanting the Best for Your Child,

Mrs. Machuca
Principal

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I. 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. **Parents are also encouraged to sign up and utilize Genesis Parent Portal. Parents are required to sign up for ClassDojo as well!**

School Information:

Address: 268 Capuchin Way Orange, NJ 07050

Phone number: 973-677-4000 Ext. 1801 Main Office

Fax: 973-675-1460

Hours of Operation: 8:15 a.m. to 3:00 p.m. Regular Schedule

8:15 a.m. to 12:30 p.m. Early Dismissal Schedule

School Zone....not Cell Phone Zone!

Parents must put their cell phones away and cease their conversations on the cell phones while in the building. This is a time to talk to the teachers and staff, engage with your child about their school and read notices and announcements.

District and School Calendars

The district calendar is available on the district website at www.orange.k12.nj.us. Our school calendars will be published monthly and provided to all students as well as available on our school website. It is important that our parents and students keep both posted in a safe area and reference them on a regular basis to ensure you are aware of school events and closings. **Parents are expected to sign up for ClassDojo as this is another daily communication we**



use to keep parents informed. Specific information about how to join Scholars' Academy will be distributed from the classroom teachers.

Parent Portal in Genesis



The Orange School District supports access by parents/guardians, teachers, students and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/guardians and the student's teachers.

The Orange School District manages student information electronically and will make the student education records available for viewing only to authorized parents/guardians and students with a secure connection over the Internet. This service is offered to all current and active parents/guardians of students in the Orange School System. Information accuracy is the joint responsibility between schools, parents/guardians, and students. Each school will make every attempt to ensure information is accurate and complete. If a parent/guardian discovers any inaccurate information, parent/guardian will notify their school immediately and provide proof of the inaccurate information.

Each parent/guardian/student must complete and sign a Parent/Student Portal Access Agreement before viewing student information. A School Official or staff designee must witness the parent/guardian sign this form. The parent/guardian must provide a photo ID or alternate legal document prior to signing. If a parent/guardian cannot visit the school, the parent/guardian must have the form certified by a notary public and mail the completed and signed form with the notary public seal and current date to their child's school. The school will keep the completed and signed form in the cumulative record folder of each student. Please contact your child's guidance counselor for additional information.

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.

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.

Arrival and Dismissal

- Parents must park in the designated areas for parents.
- Double parking is **NOT** permitted as this causes dangerous situations for students trying to get in and out of vehicles.
- There is no parking in the bus area.
- Parking is permitted in the main parking lot and the back parking lot as well.
- Watch your children in the parking lot!
- Parents are expected to **be on time** for drop off and pick up. Documentation of student attendance is reported to the district as a state requirement. Rule of thumb for pick up: Be early, not late.



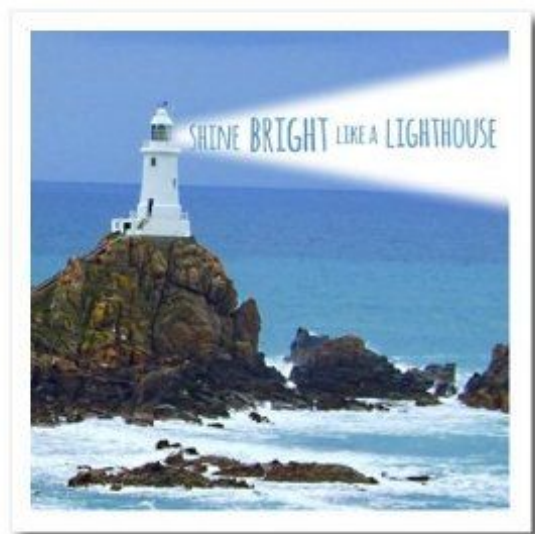
II. Academic Program

Curriculum

The Preschool program implements the High Scope curriculum. More information in detail about High Scope can be found at www.highscope.org.

In grades K-5, the curriculum address the main academic discipline areas Math, English Language Arts, Science, and Social Studies. All subjects follow the district approved curriculum and more information can be found at www.orange.k12.nj.us under the Curriculum Tab. The integration of technology is across all curriculum areas.

The Gifted and Talented program is a Science, Technology, Engineering, and Mathematics (STEM) driven program which infuses project based learning. More information can be found on the Scholars Academy webpage: www.orange.k12.nj.us/scholars



Grading System

The following grade equivalents will be in effect in all courses earning honor roll credit:

Explanation of Academic Grades (Grades 1-5)

A (Exceeds the Standard) 100- 90

B (Meets the Standard).....89-80

C (Marginally Meets the Standard).....79-70

D (Below Standard).....69-65

F (Unsatisfactory Performance 64 and below)

District guidelines indicate 72% and below mandates a parent teacher conference.

Reporting of Academic Performance

Report cards will be distributed four times each year in grades K-5. During the 1st, 2nd, 3rd, and 4th reporting periods, progress reports will be sent home by the 4th week of every marking period. The progress report is to be signed by a parent and returned to school immediately. Preschool students receive progress reports during formal parent conferences. Gifted and Talented students will receive progress reports 2 times a year: January and June. Formal parent conferences are held in February. Teacher-Parent conferences, however, can be on any school day as needed to discuss your child's progress. A teacher or parent may request a conference and mutually agree upon a convenient day and time. Parents should sign up for **Parent Portal in Genesis** to monitor their child's grades throughout the year. See General information section for detailed information to sign up for Parent Portal.

Honor Roll

Scholars' Academy acknowledges students every marking cycle via an awards assembly.

Honor Roll

1. Principal's Academic Honor Roll 100- 97%
2. Academic High Honor Roll 96- 90%
3. Academic Honor Roll 89-80%
4. Rising Stars (Grades K-5) (Students Making Significant progress in a marking period, but not honor roll).

*Students maintaining Principal's Academic Honor Roll for 3 consecutive marking periods will be initiated into the Superintendent's Academic Honor Roll Hall of Fame.

Please refer to the District Grading Promotion and Retention Guidelines on the District Website for future information. www.orange.k12.nj.us

Student Responsibility Factors/Citizenship

1. Citizenship Honor Laureate. Student has no infractions; student has shown outstanding acts of kindness and/or citizenship coverage.
2. Citizenship Honor Roll – No infractions.

Attendance

Attendance Honor (No absences or tardiness during the marking period).

Student Recognition of Honors

Academic, Citizenship and Attendance recognition programs must occur at the end of each marking period.

Promotion/Retention Policy

The Orange School District's approved board policy #5410 provides guidance on the promotion and retention policy for all schools. At Scholars' Academy, this information pertains to students in grades K-5. The following steps will be taken when deciding upon retention of any student:

1. Re-teaching and Re-testing procedures have been established.
2. Parental Contact (dates) logs maintained in Genesis.
3. Student Conferences (dates)
4. Intervention plans have been established (72% and below conferences, plans/contracts and timelines have been established)
5. Students should be referred to I&RS
6. Monthly letters generated from Genesis are sent to parents.
7. Parents of students in jeopardy of being retained should have an initial notification in February.
8. The last week of May a formal letter must be sent and a conference held.
9. Parents may file appeals; however all appeals are finalized by the school principal.
10. An education plan must be developed for all students retained.

*No student will be approved for retention without the required back up.

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 and a timely response will be provided.

III. 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.



Homework Policy

The homework policy; which will begin the first week of every September for children at Scholars Academy, is as follows: Classroom teachers will give homework appropriate to the age and ability level of the children in their classes every weekday (Monday – Thursday). This means that children should have formal homework to do every night. Friday, Saturday, and Sunday, parents are

encouraged to have their children read books appropriate for their reading level and work on projects that are assigned. Parents are asked to make sure children complete their homework 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. The district values the importance of reading and has an additional required reading time for each night that extends beyond homework assignments.



Pre-K to Grade 3--minimum 20 minutes of reading

Grades 4-7—minimum thirty (30) minutes of reading

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 – 4) 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 – 4) 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.

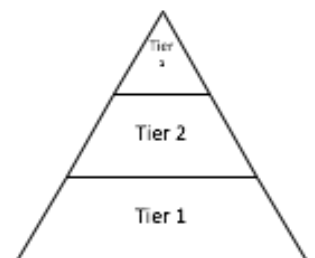
DISCIPLINE STEP PROCEDURE

First and foremost, refer to the Student Code of Conduct District information booklet. The following is the procedure for offenses that disrupt normal school functioning Major offenses may result in a suspension and/or recommendation for Administrative Hearing at any time, depending on the severity.

Tier One:

Teacher conferences with student and documents student behavior. Teacher documents student behaviors and determines appropriate intervention strategies. Teacher contacts parents and possibly the counselor and administration.

(Behavioral interventions may begin on Step 1 or Step 2)



Tier Two:

- Teacher refers student to the administration on a referral form and parents are contacted. This indicates that the student has not responded to Tier One interventions in the classroom.
- Referrals will result in a conference with the student/parent and assignment of a consequence determined by the administration. A review of Tier One interventions and alternate strategies may be considered by the administration and the teacher.
- For severe deviant behavior, incorrigibility, or repeated violations, the student may be temporarily suspended from school for a period of one to five (1-5) days by Administration.
- Continued referrals may result in progression to Tier Three

Tier Three:

- When the student does not respond to interventions, an Administrative Hearing will be requested for a further action plan.

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.

LAW ENFORCEMENT UNIT

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

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.

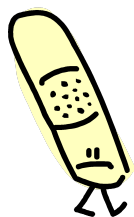
IV. Student Services

School Social Worker and Counselors

Our school social worker and counselors for PreK and Special Education are trained to provide students with information, suggestions, or plans related to many topics including: careers and future planning, study methods, relating with others (friends, parents, teachers), decision-making and priority setting, test taking skills and achievement. The School Social Worker and Counselors are also available for parents with obtaining services and support for their children and families.

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 in PreK to 5th grade. For the students in the Gifted and Talented program, they receive breakfast 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.**

Dietary restrictions must receive medical documentation which will be submitted to Food Services for review to see if accommodations can be made.

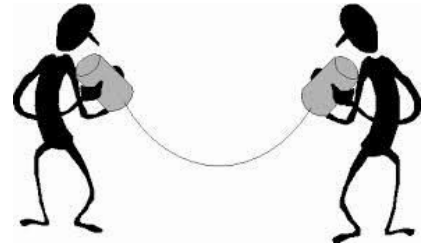
The following rules are expected to be observed in the cafeteria:

- 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 school social worker or counselor may be requested. Should the concern still need more support, a meeting 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.



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.

****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. ****

STUDENT TRANSFERS

All student transfers will be conducted at the District office per policies and procedures. Parents/guardians who fail to notify the District that they no longer live in the District and who continue to send their children to school in the District are violating policies. An attendance officer will investigate the situation.

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.



V. Student and Parent Involvement

Parent Academy

We are fortunate to have a Parent Academy program in the district! The mission of the Orange Public School District Parent Academy is to support overall student achievement by providing families with learning opportunities and resources that will enable them to become more involved in their children's educational success.

The Orange Public School District is dedicated to the academic success of all students and is committed to providing informative workshops and resources that will equip families with the tools necessary to enable children to reach their full potential. From Pre-K through grade 12, parental involvement is a key component to the academic success of students and the Orange schools welcome parents and families as partners in a child's educational journey.

To participate in the Parent Academy, parents may attend any of the offered workshops and receive assigned credits for participation. After acquiring 10 credits, participants will receive a PA Certificate of Achievement. Register today for the Parent Academy (PA) and obtain your PA ID Card. Registration is free and open to all parents and family members of Orange Public School students.



The Goals of Parent Academy

- Increase parental participation in student academics
- Educate parents on new standards and requirements
- Strengthen the home school connection

You are your child's most valuable teacher!

Parent Association

Parents are welcomed 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 to 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.

We encourage parents to become a member of our school PTA. Our PTA needs your support and offers an array of programs during the school year that benefits all of our parents and students. Get together every other

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

month and information will be posted online, throughout the building, phone blasts, and ClassDojo.

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@mail.orange.k12.nj.us and a timely response will be provided.

Gifted and Talented Advisory Committee

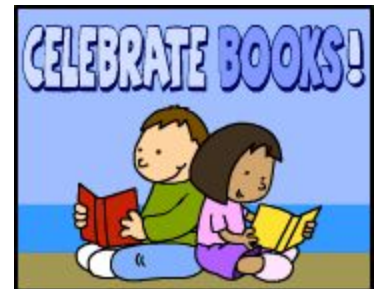
Our GT Advisory Committee is an organization of staff, parents, and administration to address the unique needs of gifted and talented children. The purpose of the GTAC is to stay abreast of current educational trends, stay connected to the happenings at Scholars' Academy, and make connections within the community. Parents must be enrolled in Classdojo to receive updates regarding GTAC and check their child's folder and backpack for flyers which will also be posted online.

Community Service Fundraisers/Opportunities

Scholars Academy students are involved in community service opportunities through class and school projects. Our school participates activities such as Food Drives for the local pantry and support the Color A Smile organization.

Scholastic Book Fairs

To further encourage independent reading and a desire to explore various genres, we host one-two book fairs yearly. This is an opportunity for parents to invest in their home libraries for their children while supporting the school as books are provided to the classrooms for our participation in the Book Fairs.



Academic Competitions

Throughout the year, there are a variety of academic competitions to provide opportunities for the students in the Gifted and Talented program 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.

Assembly Programs

1. A variety of assembly programs including films, dramatics, learning demonstrations, musicals, and student talent productions may be presented to students throughout the school year.
2. Other special events are held in the gymnasium.
3. Students attending assembly programs are reminded of the following regulations for all assemblies:
 - Students will travel to assemblies accompanied by teachers.

- Polite applause is recognized as an appropriate method for demonstrating appreciation of an assembly performance. Yelling, whistling, booing or other types of behavior designed primarily to focus attention on the audience are inappropriate for a school assembly and will not be tolerated.



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. Parents who would like to volunteer to chaperone field trips will receive a contract that specifically outlines the role and responsibilities of being a chaperone. Parents must understand that they are making a commitment when signing up to chaperone a trip due to student to adult safety ratios. Parents who do not show up or cancel without 72 hours notice will not be able to chaperone future trips.

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.