



Orange Township Public Schools
Rosa Parks Community School
Debra Joseph-Charles, Ed.D., Principal



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

Mrs. Sandra Guerra MEDL, Assistant Principal
Mr. Gerald Murphy, Assistant Principal
Mrs. Naga Philkhana, Assistant Principal

August 19, 2024

Dear Parents, Guardians, and Caregivers,

I trust you are enjoying your summer and are looking forward to our return to school. We are excited for the start of the 2024-2025 school year at Rosa Parks Community School!

I must begin by introducing you to our two new Assistant Principals, Mr. Gerald Murphy (joining us from Heywood Avenue School) and Mrs. Naga Philkhana (new to our District). They bring a wealth of knowledge and experience to our team.

Return to School Dates and times for Students: Please be reminded that students report for the first day of school on Friday, September 6, 2024. Students must arrive no later than 8:30 am; dismissal is at 3:00pm.

Please see the information below regarding school procedures:

MORNING ROUTINE FOR STUDENTS

- Students must arrive to school by 8:20 a.m. We will accept students beginning at 7:50 am. Attendance is vital to instructional supports for our students. We need our students on time and present each day.
- Students are dropped off and proceed as follows.
 - Grade 3-7 students will enter the building through the gymnasium, Door #2.
(Grade 3 students and parents enter together on September 6th.) Parents are asked to stand around the perimeter of the gym to support their students)
- Students will have breakfast in the classroom this school year.
- Teachers will meet their students as follows: Grade 3, 4 and 5 in the gymnasium at 8:30 a.m. and grades 6 and 7 in the cafeteria also at 8:30 a.m.

DISMISSAL

- All students are dismissed at **3:00 p.m.**
- Please arrive promptly at that time to pick up your child.
- In the event that you are unable to pick up your child on a certain day, please provide prompt, written notification to the main office. Please include the name of the person who will serve in your capacity.
- Students are dismissed from the following locations as follows.
 - 3rd grade students in rooms 102, 103 and 104 are dismissed from the main door, Door#1.
 - 4th grade students will be dismissed from the Main Entrance, Door # 1.
 - 5th Grade students will be dismissed from the gymnasium Door # 2
 - 6th -7th grade students will be dismissed from exit Door # 4 (alley between CES and RPCS) onto Cleveland Street.

School Year Arrival and Departure Times for Staff and Students SY 2024-2025

School Level	Arrival Time for Students	Arrival Time for Staff	End Time for Students	End Time for Staff
Elementary Level (Including Pre-Kindergarten)	8:30 AM	8:20 AM	3:00 PM	3:10 PM
Orange High School	8:20 AM	8:05 AM	2:40 PM	2:55 PM
Orange Preparatory Academy of Inquiry and Innovation	8:25 AM	8:20 AM	2:50 PM	2:55 PM
STEM Innovation Academy of the Oranges	8:20 AM	8:15 AM	Mondays 2:20 PM for Teacher Professional Development Tues – Fri 3:30 PM	4PM* *includes stipend
Twilight Program	3:30 PM* *3:00 PM - lunch	3:00 PM	7:30 PM	7:30 PM

STUDENT ATTIRE

Students should dress appropriately for a school setting. Sneakers must always be worn for physical education classes. Uniforms should be worn daily. RPCS also has a gym uniform.

Uniforms

To help create an environment conducive to learning, there is a formal dress code for Rosa Parks Community School. Please note that the uniform policy will be strictly enforced.

Elementary School students in grades 3 and 4 are to wear:

- navy pants (boys or girls)
- navy jumper (girls)
- white or light blue polo shirt with a collar (boys and girls)

Middle School students in grades 5-7 are to wear:

- khaki pants (boys or girls)
- white polo shirt with a collar (boys and girls)

Physical Education Dress Code

On students scheduled physical education day, students must wear their gym uniforms to school. The formal physical education dress code in grades 3-7 is to wear:

- solid gray or solid navy sweat suits
- solid gray or solid navy shorts (must be knee length) and t-shirt or Purple Rosa Parks t-shirt.
- gym uniforms are available for purchase at Rosa Parks Community School.

Appropriate and safe footwear must be worn at all times. **Specifically, flip-flops or “sliders” are not to be worn due to the safety factor when using stairs.**

OPEN HOUSE/SCHEDULES/SUPPLIES KIOSK:

Grade 3 Open House – Thursday, August 29, 2024 (10:00 a.m. – 12:00 p.m. and 1:30 p.m. – 3:30 p.m.)

For grades 4 – 7, Kiosk on Wednesday September 4, 2024 (3:30-5:30pm)

CLASSROOM SUPPLIES: For information regarding classroom supplies, please visit www.orange.k12.nj.us and select Our District to and then to schools (Select Rosa Parks Community School) for a comprehensive review.

STUDENT ABSENCES

Parents are responsible for reporting daily absences to Ms. Holguin and Ms. Theobalds, School Secretaries, at 973-677-4515. The district policy indicates that a student must be in attendance for 163 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

FORMS

Students will receive the emergency contact form on the first day of school. Please review and complete the emergency form and other corresponding forms by September 16, 2024. It is important that these forms are returned so we are able to have active communication with you throughout SY 24-25.

AFTER SCHOOL PROGRAM:

- 21st Century Program, Grades 4 – 7: October 9, 2024 – June 13, 2025 (Monday and Friday 3:10pm – 6:10pm, Tuesday, Wednesday, and Thursday 4:10-6:10)
- RtI Afterschool Program, Grades 3 – 7: September 24, 2024 – May 15, 2025 (Tuesday – Thursday 3:10pm – 4:10pm)
- Saturday Academy, Grades 3 – 7: November 2, 2024 – May 17, 2025 (Saturday 9am – 12pm)
- School Clubs, Grades 3 – 7: September 12, 2024 – June 6, 2025 (Tuesday – Friday 3:10pm – 4:10pm)
 - Clubs: Robotics, STEM, Band, Strings, Debate, Student Council, Competitions, Dance, Art, Chorus, National Junior Honors Society, Forensics, Basketball, Soccer and Tennis

CHROMEBOOKS

Students are to bring their district issued Chromebook to school daily; fully charged.

COMMUNICATION

- All teachers and staff will be connected to our students and families using “ClassDojo.” 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. It is imperative that all school personnel have the most update information for your household.
- Being able to communicate with our parents is extremely important. Please ensure that all your information is updated. You will receive calls from our secretaries to check and update your information in Genesis.
- Parent Portal will be the means of accessing all your student’s important information, his/her progress/grades, missing assignments and other concerns that might impact your student’s performance or well-being. If you have not done so, please ensure that you sign up for parent portal.
- 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, @RPCS369
 - **Instagram:** opsdistrict, rosaparks369
 - **Facebook:** Orange Public School District

SAVE THE DATE

Our In-Person BACK-TO-SCHOOL NIGHT is scheduled for Monday September 23, 2024 from 6:00-8:00pm. We look forward to sharing our vision, goals, and expectations for the 2023-2024 school with you. Please mark your calendars.

District Calendar: As you plan your days and weeks, the following link <https://www.orange.k12.nj.us/Page/32723> will allow you to view the district calendar. The calendar can assist you by knowing all days in session and off session. Should you have any questions, you are encouraged to email reopeningofschools@orange.k12.nj.us for accurate information.

District Goals and the Strategic Plan Reminders

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/30018>.

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

I look forward to a happy, healthy, and productive school year!

Educationally yours,

Debra Joseph-Charles Ed.D.

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Principal,