

**EAST ORANGE SCHOOL DISTRICT**  
**DIONNE WARWICK INSTITUTE**  
120 Central Avenue  
East Orange, New Jersey 07018  
Phone (973) 266-5930 Fax (973) 266-5935  
[www.eastorange.k12.nj.us](http://www.eastorange.k12.nj.us)

---

**Board Members**

Bergson Leneus, President  
Mustafa A. Brent, Vice President  
Cameron B. Jones, Sr.  
Joy B. Tolliver, Esq  
Terry Swanson Tucker  
Jenabu C. Williams, MPA  
Arthur L. Wright

**Superintendent of Schools**

Dr. Gloria C. Scott

**Principal**

Flore-Nadeige B. Lovett

**Assistant Principal**

Kevin G. Williams

## IMPORTANT MESSAGE

December 22, 2015

Dear Parents/ Guardians,

It is amazing to think that we are nearly half way through the school year already! This time of year serves as an excellent opportunity to review topics that will help support our school wide goals.

### **Academic Achievement**

We ask for your continued support in our efforts to help your achieve high academic growth. Please have your child read at least 20 minutes every night to help build their fluency, vocabulary and reading comprehension. After reading, ask your child to answer the 5 W's: Who was the story about? (Characters); Where and when did the story take place? (Setting); What were the events or details in the text? (Plot) Additionally, check to see if your child has completed their daily homework neatly and accurately. Homework provides extra practice and reinforces what was learned in class. Finally, if you have access to a computer, have your child practice on any of the academic website available to them in school. For example, SoartoSuccess.com (Grades K-5), Achieve3000.com (Grades 2-5), ABCmouse.com (Prek-Grade 2) and Tumblebooks.com (Prek-Grade 5). Your child has an assigned password for those sites. Please contact your child's teacher for password information and additional free websites.

For your convenience, you can access your child's grade book via FOCUS. Visit the district website ([www.eastorange.k12.nj.us](http://www.eastorange.k12.nj.us)) for sign up information. Also, stay informed with class stories, student behavior and contact your child's teacher via the Class Dojo app on your phone! Please contact your child's teacher for an invitation to Class Dojo if you are not already connected.

### **Breakfast**

All students in grades K-5 are invited to participate in the free breakfast program which begins at 7:30 a.m. Students in Pre K eat breakfast in the classroom after 8:30 a.m. Students in K through grade 2 eat breakfast in the cafeteria. Any student arriving to school after 8:15 a.m. will receive a bagged breakfast to take to their homeroom. Students in grades 3-5 eat breakfast in their homeroom.

### **Arrival/ Dismissal Procedures**

We recognize that the cold winter months make student drop off and pick up a challenge. However, everyday and every minute counts in your child's education! Your child's daily attendance and punctuality are important to their academic success. Please be reminded that school begins promptly at 8:30 a.m. Announcements begin at 8:35 a.m., at which time all movement stops in the hallway. Any student entering the building after 8:35 a.m. will be marked as tardy. Tardies will be recorded directly in FOCUS. No late slips will be provided.

*“Rising to a Standard of Excellence”*

Dismissal for Pre-K & K begins at 2:50 p.m. and 2:55 p.m. for grades 1-5. Please make every effort to schedule appointments afterschool and days off to minimize loss of instructional time. All students must be signed out if being picked up prior to 2:35 p.m. The adult must be listed on the emergency form and have a picture I.D. for pick-up.

**Unfortunately we are unable to release students for early dismissal 15 minutes prior to dismissal, as students may be transitioning at this time.**

**Additionally, our ever changing world has made it necessary for us to change our drop off and pick up procedures as of January 4, 2016.** We believe that these changes will allow the school to provide greater supervision that will help ensure the safety of your child/children and make it easier for parents with drop off and pick up, which will hopefully add some relief to the limited parking around the school. The changes are as follows:

- Parents are asked to drop students off at the entrance on Maple Ave or the playground entrance. **Parents are asked not to enter the building for drop off as you will no longer be permitted to walk your child to class. Supervision is available to ensure that your child arrives to class safely.** A 5-minute drop off parking is available in a designated area on the playground. Please adhere to the barriers and drive slowly to keep the path safe for our student walkers. If you must enter the building for assistance, please enter through the main entrance and sign in upon arrival.
- Students in grades **Pre K, K and Grade 2** will be dismissed from the cafeteria. Parents must enter and exit from Maple Ave or the playground entrance only. No parents will be permitted throughout the building during dismissal.
- Students in **Grade 1** will be dismissed from classroom exits off the playground. Homerooms 43 and 44 will be dismissed from room 39. Homerooms 45 and 46 will be dismissed from room 40. All grade 1 parents should enter those doors directly from the playground.
- Students in **Grades 3 and 4** will continue to be dismissed from exit 3 near the Lukoil gas station.
- Students in **Grade 5** will continue to be dismissed from exit 1 on Maple Avenue.
- It is important that parents make arrangements to pick up their child on time. Late students will be located in the cafeteria after 3:10 p.m.
- Bus students will be dismissed from the gymnasium.

### **Birthday/ Holiday Celebrations**

We recognize that celebrations are a special time for our students. However, we must be mindful of the Department of Education's nutritional guide, which restricts items with high sugar content. Therefore, only healthy snacks and treats are permitted, such as frozen treats, snack chips, pizza, fruit snacks and juice boxes. **Please do not bring cakes and cupcakes to the school.** Items must contain ingredient labels and be nut free to protect students with severe allergies. However, pizza will also be permitted. Celebrations must take place during the child's lunch period, in the classroom. **Arrangements must be made prior to the celebration with the child's teacher.**

### **Uniforms**

Our goal is to emphasize academic achievement. Research reveals that parents, students and community members who support wearing uniforms place learning and educational achievement as their priority. Our goal is to have 100% of students in uniform demonstrating that they are about the business of learning and excelling. The school uniform for boys is forest green pants with a white or pastel yellow shirt and black shoes. Girls are to wear forest green skirts, pants or jumpers with a white or pastel yellow blouse and flat shoes. On days when students have physical education class, they are permitted to wear forest green sweat suits with sneakers. **The PTO is sponsoring a sale of Dionne Warwick Institute gym uniforms, tee shirt and sweatpants, for the low cost of \$20.00. Flyers were sent home last week. Cash orders will be accepted until Monday, January 11, 2016.**

We recognize that the new procedures may cause inconvenience to some as we get used to the changes. However, administration, staff and the Dionne Warwick PTO believe that the changes are in the best interest of our students and the overall functioning and safety of the school. Thank you, in advance, for your support and patience as new procedures become routine. If you have any questions, concerns or require clarification, please feel free to contact me at the school.

Sincerely,

*“Rising to a Standard of Excellence”*

Flore-Nadeige Lovett  
Principal

*“Rising to a Standard of Excellence”*