

**EAST ORANGE SCHOOL DISTRICT**  
**DIONNE WARWICK INSTITUTE**  
120 Central Avenue  
East Orange, New Jersey 07018  
Phone (973) 266-5930 Fax (973) 266-5935  
<http://warwick.eastorange.schoolfusion.us/>  
*Proud Member of "The Leader in Me" Schools*

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[kevin.west@eastorange.k12.nj.us](mailto:kevin.west@eastorange.k12.nj.us)  
**Principal**  
Flore-Nadeige B. Lovett  
**Assistant Principal**  
Kevin G. Williams

August 1, 2019

Dear Parents/Guardians:

If you are new to us this year, I extend a warm welcome to you and your family as you join our Warwick Institute Family and to those of you who are returning, welcome back on behalf of the "Team Warwick" staff. We are eager to partner with you to develop your child's full potential, as we engage students in leadership and life skills that are aligned with the state standards and expectations. We remain committed to our school mission, which is to "provide a safe environment where each scholar will apply the habits of a highly effective leader resulting in academic achievement."

Our 2019-2020 school wide theme is "Great Habits Make Great Leaders". As a proud member of *The Leader in Me* schools, the entire school community will be developing our leadership skills, throughout the year, using *The Leader in Me* Leadership Guide and focusing on our academic and personal Wildly Important Goals. We all have important strengths to share and we will continue to learn about ways to develop and share those strengths. Part of *The Leader in Me* involves learning about *The 7 Habits of Happy Kids*. From time to time, your child will bring home assignments or have questions about how their leadership role can be developed in school and at home. As an important part of our school community, you are encouraged to make the best use of these opportunities and look for ways to apply the skills at home, as well as, monitor their academic goals. To learn more, visit [www.theleaderinme.org](http://www.theleaderinme.org).

School begins on **Thursday, September 5, promptly at 8:30 a.m.** and ends at 2:50 p.m. for Pre K students. Pre K through grade 2 breakfast is served in the cafeteria. However, Pre K and K students must not arrive to school prior to 8:00 a.m. to ensure that there is adequate supervision in the cafeteria for safety reasons.

Grades 1 – 5<sup>th</sup> grade students, who would like to eat breakfast, may do so beginning at 7:30 a.m. School begins at 8:30 a.m. and ends at 2:55 p.m. No breakfast will be served in the cafeteria after 8:15 a.m., as there is no supervision available. Students in grades 3-5 will have breakfast in their classroom and should report directly to their homeroom after 8 a.m. Please note that there is no before care or after care provided by the school. However, Seasons of Learning afterschool program will be housed at Warwick Institute and you are invited to enroll your child at the start of the school year.

On the first day of school, providing weather permits, students are to line up on the playground with their assigned teacher. Teachers will stand in the appropriate spot with a poster displaying their name and grade. Students may also look for their names on the appropriate grade level poster that will be posted on the door as they enter the building from the playground, near the cafeteria. All students, who are assigned to Warwick Institute, should be listed indicating who their teacher is for the 2019-2020 year. In the event of inclement weather, grades Pre-K, K, 1 & 2 will assemble in the cafeteria and grades 3, 4 and 5 will assemble in the gymnasium at 8:15 a.m. Additional staff members will be strategically placed throughout the building and on the playground to provide assistance to students and parents. Please do not enter the building from Central Ave.

After the first two days of school, parents are asked not to enter the building for drop off as we seek to encourage students to be independent. Supervision is available to ensure that your child arrives to class safely. 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. Street parking is limited and all cars parked illegally will be ticketed. 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 1** will be dismissed from the cafeteria. Parents must enter and exit from S. Maple Ave or the playground entrance only. No parents will be permitted throughout the building during dismissal.
- Students in **Grade 2** will be dismissed from classroom exits off the playground. Homerooms 42 and 47 will be dismissed from room 39. Homeroom 43 will be dismissed from room 40. All grade 2 parents should enter those doors directly from the playground. If you are picking up from multiple grades please pick up from the classroom first then pick up from the cafeteria.
- Students in **Homerooms 7, 8 & 9 and Grade 3** will be dismissed from Exit 3 near the Lukoil gas station.
- Students in **Homerooms 3, 4 & 12 and Grade 5** will be dismissed from Exit 1 on S. Maple Avenue.
- Bus students will be dismissed from the gymnasium.
- 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.
- All adults must have identification to pick up students early, for dismissal, in the main office.

As you are aware, our goal is to emphasize academic achievement. Research reveals that parents, students and community members who support wearing uniforms place learning and educational achievements as their priority. It is our expectation that our students are proactive about their education and come to school ready to learn. Bullying and teasing will not be tolerated. If all of the students are dressed in uniform, clothes do not become a concern. Additionally, with gang activity in our community and children getting involved in gangs at a very young age, it is in our best interest to send the correct messages to our children and to the community at large. Dionne Warwick Institute has been and continues to be a gang free school. Our goal is to maintain 100% of our students in uniform demonstrating that they are about the business of learning and excelling. **The uniform colors have changed for the 2019-2020 school year. The colors are as follows:**

- **Boys Uniform: Khaki pants, hunter green polo and black shoes.**
- **Girls Uniform: Khaki skirts, pants or jumpers with hunter green polo and black flat shoes.**
- **Physical Education Uniform: Hunter green sweat suits or green gym shorts and green tee shirts with sneakers.**

***Uniforms are to be worn MONDAY - FRIDAY, except on your child's scheduled physical education day. Except for School Spirit days only.*** Uniforms may be purchased at the following locations:

- Today's Kids, 258 Main Street, Orange, NJ (973) 678-0910
- The Uniform Shop at Kids Place, 311 Ferry Street, Newark, NJ
- Children's Place online & in-stores

The school will provide general supplies. However, students are required to have a book bag and extra pencils daily. Headphones or ear buds are also required for all students. Students in grades 1-5 will each have a laptop to work with, daily, in school. Students in grades PK-K will use laptops and iPads in small groups throughout the day. ***If possible, we encourage parents to purchase a tablet or laptop for your child to access at home so that students can make use of the learning websites, purchased to support academic growth, as part of their nightly homework.*** Additional teacher supply lists for the new school year are now available on our Dionne Warwick Institute webpage.

Your active participation in the school is very important to us. We are looking for parents to join our PTO. Please see the attached to join our PTO. Also, "Like" our school Facebook page, *Dionne Warwick Institute (formerly Lincoln School)*, our PTO Facebook page, *Dionne Warwick Institute School PTO* and sign up for ClassDojo for information and events, as well as, the school website, <https://nj02207379.schoolwires.net/Domain/1234>. We are paperless and will continue to utilize ClassDojo, FOCUS and the School Messenger system throughout the school year in order to keep you informed of important events; therefore, it is imperative that we have a working number and email at all times. If you have not already done so, please sign up on the parent portal via the district website.

***Save the Date: Back to school night is September 26, 2019 at 5:30 p.m. with your Box Tops***

Please feel free to visit the school, call, or email me at [f.lovett@eastorange.k12.nj.us](mailto:f.lovett@eastorange.k12.nj.us) if you have any questions, comments, or concerns. We look forward to working with you and your child during the 2019-2020 academic year. Enjoy the remaining days of the summer vacation and we will see you on September 5<sup>th</sup>!

Sincerely,

Flore-Nadeige B. Lovett, Principal

Attachment

*"Developing Leaders One Student at a Time"*