



ORCHARD SCHOOL
2023-2024
PARENT/STUDENT
HANDBOOK

ORCHARD SCHOOL
Twin Rivers Unified School District
Information At-A-Glance

School Office Hours: 7:00 a.m. - 3:30 p.m.
School Office Phone Number: 566-1930
School Office Fax Number: 566-3566
School Attendance Line: 566-1930 press 2 - Leave message

Email: attendance.orchard@trusd.net

School Student Hours:
See page 7 for the Daily Schedule

Grades TK-6th 7:45 a.m. - 2:27 p.m. (Mon., Tues., Thurs. & Fri.)
7:45 a.m. - 12:27 p.m. (Wed.)

Lunch Times (eating in cafeteria):

1 st Lunch (Fadness/Baker/Vanasen/Gainey/Riggs)	10:45 a.m. - 11:30 a.m.
2 nd Lunch (Morte/Watte/Lorta/Trujillo/Mrs. Ray/Larson)	11:10 a.m. - 11:55 p.m.
3 rd Lunch (Mr. Ray/Mau/Franklin)	11:35 p.m. - 12:20 p.m.

Before and Afterschool Program:

Our before and after school program is offered through The Center. The before school program will be from 7:00 am to 7:45 am and the after school program is from 2:27 pm until 6:00pm. Please contact Miss Leo in the Center office for more information. They can be reached at 916-529-1968.

ORCHARD SCHOOL

OUR VISION

"Every child can learn successfully with the support of the entire school community."

OUR MISSION:

"To provide a positive learning environment, with high expectations, in which our school community can learn and grow together."

OUR MOTTO:

"Hand in hand together... growing toward success!"

INTRODUCTION

To help establish a safe and positive learning environment for all students, and to develop citizens that take responsibility for their actions and learning, the parents and staff of Orchard Elementary School have developed a discipline program which:

- Sets and communicates high expectations for good behavior;
- Recognizes and rewards excellence, improvement and effort;
- Helps students learn to be responsible for their actions;
- Builds an understanding of the effects of students' choices and actions;
- Establishes and provides consistent, fair consequences;
- Assists students in learning alternative conflict resolution strategies; and,
- Provides opportunities for students to be responsible citizens.

Orchard School seeks to prepare students for:

- A productive work life,
- Participation in a democracy as effective and informed citizens,
- Continuous individual development, and
- Participation in a culturally diverse society.

To this end, our goal is to provide a program that allows all students to become:

- Tolerant and respectful of others;
- Academically skillful and reflective learners;
- Contributors to their community;
- Complex and Analytic thinkers, and problem solvers;
- Skillful at developing and maintaining wellness;
- Collaborative workers; and, producers of quality work.

Dear Parents,

Welcome to Orchard School. The staff is committed to helping each student meet his or her educational potential. It is the policy of the Twin Rivers Unified School District that each school develops a Student Behavior Plan. This plan must be in compliance with state laws, district policy, and individual school program requirements.

It is the role of Orchard School to be a part of the community by encouraging communication and providing academic opportunities for our children. We believe that education is a responsibility shared by students, parents, and staff.

We hope this handbook will acquaint you with the policies, procedures, and programs at Orchard School. Please read this handbook carefully and keep it in an accessible spot for easy reference throughout the school year. Again, we welcome you as part of the "Orchard Family".

Sincerely,

Orchard Staff

Orchard Staff
Melissa Clark, Principal

Office Staff

Gwen Agee, Office Manager

Gabriela Herrera, Administrative Assistant

Teaching Staff

TK	Wendy Fadness	4	Jamie Larson
K	Lisa Vanasen	5	Joshua Ray
K	Cathie Baker	5/6	Richard Mau
1	Sharon Reichelt-Gainey	6	Diana Franklin
1	Mallory Charron	RSP	Andrea Brown
2	Nicole Watte	Pre-K	Lisa Schoemig
2	Mary Morte	OI Spec	Sue Brooks
3	Whitney Lorta	SLP	Clark Knudtson
3	Kara Trujillo	Counselor	Ana Luna
4	Jennifer Ray		

Support Staff

Lynn Paligo, Nurse	Alicia Harvey, OI Paraeducator
Open, Library Clerk	Margaret Torado, OI Paraeducator
Lisa Chaney, Psychologist	Alison Harvey, OI Paraeducator
Linda Stracener, RSP Paraeducator	Teresa Garcia, Noon Duty
Ruth Martinez, AISB	Danielle Perez, Noon Duty
Alyona Sergeyeva - Health Assistant	Carmen Lopez, Noon Duty

Custodial Staff

Shawn Coleman (Lead) Bolt Burns (Night)

Nutrition Services

Rhima Blenkhorn, Manager

TIME SCHEDULE

Students are not to be at school before 7:30 a.m. At that time, students must go to the playground to walk and talk with friends (follow the marked path). Students will not be allowed on the playground before **7:30 a.m.** when supervision by staff will be on duty. Students are to go home directly after school.

Daily Schedule

Grades TK-6

7:45 a.m. - 2:27 p.m.

9:15 a.m. - 9:30 a.m. TK-3 recess

9:35 a.m. - 9:50 a.m. 4-6 recess

10:45 a.m. - 11:30 a.m. Lunch 1/Recess

11:10 a.m. - 11:55 p.m. Lunch 2/Recess

11:35 p.m. - 12:20 p.m. Lunch 3/Recess

1:20 p.m. - 1:30 p.m. TK-3 Recess

1:35 p.m. - 1:45 p.m. 4-6 Recess

Dismissal 2:27 p.m.

Early Out Wednesday Schedule

Grades TK-6

7:45 a.m. - 2:27 p.m.

9:15 a.m. - 9:30 a.m. TK-3 recess

9:35 a.m. - 9:50 a.m. 4-6 recess

10:45 a.m. - 11:30 a.m. Lunch 1/Recess

11:10 a.m. - 11:55 p.m. Lunch 2/Recess

11:35 p.m. - 12:20 p.m. Lunch 3/Recess

Dismissal 12:27 p.m.

Minimum Day Schedule

Grades TK-6

7:45 a.m. - 2:27 p.m.

9:15 a.m. - 9:30 a.m. TK-3 recess

9:35 a.m. - 9:50 a.m. 4-6 recess

10:45 a.m. - 11:30 a.m. Lunch 1/Recess

11:10 a.m. - 11:55 p.m. Lunch 2/Recess

11:35 p.m. - 12:20 p.m. Lunch 3/Recess

Dismissal 12:57 p.m.

Special Programs

Orchard has a variety of programs to support students. The following are brief descriptions and criteria for these programs.

Resource Specialist Program (RSP)

The Resource Specialist Program (RSP) is designed for children who are having great difficulty with the academic program in their classroom. To qualify for the program, students are referred by the classroom teacher and/or parents after a detailed program of support and interventions have been tried and the student is still having considerable academic struggles. The Student Study Team then meets and may recommend consideration for placement in the resource program. The Psychologist and the Resource Specialist then conduct an evaluation of the student to determine if he/she meets the eligibility requirements set up by the State and Federal mandates. An Individualized Educational Plan is written for students who qualify for the program. The Resource Specialist coordinates the delivery of services to the child, which may be in the classroom or in a "pull out" program. The Resource Specialist is also available for consultation to students, parents, and teachers who have concerns about individual student's progress.

Language, Speech & Hearing

The Language, Speech & Hearing Program provides designated instruction to students, whose academic progress is being impacted by delayed development of articulation skills, understanding and use of language skills, voice disorders, stuttering, and hearing impairment. Students may be referred for speech and language services by the classroom teacher, parents, or Student Study Team (SST). If a speech and language evaluation is deemed necessary following referral, the Speech, Language & Hearing Specialist will conduct an evaluation to help determine if the child meets eligibility requirements set by State/Federal mandates and/or the District. An Individualized Educational Plan (IEP) is written for students who qualify for the program. To enable students to actively participate and achieve in the classroom, students receive services from the Speech, Language & Hearing Specialist which best meet their needs. These services may be on an individual or group basis and may be in the classroom or in a "pull out" program.

Orthopedically Impaired (OI)

Our OI program provides educational services for TRUSD students and many students in neighboring districts who have a variety of orthopedic and related impairments. Preschool is offered to prepare children for academics in our TK-6th grade program, or other district/county programs that may be determined more suitable after the preschool experiences. The program is a full-inclusion model (OI students are included in the mainstream population). This model allows our OI students access to core curriculum in less restrictive environments, enrichment opportunities such as field trips, increased social development, and a feeling of being included among the greater school community. The benefit to the mainstream population is the enrichment of values such as cooperativeness, tolerance and service. Through

a partnership with Sacramento County, California Children's Services (CCS) operates a physical therapy facility on campus that not only services Orchard's OI students, but children from across the county as well. The positive working relationship with the staff of the CCS therapy unit on our campus provides our students on-site services and a direct link to county agencies that provide the necessary mobility equipment that allows our OI students to truly be included into the mainstream of our school.

General Operating Guidelines and Information

Arrival and Dismissal Expectations

*****It is imperative that students are given any instructions for lunch, dismissal or other information before leaving home each day, messages called in during the day are difficult to monitor.*****

Student safety comes first. When coming to, or departing from school, students are expected to:

- Walk and talk with friends around the marked path until the bell rings;
- Leave the school grounds promptly at 2:27 p.m.;
- Walk bikes/scooters safely while on school property;
- Avoid jumping over fences to get to houses that border on the school grounds;
- Walk with a parent or adult to vehicles;
- Wait for parents only at the designated pick up area (along the wall outside the entrance to school campus in the main parking lot).

Arrival:

****School begins at the 7:45 am bell. Our school day begins on the playground in designated classroom lines. There is a warning bell (Hurry, Hurry song) at 7:43 am. Students go to their class lines at the warning bell. Students are late after the 7:45 am bell and must go to the office for a late slip.****

- Students may not arrive on campus before 7:30am (7:15am if having breakfast). **Students arriving before 7:30 am will not be supervised.** Supervision on the playground does not begin until this time.
- **Parents must sign-in at the office and have their ID scanned to produce a visitors badge. No parents will be allowed on the playground at any time.**
- Those students eating breakfast will enter the line and get breakfast before sitting on a table nearest to the kitchen (left side of cafeteria).
- Once seated, students may not move without asking permission, as per breakfast/lunch time rules and procedures.
- Students will not be allowed to congregate in front of the office at any time.

Dismissal:

- Teachers will dismiss all students at 2:27pm each day. Parents must wait for their children outside the fence. **Parents and siblings will not be allowed in the hallways or on the playground before the dismissal bell.** Students will walk out to one of two areas: the bus lines at the gate on Q Street or the walker area at the parent parking lot. Students will meet siblings at the exit gate.
- Students who are walking home will proceed out of the gate to the parking lot following the sidewalk to the left (all the way to Q Street). **Students may not walk through the parking lot at any time.**

- Students waiting for a parent to pick them up in a car, will walk out the gate and stand near the wall until their ride is completely stopped at the curb only and a teacher allows them to move to the car.
- Parents must walk with students to parked cars. Teachers will not allow students to leave the sidewalk to walk through the parking lot at any time. (**Parents:** do not call for children to run to you or your car, we will not allow them to come to you, it is unsafe!)

Classroom Interruptions

Please be aware of the importance of maintaining the maximum amount of instructional time to promote student success. It is our goal to reduce the number of interruptions to the instructional program; therefore, increase the amount of time on task for students.

You, as parents, can assist us in this by:

- Arranging doctor and dental appointments before or after school.
- **Inform the office of emergencies when you call, otherwise messages will be put in teachers mailboxes for retrieval later.**
- Lunches, homework, etc., will not be delivered to the classroom. They may be placed in the office window. Please be sure to tell your child to check in the office if they need any of these items. It is their responsibility.
- Make sure your child knows the plans for dismissal/pick-up each day before they come to school. It is best to have a consistent plan for dismissal/pick-up especially with the younger students.

Attendance

Good attendance has a positive impact on academic success and helps develop good lifelong habits. Research has proven that student achievement and learning are directly tied to good attendance!

The following are suggestions to ensure regular attendance for your child:

- ★ Make sure your child leaves home in plenty of time to get to school
- ★ If your child misses school, please notify our attendance line at 566-1930 or send a note to the teacher (we must have the call or note within 5 days of the return to school per state guidelines)
- ★ Schedule dental/medical appointments for before or after school hours
- ★ If your child will be out for an extended period of time (it must be for 5 or more consecutive days) you may request an Independent Study Program (see below).
- ★ Keep the school informed of any serious medical conditions that may lead to numerous absences.

Absences

Students are expected to be at school, on time, every day unless they are ill or have a doctor's appointment. School attendance is closely monitored. Parents should call the school's attendance line, 566-1930, (within 5 days) to report each absence and to give the reason for the absence. When the school does not receive a call and/or a note regarding the absence, the absence is considered to be a "no parent response," which is unexcused. The State will only allow us to excuse those absences for illness, and/or medical/dental appointments.

Children Arriving Late

Late arriving students can adversely affect your child and their progress in school. Being late should be avoided if at all possible!

All children who arrive late to school must report to the school office (after 7:45 a.m. on Monday through Friday) for a Late Pass. Students are expected to be **in line** at the 7:45 a.m. bell everyday. (A two minute warning bell is rung.) In order to avoid being late, all students should be on campus at least 5 minutes before start time.

Early Dismissal

Early dismissals are disruptive to your child and the learning environment in the classroom. They should be avoided if at all possible.

If an early dismissal cannot be avoided your cooperation with the following procedures (for the welfare and protection of your child) will be appreciated:

- **Any person picking up a child at school must come to the office. They must be on the child's emergency contacts list and be at least 18 years of age. The office will call the student out of class.**

Attendance Chart

	<u>What is It?</u>	<u>Reporting Procedures</u>	<u>Consequences</u>	<u>Make-up Work</u>
Excused Absence	An excused absence is for illness, bereavement or medical and dental appointments of the child.	Notify the office by calling (916)566-1930 and leaving a message, talk to the office staff or send in a note upon the student's return to school. <i>A parent may excuse up to</i>	-None until a student has 10 or more excused absences -After 10, a meeting with the principal (Site-SART) will be scheduled -After 10 absences, future absences will only be excused with a doctor's note	K-6: Teachers may require some or all of the missing work is completed and will inform students of deadline to have it turned in. 7-8: Students must see teachers right away to obtain missed work and

		<i>10 absences without a doctor's note.</i>	-Automatically generated letters will be sent	return it completed the next day (or designated date per teacher's directions)
Unexcused Absence	An unexcused absence is when a child misses school for any other reason than illness, bereavement or medical/dental appointments.	Notify the office by calling (916)566-1930 and leaving a message, talk to the office staff or send in a note upon the student's return to school.	-After 3 unexcused absences and/or tardies a student is considered truant -Automatically generated letters will be sent after 3 unexcused absences and again after 5 unexcused absences -After 6 unexcused absences and/or tardies, a meeting with the principal (Site-SART) will be scheduled.	K-6: Teachers may require some or all of the missing work is completed and will inform students of deadline to have it turned in. 7-8: Students must see teachers right away to obtain missed work and return it completed the next day (or designated date per teacher's directions)
No Parent Response (Unexcused Absence)	An absence that is not reported to the office within 5 days of a child returning to school will be marked 'No Parent Response' and is an unexcused absence.	Notify the office by calling (916)566-1930 and leaving a message, talk to the office staff or send in a note upon the student's return to school. **We cannot excuse any absence without notification from the parent, it is imperative you call for all absences**	-After 3 unexcused absences and/or tardies a student is considered truant -Automatically generated letters will be sent after 3 unexcused absences and again after 5 unexcused absences -After 6 unexcused absences and/or tardies, a meeting with the principal (Site-SART) will be scheduled.	K-6: Teachers may require some or all of the missing work is completed and will inform students of deadline to have it turned in. 7-8: Students must see teachers right away to obtain missed work and return it completed the next day (or designated date per teacher's directions)
Tardy	A student is tardy when they arrive 30 or more minutes after the start of the class.	A student must check in at the office to get a pass to class. A tardy is excused if the student was at an appointment or ill before coming to school. It is unexcused for all other reasons.	-After 3 unexcused absences and/or tardies a student is considered truant -Automatically generated letters will be sent after 3 unexcused absences and again after 5 unexcused absences -After 6 unexcused absences and/or tardies, a meeting with the principal (Site-SART) will be scheduled.	K-6: N/A 7-8: Students must see teachers right away to obtain missed work and return it completed the next day (or designated date per teacher's directions)
Late	A student is late when they arrive 1-29 minutes after the bell (K-6) or start of class (7-8).	A student must check in at the office to get a pass to class.	It is disruptive to the learning environment to have students come into class late. These occurrences should be kept to a minimum.	K-6: N/A 7-8: Students must see teachers right away to obtain missed work and return it completed the next day (or designated date per teacher's directions)
Early Dismissal	A student leaves school before the final bell. (the student is checked out by an adult (18+) on their emergency card)	The student's classroom is called to have them come to the office ready to leave for the day after the parent or approved adult has signed them out. (Students are only called to the office after an adult has signed them out.)	It is disruptive to the learning environment to have students leave early from school. These occurrences should be kept to a minimum.	K-6: Student will ask for homework before leaving. 7-8: Students must ask for any assignments they will miss and gather materials before leaving to ensure they can turn their work in on time.

Independent Study Contracts

Each day a child misses school is marked as an absence. If you know your child will miss 5+ days of school, **with the teacher's agreement**, you may pre-arrange to have all the work ahead of time to complete during the absence. *This Independent Study Contract must be set up at least 7-10 days before the absence begins.* Both student and parent must sign the contract and get the assignments to complete from the teacher before the absence begins. *On the day the student returns to school (date stated on the contract), they must turn in all completed assignments for review.* Once the work is reviewed, the absences (depending on the amount of work completed) are cleared from the student's attendance record (as if they attended school on those days).

Change of Address, Phone Number, Emergency Contacts

If any information changes during the year please go into your Aeries parent portal and update your information and/or contact the school office promptly so changes can be made to your child's record. It is imperative that parents can be reached during the school day in case of an emergency.

Messages to Students

Messages given to students interrupt the academic learning time of other students. The school office cannot guarantee and cannot take responsibility for the delivery of messages to students during the day. Please make all necessary arrangements with your child before sending him/her to school. The telephones in the school are BUSINESS PHONES and may be used by students for emergency calls only.

Cell Phone Policy

Cell Phone use is **prohibited** at school. Students do not need to have cell phones for use at school. If there is a need to call home for an emergency/illness/injury or other important reason, an adult (teacher, nurse, office staff) will be calling or allowing the use of school phones by the student. **Cell phones are considered personal possessions and are subject to removal by the staff. Students who are caught using them (outside of approved educational activities) while on school grounds to make or receive calls/texts, take photos/video or using the internet at school will have their phone taken and locked in the office. If the cell phone is taken, it will be held in the office until a parent retrieves it. Repeated infractions of this policy may result in loss of school privileges and/or conference with the principal.**

If a student requires the use of the phone for their safety on the way to and from school, the student must turn off the phone once they come on campus and give it to either the classroom teacher or office staff for safe storage during the school day. It may be picked up at the end of the school day. **The phone may not be used on school grounds or the school bus.**

Parents visiting/volunteering on campus will refrain from using their cell phones around students. If you need to take a call or respond to a text, you will excuse yourself and move to an area away from students (this includes the hallways, classrooms and office). While you are here we want you to be engaged in the educational process with the children.

Bus Expectations

The importance of good behavior while waiting for, boarding, riding, and getting off the bus cannot be overemphasized. "Safety for all" is the bottom line. Students are expected to:

- Follow directions of the driver;
- Stay in your seat and talk quietly;
- Keep all body parts inside bus;
- No pushing, cutting in line, shoving or fighting at any time;
- No eating, drinking, chewing gum or littering on bus;
- No balloons, glass or animals allowed on bus;
- Orderly and safe behavior at the bus stop is expected

Consequences:

- Driver verbally warns student;
- Driver moves student to the front of the bus;
- Citation issued - principal meets with student and signs the citation and sends the citation home with the student.
- Students denied bus privileges for:
 - 3 days (2nd citation)
 - 5 days (3rd citation)
 - 10 days or rest of school year (4th citation)
 - Families must provide transportation during the bus suspension time.

Library Checkout Privileges

Children are encouraged to take home books from the School Library. We ask for your cooperation in seeing that your child takes care of the books and returns them when due.

Parents/Guardians will be required to pay for lost or damaged materials. Please impress upon your child his/her responsibility for library materials. We think it is important for all children to enjoy and reap the benefits of reading.

If you do not want your child to check out materials from the library, please send a note stating this with your signature and date to your child's teacher.

School/Classroom Books and Materials

Children will be bringing home textbooks, reading books and other school/classroom materials throughout the year. These books and materials (including chromebooks) are critical to their success at school. Families will be fiscally responsible for lost and/or damaged books and materials assigned from the school. According to Ed. Code section 48904: When school property (books, chromebooks, etc.) has been willfully damaged or not returned upon demand, the principal or designee shall inform the parent/guardian in writing and require the monetary compensation for the lost or damaged materials. Please make sure that your children are treating the materials respectfully and that they return them to school on the schedule developed by the teacher.

Student Technology Use Guidelines

Our school provides students with opportunities and learning experiences that include the use of technology. All of the technology on our campus is for educational purposes. Students will be using computers and the internet for educational purposes only. There are filters and blocks on any website or content deemed to be inappropriate for student use.

Students are expected to follow the school policies and procedures for using the technology at all times. They will be instructed in these policies and procedures at the beginning of the school year. A student's failure to follow these guidelines may result in the loss of their privilege to use technology at school.

A student who uses their personal technology outside of school to disrupt the school activities (ie, Facebook, Instagram, SnapChat, Kick, Tik-Tok, blogs, chat rooms, etc.) will be subject to discipline in accordance with school and district policies and regulations.

See the full Student Technology Use Guidelines in the parent portal at the beginning of the year.

Volunteers

We love volunteers! Volunteers may help out in class (prearrange with teacher before hand) help on field trips/activities; work with teachers and students at school. Anyone who would like to volunteer is required to have a TRUSD Volunteer Badge. Before you can volunteer or chaperone a field trip, please submit a

[Volunteer/Chaperone Application](#) (click the link to access the application, fill it out and submit it electronically)

The application requires a negative Tuberculosis test and a current driver's license or DMV-issued identification. After your application is approved, we will send you instructions for completing Live Scan (fingerprinting) in order to clear a background check from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). After we receive your background clearance, your Twin Rivers ID badge will be sent to the school where you plan to volunteer/chaperone. Live Scan is offered at no charge to volunteers/chaperones.

Field Trips

Field Trips are planned by individual or groups of teachers and depend on parent support or funding available from other resources. Parents will be notified in advance of any planned field trips. When we rely on parent provided transportation for field trips the following guidelines will be followed for liability reasons. If you will be driving your automobile with school children included, you **MUST** obtain a district approved volunteer badge and complete a Volunteer Personal Automobile Use Form. ALL children **MUST** be secure with a proper seat belt at all times. Minimum liability insurance **MUST** BE \$300,000.00 per occurrence. **Preschool children and siblings of students on field trips are NOT allowed to attend due to liability.**

Parent Involvement

Parents are welcome and highly encouraged to visit the school. **For the safety of our staff and students all visitors must register (have your id scanned and cleared) and receive a printed visitor badge at the front office.** The badge must be worn at all times while the visitor is on campus. To ensure the safety of our students, visitors without a badge will be asked to go to the office to get one. If you would like to become a volunteer spending time on campus or working with students in classrooms, please complete a volunteer application (see volunteers section above for instructions). ***While you are on campus visiting and/or volunteering, we ask that you do not use your cell phones. It is a disruption/distraction to learning in the classroom. Visitors and Volunteers will not be allowed on the playground during recess times.***

All parents are encouraged to become involved with the educational process by volunteering to help with special projects, attending meetings, visiting the school, learning more about the school program, and assisting your child with their studies at home. In addition, you can volunteer by being an elected member of one of the following committees:

- School Site Council (SSC)
- English Learner Advisory Council (ELAC)

Conflict Management Process

If you incur a conflict involving your student and another, or have any concerns about your child's school experiences please **immediately bring your concern to the attention of your child's teacher**. You may call or email them at any time. Your child's teacher will work with you to better understand and work through the concern in collaboration with all involved. If you feel that you have cooperated in this manner and still have concerns, then please contact the principal. *Our goal is to make Orchard Elementary a secure and welcoming environment where everyone feels safe and valued.*

At no time should parents confront any student other than their own. Please see an adult staff member if there is a need for immediate attention.

Classroom Observations

Please make an appointment if you wish to observe a lesson in a classroom. The school secretary will be happy to arrange this for you. It is not possible to hold a conference during the day without a prior appointment since the teacher is responsible for carrying out a definite schedule each day. Planned conferences are welcomed and permit the teacher time to assemble necessary materials and information for the conference.

Medication

School office personnel upon the request of the parent and the child's physician may dispense medication to children. The parent and physician must complete a form prior to the administration of the medication. See the links below for the medication forms:

[TRUSD Asthma Medication Form](#)

[TRUSD Epi-Pen Medication Form](#)

[TRUSD Generic Medication Form](#)

Breakfast and Lunch Procedures

This year all students regardless of financial status will be able to have breakfast and lunch free of charge. Students eating breakfast may arrive no earlier than 7:15 a.m. Breakfast is served until 7:45 a.m. Students arriving late will not be served. After finishing their breakfast students will be dismissed to the playground.

Personal Possessions

Only items necessary for school should be brought to school (backpacks, folders, pencils, etc.). ***The school will not be responsible for the theft or damage to personal possessions that***

students bring to school. The following items should not come to school and they will be confiscated requiring an adult to pick them up if seen on campus:

- Unapproved personal electronic devices (including but not limited to cell phones, smart watches, personal game players, laser pens)
- Trading cards of any type
- Gum/Candy
- footballs
- Unapproved Toys (Those that are not specifically used for a class activity like share day, game day, etc.)
- Alcohol/Cigarettes/Vaping devices/ drugs/drug paraphernalia
- Knives or any other objects that may be used as weapons
- Or other items not necessary for learning at school

**** Personal basketballs or playground balls (larger than a softball) may come to school to be used for recess games only. Students may not exclude students from games with their personal balls.****

Dress Code

In order to maintain an appropriate learning environment, students will wear clothes that are appropriate for the weather and activities of the day. All school attire will have school appropriate messaging. Clothes that fit the student without showing undergarments and provide coverage of the child's torso are appropriate for school.

Foot wear:

- Athletic shoes, or shoes which provide adequate protection, support, and traction, should be worn to school on a regular basis to allow students to appropriately participate in physical education (P.E.) and recess activities. For example: Shoes that only slide on and shoes or sandals without heel straps, (flip-flops), are considered to be unsafe and not allowed at school.

Appearance:

- THE USE OF MAKE-UP IS NOT ALLOWED

Accessories:

- Sunglasses are allowed only on the playground
- Personal items must remain at home

As needed, any student who is not following these standards will be given the opportunity to correct the problems, as soon as possible, including a call home to have someone bring

appropriate clothing to school for him or her, or send the student home to correct the problem right away.

Process for Reporting Pupil Progress

Homework

Homework is to reinforce basic skills and develop independent study habits. Students, either individually or in-groups, will be assigned work which is to be completed outside the regular school day. The classroom teacher assigns and determines the specific homework assignments and the amount of homework appropriate for a particular student. Parents/guardians are notified if homework is consistently not completed.

Multiple Measures of Student Performance

Students are assessed each year using different assessment tools to measure progress toward meeting grade level standards. Assessment results are used by teachers to plan classroom instruction and to identify the individual needs of children.

Individual Conferences:

The purpose of the individual conference is to inform parents of the educational progress of their child. Individual conferences will be scheduled at the end of the first reporting period. The remaining two report cards will be issued in March and June. Additional conferences will be held if deemed necessary. Parents are encouraged to communicate with teachers through personal notes, emails and/or telephone calls. Parents may request conferences at any time by calling for an appointment.

Reporting Student Progress:

Every year, teachers will report the progress of each student to families in several ways. At the end of each trimester, a grade level standards based report card will be sent home or given to parents at a conference. The report card will include academic grades that reflect the level of proficiency of the student in each core subject area. Also included on the report card are teacher's comments on progress and results of major assessments for the reporting period. In addition to the report cards, a progress report will be sent home after the first half of the reporting period. Teachers may also use various other methods of communicating progress to families throughout the year (conferences, daily/weekly reports, phone calls/notes home, etc.).

Study Skills

An important part of academic success is ensuring that all work is turned in on time. This includes assigned classwork and homework. Using the following study skills will help to ensure your child's academic success:

- ★ *Be aware of all assignments, plan ahead. Do not postpone assignments until the last minute.*
- ★ *Have a good place to study, the quieter the better*
- ★ *Organize yourself before you begin studying so that you have all the things you will need*
- ★ *Stay on task*

Positive Recognition and Reinforcement

Grades TK-6

1. Student of the Week: Given by the classroom teacher and/or classroom community for a variety of positive student criteria.
2. Improved/Good Attendance: Recognize students who have 95% attendance each trimester and those who have substantially improved their attendance rate from the previous trimester.
3. Math/Reading Recognition: Certificates for improvement in math and reading skills each trimester.
4. Talon Tickets: Students receive Talon tickets from staff for displaying behavior that represents our expectations of Be Safe, Be Respectful and Be Responsible. Classes collect and reward students when they achieve their set number of talon tickets.

Parent Parking Lot Procedures:

The parent parking lot is the large lot nearest to the school. The staff parking lot is located at the back of the school. In addition, the large school buses will pick-up and drop off in the front of the school on Q Street. The small special education buses will load in the loop leading to the staff parking lot in back. The staff parking and special education bus entrance is separated from the parent parking lot by a sidewalk and fence.

1. The parent pick-up and drop off area is a one way loop. Enter the parking lot through the middle driveway, proceed toward the building, and curve around the parked cars to the curb near the buildings. Pull all the way forward in order to allow more access to all children.
2. Pull up to any open curb space and once your car has stopped, students may come to your car.
3. When your children are safely and securely in your car, pull out into the open lane to the left, and proceed to the exit.
4. Waiting cars will proceed to the first available open space at the curb as cars exit the pick-up area.
5. The speed limit in the parking lot is 5 mph or less (whichever is safest).

6. **There is no parking at the curb. Drivers must be in cars at the loading area at all times.**
7. **Do not block the crosswalks in the parking lot.**
8. The TRUSD police patrol the parking lot and streets surrounding the school and will cite cars for violations.
9. If parking lot congestion is a concern, plan to arrive 10 minutes after dismissal, there is teacher supervision until 2:43 pm.
10. Students will not be permitted to wait in front of the school along Q Street or cross the street without adult accompaniment.
11. Be respectful of our neighbors, please do not park or block their driveways or the bike lanes.

**Thank You for following our procedures and guidelines at all times.
It ensures that we have a safe and welcoming campus for everyone.
When we all work together, we can accomplish great things!**

Orchard School Behavior Plan

Another major role of education is to help prepare children to become responsible citizens. Orchard's environment helps to reinforce the concept of self-discipline and personal responsibility. Working together, parents and teachers help students understand and follow school expectations. Through this effort, we can all help make our school a safe, caring, and enjoyable place for students, staff, and parents to work and learn. All school personnel are mutually responsible for managing student conduct, safety, and the enforcement of school policies and regulations.

1. School wide Behavior Expectations

The following student actions and attitude represent Orchard School's school wide behavior expectations. They are established in every classroom, throughout the campus and in every aspect of learning. Students are expected to:

- Be Safe
- Be Respectful
- Be Responsible

2. Consistency of Expectations

Behavior expectations that will allow for optimal learning and student safety have been established for every learning environment, and student activity at Orchard School (classroom, playground, cafeteria, restrooms, hallways, bus line, Library, P.E., school office).

The purpose of these expectations is to provide consistency and fairness in managing student behavior. Students are provided clear procedures and routines that will allow them to participate positively in every learning environment and in all forms of student activity at Orchard School. These procedures and routines are provided so that students recognize and learn to practice self control (how they behave according to the established expectations).

3. Natural Consequences

Should a student decide not to abide by the established expectations and choices, the following progression of actions will be put into place as consequences in order to redirect the student's behavior:

- Verbal Warning
- Time-out
- Loss of total activity
- Teacher communication
- Coaching/Rehearsal
- Appropriate follow-up
- Visit with the principal

Orchard Eagles choose to act in a safe, respectful & responsible way!

Behavior Matrix	ORCHARD EAGLES SOAR		
AREA/ SETTING	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Cafeteria	Keep hands and feet to yourself Stay seated while eating Eat your own food	Raise your hand for help Use manners Level 1 voice in line, 2 at the table	Clean up your area Keep all food in the cafeteria Pick up trash around you
Bus Area	Hands to yourself Sit in bus line	Listen to adults Use appropriate language Wait patiently	Have bus pass ready
Library	Walk Push in chairs	Listen to adults Level 1 voice Use manners	Care for books Follow library procedures
Restroom	Walk Report problems to an adult	Level 1 voice Give others privacy Pick up after yourself	Flush toilet Wash hands
Office/ Nurse	Walk	Listen to/respect adults Minimize disruptions Respect conversations	Have an office pass Only go when instructed
Drop Off/ Pick Up Area	Walk bikes/scooters off campus Stay on sidewalk	Use Appropriate language Use manners	Watch for ride Be ready to get in/out of your car quickly
Hallway	Walk Watch for opening doors If working in the hallway, allow walk space	Level 1 voice Be mindful of other classes Respect displays	Use the proper door and go directly to your destination Pick up trash
Assembly	Keep hands and feet to yourself Sit criss cross Stay seated until dismissed	Level 0 voice Headwear off indoors Participate appropriately	Get seated promptly
Playground	Use equipment appropriately	Stop playing when bell rings Use Appropriate Language	Clean up after yourself Put equipment away Pick up trash you see

		Use manners/Take turns	
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