

Orchard Elementary School  
805 N. Orchard Ave.  
Vacaville, CA 95688  
707-453-6255

# Student Handbook



## Orchard Elementary School

805 North Orchard Avenue  
Vacaville, California 95688  
(707) 453-6255  
FAX: (707) 453-7169  
<http://orchard.schoolloop.com>

*Anne Silva, Principal*

Everyone connected with Orchard Elementary School is proud of our students and our programs. Educating children requires mutual commitment on the part of faculty, staff, parents, and the surrounding community. Our goal is to build a foundation of respect and nurture a community of lifelong *21<sup>st</sup> century learners* and productive citizens.

Please read through the handbook to review the routines, schedules, and procedures of Orchard Elementary School. If you have any questions, please contact the office at 453-6255.

Adult supervision begins daily at 8:15 AM at the front of the school. Students should not arrive earlier than this time unless eating breakfast in the MP room (8:00-8:30). Students should report to the front of the school. Supervisors escort students to the playgrounds at 8:00. No student should be on the playground before school until a teacher/supervisor is on duty. Students should go directly home after school unless supervised by a parent or guardian.



### **PARKING LOT:**

**The loading and unloading zone (yellow zone) in front of the Kindergarten playground is not for parking. This yellow zone is for loading and unloading of buses.**

In addition, there is **no parking in the south parking lot near the field in the morning.** Our staff must be able to have a parking spot when they get to work; our parking facilities no longer accommodate parent parking in this lot for you to see your student off to their classroom. Unfortunate, but true.

We do not take these actions lightly; however, ***we must have parking for all the school employees***, teachers, paraprofessionals, and other professionals who deliver services to our students.

If a parent must park...please park at the curb during the morning hours.

Thank you very much for your cooperation.

### **Please help us to keep all our children safe.**

*These "red zones" are a City-enforced restriction and are clearly marked.*

*Any vehicle that violates this is subject to police citation and ticketing.*

### **VOLUNTEERS AND VISITORS: (\*New Parents/Family Members - Enhanced Safety\*)**

All volunteers at Orchard Elementary are required to fill out a new Volunteer Form and be fingerprinted at the District Office. If you would like to volunteer in your child's class and/or possibly chaperone on field trips you must fill out this

form. There is no charge to be fingerprinted. If you were fingerprinted for Orchard previously - you do not have to get fingerprinted again.

If you need a form, please pick one up in the front office. No one will be allowed to help in any class or chaperone field trips until this form is approved. This is for the safety of your child and the school.

Once Orchard Elementary approves your volunteer form, you may be fingerprinted Monday-Friday at the Vacaville Unified School District office, 401 Nut Tree Road, from 8:00 am-3:45 pm.

## **ATTENDANCE:**

Regular attendance is important and required by law. Effective learning requires a planned sequence of instruction and frequent or daily reinforcement. Please try your very best vacations and absences at times other than school holidays.

## **Hours of school:**

AM Kindergarten 8:20 to 11:40 and PM Kindergarten 9:35-12:55  
SDC Kindergarten 8:20 to 1:20 and on Wednesdays 8:20-12:20

First through Third Grade 8:30 AM to 2:35 PM (Wednesdays 8:3- AM to 1:15 PM)

Fourth through Sixth Grade 8:30 AM to 2:40 PM (Wednesdays 8:15 AM to 1:15 PM)

## **EXCUSED ABSENCES:**

Student illness/quarantine

Please report any absence due to a communicable or infectious disease to the school office promptly.

Medical appointment-requires note from Dr.

Dental appointment-requires note from Dentist

Judicial appointment

Funeral



## **Steps to Follow if a Student is Absent: \*\*\***

1. A parent or guardian may phone the school (453-6255) to report an absence or send a note with the student when they return to school. Within 72 hours of returning to school the absence must be cleared. **If there is no phone call or note returned, the student will be marked truant.** Our office follows up with monthly attendance letters informing parents of trancies or tardies.

### **2. Notes need to have the following information**

Name of student

Date(s) of absence

Reason for absence

Signature of Parent or Guardian

3. The student should ask the teacher for make-up assignments. Assignments not made up may be reflected in the student's grades.

### **4. Coming in Late or Leaving Early**

\_\_\_\_ Coming in late because you are not feeling well is not a legal excuse. You will receive a Tardy/Late Tardy depending on how late you are. If you have an appointment, please bring your note from the doctor or dentist.

\_\_\_\_ Leaving early for an appointment you will need to bring in a note or call the school. Upon your return please bring a note from the doctor or dentist as well; otherwise, you may not be excused for leaving early.

## **TARDIES:**

Students are required to be on time for the start of school. If a child is tardy, he/she must come to the front office for a tardy slip before going to the classroom. Students who are tardy interrupt learning for students in the classroom as well as not receiving the initial instruction for their personal learning. ***Excessive and/or habitual tardiness is an attendance problem and letters will be sent to parents after 5, 10, 15 occurrences.***

Once a student has 15 tardies, an attendance conference will be scheduled with the principal.

**\*\*\* Note: Students who come late to school or leave early, even for medical appointments, but who otherwise are in attendance daily do not qualify for 100% attendance. \*\*\***

## **INDEPENDENT STUDY:**

If you find that you must take your child out of school and will be gone for five or more days, you may come into the office and complete an Independent Study Contract.

### ***Independent Study Procedure (per new District policy)***

At least ten days prior to starting Short Term Independent Study, the parent must fill out an application form from the office requesting the Short Term Independent Study packet, indicating the dates the student will not be in school and the reason for the absence.

Principals may deny the request based on testing, academic, or attendance concerns.

Once your application has been approved the teacher will be given the packet to complete and give it to your student.

All assignments are due on the first day the student returns to school in order to receive full credit.

## **PERMISSION TO LEAVE SCHOOL:**

If your child needs to leave school during the day for an appointment or other reason, a written request should be given to the teacher and an authorized adult must sign the student out in the office. We will call a student out of class when an **authorized** adult with photo identification is in the office to sign them out. Students will only be released to people authorized on the emergency card.



## **INTERRUPTION OF CLASSROOM:**

The administration wants to keep classroom/teacher interruptions to a bare minimum; with this policy your students receives learning time and it is not disjointed; therefore, more students on task equals better learning.

Thank you in advance for your cooperation.

Make after school arrangements **before** students come to school.  
Write your child's teacher a note regarding leaving early.  
This allows teachers time to get homework together.  
Call with messages for your student prior to lunchtime; notes will be placed in teacher's boxes by lunchtime to be given to your student.  
Leave items (homework, folders, lunches etc.) in the front office.  
Students may check in the office at recess/lunch time.

## **HEALTH AND SAFETY:**



***Change of Address, Telephone Number, or Emergency Contacts:*** Please notify the office whenever there is any change in your address, home or work telephone numbers, cell phones, and/or any other contact information. It is very important to have accurate information if an emergency should arise and it becomes necessary to contact you quickly.



## **FIRST AID:**

The school is equipped to provide basic emergency first aid. Children who become sick or injured should be picked up within 30 minutes or sooner upon notification from the school. Please make sure that you listed emergency contacts that are available to pick up your child if we are unable to contact you.



## **MEDICINES AT SCHOOL:**

We follow the procedures as mandated by the State of California. Students taking medication prescribed by a physician, or who may occasionally need to take "over the counter" medication, need to have a **written physician's statement and a parent authorization on file** in the health office. Every medication (prescription and over the counter meds such as Tylenol, cough drops, throat lozenges, etc.) **MUST** have a written ok from a doctor and be transported to and from school by parents. Students are not allowed any medication in their backpacks at school. All medicines are to be kept in the health office and school personnel will assist in the administration. Medication must be in the original container. **You can obtain a medication authorization form in the school office.**

## **LUNCH:**

The Vacaville Unified School District participates in the National School Lunch and Breakfast Programs. We serve meals that meet (or exceed) the nutritional requirements set by the United State Dept. of Agriculture and are audited by our State's Department of Education Nutrition Services Division. These meals are available to *all* children who attend our schools, regardless of the income level of the family-but **to become eligible for free or reduced-price meals, please follow these simple guidelines:**

A new application **MUST** be filled out every year.

There's a 30-day grace period at the beginning of the school year for those students who received free or reduced-price meals in our district the previous year.

You will receive written notification from the Child Nutrition Department letting you know if your child will be receiving free lunch.

New applications are accepted all school year.

**Lunch/Breakfast at school:** Students may bring a lunch from home or get a lunch/breakfast from the cafeteria.

Breakfast is served at 8:00-8:30

Lunch Schedule:

Kindergarten 11:40 & 12:55

1st & 4th grades: 11:30-12:15

2nd & 5th grades: 12:00-12:45

3rd & 6th grades: 12:30-1:15

**\*Please note that due to health reasons, students are not allowed to trade or share food at school. \***



### **STUDENT BIRTHDAYS:**

To celebrate special occasions and birthdays-please obtain teacher permission and families are encouraged to bring healthy snacks and drinks or inexpensive party favors for their child's classmates. **Birthday invitations are not to be passed out in the classroom.** *Parents* may pass them out after school.



### **SPECIAL DELIVERIES TO STUDENTS:**

When parents or family members wish to recognize students with balloons, flowers etc., we ask that you bring the item to the front office. **The student will be notified about the delivery and will be able to pick up the delivery at the end of the day.** *Orchard does not discourage these recognitions;* however, such items tend to be distractions to other students in class and interrupt the learning environment.



### **SKATEBOARDS, BIKES, AND SCOOTERS:**

Bikes, skateboards, and scooters may be used as a mode of transportation to and from school **if you lock them up at the bike rack.** Otherwise, please leave these items at home. These items cannot be stored in classrooms or buildings at Orchard Elementary School. Please obey all safety laws and make sure to wear a helmet.

**\*\*\*Orchard Elementary School will not be responsible for lost, misplaced, or stolen personal items when brought to school, even if locked up as required. \*\*\***

### **PETS:**

Pets are not allowed on campus unless special arrangements are made with the teacher for sharing pets during a designated time. Remember, there may be other students who may be allergic to certain pets.



### **CELL PHONES AND personal**

### **electronics:**

Cell phones are recognized as a safety precaution for parents and children before and after school. **During the school day all cell phones and any other personal electronic device must be turned off and put in student's backpack.**

Students should check with his/her teacher to use the phone in the classroom during the school day.

Any personal device is not to be taken out to recess or lunch. If a parent needs to reach their student, please call the school at 453-6255. Thank you.

**\*\*\*Orchard Elementary School will not be responsible for any lost, misplaced, or stolen personal items when brought to school. \*\*\***

## **FIELD TRIPS:**



Our wonderful PTC provides funding for a field trip for each grade level for buses. Field Trip costs vary with each activity. Permission slips must be signed and returned to school prior to the day of the field trip. Phone permission is not allowed on the day of the field trip. Most field trips require additional chaperones to provide supervision and safety for students.

Chaperones/Volunteers must have been finger printed per school policy (see Volunteers and Visitors section).

Chaperones must complete an Emergency Contact form before the day of the field trip.

Chaperones are to ride on the bus with the students unless there is not enough room on the bus. If chaperones are needed to drive their own vehicle because there is not enough room on the bus, parents transporting other students need to complete "Proof of Insurance" forms **prior** to the day of the trip.

Field trips have educational purposes. Siblings are not allowed to attend the field trip.

Due to space constraints on the bus or destination, there is a limit of adults who can participate. Parents who were not selected to be a chaperone for a specific destination should plan to attend with their families at another time.

## **EMERGENCY DRILLS:**



Throughout the year, Vacaville Unified School District or Orchard Elementary School will be conducting emergency drills. These drills include lockdown drills, fire drills, earthquake drills, and safety drills.

If you come to school to pick up your student while Orchard is conducting an emergency drill, please wait for the drill to end.



## **DRESS CODE:**

Students are expected to dress neatly and appropriately for all school activities. As outlined in District Policy 5470 (appendix F), students are not allowed to wear anything that advertises/reflects *alcohol, tobacco, or drugs, or weapons*.

*Make-up, short shorts, halters, backless and tube tops* are **NOT** allowed. Spaghetti straps or mesh shirts may be worn only with a T-shirt underneath; shirts must have a sleeve that covers the shoulders and are long enough to cover the waistline (no skin showing). Pants may **NOT** be worn low off the hips. Short-shorts are not allowed and pockets must not be below the short-line. Undergarments must not be visible.

Closed-toed shoes with low heels must be worn at all times. Closed-toed shoes with low heels must be worn at all times. Sandals are allowed, but must have strap on the back. **Athletic-type shoes on PE days please.** Flip-flops or heeies are not allowed at any time as they are not safe for elementary school activities.

***Hats and sweatshirt hoods may be worn outside only.***

- As outlined in District Policy 5470 (appendix F), students are not allowed to wear anything that advertises alcohol, tobacco, weapons, or drugs is inappropriate to an elementary school setting.

**\*\*\*The Orchard administration, faculty, and staff thank you for your understanding about our dress code requirements and your compliance thereof. \*\*\***

## **LOST AND FOUND:**

Please put your child's name on all articles of clothing or personal possessions that are brought to school. There is a Lost and Found bin located in the school's Multi-Use Room and should be checked routinely. *Items in the Lost and Found will be donated to a charitable organization at the end of each trimester.*

**\*\*\*Orchard Elementary School will not be responsible for any lost, misplaced, or stolen personal items when brought to school, even if locked up as required. \*\*\***



## **TEXTBOOKS:**

All basic textbooks are loaned to students for their use during the school year. Textbooks should be kept clean and handled carefully. Parents will be required to pay for lost or damaged books. *Final report cards will be held until book loss or damage fees have been paid.* The same is true for library books that are missing or damaged.

## **ORCHARD PARENT/TEACHER CLUB (PTC):**

PTC is a volunteer child advocacy organization. Orchard School PTC is a not-for-profit association of parents, educator, student, and other citizens active in our school and community. The Orchard School PTC is very active and sponsors many events and projects.



Throughout the year, including our annual Basket Raffle, Silent Auction, Carnival, popcorn sales, assemblies, Movie Nights, Field Day, Box Tops for Education, and field trips.

Please let the PTC officers know if you are interested in becoming involved in our PTC.



## **CONFERENCES:**

Parent-Teacher conferences are scheduled in November at the end of the first trimester and in March for the end of the second trimester. If you would like an additional conference(s) with your child's teacher, please make an appointment directly with the teacher. Sharing information helps the teacher make informed decisions on how to help your child.

## **STUDENT STUDY TEAM (SST):**

The Student Study Team is a school site team that may include teachers, principal, support staff, and parents. An SST may occur at any time during the school year when a student is not making the expected academic progress. But, only after other classroom techniques and interventions have been implemented. The SST reviews individual student progress and plans alternative instructional strategies.

## **REPORT CARDS:**

Report cards and progress reports are each sent out three times a year in an effort to keep parents informed of a child's academic progress. Please review the information on the report card with your child. If you have questions please contact your student's teacher. Celebrate success and set goals for areas that are of concern.

## **HOMEWORK:**

According to district policy, homework is an integral part of the instructional program and may be used as another means of contributing to the education advancement of students.

**The teacher explains homework policies at Back-to-School Night within the first three weeks of school.** Length of time for completing homework will vary between grade levels and individual students. If a child seems to be spending more time on homework than expected, parents should contact the teacher.



## **HOME-SCHOOL COMMUNICATION:**

Special events will be announced with special flyers, the school's website, or by an **automated text** or telephone message. **Make sure we have your cell phone number in the office to receive texts.**

Teachers are here for the purpose of educating children and will not write letters for either custodial parent involved in student custody hearings.

## **PHONE SYSTEM:**

The automated phone is designed to efficiently provide parents with access to the appropriate choice. Office staff will make every effort to answer the phone as soon as possible. There may be situations or emergencies when an automated answering machine will pick up your call. Please note the following:

Office: Press- 0 to reach the office staff immediately

Attendance: Press-2 to leave a message regarding your child's absence. Please include the child's first and last name, name of person making the call, the date of the call, and the reason the child will not be in school.

## **TESTING:**

### **SBAC (Smarter Balanced) testing will start during April and end before Memorial Day.**

These tests, based on our best knowledge (at the time this printing) is that all tests this year, will count for individual scores as well as a school score (all subject to change).

Nonetheless, our teachers have high expectations and expect our students to perform high level regardless of any changes that may occur.

## **BASIC SCHOOL RULES**

- Be Safe
- Be respectful
- Be responsible

## **CAFETERIA**

- Once seated, you need to raise your hand to get up and a supervisor will come to you.
- Line "Cuts" not allowed.
- NO shouting. ***Indoor voices*** --- Talk to the person on either side of you and/or directly in front of you.
- NO sharing of food (health reasons)
- Remain seated until dismissed or escorted by a supervisor to an exit door

## **PLAYGROUND EQUIPMENT**

- No personal equipment of any kind is to be brought from home
- New equipment has been ordered

## ***Orchard Guidelines for Learning***

***Guidelines for Learning clearly list the expectations of all students at Orchard School.***

Students are expected to follow these guidelines at all school events before, during, and after school.

### **1. Show Respect**

Treat others like you want to be treated  
Listen while others speak  
Be polite and treat others with kindness

### **2. Be Safe**

Keep hands and feet to yourself  
Walk in the building and on the playground  
Follow playground rules  
Use playground equipment properly

### **3. Be Responsible**

Come to school ready to learn  
Be a good role model  
Respect individual, school and community property  
Help others to do their best  
Make good choices

Be on time  
Do your homework

**Ways We Solve A Playground Problem At Orchard**

1. Talk it over and listen to each other.
2. Say, "I'm sorry."
3. Share.
4. Do something else.
5. Ignore it.
6. Walk away.
7. Get an adult.

## Orchard Elementary School Behavior Expectations

Area	Be Safe	Be Respectful	Be Responsible
All Common Areas	<ul style="list-style-type: none"> <li>▪ Keep hands, feet and objects to self</li> <li>▪ Get adult help when necessary</li> <li>▪ Use all equipment and materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use kind and appropriate words, no put downs</li> <li>▪ Wait for your turn</li> <li>▪ Clean up after yourself</li> <li>▪ Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow “Ways to Solve a Problem”</li> <li>▪ Follow all classroom and school rules</li> <li>▪ Be honest</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>▪ Always walk to and from the cafeteria</li> <li>▪ Sit properly at the table</li> <li>▪ Keep hands to self</li> </ul>	<ul style="list-style-type: none"> <li>▪ Allow anyone to sit next to you</li> <li>▪ Use quiet indoor voices</li> <li>▪ Use good table manners</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clean up your area</li> <li>▪ Wait to be excused</li> <li>▪ Walk through the playground door</li> </ul>
Playground/Recess	<ul style="list-style-type: none"> <li>▪ Walk to and from the playground</li> <li>▪ Stay within the boundaries</li> <li>▪ <i>No play fighting</i></li> <li>▪ Do not throw anything except balls</li> <li>▪ Use all playground equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Play fairly</li> <li>▪ Be a good sport</li> <li>▪ Include everyone</li> <li>▪ Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow the game rules</li> <li>▪ Use a pass to go to the office, library, and classroom</li> <li>▪ Eat, ...then play</li> <li>▪ Always use trash cans</li> <li>▪ Primary grades: Freeze then walk to class</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>▪ Walk in a line when going to or from a classroom</li> <li>▪ Use peaceful hands and peaceful feet (shhh)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Hold the door open for the person behind you</li> <li>▪ Use quiet voices</li> <li>▪ Be considerate of other people’s property</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use a pass</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>▪ Keep feet on floor</li> <li>▪ Keep water in the sink</li> <li>▪ Wash hands</li> <li>▪ Put towels in the garbage can</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knock on stall door</li> <li>▪ Give people privacy</li> <li>▪ Use quiet indoor voices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flush toilet once after use</li> <li>▪ Return to classroom or playground promptly</li> </ul>
Arrival and Dismissal Areas	<ul style="list-style-type: none"> <li>▪ Do not arrive before 8:15 am</li> <li>▪ Use sidewalks and crosswalks</li> <li>▪ Wait in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow the directions of the Crossing Guard</li> <li>▪ Keep hands and feet to yourself</li> <li>▪ No running</li> </ul>	<ul style="list-style-type: none"> <li>▪ Arrive on time for class</li> <li>▪ Walk to line when bell rings</li> <li>▪ Leave promptly after school</li> </ul>
Bike Area	<ul style="list-style-type: none"> <li>▪ Use a bike helmet</li> <li>▪ Lock your bike to the bike rack</li> <li>▪ Never ride in parking lots or playground</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep away from another student’s bike, scooter etc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk your bike on school grounds</li> <li>▪ Enter and exit through the upper playground gate</li> </ul>
Assemblies	<ul style="list-style-type: none"> <li>▪ Wait quietly for the assembly to begin</li> <li>▪ Wait for the dismissal signal from teacher</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use audience manners</li> <li>▪ Sit on your bottom and face forward</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow directions</li> <li>▪ Listen to speaker</li> </ul>

