



ORCHARD SCHOOL  
2018-2019  
PARENT/STUDENT  
HANDBOOK

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

<b><u>School Office Hours:</u></b>	7:30 a.m. - 4:00 p.m.
<b><u>School Office Phone Number:</u></b>	566-1930
<b><u>School Office Fax Number:</u></b>	566-3566
<b><u>School Attendance Line:</u></b>	566-1930 press 2 - Leave message Email: <a href="mailto:attendance.orchard@twinriversusd.org">attendance.orchard@twinriversusd.org</a>
<b><u>School Student Hours:</u></b>	See page 7 for the Daily Schedule
Grades TK-8th	8:15 a.m. - 2:57 p.m. (Mon., Tues., Thurs. & Fri.) 8:15 a.m. - 12:57 p.m. (Wed.)
<b><u>Lunch Times (eating in cafeteria):</u></b>	
1 <sup>st</sup> Lunch (Schwall/Colton/Lorta/McMurry/Fadness)	10:50 a.m. - 11:35 a.m.
2 <sup>nd</sup> Lunch (Baker/Vanasen /Morte/Larson/Langry/Watte)	11:15 a.m. - 12:00 p.m.
3 <sup>rd</sup> Lunch (Riggs/Mrs. Ray/Pepper/Trujillo/Mr. Ray)	11:40 p.m. - 12:25 p.m.
4a Lunch (Franklin/Johnston)	12:05 p.m. - 12:50 p.m.
4b Lunch (Howard/Mau/Gainey/Kleinle)	12:15 p.m. - 12:50 p.m.

**Afterschool Program:**

Our afterschool program is offered through The Center from 2:57pm until 6:00pm. Please contact Jesus Robles in the Center office for more information. Students are expected to attend a minimum amount of time per day in order to continue enrollment in the program.

# 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;
- Involves parents in students' behavior;
- 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:

- Concerned for, tolerant, and respectful of others;
- Academically skillful and reflective learners;
- Contributors to their community;
- Complex thinkers and problem solvers;
- Skillful at developing and maintaining wellness;
- Analytic thinkers;
- 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

# PARENT/STUDENT HANDBOOK

## Table of Contents

Introduction	2
Welcome Letter	3
Table of Contents	4
Orchard Staff	5
Time Schedule	6
Special Programs	7
<u>General Operating Guidelines and Information</u>	9
▪ Arrival & Dismissal Expectations	9
▪ Classroom Interruptions	10
▪ Attendance	10
▪ Absences/Late Arrivals/ Early Dismissals	11
▪ Attendance Chart	12
▪ Independent Study	13
▪ Change of Address, Phone Number , Emergency Contacts	13
▪ Messages to Students/Student Use of Telephones	13
▪ Cell Phone Policy	13
▪ Bus Expectations	14
▪ Library/Classroom Books and Materials Policies	14/15
▪ Student Technology Use Guidelines	15
▪ Frequent Volunteers	15
▪ Field Trips	16
▪ Parent Involvement	16
▪ Conflict Management Process	17
▪ Classroom Observations	17
▪ Medication	18
▪ Breakfast and Lunch Procedures	18
▪ Personal Possessions	18
▪ Dress Code	19
▪ Classroom Assignments	20
<u>Process for Reporting Pupil Progress</u>	21
▪ Homework/ Multiple Measures	21
▪ Individual Conferences	21
▪ Reporting Student Progress	21
▪ School Loop	21
▪ Study Skills	22
▪ Positive Recognition and Reinforcement	22
▪ Parent Parking Lot Procedures	23
<u>Behavior Plan</u>	24
▪ Student Behavior Expectations	26
<u>7<sup>th</sup>/8<sup>th</sup> Grade Program</u>	28
▪ School Loop	28
▪ Dress Code	28
▪ Behavior Expectations	29
▪ Homework	30
▪ Elective Classes	30
▪ Enrichment Activities	31
▪ 8 <sup>th</sup> Grade Promotion Expectations	32

**Orchard Staff**  
**Paula Roach, Principal**

**Office Staff**

Gwen Agee, Office Manager

Charlotte Butler, Administrative Assistant  
Lori Meyer, Administrative Assistant

**Teaching Staff**

K	Emily Colton	4/5	Beth Riggs
K	Wendy Fadness	5	Julie Pepper
TK-1M	Cathie Baker	5	Joshua Ray
TK-1M	Lisa Vanasen	6	Diana Franklin
1	Sarah Schwall	6	Susan Johnston
1-2M	Whitney Lorta	7	Jackie Howard
1-2M	Lauren McMurry	7	Richard Mau
2	Nicole Watte	8	Sharon Gaine
2	Justin Langry	8	Justin Kleinle
3	Jamie Larson	7/8 PE	Danielle Raifsnider
3	Mary Morte	OI Pre-K	Doreen Nichols
4	Jennifer Ray	OI Spec.	Jonathon DelPlanque
4	Kara Trujillo	OI Spec	Sue Brooks
RSP	Andrea Brown/Amy Enriquez	OI Spec.	Lorraine Liggera
SST	Wendy Ichikawa	Counselor	Kamal Johl
		S&L	Lindsey Weber/Aaron Reese

**Support Staff**

Bree Fisher, HA	Ofelia Topete, OI Paraeducator
Lynn Paligo, Nurse	Alicia Harvey, OI Paraeducator
Nataliya Lyubasyuk, Library Clerk	Sarah Perryman, OI Paraeducator
Lisa Chaney, Psychologist	Samantha Wilkinson, OI Paraeducator
Christina Lohrey, RSP Paraeducator	Angela Payne, OI Paraeducator
Linda Stracener, RSP Paraeducator	Adrian Perryman, OI Paraeducator
Barbara Godfrey, OI Paraeducator	Margaret Torado, OI Paraeducator
Donna Cummings, Noon Duty	Carmen Lopez, Noon Duty
Karina Hurley, Noon Duty	Teresa Garcia, Noon Duty
Jennifer Perez, AISB	Mauricio Cazares, Bilingual Para

**Custodial Staff**

Ken Wallace (Lead)      Bolt Burns (Night)

**Nutrition Services**

Rhima Blenkenhorn, Manager

## TIME SCHEDULE

**Students are not to be at school before 8:00 a.m.** At that time, students must go to the playground. Students will not be allowed on the playground before **8:00 a.m.** when supervision by staff will be on duty. Students are to go home directly after school.

### Daily Schedule

Grades TK-8

8:15 a.m. - 2:57 p.m.

9:30 a.m. - 9:45 a.m. K-2 recess

9:45 a.m. - 10:00 a.m. 3-4 recess

10:00 a.m. - 10:15 a.m. 5-6 recess

10:50 a.m. - 11:35 a.m. Lunch 1/Recess

11:15 a.m. - 12:00 p.m. Lunch 2/Recess

11:40 p.m. - 12:25 p.m. Lunch 3/Recess

12:05/12:15 p.m. - 12:50 p.m. Lunch 4/Recess

1:15 p.m. - 1:25 p.m. K-2 Recess

1:30 p.m. - 1:40 p.m. 3-4 Recess

1:45 p.m. - 1:55 p.m. 5-6 Recess

Dismissal 2:57 p.m.

### Early Out Wednesday Schedule

Grades TK-8

8:15 a.m. - 2:57 p.m.

9:30 a.m. - 9:45 a.m. K-2 recess

9:45 a.m. - 10:00 a.m. 3-4 recess

10:00 a.m. - 10:15 a.m. 5-6 recess

10:50 a.m. - 11:35 a.m. Lunch 1/Recess

11:15 a.m. - 12:00 p.m. Lunch 2/Recess

11:40 p.m. - 12:25 p.m. Lunch 3/Recess

12:05/12:15 p.m. - 12:50 p.m. Lunch 4/Recess

Dismissal 12:57 p.m.

### Minimum Day Schedule

Grades TK-8

8:15 a.m. - 2:57 p.m.

9:30 a.m. - 9:45 a.m. K-2 recess

9:45 a.m. - 10:00 a.m. 3-4 recess

10:00 a.m. - 10:15 a.m. 5-6 recess

10:50 a.m. - 11:35 a.m. Lunch 1/Recess

11:15 a.m. - 12:00 p.m. Lunch 2/Recess

11:40 p.m. - 12:25 p.m. Lunch 3/Recess

12:05/12:15 p.m. - 12:50 p.m. Lunch 4/Recess

Dismissal 1:27 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 of average or above average ability 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. 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 up the State 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 K-8<sup>th</sup> 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:

- Play on the playground until the bell rings;
- Leave the school grounds promptly at 2:57 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 main parking lot).

#### Arrival:

- Students may not arrive on campus before 8:00am (7:45am for breakfast). **Students arriving before 8:00 am will not be supervised** and will go into the cafeteria at 7:45am until the 8:00 am bell rings. Supervision on the playground does not begin until this time
- **Parents must sign-in at the office before going into any classroom or onto the playground.**
- Those students eating breakfast will enter the line and get breakfast before sitting on a table nearest to the kitchen (left side of cafeteria).
- All other students will sit on a table farthest from the kitchen (right side of cafeteria) and quietly talk to their peers, read a book, or do their homework.
- Once seated, students may not move without asking permission, as per breakfast/lunch time rules and procedures.
- Students will be dismissed to the playground at 8:00am by one of the teachers on yard duty.
- Students will not be allowed to congregate in front of the office at any time. Students will be seated in the cafeteria before 8:00am, or will proceed to the playground after 8:00am.

#### Dismissal:

- Teachers will dismiss all students at 2:57pm each day. Parents must wait for their children in the quad area. **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 three areas: the bus lines at the gate on Q Street, the walker area at the parent parking lot, or the quad area to meet parents or siblings.
- 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:

- Not going to the classroom during instructional time, unless you have arranged to volunteer with the teacher.
- 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 on the office counter. Please be sure to tell your child to check in the office if they need any of these items. It is their responsibility.
- Let your children know that they do not have the right to disrupt the activities of school.
- 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 conclusively that student achievement and learning is directly tied to good attendance! Additionally, a public schools' funding is directly related to the attendance of its students. Each day that your child attends school, Orchard School receives monies from the state to educate your child. 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.
- ★ If your child is missing school frequently, schedule a medical check-up or conference with the teacher.

## **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 are disruptive to the learning environment in the classroom, and can adversely affect your child and their progress in school. They should be avoided if at all possible. Lates should not occur except on a rare occasion.

All children who arrive late to school must report to the school office (after 8:15a.m. on Monday through Friday) for a Late Pass. Students are expected to be in line at the 8:15a.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. Early dismissals should not occur in the last half hour of school at all.

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. The office will call the student out of class.**
- If an adult other than the parent/guardian or anyone not listed on the emergency card picks up a child, the Principal requires that a signed note from the parent be sent to the school before the child can be released to the care of that person.
- No persons under the age of 18 may sign any student out early from school.

## Attendance Chart

	<u>What is It?</u>	<u>Reporting Procedures</u>	<u>Consequences</u>	<u>Make-up Work</u>
<b>Excused Absence</b>	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 10 absences without a doctor's note.</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 -Automatically generated letters will be sent	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)
<b>Unexcused Absence</b>	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 <b>truant</b> -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)
<b>No Parent Response (Unexcused Absence)</b>	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.  <b>**We cannot excuse any absence without notification from the parent, it is imperative you call for all absences**</b>	-After 3 unexcused absences and/or tardies a student is considered <b>truant</b> -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)
<b>Tardy</b>	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 <b>truant</b> -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)
<b>Late</b>	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. <b>These occurrences should be kept to a minimum.</b>	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)
<b>Early Dismissal</b>	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. <b>(Students are only called to the office after an adult has signed them out.)</b>	It is disruptive to the learning environment to have students leave early from school. <b>These occurrences should be kept to a minimum.</b>	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.

**Please be aware that all public schools are required by law to notify parents of their students' attendance.**

### **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 prearrange 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 contact the school office promptly so changes can be made to your child's Emergency Card. It is imperative that parents can be reached during the school day in case of an emergency.

### **Messages to Students/Student Use of Telephones**

*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 on 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.**

## **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 (2<sup>nd</sup> citation)
  - 5 days (3<sup>rd</sup> citation)
  - 10 days or rest of school year (4<sup>th</sup> 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 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 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, 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. Report cards will be withheld until all library, textbooks and school materials have been paid for. 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, 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 attached to the Emergency Cards in your first day packet

## **Frequent Volunteers**

Frequent Volunteers are those individuals who: Volunteer their time/services regularly; serve on over-night field trips/activities; work alone with students. All volunteers are required to complete the following:

1. Submit a completed Volunteer Application and obtain the signature of the principal.
2. The individual brings the application to TRUSD Human Resources (located at 5115 Dudley Blvd., McClellan). They will need to show their current drivers license and submit their fingerprints for processing and clearance with the Department of Justice. This is a free service for District volunteers. (Fingerprinting is done at the District Office, call 566-1600 for an appointment.)



3. Current Tuberculosis Test is required of all volunteers. If they do not currently possess one they will be provided with a form (from Human Resources) to obtain a TB test.
4. Once we have received notice of DOJ clearance and approval from Human Resources, a call will be placed to the individual informing them to return to Human Resources in order to receive their District Volunteer ID Badge. Each badge will have an expiration date - this date is the same expiration date of their tuberculosis test.

## **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. **Pre-school children and siblings of students going 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 check in first at the front office to sign-in and receive a visitor's badge.** 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 frequent volunteer working with students on a regular basis, please complete a frequent volunteer application in the school office. In accordance with Board Policy No. 1240, the application will be taken to the Sheriff's Department to complete a Megan's Law check. ***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 and on the playground.***

*The Twin Rivers Unified School District Governing Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. We believe that community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. The presence of volunteers on our school campuses also contributes to school safety. We also recognize that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment.*

*To ensure the positive involvement of parents at our schools, the staff shall help parents/guardians develop parenting skills and provide support for their children's academic efforts and their development as responsible members of society. The staff will also inform parents/guardians that they can directly affect the success of their children's learning and provide them with techniques and strategies that they may use to improve their children's academic success and help their children in learning at home. The staff shall maintain effective two-way communication between the home and school so that parents/guardians may know when and how to help their children in support of classroom learning activities. Lastly, the staff will encourage parents/guardians to serve as volunteers in the schools, attend student performances and school meetings, and participate in site councils, advisory councils and other activities in which they may undertake governance, advisory and advocacy roles.*

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)
- Orchard Booster Club

## **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 anytime. 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.

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

## **Classroom Observations**

An **APPOINTMENT IS NECESSARY** 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

Medication may be dispensed to children by school office personnel upon the request of the parent and the child's physician. A form must be completed by the parent and physician prior to the administration of the medication. The form is available in the school office. Medication must be in a prescription bottle with the dosage on the bottle.

## Breakfast and Lunch Procedures

Twin Rivers Unified School District uses a "Point of Sale" service system in which student names are highlighted on the computer screen to access each individual child's account. The computer keeps track of the business transactions. It is very important that each child be able to give the cafeteria staff their full name and teacher's name in order to facilitate the swift serving of the meals. **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 7:45 a.m. Breakfast will be served until 8:15 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 be brought to school and they will be confiscated requiring an adult to pick them up if seen on campus:

- Cell phones, walkie-talkies, mp3 players (ipods), personal game players.
- Trading cards (Pokemon, etc.)
- Electronic devices
- Laser Pens
- Gum/Candy
- footballs
- Knives or any other objects that may be used as weapons
- Toys
- Alcohol/Cigarettes/Vaping devices/electronic cigarettes/drugs/drug paraphernalia
- 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

### Purpose

A student's attire must **not** disrupt the learning environment. When a student is dressed appropriately, distracting attention is not paid to that student. Maintaining a safe, orderly learning environment for our students and staff is a main concern. Clear communication from home to school will ensure that our children are dressed for success!

### Standards for Appearance

Students shall dress in a manner which does not endanger the safety of themselves nor of others, and which allows them to participate in the full range of physical activity required of students in the regular school program. Clothes also need to be appropriately sized so that students do not wear clothes that are too tight or too loose and, as a result, expose undergarments or overexpose a student's torso. Our dress code standards for students include the following:

#### Tops:

- Halter tops, tops without straps or backs, or tops which expose bare midriffs may not be worn on the school campus;
- Mesh tops that may be seen through may not be worn on the school campus;
- Tops with straps thinner than TWO INCHES may not be worn without another shirt to appropriately cover the shoulder and back area.

#### Bottoms:

- Dresses, shorts, skirts, etc. may be no shorter than finger tip length;
- Shorts and pants may not "sag" and must be worn with a belt if they are more than one size larger than the student's actual size.
- Pajama bottoms are not allowed except as part of a spirit day.

#### 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; otherwise, students need to bring appropriate athletic footwear to school for use during P.E. and recess time;
- Shoes that only slide on and shoes or sandals without heel straps, (flip-flops), are considered to be dangerous and undesirable foot protection and may not be worn at school.

#### Appearance:

- Inappropriate message patches or tee shirts may not be worn at school;
- Undergarments of any kind may not be exposed;
- Hats/Hoods may be worn (as intended, ie. bill forward) outside only (hats/hoods must be removed inside classrooms, hallways, cafeteria, office, library);
- Facial piercings (except ear piercings) is not allowed
- THE USE OF MAKE-UP AND ARTIFICIAL NAILS IS NOT ALLOWED;
- TATTOOS OR BODY MARKINGS OF ANY TYPE, EVEN TEMPORARY, ARE NOT PERMISSIBLE.

- Large, loose shirts that expose undergarments or the torso of a child need to have a shirt underneath.

Accessories:

- Sunglasses are allowed only on the playground;
- Heavy gauge chains may not be worn as jewelry nor attached to clothing; and;
- Purses and fanny packs are not allowed on the playground.
- Large pieces of jewelry that could be dangerous during physical activity should not be worn.

Home and school cooperation is essential to successfully support these student dress code and appearance standards. 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.

## Classroom Assignments

At Orchard School we give careful consideration when forming classes. Your child's teacher will meet with the teachers in the grade level above to form classes. Several factors are used to organize the most successful classes for student placement. Our goal is to match your child's strengths to a teacher who will best meet his/her needs. The criteria for student placement is as follows:

- Teaching/learning styles - we want these to be compatible.
- Personalities - we want a good match; students/teacher & student peer relationships.
- Equal balance of boys and girls.
- Balance of ethnicity.
- Balance of student's abilities.
- Student's special needs.
- GATE
- Teacher recommendation.

Our goal is to make sure your child has a successful school year.

If parents wish to request a teacher for their child, a teacher request form must be completely filled out (including reason for request) during the week of April 29<sup>th</sup> through May 3<sup>rd</sup>. The form will be available in the office during this time. There will be **no exceptions**.

\*Please keep in mind that a parent request is only one of the many factors to be considered, however, it is not guaranteed.

## **Process for Reporting Pupil Progress**

### **Homework**

Homework is used 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 determination of specific homework assignments and the amount of homework appropriate for a particular student is to be made by the classroom teacher. Parents/guardians will be 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.).

### **School Loop (7<sup>th</sup> and 8<sup>th</sup> graders)**

Seventh and eighth grade teachers will be utilizing an online grade book program called School Loop. This allows the students, teachers, and parents to have independent access to grades at any time via the internet. Parents can register for a free School Loop account by going to [orchard.twinriversusd.org](http://orchard.twinriversusd.org) and clicking "Register Now." Parents will need their child's student ID number to complete the registration form. This will allow students and parents to be able to see upcoming, current, and missing assignments, as well as test and project scores. As teachers update grades, students and families can keep up with current grades in all core courses.

## 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

Recognition and positive reinforcement are the main focus of our discipline policy. Students receive recognition through verbal praise, a visit to the principal to share good news, plus awards and recognition at assemblies, in the classroom, on school bulletin boards, and in the school newsletter. These include.

### Grades TK-6

Student of the Week: Given by the classroom teacher and/or classroom community for a variety of positive student criteria.

### Grades TK-8

Perfect Attendance: No absences, early dismissals, or late arrivals each trimester.

### Grades 7-8

Honor Roll: All students earning a grade point average (GPA) of 3.0-3.99 will receive Honor Roll. Students will be recognized for their academic achievement at an assembly and receive a certificate and other recognition each trimester.

Principal's Honor Roll: All students earning a grade point average (GPA) of 4.0 will receive Principal's Honor Roll. Students will be recognized for their academic achievement at an assembly and receive a certificate and other recognition each trimester.

Outstanding Improvement Award: All students who have improved their GPA at least 0.5 point from the previous trimester will receive this award. Students will be recognized for their academic achievement at an assembly and receive a certificate and other recognition each trimester.

## 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 at the end of the OI wing. 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 is 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 do patrol the parking lot and streets surrounding the school and will site cars for violations.
9. If parking lot congestion is a concern, plan to arrive 10 minutes after dismissal, there is teacher supervision until 3:15pm.
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 Respectful
- Make Good Choices
- Solve Problems

### 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

Depending on the severity or frequency of the wrongdoing, the consequence will match that of the offense.

Education Code 489000, the district, and Orchard School establish provisions for providing a safe and learning-conducive environment that includes home suspension. The following are offenses that could require such action:

- Purposeful Physical injury of another/Jeopardizing the safety of self or another.
- Tobacco (including ecigarettes and vaping devices) on school premises.
- Blatant disrespect or defiance.
- Racial or sexual harassment.
- Habitual profanity or vulgarity.
- Vandalism of school or personal property.
- Chronic reoccurring offenses (disrupting school activities).
- Possession of knives or any other objects that may be used as weapons.
- Intimidation and threatening behavior.
- Stealing school/private property.
- Bullying (when one or more students repeatedly hurt/harass/put down one or more students for a real or perceived difference).
- Possession and use of Alcohol/Drugs.

## Student Behavior Expectations

<u>Area</u>	<u>Expectations</u>	<u>Choices</u>
Office	<ul style="list-style-type: none"> <li>• Have an office pass</li> <li>• Always be respectful</li> <li>• Be cooperative and do not interrupt</li> <li>• Do as instructed</li> </ul>	<ul style="list-style-type: none"> <li>• Your attitude</li> <li>• How you are waiting</li> </ul>
Hallways and Walkways	<ul style="list-style-type: none"> <li>• Use "Inside" voices</li> <li>• Keep hands and feet to yourself</li> <li>• Walk</li> <li>• Stay in line with class</li> <li>• Wait quietly</li> <li>• Have a pass</li> <li>• Keep hands and feet off of wall displays</li> <li>• Keep right in doorways</li> </ul>	<ul style="list-style-type: none"> <li>• How to walk</li> <li>• How to talk</li> <li>• How you will respect hall displays</li> </ul>
Playground	<ul style="list-style-type: none"> <li>• Follow all game rules</li> <li>• Don't exclude students</li> <li>• No football</li> <li>• No hands-on games</li> <li>• Kicking or throwing balls on grass only</li> <li>• No "saving places" or "cuts" in line</li> <li>• The first person in line is the "judge"</li> <li>• No arguing with the "judge"</li> <li>• Stay within the boundaries (see attached map)</li> <li>• Stop playing and go directly to line at bell</li> <li>• Get a drink and go to the restroom before the bell</li> </ul>	<ul style="list-style-type: none"> <li>• What to play</li> <li>• Who to play with</li> <li>• Where to play</li> <li>• How to play</li> <li>• How to solve a problem</li> <li>• When to go to the restroom</li> <li>• When to get a drink</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>• Walk in and out the correct hallway door</li> <li>• Use the restroom, flush, wash hands, throw trash in the garbage can, leave immediately</li> </ul>	<ul style="list-style-type: none"> <li>• When to use the restroom</li> </ul>
Physical Education	<ul style="list-style-type: none"> <li>• Be ready to participate in physical activities</li> <li>• Work to develop physical fitness skills</li> <li>• Be dressed in appropriate PE attire (tennis shoes)</li> <li>• Respect self and others</li> <li>• Show good sportsmanship through positive participation</li> </ul>	<ul style="list-style-type: none"> <li>• To participate in physical activities and games</li> <li>• Do activities and games with friends</li> <li>• Develop skills to use in future team sports</li> <li>• To use individual equipment not available at recess</li> <li>• Develop your own physical fitness</li> </ul>

<u>Area</u>	<u>Expectations</u>	<u>Choices</u>
Library	<ul style="list-style-type: none"> <li>● Use "inside" voices</li> <li>● Sit down when not searching for books</li> <li>● Use time wisely</li> <li>● Use library equipment and materials correctly</li> <li>● Respect self and others</li> <li>● Be respectful of the equipment</li> <li>● Walk to and from the LMC and classroom in an orderly manner</li> <li>● Follow any expectations established by the classroom teacher</li> </ul>	<ul style="list-style-type: none"> <li>● Which books to read</li> <li>● Where to sit</li> <li>● Use computers and develop your own computer literacy</li> <li>● Develop and publish your own writings</li> <li>● Work with classmates</li> <li>● Share computer skills with others</li> <li>● Talk and share computer projects with classmates</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>● Enter through the correct door</li> <li>● Walk along the white tiles</li> <li>● Get all necessary materials for lunch (utensils, condiments, food choices, milk)</li> <li>● Buy extra milk before sitting down</li> <li>● Walk directly to assigned table and sit down</li> <li>● Remain seated and wait to be excused</li> <li>● Raise a hand for assistance</li> <li>● No sharing food</li> <li>● Use "inside" voices</li> <li>● Pick up trash on table and floor</li> <li>● Carefully dump tray into trash can</li> <li>● Walk to line up area</li> <li>● No food allowed outside of cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>● What to eat</li> <li>● How to eat</li> <li>● How much to eat</li> <li>● How to visit with classmates</li> <li>● How to clean up after yourself</li> </ul>
Bus Lines	<ul style="list-style-type: none"> <li>● Go straight to the bus line</li> <li>● Sit/stand in the proper line and stay in one place</li> <li>● No food in the bus lines</li> <li>● Keep backpacks to yourself</li> <li>● Raise a hand to get up from the line</li> <li>● The school must have confirmed permission in order to change regular transportation (ie note from both parties)</li> </ul>	<ul style="list-style-type: none"> <li>● What to do in line</li> </ul>

## 7<sup>th</sup> and 8<sup>th</sup> Grade Program

The purpose of the 7<sup>th</sup> and 8<sup>th</sup> grade program at Orchard School is to prepare students for high school and beyond through rigorous academic content while creating responsible citizens. Accountability, interesting content, age appropriate privileges, and a degree of student choices are foundations of this program. Accountability and home communication is implemented with the use of School Loop. Field trips, school dances, and after school sports are privileges available to students that meet the criteria. Various Exploration classes will be offered each trimester. Students will be able to choose which of these courses they wish to take.

*Since the students are older, it is expected that treats for birthday celebrations (cupcakes, cookies, balloons) would not come to school. There is no time in their schedule to accommodate this practice.*

### School Loop

Seventh and eighth grade teachers will be utilizing an online grade book program called School Loop. This allows the students, teachers, and parents to have independent access to grades at any time via the internet. Parents can register for a free School Loop account by going to [orchard.twinriversusd.org](http://orchard.twinriversusd.org) and clicking "Register Now." Parents will need their child's student ID number to complete the registration form. This will allow students and parents to be able to see upcoming, current, and missing assignments, as well as test and project scores. As teachers update grades, students and families can keep up with current grades in all core courses.

### Dress Code

Seventh and eighth grade students are required to follow the dress code for Orchard School while on school grounds (before and after school activities and events). We have made one adjustment to this dress code for the 7<sup>th</sup> and 8<sup>th</sup> graders:

- Light make-up may be worn at school and school functions. This includes the following types of make-up:
  - Mascara
  - Light blush
  - Lip gloss (no lipstick)
  - Natural eye liner (No heavy black eyeliner allowed)
  - light eye shadow (natural colors)

Students wearing excessive make-up will be asked to remove it right away. Repeated offenses will result in the loss of this privilege and others.

## Behavior Expectations

As our students grow and mature, they will have added responsibilities and increased expectations. When those expectations are met, additional privileges will be earned. And conversely, when they are not met, there will be consequences.

We see our older students as role models and expect their behavior to be supportive of this ideal. We expect them to be aware of the students around them and modify their behavior accordingly (when they are with the younger students, they monitor the content of their conversations to ensure it is age appropriate for the youngest students).

We also expect our 7<sup>th</sup>/8<sup>th</sup> grade students to be responsible for themselves at all times, to take responsibility for any mistakes they make and accept the consequences for their behavior (look for the ways to correct their misbehavior and keep it from happening in the future).

- When students are meeting the expectations they earn the trust and respect of the staff and in addition may earn the following privileges:
  - Participation in dances, fieldtrips, afterschool sports, and afterschool clubs or programs
  - Free seating and extended break time at lunch.
- When students are not meeting the expectations they are subject to the following consequences:
  - Loss of privileges to attend dances, fieldtrips, afterschool sports, and afterschool clubs or programs
  - Loss of free seating and shortened break time at lunch
  - Time out in another classroom
  - Time out in office/meet with principal
  - Suspension
- When students are engaging in the following behaviors, they will be subject to the same consequences as their peers engaging in misbehavior (ie. Students fighting will be suspended and all others videotaping it with phones will also be suspended):
  - Instigating others to fight (initiating rumors, online rumors, peer pressure, pushing students into one another)
  - Taking video or pictures of student misbehavior at school with electronic devices (phones, ipods, etc.)
  - Posting video or pictures of student misbehavior at school on any social media site.
  - Attempting to keep adult supervisors (teachers, noon duty staff) away from students engaging in misbehavior

## Homework

Homework is very important in 7<sup>th</sup>/8<sup>th</sup> grade. Generally there will be an increased amount of homework compared to previous years. Students will often have homework for each core subject area (Math, Science, History/Social Science and English Language Arts) each night, including weekends. In addition to regular nightly homework, there may be project work throughout the year. Homework is graded and will comprise a specific percentage of a student's grade. The percentage will vary according to subject area. Students and families can track homework completion and grades directly on SchoolLoop.

## Elective Classes

Each trimester 4 or more elective classes will be offered to the 7<sup>th</sup> and 8<sup>th</sup> grade students. These classes will be based on student interest and teacher expertise. The purpose is to have students explore opportunities for learning outside of the core academic curriculum. The exploratory classes will be graded as Pass (P) or Fail (F) on progress reports and report cards. Students receiving Fail will not be eligible for academic achievement awards. Some elective classes may require participation for more than one trimester. Students will be apprised of the length of the elective class when they are choosing their elective each trimester.

Throughout the year the elective classes may include:

- Student Leadership/Yearbook: In this dynamic course students will gain leadership qualities by working in various capacities at Orchard School. Student Leadership students will create the school yearbook from its inception to delivering the final product. Students in this course will also schedule school spirit days, train student council representatives, and assist in the daily functions of the school. Discussions, listening to guest speakers, and team building exercises will be done to foster growth in leadership skills. Because of the timeline of projects completed in this course students may be required to commit to Leadership Exploration for an entire year.
- Arts Classes; At least one class each year that would focus on the visual, performing or musical arts will be offered to the students.
- Academic Support: Some students will get the opportunity to have some additional support in one or more academic subjects during their exploratory period. This option will be made for students struggling with meeting academic standards.
- Additional Elective Options will be offered when the expertise of teachers/volunteers is available and/or the student interest is high.

## Enrichment Activities

- Dances: 2 dances per year will be held for all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. Students must stay for the entire length of the dance unless a parent retrieves them. The dances are chaperoned by Orchard School staff and teachers. Each dance will have a theme that is chosen by the student dance committee. The dance committee plans the dance, advertises it to students, decorates and cleans up after the dance. Students are required to follow school dress code at the dance and display appropriate behavior at all

times. Students not following these guidelines will be removed from the dance. Students displaying inappropriate behavior at school or school events may lose the privilege of attending subsequent dances and school events.

- After School Sports: 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students will have the opportunity to try out for and play for the Orchard Sports Teams. The teams practice after school and have a series of games against other K-8 school teams. Students must maintain a GPA of 2.0 and have appropriate school behavior in order to participate on one of the teams. Failure to do these two things will result in removal from the team. All students trying out, practicing, and playing sports must have a physical exam and submit a current Sports Physical Examination Form and parent permission form before any student will be allowed to participate in any part of the sports program. Students who make the team must commit to attending all practices and games. Transportation to all practices and games is provided by the individual student's family. We will participate in at least 2 sports (Soccer and Volleyball) throughout the year.



## Orchard School 8th Grade Promotion Expectations

The 8th grade promotion ceremony and activities are extracurricular activities and must be earned. During the 3rd Trimester, the following expectations must be met by all 8th graders who will participate in the Promotion Ceremony and activities that will be held the last week of school\*. (These expectations are the same at all TRUSD K-8 schools.)

- Have a 2.0 or better GPA with no F's in the 3rd trimester.\*\*
- Have no suspensions in the 3rd trimester.\*\*
- Have no more than 3 unexcused absences in any period (this means that all periods for early dismissal would be counted unless they are for a doctor or dental appointment) through May 24<sup>th</sup>.\*\*
- Have returned all textbooks and library books and/or paid fines for missing books by May 24<sup>th</sup>.\*\*

All students meeting the above expectations will be invited to attend the and participate in the Promotion ceremony (Friday June 6<sup>th</sup> at 9am) and activities. Those students not meeting the above expectations will be excluded from all promotion activities including the ceremony. If students are not participating in the promotion ceremony, they may not be in attendance at the ceremony either. \*no exceptions for students unless they have an IEP in which accommodations are written into the IEP. \*\*There is an appeals process for extenuating circumstances. See Principal for details of the appeals process.

### **Promotion Dress Code**

Students participating in the ceremony are to wear:

For the gentlemen: Dress shirts, appropriate to wear to semi formal functions or a nice restaurant, and dress slacks/casual slacks; tie is optional. Tuxedos, jeans, shorts, t-shirts and overalls are not acceptable.

For the ladies: Dresses, skirts, pants and blouses, appropriate to wear to semi formal functions or a nice restaurant. Strapless, off the shoulder, backless, formal and floor length dresses are not acceptable. Dresses may not be shorter than fingertip length when arms are placed at the side.

***This is an occasion of dignity and dress should reflect respect for the graduates, the school and the community.***