



***Orangethorpe***

***ORCA***

***Student Handbook***

***2021-2022 School Year***



Orangethorpe Elementary - Home of the Orcas

## **Policies and Procedures 2021-2022**

### ● **School Hours**

- It is very important that children come to school promptly and are picked up on time.
- Students are not to arrive on campus before 7:15 am. Supervision is not provided prior to 7:15 am.
- Students must be picked up upon dismissal at 2:30 p.m. on regular days and 12:10 p.m. on minimum days.
- All students in the After School Program need to go directly to the program after school.

### ● **Lunch**

- Lunch from home should be nutritious.
- All lunch bags should be labeled with your child's name and room number.
- **Please try to send your child's lunch with them to school. If you are dropping off lunch, please do so outside of the office on the lunch cart.**
- **NO "Fast Food", NO "brown soda"(cola), or NO Hot Cheetos/Takis are allowed for lunch. NO sharing of food due to student allergies.**

### ● **Birthdays**

- While we appreciate your wish to recognize your child's birthday by bringing treats to school, please be aware of the following guidelines in regards to birthday celebrations:
  - *You are encouraged to ask your child's teacher to consider hosting a fun activity that does **NOT** involve food, such as reading a special book to students or playing a special game with students.*
  - *Store bought treats (with no trans fats) should only be sent to school after requesting permission from the teacher.*
  - *Treats will be served at the end of the day, when possible.*
- **We encourage you to send a healthy snack or non-food items. Stickers, pencils and erasers are preferred, (no cupcakes).**

### ● **Release During the School Day**

- Students will be released only to their parents or a designated guardian. Students will only be released to those designated on their emergency card.
- All students who are released during the instructional day, must be signed out through the office.
- **Do not go directly to the classroom to pick up your child.**



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- **Tardies**

- Children are expected to arrive at school by the 7:55 am warning bell. They are expected to be in the classroom by the 8:00 am tardy bell.
- **All students arriving at/after 8 am** are to report directly to the office to obtain a tardy slip for admittance to their classrooms.
- Any student tardy three times or more than 30 minutes will be considered truant.
- After six unexcused absences and/or tardies, the student will be referred to the SART and SARB.

- **Early Pickups**

- When situations occur that require parents to pick up their child from school, please sign your child out in the front office.
- Students must have permission from the office before leaving school grounds.
- Students will be released to their parents and adults listed on their emergency card.
- If a student leaves early, his/her attendance log will be coded appropriately indicating whether it was excused or unexcused.
- Habitual early removal of school that is unexcused may result in interventions by the school site or District Office to improve this behavior.

- **Absences**

- All absences, including absence due to illness, injury or quarantine, are recorded and must be verified by the student's parent or doctor.
- An explanation from the parent is requested via telephone call, in person, or by written note in **ALL** cases of absences.
- We would appreciate a phone call to school no later than the morning of the absence.
- If your child has a morning appointment, please bring them to school for the remainder of the day and have them check in through the front office. This will still count as the student being present for the day.
- If you have an emergency that must take you and your family out of town for more than 5 days, please notify the school office for permission and to sign an Independent Study Contract.
  - You must give ample notice for the contract to be approved and work will be turned into the office for final approval from the Assistant Principal.
- SARB notices will be sent to parents or guardians when moderate to excessive absences and tardies are recorded.



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- **Medication**

- Children required to have medication during school hours **must** have Parent and Physician Request Forms completed and in the school health office before medication of any type may be given.
- Medication should **not be** sent to school with the child.
- Cough syrups, cough drops, ointments, and aspirin are considered medication and need to follow the same guidelines.

- **Classroom Volunteers/Visitations**

- Our parents are invited to volunteer at Orangethorpe as often as possible. Arrange with your child's teacher as to your volunteer duties.
- In order to volunteer you will need to submit a Volunteer Application Form, TB/Assessment within the last 4 years, and proof of being fully vaccinated.
- **Each time you come in, please sign in and obtain an electronic sticker in the office before going to the classroom. Please be sure you check out by leaving your sticker at the front office counter.**
- **Each time you come in you will be required to have your temperature checked before entering campus and signing off on the Covid Attestation Form before entering school grounds.**
- Classroom visitations for the sole purpose of observing must be pre-arranged with the teacher and the principal due to particular district guidelines.

- **Concerns or Questions During the School Year**

- If, during the school year, students or parents have concerns or questions regarding an issue, they are requested to observe the following:
  - Student speaks with teacher
  - Parent speaks with teacher
  - Parent and student have a conference with the teacher
  - Parent/Student makes an appointment with the Principal and/or Assistant Principal.

- **Dress Code**

- **Students should be neat and clean with appropriate clothing for their learning environment.**
- Students should have suitable shoes for physical activities.
- **No** sandals, heels, open-toed shoes, spaghetti straps for girls or muscle shirts for boys are permitted at school.
- A student whose attire, jewelry, hair style and/or color disrupts the learning environment will be sent to the school office.
- No make-up or fake nails are permitted at school.
- Boys are not permitted to wear earrings and girls' shorts must reach mid thigh.



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- In addition, the district dress code is available in the District Parent Handbook available online.
- Students are encouraged to wear Orangethorpe Spirit Wear on Fridays and college t-shirts on Wednesdays.
- **Admittance to Classrooms After Dismissal**
  - Students are not permitted back into classrooms once dismissed at the end of the day. This will assist in developing responsibility in the student.
  - The office staff and/or custodial staff should not be asked for admittance into a classroom at any time.
- **Use of the School Telephone/Personal Cell Phone**
  - Only in cases of serious need will students be allowed to use the office phone. Many calls may be averted if the child and parents discuss plans for the day before leaving for school.
  - Let your child know the plan for being picked up after school, especially on rainy days.
  - Be certain to stress to your child the importance of not accepting rides, money, candy, or favors from any unknown person when going to or from school. If your child is ever approached, the parent should report the incident to the Fullerton Police Department first and then the school office immediately.
- **Cell phones are not to be used by students during school hours:**
  - If you feel your child is responsible enough to carry one for emergencies, the following guidelines must be followed:
    - The school is not responsible for any lost/stolen/damaged phones and will not interrupt instructional time to look for it.
    - Any phone that is seen or heard during school hours will be confiscated and held in the office until a parent picks it up.
    - Any student that is using their phone to record or photograph any staff member, student, or person on campus will be disciplined accordingly.
- **Electronic Devices/Toys**
  - All music players and electronic devices, including all brands of Tablets, radios, electronic games, laser pointers, and such are not allowed on campus. No toys or games from home are allowed on campus.
- **Lost and Found**
  - Our Lost and Found is kept outside of the MPR doors by gate 1a.
  - PLEASE mark sweatshirts, jackets, backpacks, and lunchboxes.
  - At the end of each trimester, all unclaimed items are donated to the Good Will.



## **Orangethorpe Elementary - Home of the Orcas**

- **Secure Campus Policy**

- For the safety of our students and to ensure the school day runs without interruption, Orangethorpe is a Secure Campus.
- It is our desire to have a safe and healthy environment for our staff members, students, and those visiting our campus.
- Requiring parents who are volunteering to enter through the office ensures that every adult on campus is identified with a visitor's pass and has been checked in by office staff.



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**Policies and Procedures 2021-2022**

Please review the handbook with your child and sign that you have read and understood Orangethorpe's Policies and Procedures.

Return this form signed.

Keep the handbook portion for your records.

Student Name: \_\_\_\_\_

Room #: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_