



***Orangethorpe***

***ORCA***

***Student Handbook***

***2023-2024 School Year***



**Orangethorpe Elementary - Home of the Orcas**

**Policies and Procedures 2023-2024**

● **School Hours**

- It is very important that children arrive and are picked up promptly.
- 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.
- **NO soda or 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).**

● **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 SART and/or SARB.



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- **Early Release**

- When situations occur that require parents to pick up their child from school, please sign your child out in the front office.
- All students who are released during the instructional day, must be signed out through the office.
- Students will be released to their parents and/or 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 or injury, are recorded and **must be verified** by the student's parent and/or doctor.
- An explanation from the parent is requested via telephone call, in person, or by written note in **ALL** cases of absences.
- We 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, with a note to return, for the remainder of the day by checking into the front office. This will still count as the student being present for the day.
- If you have an emergency where you and your family must be out of town for more than 5 days, please notify the school to sign an Independent Study Contract.
  - When possible, give ample notice for the contract to be approved and work to be prepared for approval from the Assistant Principal.
- SART and SARB notices will be sent to parents or guardians when moderate to excessive absences and tardies are recorded.

- **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.



## Orangethorpe Elementary - Home of the Orcas

- **Classroom Volunteers/Visitations**

- Our parents are invited to volunteer 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 and other required documents according to the Tier in the Volunteer Handbook.
- **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.**
- 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, Crocs on PE days, spaghetti straps, and/or muscle shirts are permitted at school.
- A student whose clothing, jewelry, hair style, hair color, make-up, and/or fake nails disrupts the learning environment will be sent to the school office.
- Shorts **MUST** reach mid thigh or touch the end of the student's fingertips.
- In addition, the district dress code is available in the District Parent Handbook available online.
- Students are encouraged to wear college t-shirts on Wednesdays and Orangethorpe Spirit Wear on Fridays.

- **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.



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

- **Use of the School Telephone/Personal Cell Phone**
  - Only in cases of serious need will students be allowed to use the office phone.
  - 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, and/or favors from any unknown person arriving or leaving 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/Apple Watches 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.
    - Any phone that is seen or heard during school hours will be confiscated by staff and returned at the end of the day or possibly 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. Toys and/or games should stay at home.
- **Lost and Found**
  - Lost and Found is kept outside of the MPR doors by Gate 1a.
  - PLEASE label sweatshirts, jackets, backpacks, and/or lunch boxes with student's first and last name.
  - At the end of each trimester, all unclaimed items are donated to charity.
- **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. (See Classroom Volunteer section)



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**Policies and Procedures 2023-2024**

Student Name: \_\_\_\_\_ Room # \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Please **initial** you have read and understand the following sections:

- \_\_\_\_\_ School Hours
- \_\_\_\_\_ Tardies, Early Release, Absences
- \_\_\_\_\_ Dress Code
- \_\_\_\_\_ Cell Phones/Apple Watches
- \_\_\_\_\_ Secure Campus Policy

Please **sign** you have received and reviewed Orangethorpe's Policies and Procedures.

Student Signature: \_\_\_\_\_

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

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

**\*\*Return ONLY this page of the handbook to your teacher.\*\***

Please keep the handbook for your records.