

## PRINCIPAL'S LETTER

Dear Orangewood families:

Welcome to Orangewood School! We are excited to start another academic year with you on our team.

As a member of the Orangewood School community, you are joining a top-notch team of teachers, support staff and parent volunteers committed to providing a successful academic growth experience to every student we serve. Orangewood holds high expectations for all students at every level while also meeting their individual academic and emotional needs. We deliver instruction using the latest best practices, research-based interventions and academic innovations.

Please take the time to review the school policies and procedures in this handbook with your child(ren). We ask that you sign the form in the front of the handbook and return it as an indicator of your understanding of student and family expectations for the 2017-18 school year.

Thank you for your commitment to education at Orangewood School!

- Colleen Mahoney, Principal

## CONTACT INFORMATION

School Address: 7337 N. 19<sup>th</sup> Avenue, Phoenix, AZ 85021

School Web Site: <http://orangewood.wesdschools.org>

Important Telephone Numbers:

Office 602-347-2900

Health Office 602-347-2910

Attendance 602-347-2911

KidSpace 602-347-2914

## MISSION/VISION STATEMENT

The mission of Orangewood School is to prepare students to become literate, creative, responsible, lifelong learners in partnership with families and the community.

## DAILY SCHEDULE

School Hours:

8:15 a.m. to 3:15 p.m.,

dismissal 1:45 p.m. on Early Release Wednesdays

Office Hours:

7:45 a.m. to 4:15 p.m. Monday, Tuesday, Thursday and Friday

7:45 a.m. to 3:15 p.m. Wednesday

### Arrival/Dismissal Times

Remember . . . school playgrounds are not supervised until 7:55 a.m. on school days, and students should not arrive on campus until then. This important reminder is for your child's own welfare!

There is no supervision of students provided after school dismissal each day. Students are expected to leave campus immediately when they are dismissed from school unless they have been requested to remain after school by a teacher or to

participate in a school-sponsored activity (both of which must be prearranged with the parent). Students not picked up on time will be in the front office. The person picking them up will have to show I.D. and sign them out.

Supervised child care on campus may be arranged on an hourly basis through KidSpace, which is open at 6:30 a.m. and after school until 6:00 p.m. daily (602-347-2914).

## GENERAL SCHOOL INFORMATION

### School Attendance/Reporting Absences

Consistent attendance is important in helping a child have a good attitude about school and for a child to be successful in school. Being on time for school is also important for students to start the day as part of their classroom community.

Unnecessary absences and tardiness are upsetting for students and teachers. Both conditions disrupt classroom schedules and require readjustment to the class routine.

In order for absences relating to illness, doctor appointment, bereavement, family emergencies or District-approved vacation to be counted as excused absences, the school must be notified of the absence by the parent or legal guardian who has custody of the student. Absences that are not reported will be unexcused.

Children should return to school from an illness only when their temperature has been normal for 24 hours.

### Truancy

In order to assure students are successful and meet current state legislation, which requires all students to attend 90% of the school year, WESD has a Truancy Prevention Unit (TPU). The TPU will work in conjunction with the City Justice Courts to identify students who are chronically absent or are truant.

When a student reaches five unexcused/unverified truantries or 10 total absences, the school may make a referral to the TPU for appropriate actions (see District guidelines). In order to avoid this eventuality, there are several precautions to take: (1) reinforce being on time and good attendance, (2) call the school each time a student will be late or absent, (3) present any medical documentation to the nurse and/or attendance clerk if illness will be a consistent, foreseeable issue.

A letter will be sent by the school to the families of students who are approaching or pass the midway point for unexcused absences, excused absences and tardies. Parent cooperation is of the utmost importance in assuring student success.

### Tardies

#### Late Arriving Students

Our school day starts at 8:15 a.m. Students who are not in their classrooms when the last bell rings are considered tardy. **Tardy Policy**

All students are expected to be on-time to school each day. The school will notify the parents of students that are excessively tardy.

## Leaving School Before Dismissal

Parents wishing to pick up pupils during the day for medical appointments, etc., must come to the office in order to have the students paged. Parents will be asked to “sign out” for their children in a notebook kept in the office. Picture ID is required for signing out a student. (Board Policy, JFB-R)

\*Parents are encouraged to make every effort to schedule appointments after school. Pulling students out of class early causes a disruption for their entire classroom.

Students may NOT be dismissed early during the last 30 minutes of the day.

### IMPORTANT PARKING INFORMATION PLEASE READ!

The following guidelines address the regular concerns we have about trying to get our students to and from school as safely as possible. Please help us by following these rules and teaching your children what they need to do.

#### Drop off/Pickup

The designated drop-off/pickup area for all students is at the rear of the school. The entrance is clearly marked with yellow stripes and cones. In the morning, the gates open at 7:55 a.m. and close at 8:15 a.m. In the afternoon, school gates open at 3:10 p.m. and close at 3:30 p.m.

There is no student drop-off/pickup in the front parking lot.

Do not drop students off along Orangewood Avenue. This is a no-stopping zone, and cars dropping off students may be cited.

If you have a meeting or need help in the school office, please park in a parking space in school parking lot.

Please make sure that your child is never in the parking lot area unattended. If you need to park for any reason, please escort your child to and from the parking lot, using the designated crosswalks for safety.

When parking in the lot, parents and students must use the crosswalk that passes through the parking lot. Please follow teachers' or crossing guard requests when they advise you of these rules when they are on duty. They are just trying to keep all of our children safe.

## COMMUNICATION

### Orangewood Parent/Teacher Association (PTA)

Orangewood's Parent/Teacher Association (PTA) is the school's service organization. The PTA is designed to give parents an opportunity to participate in their child's education. Through active membership and fund-raising, the PTA provides activities, events and programs for all students.

Active participation by both the PTA board and its members is essential to make this service organization work for our students.

All PTA meetings are held on the first Tuesday of each month at 6:00 p.m. in the library. All parents are cordially invited to join the PTA and to attend these meetings. We hope to see you there!

## Orangewood School Site Council

The Orangewood School Site Council serves Orangewood School staff, students and parents as a representative council in a decision-making and advisory capacity for the school. There are 13 members on the council who serve three-year terms. The Site Council meets the first Thursday of each month at 5:00 p.m. and are open to the public.

### Teacher-Parent Contacts

Do not leave urgent messages that provide a change in instructions for your child near the end of the school day because the teacher may not be able to listen to his/her messages during this time. If you have an urgent, timely message for your child or his or her teacher, you should still call the school office, and they will call directly into the classroom. Remember that this will interrupt teaching for the entire class if an intercom message must be delivered during the day, so please use this for emergencies only.

### Student Telephone Usage

Students may not use the office telephones except in cases of emergency. Students must have permission from their teacher to use the phone during the day, and calls should be made from the classroom under the teacher's supervision.

## EVENTS/ACTIVITIES/PROGRAMS

### Student Council

The Orangewood Student Council is an extracurricular activity consisting of officers and room representatives from grades 4-8. The organization is sponsored by Orangewood teachers and is intended to provide pupils with leadership training as well as a vehicle for student involvement. Students involved must maintain grades of C's or better on their report card (see Extracurricular Activity Policy in this handbook).

### KidSpace

KidSpace is a child-centered, professional and enriching before- and after-school program. Our center is open from 6:30 a.m. to 6:00 p.m. daily, including vacations, early dismissal days and summer. It is closed on most holidays and one week prior to the beginning of the school year.

KidSpace maintains a waiting list for students who wish to attend if space is not available at the time of their application, and applicants are enrolled from the waiting list on a first-come, first-served basis. For information concerning registration and tuition, please call our center at 602-347-2914. KidSpace is licensed by the State of Arizona and meets all Department of Health licensing requirements.

### Principal's List/Honor Roll

In order to encourage and reward good scholarship, Orangewood School publishes a Principal's List and an Honor Roll after each nine-week grading period. The Principal's List honors those students who earn an academic grade point average of 3.6 or better, and the Honor Roll honors those with an academic grade point average of 3.0 or better.

# DISCIPLINE/BEHAVIOR

## **PBIS**

Orangewood School uses Positive Behavioral Intervention and Supports to promote appropriate student behavior. PBIS is a framework of proactive strategies that teach and support appropriate behavior centered on the four Cougar Pride Expectations.

### **Cougar Pride Expectations**

1. Respect Yourself
2. Respect Others
3. Respect Learning
4. Respect Property

If students fail to demonstrate appropriate behavior, they may receive disciplinary consequences in accordance with the WESD Discipline Policy. Please see Appendix II for more information on the discipline policy. Parents and students will sign the first page of this handbook which acknowledges that they have read the handbook including the discipline policy.

### **Student Dress Code**

The dress code is part of the high expectations and standards that Orangewood has set. A standard of dress is instituted to establish an atmosphere conducive to learning and to be a constant reminder to the students that their purpose in coming to school is to learn. Students are expected to dress in a neat, and clean clothes each day.

1. Shirts appropriately buttoned.
2. All appropriate cutoffs must be hemmed.
3. Footwear is to be worn on the campus and in the classrooms by all students at all times.
4. Due to safety problems, close-toed shoes must be worn on playground equipment (no sandals).
5. No hats or caps will be worn inside the school buildings Cap brims should be worn over the face.
6. No offensive T-shirts, no white athletic- type undershirts, no spaghetti straps or oversized undershirts, gang-related attire, bandannas, sagging pants (waistline of pant cannot be more than one inch bigger than waist size of student) and should not have inappropriate holes or rips. Pants cannot drag on the ground. No halter tops, tube tops, low-cut tank tops, no extremely low necklines (no cleavage), spaghetti straps, off-the-shoulder or backless clothing, see-through garments, half shirts, midriff blouses or other suggestive clothing will be allowed. Offensive means “distractive” to the learning environment. Inappropriate language on shirts, as deemed by the staff will not be allowed.
7. Shirts for students must be of appropriate length so that the midriff is NOT continually/frequently exposed. Shirt length should observe the “straight arm rule” – shirt and waistband must meet WITHOUT the student pulling the top down or the waistband up when arms are placed at the sides.
8. No shorts or skirts deemed inappropriately short by staff.
9. Undergarments must not be exposed at any times, standing or sitting, including long underwear and bra straps.

10. Jewelry/accessories may not display profanity, provocative or suggestive statements, obscenities, advertising for drugs, alcohol, or gang identifications. Piercings or jewelry that are distracting are not allowed during the school day. Wallet chains are not allowed.

12. No overalls without shirts or with tube tops only.

13. Chains and belts, which hang from the waist, are not allowed.

14. Sunglasses cannot be worn inside the school buildings and must be worn appropriately.

15. Trench coats or other garments worn below the knees are not allowed.

16. No look or dress that “create(s) a gang or clique appearance or dress that disrupts the school environment or impedes learning in the classroom.” No black or pale makeup including black fingernail polish.

17. Any item deemed inappropriate by the school staff.

The decision as to whether clothing is appropriate and the course of action to be taken shall be left to the reasonable discretion of the school staff. Parent or guardian will be called to provide appropriate clothing and a discipline referral may be initiated.

### **Prohibited Items and Activities**

1. Gum may not be chewed at school to protect our school environment.
2. No food, candy or gum on the playgrounds or in the halls.
3. Inappropriate student contact (i.e., holding hands, embracing, horseplay and kissing) as determined by Orangewood staff is not permitted.
4. Toys are not allowed at school and, except for special school events, are not the responsibility of the school. All confiscated toys must be picked up by the student’s guardian.
5. No balloon/ ~~or~~ flower bouquets or other distracting items delivered to the students! They will be held in the office until dismissal.
6. Permanent markers and other markers are not to be in the student’s possession. Markers being issued by a teacher and used for a classroom project are permitted in the classroom only.
7. Any item deemed inappropriate by the school staff.

### **CELL PHONES**

Cell phones are not allowed to be used by students on campus. This includes, but is not limited to, ear buds, ear phones, etc. If seen or heard, they may be confiscated. Excessive use will result in further disciplinary action.

### **School-sponsored Events**

Students are expected to follow all school rules and dress code policy at events held before and after school.

### **Bicycle/Skateboards/Rollerblade Rules**

Bicycles, skateboards and rollerblades are not to be ridden on school grounds.

## Promotion

Students must achieve a 1.0 or D average in each academic class to qualify for the Promotion Ceremony. If a student is suspended at the time of the Promotion Ceremony, he or she will not earn the right to participate in the ceremony. Students who have received multiple disciplinary actions for significant behavior concerns resulting in suspension(s), will be in jeopardy of not participating in the promotion activities.

## Bully Policy

Orangewood School and WESD have strict policies against “Bully” behaviors. Bully behavior is defined as an intentional, repeated behavior that hurts, harms, or humiliates a student, either physically or emotionally.

At Orangewood, we teach the “Stop, Walk, Talk” procedure to students to deal with bullying behavior.

- Stop: Tell the person to stop the behavior.
- Walk: Walk away from behavior that you don’t like.
- Talk: Talk to a trusted adult if you still need help.

If you feel your child is a victim of bullying behavior at school, please let the office know. We have a response process and will follow up on all bully behavior reports.

## Weapons

District policy prohibits weapons on campus (see Appendix).

If a student knows of a weapon on another student, he or she is expected to report it to a staff member immediately to ensure the safety of all Orangewood students and staff. We follow the “See something, say something” policy of reporting any unsafe or suspicious behaviors right away. Students will be protected from potential retaliation.

## Visitors/Volunteers

Every adult visitor to Orangewood must sign in with an ID and wear a Visitor Badge while in the building, even frequent visitors. Employees with WESD who do not work at Orangewood are required to sign in at the front office and display their WESD ID at all times.

## Sportsmanship

Good sportsmanship and respect are expected at all Orangewood events, even outside of the regular school day. Students, parents, staff, and visitors must agree to the “Codes of Ethical Behavior” to attend Orangewood events. If an athlete or spectator, student or adult, does not abide by the Ethics Codes, he/she will be asked to leave campus and may not be welcome to return in the future.

### “Student Code of Ethical Behavior”

- I understand that as a student athlete, I am a role model and held to the highest standard.
- I will not act in any way that would cause me to receive any type of discipline report/action.

- I understand that I will not be a part of any actions that disrespect the team, our school, the school district, or me.
- I understand that consequences of breaking this agreement will be suspension and/or removal from the team.

### “Parent Code of Ethical Behavior”

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or event.
- I understand that if I have an issue, I must speak with the coach in a private, appropriate, and timely manner and that I am not to speak to officials about the game.
- I will place the emotional and physical well-being of my child and team ahead of the personal desire to win.
- I will be supportive of my child, the team, and the coaching staff throughout the entire season by offering encouragement, displaying a positive attitude, and using language appropriate for the school setting.
- I will remember that the game is for the students – not for adults.
- I will, through my own actions, teach my student how to treat other players, coaches, fans and officials with respect regardless of the other person’s ability. I will do my very best to make youth sports fun for my athlete and will help my athlete enjoy the season.