

## Principal's Welcome

Dear Orangewood Families:

Welcome to the 2021-22 school year! We are all looking forward to a wonderful year with your children. It is our goal to foster a community that builds a safe, inviting environment where everyone thrives and can be successful. We encourage you to participate in your child's school experience and value the home to school partnerships that support your child's success. Please review the school handbook with your child for important information regarding school policies and procedures. Please feel free to contact me at any time.

Let's make it a GREAT year!

Heather Vasquez

## Orangewood School Vision/Mission Statement

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

## General School and Contact Information

**School Address:** 7337 N. 19th Avenue, Phoenix, AZ 85021

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

**Facebook:** <http://www.facebook.com/orangewoodschool>

**Front Office:** 602-347-2900

**Health Office:** 602-347-2910

**Attendance:** 602-347-2911

**KidSpace:** 602-347-2914

### 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

### School Hours

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

*Students are allowed on campus at 7:55 a.m. First morning bell rings at 8:10 a.m.*

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

## Campus Visitors and Volunteers

### Visitors

Parents, families and community members are encouraged to visit the school and take an active role in the education of all children. To protect the safety of everyone, all visitors must report to the office to pick up a visitor's badge before entering the campus or classroom. In addition, a visitor must sign in before school, as well, to accompany a child to the playground or classroom. Visitors under the age of 18 must be accompanied by an adult during the entire visit. In order to limit class disruption/distraction, arrangements to observe a

classroom must be made by contacting the administration to set up a convenient time.

### Volunteers

Volunteers provide a tremendous service for the students and staff of the Washington Elementary School District, and the District encourages volunteer participation in the schools. All of the procedures regarding volunteers can be found in the WESD Volunteer Handbook. All volunteers are required to sign off on the information on a yearly basis. If you are interested in volunteering, contact the school office manager at 602-347-2900.

## Arrival/Dismissal Procedures

### Arrival Procedures

School grounds are not supervised until 7:55 a.m. on school days, and students should not arrive on campus until that time. *Supervised childcare on campus may be arranged on an hourly basis through KidSpace, which is open at 6:30 a.m. daily (602-347-2914).*

### Dismissal Procedures

Students are expected to leave campus promptly 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 sent to the front office. The person picking them up will have to show ID and sign them out. *Supervised childcare on campus may be arranged on an hourly basis through KidSpace, which is open after school until 6:00 p.m. daily (602-347-2914).*

### Leaving School Before Dismissal

To avoid classroom interruptions, we are unable to sign your student out after 2:45 p.m. on regular dismissal days and after 1:15 p.m. on early dismissal days. Please avoid making appointments, etc., during these times. Parents needing to pick up students during the day for any reason must come to the office. Picture ID is required for signing out a student. (Board Policy, JFB-R)

### Drop Off/Pick-Up Information

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 3:00 p.m. and close at 3:30 p.m.

### Parking Lot Information

There is no student drop-off/pickup in the front parking lot. If you have a meeting or need help in the school office, please park in a parking space in the school parking lot. When parking in the lot, parents and students must use the crosswalk that passes through the parking lot.

**Please follow teacher(s) or crossing guard(s) requests when they advise you of these rules when they are on duty.** They are just trying to keep all of our children safe.

## **School Attendance**

### **Student Attendance Policy**

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 an Attendance Unit (TPU). The AU will work in conjunction with the City Justice Courts to identify students and parents of students who are chronically absent or are truant.

When a student reaches five unexcused/unverified trancies 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 health tech if illness will be a consistent, foreseeable issue.

A letter will be sent by the school to the parents/guardians 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.

### **Reporting Absences**

Please be sure to call the attendance line at 602-347-2911 to report an absence or tardy for your child by 9 a.m. Voice mail is provided 24 hours a day for your convenience. It is important that you leave the specific reason that the child is ill, such as cold, flu, asthma, fever, diarrhea, nausea, pink eye, etc. The health technician needs to send out notices for contagious diseases so it is imperative that you leave specific information about the illness in the message.

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

## **Breakfast/Lunch Information**

Breakfast is served each morning for all students. Children may choose to eat breakfast or not. However, children need to be on time to eat breakfast in their classroom.

Orangewood school strictly enforces the closed campus concept (Washington District policy JED). All students are expected to eat lunch at school, either the school lunch or a lunch brought from home. Students and/or parents are not allowed to order lunches to be delivered to school. At the beginning of the school year, students receive a yearly menu calendar that describes the meals available each day.

Parents are welcome to join their child at lunch during the school year. Parents must sign in at the office for a visitor's

badge to visit or have lunch with their child. Parents may purchase a school lunch or bring their own.

## **Birthdays and Special Occasions**

Treats for student birthdays will be set up ahead of time with the homeroom teacher and be chosen from the District approved food list. Balloons or flowers delivered to students for special occasions will not be permitted in the classroom.

## **School Resources**

### **Health Technician**

Orangewood School has a health center staffed by a health technician. The number is 602-347-2910. The purpose of this department is to help care for your child while he or she is at school. All medications need to be brought to the health office by a parent or authorized adult. Contact the health technician if you have any questions regarding your child's need to use inhalers and refer to the appendix in the District portion of the handbook.

Please be advised that if your child has a fever higher than 100.0 degrees, he or she must stay home. Children must be fever free for 24 hours (without medication) before returning to school.

### **Library/Media Center**

Students in grades two through eight can check out two books at a time. Kindergarten and first grade students may check out one book at a time. The books are checked out for 12 school days. They may be renewed once. If a book is overdue, lost or damaged, the student will not be allowed to check out any more books until the overdue book is returned or renewed. It is the student's responsibility to return books in good condition. Books that are lost or damaged, must be paid for by the student or family.

### **School Social Work**

Orangewood school offers students and families support through collaborative relationships with our community partnerships. Our school social workers are on campus during school hours and are available by appointment. Please call 602-347-2900 for assistance.

### **Behavior Support Advocates**

Orangewood students receive support from our BSA's throughout the school day to reinforce campus expectations. Our BSA's also provide student interventions to ensure student success in and out of the classroom environment.

### **Academic Interventionists**

All students participate in academic interventions to meet their needs. Orangewood supports this model with two reading interventionist in K-3, one reading interventionist and one math interventionist in 4-8.

## **School Expectations**

**The Orangewood community follows one school rule to ensure safety and learning for all. Our school rule is "Everyone has the responsibility to create a safe and respectful school**

*environment.*” To support this rule, students follow common expectations in designated areas on campus. These are found in our school Behavioral Matrix, “The Orangewood Way.”

### **Disciplinary Actions**

If students fail to demonstrate appropriate behavior that supports the school rule, they may receive disciplinary consequences in accordance with WESD Discipline Policy. Please see Appendix II for more information on the Discipline Policy.

## **Academic Expectations**

### **ParentVUE**

Access your child’s grades using ParentVUE portal. This is available for all kindergarten through eighth grade students. To secure a parent/guardian password, please come into the school office. You may access the link through our Orangewood Web site or download the app to use on your personal device.

### **Eighth Grade Promotion Policy**

Students must achieve a 1.0 or D average in each academic class to qualify for the eighth grade promotion ceremony. If a student earns an “F” in the last quarter, this will influence the privilege(s) of attending the promotion activities. If a student is suspended at the time of the eighth grade promotion ceremony, he or she will not earn the right to participate. Students who have received multiple disciplinary actions for significant behavior resulting in suspension(s) will be in jeopardy in not participating in promotion activities.

### **Homework**

Homework is determined by grade level expectations and is meant to develop practice of skills that were previously taught. Each grade level team will articulate expectations to parents and students.

## **Student Expectations**

### **School ID Policy**

For safety purposes all students are required to have an ID while on campus and buses. Students will not be allowed on the bus without their ID. If students deface, destroy or lose their ID, they will be required to purchase a replacement ID.

### **Student Dress**

Students must dress appropriately for the learning environment. Student dress should not interfere with safety or disrupt the learning environment. Please refer to the District Dress Code Policy.

A student may be referred to the office, given a change of clothes, or possibly sent home (following parent notification) to change if his or her clothing is considered inappropriate for school and/or distracts from student learning.

### **Backpacks and Binders**

Orangewood students in kindergarten through fifth grade are required to have a backpack. Students in sixth grade through eighth grade are required to carry a binder.

## **Electronic Devices**

Orangewood has an “**Off and Away**” policy regarding electronic devices. All electronics need to be off and away during the school day. Orangewood does not recommend bringing electronic devices to school and is not responsible for any lost or stolen electronic devices on campus (including cellphones, MP3 players, cameras, earbuds, air pods, etc.). Consequences for violating the electronic device policy could consist of the device confiscated, which is returned to student at the end of the day, or possibly parents picking up the phone from the office.

## **Prohibited Items and Activities**

Any personal items brought to school are at risk of being lost, stolen or broken. The school is not responsible for replacing personal items.

1. Students may not chew gum at school. This is 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.
5. 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.
6. Bicycles, skateboards and rollerblades are not to be ridden on school ground
7. Any item deemed inappropriate by the school staff will not be permitted.

## **School-sponsored Events**

Students are expected to follow all school rules at events held before and after school. This includes school-sponsored events held at other locations such as field trips and special outings. Violation of any school rule may result in consequences outlined in our District and school disciplinary policies.

## **Communication**

### **Parent Teacher Association (PTA)**

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 fundraising, 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!

### **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 Tuesday of each month at 5:00 p.m. and are open to the public

### **School Newsletter**

The Orangewood Newsletter, "Cougar News," is sent out monthly electronically with a calendar of events and other important information regarding school functions. Check your child's backpack daily after school for important information from the school or classroom teacher.

The school newsletter is posted on Peachjar: <https://app.peachjar.com/flyers/all/schools/47392> .

### **Facebook**

Please like our Facebook page. You will need to search "Orangewood School Phoenix" or refer to the following link: <http://www.facebook.com/orangewoodschool>. Our profile picture is an orange paw. Liking our page assures you will see all updates, happenings and photos.

### **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.

## **NOTES**