

## 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 2016-17 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:

7:30 a.m. to 3:30 p.m.

### **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 taken to the Responsible Thinking Classroom (RTC), and the person picking them up will have to sign them out. Supervised child care on campus may be arranged on an hourly basis through KidSpace, our school-sponsored day care program, 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**

It is the parent's or guardian's responsibility to notify the school if his or her child is going to be absent from school.

*Parents are requested to call the attendance line at 602-347-2911 any time prior to 8:15 a.m. if their child is going to be absent from school.* Voice mail is in operation, so please leave a message with your child's name, teacher and reason for absence. We MUST know the exact reason, such as flu, cold, sore throat, etc. not just "ill" or "sick," since we are required by the State Department of Education to record exact reasons for absences. If you know in advance that your child is to be absent, please be sure to notify the school office before the absence date. Any child returning to school after an absence due to a communicable disease or a contagious physical condition must report to the health office before going to class.

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 students arriving after the school day begins should report directly to the STAMP table outside the health center to pick up their tardy slip before going to class.

## Tardy Policy

The school-wide policy STAMP (Student Success through Time Accountability Management Program) is used at Orangewood School to address timeliness and maximize academic success. All students should report to the STAMP table upon arrival at school when tardy.

The following consequences are implemented:

### Number of Tardies and Consequences

1-2 – Student will receive a tardy pass. Students will then proceed directly to their classrooms.

3 – The school will send a letter home to notify parents that the student has been late three times and reminding parents of the tardy policy.

4 – Students and parents will meet with the assistant principal to determine the reasons for not arriving at school on time. Parents and students will be informed that the next tardy will result in a lunch detention. This meeting will be face-to-face or by phone.

5 – Students will serve lunch detention.

6 – Each additional tardy will result in a lunch detention for the remainder of the quarter.

## 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 15 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 3:15 p.m. and close at 3:35 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.

### Teacher-Parent Contacts

Be careful about leaving 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 3 or better with no Ns 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.

In addition to providing care for school-aged children before and after school, we also provide wrap-around care for students enrolled in either morning or afternoon Head Start.

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 1.5 or better, and the Honor Roll honors those with an academic grade point average of 2.0 or better.

Also, students may not receive any 4s or 5s or Ns. This is used in grades 3-6.

## **DISCIPLINE/BEHAVIOR**

### **Discipline Plan**

Orangewood School uses the Responsible Thinking Program (RTP). This program works toward the students accepting responsibility for their actions and thinking through ways to change their behavior. Students are not allowed to disrupt the learning environment for others. The specific components of this program will be sent home during the first week of school. Parents and students will sign a form to designate that they have reviewed the plan.

### **Hallway Expectations**

1. Maintain quiet, straight lines walking on the right side of the hallway and stairwells, holding onto the rails
2. Keep hands and feet off walls, door jams and other people.
3. All students must stop and break the line if an adult needs to pass.
4. All unsupervised students must have a pass to be in the hallway!

### **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,

attractive fashion reflecting pride in themselves and Orangewood School.

1. Boys must wear 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. NO FLIP-FLOPS and NO "Heely shoes."
4. Due to safety problems, close-toed shoes must be worn on playground equipment (no sandals).
5. No hats or caps will be worn except outside during 100+ temperatures. Cap brims should be worn over the face.
6. No offensive T-shirts, no white athletic-type undershirts, no "tank top like" undershirts with less than three-inch width strap, 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, no holes above the knee. 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, or shirts that promote products illegal for minors such as tobacco or alcohol are considered offensive and 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. Shorts must observe the "thumb rule" – length may NOT end above the thumb when the arms are extended at the sides.
9. Skirts, dresses must observe the "fingertip rule" – length may NOT end above the fingertips when the arms are extended at the sides. When sitting, underwear/bare skin on back of any kind must not be visible. Undergarments must not be exposed at any times, standing or sitting, including long underwear and bra straps.
10. Leggings may be worn under appropriate-length dress or skirt, or with appropriately sized blouse, tunic (not T-shirt) or sweater, both of which must be mid-thigh and worn out.
11. Jewelry/accessories may not display profanity, provocative or suggestive statements, obscenities, advertising for drugs, alcohol, or gang identifications. Pierced jewelry is only acceptable in the ear - no tongue, nose, chin or lip. No gauges allowed. Piercings that are distracting are not allowed during the school day. Spikes or studs on bracelets, belts, rings or necklaces are not allowed. Wallet chains are not allowed.
12. No overalls without shirts or with tube tops only.
13. Hair must be in traditional styles. Any hairstyle that causes a distraction to other students is not allowed. No mohawks, spiked, carvings, shaved words or signs, or extremes).
14. Chains and belts, which hang from the waist, are not allowed.

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

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

17. No "Goth" look or Gothic dress in all black or any clothing 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.

18. Any item deemed inappropriate by the administration.

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 administration. Parent or guardian will be called to provide appropriate clothing. Dress Code guidelines are approved by Orangewood Site Council.

### **Prohibited Items and Activities**

1. No football, no tag (freeze, shadow, etc.).
2. Gum may not be chewed at school to protect our school environment.
3. Students are not allowed to have candy items on campus. Candy items will be confiscated and disposed of.
4. Food items must be eaten in the cafeteria or will be confiscated and disposed of.
5. Trading cards of any type are not allowed and will be turned into administration for pick up by a guardian only. Items remaining at the end of the school year will be disposed of.
6. No makeup for grades K-6 and no excessive makeup for 7th and 8th grade.
7. Confiscated makeup will be discarded for health reasons.
8. Inappropriate student contact (i.e., holding hands, embracing, and kissing) as determined by Orangewood staff is not permitted.
9. 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.
10. No balloon bouquets delivered to the students!
11. 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.
12. Any item deemed inappropriate by the administration.

### **Physical Contact**

There is ABSOLUTELY no physical contact allowed between students!

- Horseplay
- Hugging
- Holding hands
- Any contact staff and/or administration deems inappropriate

### **CELL PHONES**

Due to the increased use of social media and the right to privacy of all students and staff, no electronic devices including cell phones are allowed at school. This includes, but is not limited

to, ear buds, ear phones, etc. If seen or heard, they will be confiscated. All confiscated devices will be turned in to the administration and/or student services specialist for pickup by parents or guardians only. Repeat offenders may be subject to leaving their phones in the office before school and picking them up after school. Items remaining at the end of the school year will be donated or disposed of.

### **School-sponsored Events**

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

### **Bicycles/Skateboards/Rollerblades**

Skateboards and rollerblades are not permitted on campus at any time. Skateboards/ rollerblades being ridden on campus will be confiscated and returned to a parent or guardian only. Scooters with handlebars may be ridden to school if they can be secured with a lock and chain.

### **Bicycle Rules**

Bike riding is a privilege. If bicycle safety rules are not followed, students may lose the privilege of riding their bicycle to school for a specified period of time as determined by the administration. Bicycles 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 earns an "F" in the last quarter, this will impact the privilege(s) of attending the promotion activities but will not impact the Promotion Ceremony if all other criteria is met. 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.