

# Orange Center Elementary

## Parent/Student Handbook

2016-2017



**"TIGER PRIDE"**

Respect, Responsibility & Relationships

*Orange Center School District  
3530 S.Cherry Ave.  
Fresno, CA 93706  
(559) 237-0437*

INTRODUCTION

Dear Parents,

It is with great excitement that I welcome you to a new school year here at Orange Center School. I am very honored to lead the Tiger family and embark on a the voyage towards academic excellence and success for all students.

The beginning of each school year is always an exciting time, as it presents opportunities for new beginnings and fresh starts – new classes, new faces, new expectations, more choices and often new materials. Your time here is a time to grow, challenge yourself and enjoy the adventure of learning.

Our goal is to help your child: develop academically, through the implementation of the Common Core Standards, achieve their creative potential, explore technology, all while encouraging a love for learning. We will strive for building a community where students will be encouraged to display good character and to make good choices, highlighting the importance of trustworthiness and respectful behavior for all.

The Orange Center staff is looking forward to a great school year filled with exciting learning activities and experiences that will help your child display “Tiger Pride” by joining us in displaying Respect, Responsibility, and in building positive Relationships.

“Tiger Pride” will be strengthened by our partnerships with our community and parents. The active participation of students, staff, parents, and community organizations are essential for our success. I encourage you all to be active in your child's educational experience and to participate in the many family activities and learning opportunities that we will offer throughout the year.

I look forward to a positive school year at Orange Center School and I look forward to working with you, throughout the school year, to provide a productive and safe learning environment that supports student success.

Respectfully,



Terry M. Hirschfield  
Superintendent / Principal

## Mission Statement

Orange Center strives to develop productive citizens who have a general knowledge and appreciation of the world around them. Our goals are to encourage students to accept responsibilities as members of a group, to promote and create a life-long enjoyment of learning, to meet the needs of the individual students rather than just the individual class, and to produce students capable of creative and imaginative thought.

## GENERAL INFORMATION

### Arrival at School

Students should not arrive at school before 7:30 a.m., as there is no supervision. Once a student arrives on campus, he/she may not leave without permission from the office staff. Students arriving after 8:20 a.m. must report to the office and are counted tardy.

We welcome and encourage parents to volunteer and visit our campus. In order to assure student and staff safety, it is our policy that everyone visiting school grounds between the hours of 7:30a.m. to 4:30 p.m. report directly to the office to sign in and to receive a visitor's badge. Any visitors who are reporting to the After School Program must report to the cafeteria and sign in with the After School Program Staff.

### Parents Picking up Children

Materials to be delivered to students, i.e. books, lunches, money, etc., should be delivered to the office. If you need to pick up your child, you must sign him/her out in the office. At no time should items be taken directly to a classroom.

### Leaving Campus

Students are to officially check out in the office by their parent/guardian. Office staff will notify the teacher to release the student.

Student will only be released to the student's parent/guardian, unless written permission from the student's parent/guardian is provided. In order to assist in minimizing classroom interruptions, parents are discouraged from calling the office to make last minute transportation arrangements. .

### Emergencies

In the event of an emergency every attempt will be made to contact parents. If a parent can not be contacted, the additional contacts on the emergency card will be called. If a student requires immediate medical attention, all instructions provided on the emergency card will be followed.

**It is important that you fill the emergency card out completely for every child in your household. Please contact the office staff immediately if there is a change that needs to be applied to the**

**emergency card. Important changes include, but are not limited to: changes in address, telephone number, contact information, medication, allergies or employment.**

### Attendance Policy

It is important that students attend class every day. It is impossible to recreate the instructional day through make-up assignments, regular attendance is crucial and is also state law.

**Board Policy 5123.3 states that a student may be assigned a failing grade if he/she has accumulated more than nine percent of unexcused absences within a trimester section (45 days).**

Class begins promptly at 8:20 a.m. The school day ends at 2:35 p.m. (1<sup>st</sup>-8<sup>th</sup> grade) and 2:30 p.m. (TK/K).

The state laws of California require the school attendance of every person under the age of eighteen. In addition, the administration of Orange Center School believes it is essential for students to attend school on a regular basis to be successful in their educational experience. When a student is absent from school, only the following reasons will be acceptable to classify as “excused.”

1. Illness
2. Doctor or dentist appointment
3. Death in the immediate family (one day for in state and 3 days out of state)
4. Observance of a religious holiday
5. Quarantine
6. Court appearance – must be in writing by parent/guardian and approved by district designated official

An absence is classified as “unexcused” when a student is absent for any part of the school day for reasons other than those listed above. School work missed due to an unexcused absence may not be made up. An exception will be made in regard to the school work if the parent notified the school prior to the absence.

The parent or guardian of a student who is absent should phone the school at (559) 237-0437 between 7:30 a.m. and 4.30 p.m. and give the following information:

1. Parent or guardian’s name
2. Student name
3. Reason for absence
4. Estimated date of return
5. Whether assignments are needed

If the parent or guardian has not notified the school concerning the absence, the student must bring a note from the parent explaining the reason for the absence and obtain an admit slip from the main office upon return. If the student is absent due to illness for more than two days, a doctor’s note is required.

Vacation and other voluntary absences during the school year should be avoided. If an emergency arises and you will be out of town for more than five days, you should immediately notify the school office and apply for independent studies for your student(s). The Superintendent, may approve for your child to participate in the independent study program, if appropriate notice is given.

A student must attend at least 180 minutes throughout the school day to participate in any school-sponsored activities or to qualify for perfect attendance awards.

### Tardies /Truancy

Students who arrive after 8:20 a.m. are tardy. They must report to the office and check in immediately upon arrival, the office staff will fill out a permit to class indicating the reason for the tardy. Excused tardies must be by written note or the parent accompanying the child to school. Unexcused or excessive tardies will result in the student being required to make up the time and assignments missed.

Consequences for being late:

- |                               |  |
|-------------------------------|--|
| 1. 1- 6 occurrences           | Detention  |
| 2. 3 <sup>rd</sup> occurrence | Student/Teacher Conference                       |
| 3. 5 <sup>th</sup> occurrence | Student/Teacher/Parent Conference                |
| 4. 7 <sup>th</sup> occurrence | Referral to Administration for Parent Conference |

### Unexcused Tardies and Absences

A student is truant if they are out of school without permission or more than 30 minutes late. The consequences for truancy and multiple tardies are:

- |                         |  |
|-------------------------|--|
| 3 <sup>rd</sup> Offense | Letter sent home                                 |
| 6 <sup>th</sup> Offense | Parent and student will meet with the SARB Board |
| 9 <sup>th</sup> Offense | Complaint filed in a court of law                |

### Student Awards

At Orange Center School we offer numerous awards for achievement:

- **CITIZEN / READER / MATHEMATICIAN OF THE MONTH**  
Every school month two students from each class are awarded for their outstanding achievement.
- **ATTENDANCE AWARDS**  
Given at every trimester to those students having perfect attendance.
- **ORANGE CENTER HONOR ROLL**  
Every student in grades 4-8 has an opportunity to be on the honor roll each TRIMESTER. At the end of each TRIMESTER we will have an event to honor these students.

## HONOR ROLL LEVELS ARE AS FOLLOWS

4.0	<i>SUPERINTENDENT'S HONOR ROLL</i>
3.5 TO 3.99	<i>HONOR ROLL</i>
3.0 TO 3.49	<i>MERIT LIST</i>

### Bicycles, Skateboards & Heelys

Any bicycle that is brought on campus should be placed in the bicycle rack, provided by the school, and locked. Orange Center School is not responsible for any lost, damaged, or stolen bicycles that are brought on campus. In addition, Children are required, by law, to wear helmets when riding a bicycle on any roadway. Skateboards, skates, rollerblades, or any shoes with wheels, are **not allowed on campus at anytime**.

### Cafeteria & Lunch Regulations

Orange Center School participates, district wide, in the National School Lunch & Breakfast Program, Provision 2. We provide breakfast and lunch meals at no charge (free) to all students. Breakfast is served from 7:45 a.m. till 8:15 a.m. All students are required to eat in the cafeteria, even if eating a sack lunch brought from home. A second milk may be purchased for .30 cents per carton, adult breakfast is \$2.25 and adult lunch is \$4.50. Payments are to be made in the front office. All drinks or food must be consumed in the cafeteria. Food items brought from home should only be single servings and not shared with other students. Drinking water is available in the cafeteria, all offices, classrooms and on the playground. Beverages from home will be allowed at breakfast, lunch or supper in the cafeteria only.

### Discipline Policy

1. An important goal of our school is to develop in children the qualities of self-discipline, responsibility and respect for others. The District strongly believes that students have the right to learn and teachers have the right to teach. This is to take place in a safe environment, free from physical or emotional threat or harassment. Therefore, an atmosphere for learning must be created as a mutual obligation of the school and home.

#### 2. Positive Behavior

Our students will demonstrate positive behavior at school and all of the staff will do everything possible to help them learn and have a good school experience. Excellent behavior habits will be recognized and encouraged through:

- (a) Student of the Month Character recognition
- (b) Classroom rewards
- (c) Positive notes home
- (d) Praise
- (e) Attendance recognition
- (f) Academic recognition
- (g) Tiger Bucks, Caught Being Good weekly announcements

### 3. Our TK-8 General Rules Are As Follows:

- (a) Show courtesy and respect to everyone.
- (b) Keep hands, feet and objects to yourself.
- (c) Do not destroy or damage personal or school property.
- (d) Come to class on time and be prepared to work.
- (e) No profanity.
- (f) Do not take items that do not belong to you.
- (g) Follow directions of adults the first time given.
- (h) No drugs, alcohol, tobacco, weapons or dangerous objects.
- (i) No gum, seeds, candy or soda.
- (j) Stay in assigned area.
- (k) Follow school homework policy.
- (l) Follow District Dress Code.
- (m) Students shall NOT bring items from home that are not needed in the educational setting. These items include, but are not limited to: toys, digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners and laptop computers, without written permission of the Principal. Permanent sharpie markers, Pen-like laser pointers that aim a red dot are not allowed.

NOTE: The District does not allow personal property to be brought to school except sports-related equipment. The District does not accept responsibility for sports-related equipment or cellphones brought to school that is lost, damaged or stolen. All other personal property is banned from the Orange Center School District (i.e., electronic games and equipment, radios, baseball cards, comic books, etc.)

NOTE: Education Code 48901.5 allows students to possess or use an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. These devices may include, but are not limited to: pagers, beepers, and cellular/digital telephones.

### Parent Conferences and Report Cards

Parent Conferences are scheduled at the end of the first and second trimester. This is a time for teacher and parents to discuss their child's progress. If you cannot come on the day you've been scheduled contact the school immediately and arrange for another time. Parents or teachers may request additional conferences at any time. To request a conference contact the school office to schedule with your child's teacher.

Report cards will be issued at the end of each trimester for grades TK-8. These dates are marked on the school calendar. Parents or guardians are to review these reports and return a signed copy to the teacher. The original copy is kept on file at the school. Please call the school office if there are any questions.

### Cell Phones and Electronic Devices

Because of expense, possible loss and interruption of student learning, electronic devices (radios, c.d. players, tape decks, game boys, pagers, etc) are not allowed on campus, except on special announced occasions as determined by site administration.

Students will be permitted to keep cell phones in their possession throughout the school day. However, students will only be allowed to utilize cell phones prior to 7:45 a.m. and after 2:35 p.m. Cell phones should not be visible between these times. Students who attend the After School Program must not display or use phones during the program.

- Students are required to turn off cell phones during the school day.
- Students will not create an “obvious disruption and/or distraction to any official school classroom schedule and/or planned activity related to the instructional day” by using cell phones.
- In the event a student is observed with a cell phone in their possession and/or are being indifferent to district policy, the student will be subject to associated discipline for such infractions. (see consequences below)
- If a cell phone is a disruption in a classroom during the instructional day, or while the student is being transported in district vehicles, the cell phone will be confiscated.
- During times of testing and/or any other student evaluations, teachers will request students to place cell phones in backpacks or within a prescribed secure area which would thereby eliminate or reduce the possibility of compromised test security.
- Fire drills, assemblies, lockdowns and/or other school emergency evacuations are considered “cell phone blackouts.” During such contingencies there will be an absolute ZERO TOLERANCE for any cell phone use.
- Any use of cellphones to capture photographs and/or video imaging of students and/or any school faculty (including classified personnel) is prohibited and may result in severe disciplinary measures.

### **Consequence**

**First offense** - Cell Phone will be confiscated, parent contact, lunch detention, phone will be returned to the parent/guardian at the end of the school day.

**Second offense** - Violation will be considered defiance, a behavior referral will be issued, and cell phone will be confiscated and will be returned to the parent/guardian.

**Third offense** - Cell phone will be confiscated and will be returned to the parent/guardian. In-school suspension. and parent conference.

### **TK-8 DRESS CODE**

Specific requirements for dress in the Orange Center School District include the following:

- All clothing MUST be neat, clean, and acceptable in appearance.
- Clothing will be worn as its design is traditionally intended and must be of an appropriate size.
- Belts must be of an appropriate size and worn through the belt loops.
- Students must wear shoes at all times (no flip flops, athletic cleats, shoes with wheels or backless shoes).
- Dresses and skirts must be mid-thigh (halfway between groin and top of knee) or longer.
- Walking shorts are allowed. The shorts should be mid-thigh in length for both boys and girls.
- Shorts must be hemmed.
- Baggy pants or “sagging attire is not allowed. Undergarments shall not be exposed. All pants should be of an appropriate size for the student and should fit properly around the waist and at the bottom hemline. No skin should show through holes above the knee.
- Bare midriffs, bare backs, off-the-shoulder and revealing tops are not allowed (i.e., tank tops, halter tops, tube tops, fishnet or see-through tops, spaghetti straps or underwear-type sleeveless shirts), unless an appropriate shirt or top is worn underneath.
- No clothing or accessories may be worn on school grounds or at school events that depict any of the following:
  - Gang symbolism (i.e., insignias, bandana's, “colors,” etc.)
  - Alcohol
  - Tobacco
  - Drugs
  - Violence
  - Profanity
  - Obscenity
  - Defamation of cultures, religion, groups, social institutions or organizations
  - Any color except solid red, and/or predominantly red. (including belts, and other accessories).
  - Team logos or sports related insignias, with the exception of the official school logo.
- T-shirts may be worn. If the T-shirt is not tucked in then it should not hang lower than a student’s fingertips when arms are straight at the student’s side.
- Attire that may be used as a weapon may not be worn (i.e., chains, accessories or clothing with spikes or studs).
- Hats or visors may be worn outside. However, hats, caps, visors, etc. must be worn as traditionally intended (i.e., with bills forward, etc.). No team sports logos on headgear. **HEADGEAR MUST BE REMOVED WHEN ENTERING BUILDINGS, STUDENTS MAY WEAR HEADGEAR IN CAFETERIA LINES, BUT MUST REMOVE HEADGEAR AFTER BEING SEATED.**
- Sun glasses may be worn by students while outside. However, sun glasses must be removed inside all school buildings.
- Body piercing (eyebrows, nose, lips, tongue, etc.) are not allowed. Earrings are acceptable for ears only.
- Hair shall be clean, neatly groomed and of natural color. Hair may not be sprayed by any coloring. Hair that causes undue attention is not acceptable, i.e., unusual design, symbols, messages, or razor cuts, with the exception of per-announced school activities and dress-up days.
- Principal may decide on special dress attire for designated school days.

Consequences of Dress and Grooming Code Violations

For any violation, the student will be sent to the office. A parent or guardian will be contacted to provide appropriate clothing. Continued violations will be considered an act of defiance of valid school authority.

## **Standards For Promotion**

Eighth grade students who have satisfactorily completed the course of study prescribed by the Governing Board may be eligible for a diploma of promotion and participation in promotion ceremonies.

### **Expectations**

The students promoting from Orange Center Elementary School District are expected to demonstrate competence in the areas of academics, citizenship, and attendance. The specific requirements for receiving a diploma and to participate in the promotion ceremony and promotion related events (eighth grade promotion trip, promotion dance) are as reflected below.

### **Academics**

Students must earn a cumulative grade point average (GPA) of a minimum of 2.0 in his/her eighth grade year in the following Core Curricular areas, in order to participate in the promotion ceremony and related events:

- English Language Arts
- Mathematics
- Social Studies
- Science

The cumulative GPA will be calculated by the office staff at the tenth week of the third trimester.

### **Citizenship**

A Student may not participate in the promotion ceremony or related activities if the student has been issued six (6) or more Behavior Referrals or has been suspended more than one time during the student's 8<sup>th</sup> grade year. The Superintendent/Principal may withdraw the privilege of participation in end-of-year activities related to promotion from any student whose behavior has been unacceptable.

### **Attendance**

A student missing more than 8 days of school with *unexcused absences* will not participate in promotion activities.

## **Homework**

At all grade levels, students are expected to do homework on a daily basis. Completed homework, which is turned into the teacher, may be a factor in the student's grades. Please remember that some students will complete their work in less time while others will require more time.

Grade TK/ K	20-60 minutes a week
Grades 1-3	100-120 minutes per week
Grades 4-5	120-180 minutes per week
Grades 6-8	1 to 2 hours per subject per week

#### Homework – Suggestions to Parents

1. Cooperate with the school in making homework effective.
2. Provide a suitable place for students to do homework without distractions (silence the phone, turn off the television, turn away visitors, etc.)
3. Encourage the student.
4. Be interested in what the student is doing, but do not do their work for them.
5. Understand what the school expects the homework to accomplish.
6. All students are required to read at least 30 minutes a day from their Accelerated Reader book.

It is each student's responsibility to ask for any assignments that they may have missed due to any excused absences.

#### Assignment Make-up

Assignments may be made up for any excused absence. Students have one (1) day, for each day they are out, to make-up the work missed. **It is the responsibility of the student or parent to meet with each of their teachers to arrange for make-ups.**

Students may NOT make-up missed work, for unexcused absences, unless the parent /student makes prior arrangements with their teachers before the absences.

#### Student Study Teams

The Student Study Team (SST) at Orange Center School is made up of many participants that may include: the SST coordinator, parents, the classroom teacher, site administration, the school psychologist, the special education teacher, and the speech and language specialist. The team meets to discuss concerns regarding student health, academic performance or behavior. Teachers or parents may request an SST meeting to be scheduled. Any parent may call the office at 237-0437, to request an SST meeting. The SST Coordinator will contact the parent and teacher to schedule a meeting to discuss the student's educational performance.

#### State Testing

All 3rd-11th grade students that are enrolled in a California public school are required to take the SBAC assessment mandated by the state in the areas of English Language Arts and Mathematics, unless parents have signed a waiver exempting them from taking the test. The test is administered once a year in the spring. The Orange Center Staff will communicate the testing calendar as the testing window approaches.

## Student Services

### Associated Student Body – ASB

The Associated Student Body is composed of every student that attends Orange Center Elementary School. The purpose of the student body fund is to support any activities voted upon by the ASB officers, student class representatives and that are approved by school and district administration. Students in grades 5-8 are eligible to hold offices and be representatives of the Student Body. Two students from each class are elected to represent their room on the Student Council, in addition to class representatives, a president, vice-president, treasurer, and secretary are elected from the fifth - eighth grade to serve for the school year. The Student Council sponsors activities such as dances, fund raisers, Christmas Food Drive for the needy, etc.

### After School Program

The After School Program in partnership with the Fresno County Office of Education and the State of California, is offered to students in TK through eighth grade. The program focuses on providing students with enrichment activities, academic intervention, and a physical activities. Students enrolled in the program receive a free supper daily and are provided with transportation home at 4:30 p.m. This program runs from the end of the school day until 6:00 p.m. daily. Students are enrolled on a first come first serve basis, as the student to para-educator ratio is set to be 20 to 1. Applications for the program are available in the school office.

### Team Sports

Orange Center participates in the Washington Athletic League (W.A.L.) area sports program, competing against area schools in cross country, volleyball, football, basketball, soccer, baseball, and softball. Students who participate in these programs must maintain a “C” average (2.0 grade point average) to be eligible. Eligibility will be based on the most current report card or progress report. Any student who wishes to participate, must have received written confirmation of eligibility from the school office, written parent permission and must have a signed athletic code of conduct. If a student becomes ineligible mid season, they will **not** be allowed to participate until the next progress report or report card.

### Instructional Materials / Library Books / Technology Equipment – Damaged and Lost

Instructional materials, library books, and technology equipment, are an expensive resource and each student is entitled to sufficient instructional materials in accordance with law. Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use. Students must cover all books.

When materials are lost or so damaged that they are no longer usable, the student shall be immediately issued a replacement material. However, students or parents/guardians shall be responsible for payment equal to the current replacement cost of the materials. When materials are damaged but still usable, an appropriate charge will be determined.

### Internet Use

The Governing Board intends that technological resources provided by the district be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning. The Board desires to protect students from access to inappropriate matter on the Internet or other online services. Before using the district's on-line resources, each student and his/her parent/guardian shall sign and return an Internet Safety Policy specifying user obligations and responsibilities.

### Insurance Coverage for School Accidents

Orange Center School District does not provide blanket medical insurance coverage for students who suffer school accidents, including interscholastic sports injuries. This means that you are responsible for the medical bills if your child gets hurt during school activities. Each school year, Orange Center School will offer an opportunity for you to purchase personal accidental insurance through an outside agency.

## **Health Related Information**

### Medication At School

The Governing Board recognizes that some students may need to take medication prescribed by a physician during the school day in order to be able to attend school. Prescribed medication may be administered by the school nurse or other designated school personnel only when the school has received written statements from both a student's physician and parent/guardian. Before a student is allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication during school hours, the district shall have a written statement from the student's physician and a Medication at School form completed and signed by the student's parent/guardian. The Medication at School form is available in the school office.

The physician's written statement shall clearly:

1. Identify the student

2. Identify the medication
3. Specify the method, amount and time schedules by which the medication is to be taken
4. Contain the name, address, telephone number and signature of the physician
5. If a parent/guardian has requested that his/her child be allowed to self-administer Prescription auto-injectable epinephrine or prescription inhaled asthma medication, confirm that the student is able to self-administer the medication.

The parent/guardian shall annually provide the Superintendent or designee a new written statement from himself/herself and the student's physician. In addition, the parent/guardian shall provide a new physician statement if the medication, dosage, frequency of administration or reason for administration changes.

Parents/guardians shall provide medications in a properly labeled, original container along with the physician's instructions. For prescribed medication, the container shall bear the name and telephone number of the pharmacy, the student's identification, name and phone number of the physician, and physician's instructions. Medications that are not in their original container shall not be accepted or administered. Medications shall be delivered to the school by the parent/guardian at the beginning of the school day.

### Accidents

If a serious injury occurs on the school grounds you will be notified and asked to pick up your child for observation and examination by their own physician. In certain situations, if immediate attention is required and we're unable to contact you, emergency medical personnel may have to be called to school. If such a situation arises we will make every attempt to contact either you or the second person listed on the emergency card.

It is imperative that you completely fill out the emergency card for each child in your family with the correct names and phone numbers. If you change phone numbers or move please notify the school immediately.

### Head Lice

At Orange Center School we take the necessary steps to provide a safe environment for your child during the school year. The policy at Orange Center is one of "NIT FREE". This means that any student that is found to have NIT(S) in their hair will have their parents contacted and the child will have to remain at home until he/she is free of NITS.

### Dietary Restrictions

If your child has been diagnosed with a **food allergy**, please visit the front office to obtain a Medical Statement to Request Special Meals and/or Accommodations form that must be filled out by your child's doctor and returned to the office. If your child has **dietary restrictions based on religious beliefs**, please visit the office and the staff will assist you in processing the request that will be required, in order for us to best meet your child's nutritional needs.

## **Parent Involvement**

### **Parent Visits to School**

Parents are encouraged and welcomed to visit their child's school at any time. All visits with either teachers or other school staff members should be by appointment. This will assure that the subjects you want to see or persons are available when you come. For the safety and protection of all students, **visitors must first check in at the office and receive a visitor's pass from the office before entering classrooms.**

Parent volunteers are encouraged to participate at Orange Center. Your help on the campus and in the classroom is very much appreciated. If you would like to volunteer to help in the classroom, please contact your child's teacher and the principal.

Prior to volunteering in a classroom or chaperoning a field trip, all adults must complete a Megan's Law Volunteer Screening Request form annually. The Megan's Law clearance forms are located in the school office.

### **Orange Center Parent-Teacher Club**

All parents and staff are automatic members of the Orange Center Parent - Teacher Club. This group helps to plan and implement an excellent educational program for all students. Each member of our team holds valuable experiences and skills that will assist in making all events great ones. Please assist by being an active member, hold an office, come to planning meetings, give ideas, volunteer your time, or donate items. Everyone's help will be needed to continue this great tradition!

### **School Site Council (SSC)**

The School Site Council consists of five elected parents and five teachers/staff. Parents are elected and represent all other Orange Center parents, and the teacher/staff represent the staff at Orange Center School. The Council provides advice and assistance in planning, developing, implementing and evaluating the Schoolwide Program. All interested parents are invited to attend. The SSC meets a minimum of four times a year.

### **Migrant Parent Advisory Committee (PAC)**

The Migrant Parent Advisory Committee consists of four elected migrant parents and two staff members, one from the migrant office and the other being the school's migrant clerk. The committee is a communication link between the migrant parents and the school. Parents are informed about the Migrant Program and how it runs. Informative classes such as nutrition, health, and parent/child participation are free to all parents. Parents that would like to know more about this group should contact the Migrant Liaison at the school office.

### **Site & District English Learner Advisory Committee (ELAC / DELAC)**

The English Learner Advisory Committee (ELAC) is made-up of parents of students who are English Learners, the EL Coordinator, and the principal. At the beginning of the school year stakeholders elect a representative to serve on the School Site Council. Most business relating to the English Learner program is processed through the SSC with the ELAC parent representative serving as the liaison between the committee and SSC.

### Physical Education

All students are required to participate in Physical Education, unless they are physically unable to do so. A parent's note requesting an excuse from P.E. will be honored for up to three days and may be renewed one time (a total of six days). Beyond that time, a physician's note will be required.

### Report Cards

Report cards are distributed every trimester. At the midpoint of each quarter, deficiency notices are sent to the home of students in danger of failing a class in 3<sup>rd</sup> - 8<sup>th</sup> grade. Letters will sent out, by the teacher, two weeks before the end of each trimester for any student whose grade has dropped to a "D" or "F".

Parent communication is an extremely important aspect of your child's school success. For this reason staff is providing you with a calendar for the distribution of report cards, progress reports, deficiency notes and two-week letters. **Students who fail to return reports with your signature may receive detention from their teachers.**

### School Services/Activities

1. Speech and Language: Recommended by the teacher and/or parent (must qualify for services)
2. Special Education: For students qualifying under state and federal guidelines
3. Student Counseling: Referral through Student Study Team or Principal
4. ELD: All students receive English Language Development. Targeted and Designated instruction is provided to qualifying students.
5. Health Services: Hearing, vision, and scoliosis screenings are provided for appropriate age groups. Review of physical and immunization records are provided upon enrollment.
6. Library: All students will utilize library services weekly.
7. After School Program: Applications are available in the office – there is limited space available
8. Student Study Team meetings are available for any student who is at risk in the following areas: health, academics, or behavior.

## School Accountability Report Card

Orange Center School District would like to inform you that the most recent School Accountability Report Card (SARC) for all district schools and charters are available in the school office or on the district website. Please note that you may find information regarding our school demographic information pertaining to all student groups including English Learners, Program Improvement, Academic Achievement, and Socio-Economic standing.

## School Supplies

Each 4<sup>th</sup>- 8<sup>th</sup> grade student will receive one student planner. Teachers will provide students with a list of recommended supplies for the year. If any student is in need of supplies recommended by the teacher, the parent may contact the school office or the teacher for assistance in obtaining the supplies necessary.

## Telephone

The telephones located in the school office are for business only. Students will be given permission to use the office telephone when necessary. Students are not to use classroom telephones or personal cell phones.

## Vandalism

Parents are responsible for the full extent of any and all damages at school by their child. This includes the cost of labor as well as materials or repairs. In the event such vandalism occurs, the Orange Center School District will appraise damage and cost of repair and will bill the parents of the child.

## DISCIPLINARY PROCEDURES FOR SPECIFIC OFFENSES

One of the main purposes of education is to help each student become an effective citizen of our society through the development of self-discipline. Any behavior that interferes with the educational process cannot be tolerated. When it becomes necessary to modify student behavior, every effort will be made by Orange Center School staff to afford the student, parent, and staff member “due process” as defined by the law. Orange Center uses the Time To Teach Strategies to implement positive behavior encouragement and allow students to refocus when necessary.

## Behavior Referrals (TK-8<sup>th</sup>)

A Behavioral Referral is reserved for serious or repeated violations of school rules. These referrals are recorded on a special form. When a student has acquired a Referral, the student is referred to a school

administrator who conferences with the student (possible parent conference). Referrals are given for a variety of reasons. Examples: inappropriate language, disrespect, defiance, harassment, intimidation. Parents will receive a copy of each referral to review, sign, and return to the school.

## **Orange Center Discipline**

### **Minor Rule Violation:**

A minor rule violation consists of behaviors that can be easily corrected and is not a major classroom or educational environment disruption.

Step 1. Student receives a verbal warning

Step 2. If behavior continues, student will be asked to “Refocus”

Step 3. If behavior continues, student will receive lunch detention

Step 4. If behavior continues, student will be receive a **Behavior Referral** and will be sent to the office to conference with administration / parent communication

### **Major Rule Violation:**

A major rule violation consists of a major disruption in the classroom or an interruption of the school day. All Major violations will result in an automatic **Behavior Referral** and Conference with administration

## **Specific Offenses and Disciplinary Action**

The following pages contain the disciplinary guidelines, which will be referred to when administering discipline for specific offenses. Factors such as the seriousness of the offense, the circumstances under which it occurred, and the student’s past record will be considered in deciding what disciplinary action will be taken. The administration and staff reserves the right to decide what course of action will be applied.

Students suspended from school may not participate or attend any and all school sponsored activities and are not allowed on district campus for the duration of their suspension. Also, the student is deemed ineligible for five school days following a suspension.

### **Alcohol**

The possession and/or use of alcoholic beverages on a school campus or at a school-sponsored event are prohibited.

First Offense

1-5 days suspension

Second and Repeated Offenses	Suspension of five or more days pending referral to an Alternate educational program or recommendation to the school Board for expulsion.
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Arson, Vandalism/Defacing and Theft

In all cases of arson, vandalism, and theft, restitution will be made by the students or legal guardian for losses or damages to school buildings, school property, or possessions of students, staff members, and visitors. All arson cases will be reported to the proper law enforcement agencies.

First Offense	1-5 days suspension, possible referral to an alternate educational program and/or expulsion and referral to the proper law enforcement agencies.
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Assault and Battery

Any student, who commits assault or battery upon school personnel, at any time or place related to school functions, shall be subject to a suspension pending a recommendation for transfer or expulsion. The proper law enforcement agency will be contacted for all assault and battery cases.

Public Display of Affection

Kissing, necking, holding hands and inappropriate body contact will not be allowed on school campus or at school functions.

First Offense	Warning
Second Offense	Detention and parent notification
Third and Repeated Offenses	One to five days suspension

Cheating/Plagiarism

Cheating and plagiarism is not acceptable.

First Offense	Parent notification and “F” grade on the assignment or test, and referral.
Second Offense	One day suspension and “F” grade on the assignment or test.

### Drugs and/or Narcotics

The possession, use, or sale of drugs, narcotics, drug paraphernalia, or other illegal substances is prohibited at school or at a school-sponsored event. Violators of this regulation will be suspended pending referral to an alternative educational program or expulsion. The law enforcement authorities will be contacted in all cases.

### Fighting (Assault and/or Battery)

Any Offense	One to five days suspension, possible referral to an alternative educational program or recommendation for expulsion and report file with law enforcement authorities if case involves assault or battery.
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### Forgery

The forging of notes, excuses, hall passes and admission slips is prohibited.

First Offense	Referral and parent contact
Second and Repeated Offenses	Suspension
pending possible referral to an alternate educational program	

### Gambling

Gambling on school grounds, including the pitching of coins, is prohibited.

First Offense	One to three days suspension
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## Hazing

Hazing is to bully or force someone to do unnecessary or ridiculous tasks. Hazing is prohibited and will result in a suspension. More serious or repeated violations could lead to placement in an alternative educational program.

## Insubordination, Defiance and Disrespect

Students who willfully defy the valid authority of school personnel or are disrespectful, either in language or actions, are subject to a one to five day suspension. Repeated offenses will result in a five day suspension and the possibility of referral to an alternative educational program or expulsion.

## Profanity, Vulgarity and Pornography

Use of profanity, vulgarity and/or possession or the distribution of pornographic literature on campus or at a school-sponsored event is prohibited.

First Offense

Possible one to five day suspension

More serious or repeated violations could lead to placement in an alternative educational program or expulsion.

Teachers and administrators reserve the right to separate groups of students when their activities appear to be gang related or bullying in nature.

## Robbery and Extortion

Robbery and extortion, to take possession from another person by threat of force, are prohibited.

Any Offense  
for expulsion.

Suspension pending recommendation

## Searches

Any certified employee has the authority to conduct a search with reasonable cause. The search may include a student's person and areas over which the student has control including, but not limited to backpacks. In some cases, the law enforcement authorities will be contacted.

### Threats on School Personnel

Offenses of this nature will not be tolerated.

Any Offense recommendation for transfer	One to five days suspension, or expulsion and a report filed with the proper law enforcement agencies
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### Tobacco (Smoking and Chewing)

The possession or use of tobacco on a school campus or at any school-sponsored event is prohibited.

First Offense	One to five days suspension
Repeated Offenses to an alternate educational program	Suspension pending referral

### Weapons, Firecrackers and/or Explosives

The possession of a firearm, knife, explosive, or other dangerous object of no reasonable use to the public at school or at a school-related function is prohibited.

Any Offense	Item will be confiscated and a suspension imposed pending an expulsion hearing. In addition, the law enforcement authorities will be contacted.
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**SUSPENSION OR EXPULSION**  
Education Code 48900

A pupil may not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (q), inclusive;

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person
  2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, of Division 10 of the Health and Safety Code, alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Education Code 48900(q).
- (r) Engaged in an act of bullying including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  - (1) While on school grounds.
  - (2) While going to or coming from school.
  - (3) During the lunch period whether on or off the campus.
  - (4) During, or while going to or coming from, a school sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
  - (.2) Committed sexual harassment as defined in Education Code 212.5.
  - (.3) Caused, attempted to cause, threatened to cause, or participated in, an act of hate violence as defined in subdivision (e) of Section 33032.5. Grades 4-12 inclusive).
  - (.4) Intentionally engaged in harassment, threats or intimidation, directed against district personnel or pupils that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or pupils by creating an intimidating or hostile educational environment. (Grades 4-12 inclusive)

(.7)Made terrorist threats against school officials and/or school property, or both.

## School Board

The Orange Center School District is governed by a five-member Board of Trustees. Board members are elected for a four-year term. The regular Board meetings are held on the second Wednesday of each month at 6:00 p.m. in the school library. The agendas and minutes are available at [www.orangecenter.org](http://www.orangecenter.org) or at the front office of the school.

## Transportation

Bus riding is a “Privilege” that we offer to students. All bus drivers are mandated to follow all laws as set forth by the California HighWay Patrol. In order to assure student safety, students must follow all rules that have been set forth for safe bus riding. The bus driver is a school official and is in charge while driving.

If your child violates any of the bus rules he/she will receive a citation from the bus driver stating the reason for citation. If your child receives a second citation within 20 school days of receiving the first citation he/she will be excluded from riding the bus for (3) three school days. A third infraction written within 20 school days of receiving the second citation will warrant your child being expelled from riding the bus for (5) five school days. A fourth infraction will result in having your child removed from riding the bus for the entire school year. In certain situations the driver may immediately remove a child, who persists in disobeying rules, from the bus, after conferring with his/her supervisor. These rules represent common courtesy and safety procedures. **All students must have a parent's' signature, acknowledging that they have read and understand the bus rules on file.** If a student desires to be dropped off at a friend's bus stop in the afternoon, a letter signed by the parents of both students must be given to the office staff that morning. **All questions regarding bus stops, times and policies may be directed to the school office.**

### BUS RULES

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not be destructive.
7. Stay in your seat.
8. Keep head, hands, and feet inside the bus.

## Minimum Day Schedules

Throughout the school year we have minimum days for Parent Conferences and Staff Development. These are noted on your calendar. **On these days TK/Kindergarten through Eighth grade are dismissed at 1:35 p.m. For the 16-17 school year, every Monday (unless they are vacation days or holidays) will be a minimum day for staff development. Please check your calendar for the complete listing.**