

West Orange Elementary School Parent - Student Handbook 2014-2015

**PLEASE REVIEW THIS PAMPHLET
WITH YOUR CHILD**

To acknowledge that you have received this pamphlet, please sign below and return this page to your child's teacher. Please keep the remainder of this pamphlet for future reference.

(cut and return to school tomorrow)

West Orange Parent-Student Handbook 2014-2015

“Yes, I have read and discussed the enclosed school information with my child.” This signed copy will be kept on file at school.

Student's Name

Room Number

Student's Signature

Parent's Signature

West Orange Warriors

August 2014

Dear West Orange Warriors Parents,

You are never too old to set another goal or to dream a new dream.

- C. S. Lewis

I have the honor of continuing to serve as Principal of West Orange Elementary School for the 2014 – 2015 school year. Welcome to a new school year!

In order to support your student as they strive for academic excellence, it is important to know the expectations for your student. The Parent-Student Handbook provides an overview of the expected behaviors. Please take some time to review them with your student.

If you have any questions or concerns, please feel free to stop by the office, email jbougeois@orangeusd.org , or call 714.997.6283.

I look forward to getting to know you and your students during the upcoming year as *we* help them reach their dreams!

Warm wishes,
Jennifer Bourgeois, Ph.D.
Principal
West Orange Elementary School

SCHOOL SAFETY RULES

ARRIVING AT SCHOOL

1. School begins at 8:00 for TK- 5th grades. **It is essential that the students are in their classrooms by 8:00, not just arriving at school at that time.**
2. Students should arrive at school **no earlier than 7:40** if they are eating breakfast.
3. Students in grades TK-5 wait outside of school gates, near the office, until 7:40 A.M. when the gate opens. Breakfast begins at 7:40 a.m. at the lunch tables. Students who choose to eat breakfast must be on time. Breakfast will not be served after 7:50 a.m.
4. Students are not to run or play in front of the school.
5. Students are not to go home to get books or homework they forgot after they have arrived at school unless they are signed out through the front office.

STUDENT PICK-UP

1. Please refer to the following list for student dismissal times and locations:

TK and Kindergarteners are dismissed at 1:35 and are picked up at the gate on Almond Street.

Grades 1-3 are dismissed at 1:45 and are to be picked up at the front loop on Bush Street.

Grades 4-5 are dismissed at 2:05 and are to be picked up at the side loop on Almond Street.

Students in grades 1-3 who have a sibling in grades 4-5 can wait at the lunch tables for their upper grade sibling to pick them up and walk to the side loop so parents don't have to pick-up students at two different times. The lunch tables will be supervised.

2. The dismissal times listed above represent the time students begin to pack-up and are walked to the appropriate pick-up location. Do not expect the students to be waiting for pick-up at the exact moment of dismissal.
3. Students who are not picked up within 20 minutes of dismissal time will be taken to the office and the parent will have to come in and sign them out. This is due to supervision and liability reasons.
4. Parents who habitually pick up their students late will be reported to the office of Student and Community Services and could face prosecution from the Orange County District Attorney.

BICYCLE SAFETY

1. Students in grades 3-5 are allowed to ride bicycles.
2. Bicycle riders must walk their bicycles across the street using the crosswalk.
3. Bicycles are never ridden on school grounds, brought on the playground, or into the school corridors.
4. Bicycles are to be walked to the bike rack behind the office and must be locked.
5. Students must never ride double on bicycles.
6. Students who ride recklessly or ride double may lose the privilege of riding their bicycles to school.
7. **Bicycle helmets are required for bicycle riders.**

BUYING AND SELLING

Students are not allowed to either buy or sell any item from another student while coming to school, while at school or while leaving school.

FIRE AND EMERGENCY DRILLS

1. Students are to stop talking immediately and follow the directions of the teacher.
2. Students are to remain silent until directed to talk by the teacher.

EQUIPMENT

1. The responsibility for any privately owned equipment brought to school rests with the students. Permission to bring personal play items should be obtained from the teacher. **Do not bring toys to school.**
2. Students may not bring hard baseballs, small handballs, tennis balls or bats to school. Any other P.E. equipment must be approved by the classroom teacher.
3. Bats are used only under the direct supervision of a teacher during scheduled P.E. period.
4. All games are open to all students regardless of the ownership of the equipment being used.
5. Students can only kick balls when playing kick ball or soccer on the grass field.
6. Balls and other playground equipment are used only in designed areas.
7. Use 6", 8" or 10" red rubber balls or yellow kick ball for four square and ball wall.
8. Soccer balls are the only balls used for kick ball.
9. No skateboards, scooters, roller skates, shoes with roller wheels, roller blades, motorcycles, or bicycles are permitted on the school grounds.
10. Footballs, football games, and football-like games are not permitted at recess or lunch. These games demand close supervision and monitoring for safety. Teachers may choose to teach football skills during PE.

CELL PHONES/ELECTRONIC DEVICES

1. Cell phones/electronic devices may be brought at your own risk. The school is not responsible for cell phones/electronic devices that are lost or stolen.
2. Cell phones/electronic devices must remain off during school hours.
3. It is recommended students check their cell phones/electronic devices in to their teacher at the beginning of the school day.

LEAVING THE GROUNDS (during and after school)

1. Students **are not to** leave the school grounds during the school day without checking out through the office.
2. Students **are not** allowed to use school phones to get permission to go home with another student.

3. Students who wish to go home with other students (either by walking or private car) must have a signed note from their parent. The student needs to bring this note to the office for the principal or designee's signature prior to leaving school.
4. Students are to go directly home - no side trips to a friend's house.

LOST AND FOUND

1. Items left on campus will be placed in the lost and found.
2. The lost and found items will be placed outside the computer lab daily before recess.
3. **Please make sure all lunch boxes, sweaters and jackets are labeled with the student's full name.**
4. Periodically throughout the year, all clothing not claimed by the owners in the lost and found will be donated to charity.

MEDICINE

1. Students are **never** to bring any kind of medicine to school.
2. Parents may only bring medicine to the Health office. The doctor must fill out the school medicine form which can be faxed to our office. (See the school health clerk for guidance)

OFFICE TRIPS

1. Except in emergencies, children are expected to have an "office pass" or a note from the teacher or supervisor giving them permission to enter the office.
2. Students are not to be in the staff lounge or the teachers work room.
3. The office telephone is used only with written permission of a teacher.
4. Please do not come up to the office during recess to "visit" with our office staff. This is usually a busy office time. We would love to say "Hi!" before or after school when the office is not so busy.

PARENT CHECK-IN, CHECK-OUT PROCEDURES

1. Parents who wish to speak to their child's teacher before school will need to check in at the office. Please try to prearrange any conferences by sending a note to school or making a phone call to the teacher. **Instructional time will not be interrupted.**
2. Parents, parent volunteers, and other visitors must sign-in and sign-out of the office during the school day, and wear a visitor's badge. Also, volunteers must be prearranged with the teacher at least a day prior. Also, volunteers need to have an approved volunteer form on file. These forms are redone on an annual basis.
3. If you wish to sign your child out for an appointment, please come to the office and notify the secretary. She will call your child's classroom and your child will meet you in the office.

PARENT DROP- OFF PROCEDURES

1. If you need to drop-off homework, a book, or a lunch, **please label the item with your child's full name and grade** and bring it to the school office. When possible, we will call into the

classroom to let the teacher know the item is in the office. ***Classrooms will not be called for lunches. The student will need to come to the office to check at lunch time.***

2. Please direct your child to check in the office for an item if he or she has forgotten something or their lunch because **interruptions to the class are kept to a minimum.**

RESTROOM SAFETY

1. Students are expected to use the restroom before school, during recess/lunch, and after school. Use of the restroom during class time is for emergency situations only. If a student has a medical reason for needing to use the restroom during class time on a regular basis, parents must provide the health office with the appropriate medical documentation.
2. Students are never to run to, from, or in the restrooms.
3. The restrooms are for the purpose of using the toilet and washing hands.
4. Children are to use the toilet, flush it, wash their hands, and leave.
5. There is no playing or socializing in or around the restrooms.
6. Students are responsible for keeping the restrooms clean and orderly.
7. Primary students use the primary restrooms, and Upper grade students use the upper grade restrooms.
8. If students vandalize the restrooms in any manner, they may be suspended.

SNACK, LUNCH, AND BREAKFAST SAFETY PROCEDURES

1. All students will be expected to stand on the red line when getting breakfast or lunch. No breakfast will be served after 7:50 a.m.
2. During the breakfast and lunch period, students are to **eat quietly**, at their assigned tables.
3. If bringing sack lunches, students are to eat their own food. For health and safety reasons **trading is not allowed.**
4. Students cannot take home lunches purchased at school.
5. After students are dismissed from the lunch area, they are expected to place their trash in trash cans.
6. Students should spend a reasonable length of time (15 minutes) eating their lunches and are to remain at the lunch tables until dismissed.
7. Students must raise their hand and wait to be dismissed before leaving the lunch tables.
8. **All food must be eaten at the lunch tables.**
9. Students do not have access to a refrigerator or microwave to warm their food.
10. While in the lunch line, students may take only one of each item, unless the supervisor gives permission otherwise.
11. Glass bottles and soda are not allowed at school.
12. School phones may not be used for take-out or delivery lunches for students.
13. Lunches should be sent to school with the student at the beginning of the day. All late lunches must be brought to the office.
14. Students without a lunch should check in the office to see if a parent brought a lunch. **Classes will not be disturbed for late lunches.**
15. **Students may not bring snack or lunch items that stain fingers when being eaten.** The stains ruin books and materials when students touch them after eating these types of foods. An example

of a food item that stains fingers includes, but is not limited to, Hot Cheetos or any other type of hot snack.

DRESS CODE

1. West Orange Elementary School is a “Uniform” school. While attending West Orange Elementary School, all students are expected to **follow the uniform policy, and wear uniforms to school as they were intended to be worn**, which includes the following criteria:
 - Pants, shorts, or skirts are expected to be the proper size and color (navy blue, khaki or dark blue jeans).
 - Pants and shorts will fit at the waist and crotch.
 - Dark blue jeans and shorts are permitted.
 - Belt buckles are to be free of writing or insignia.
 - No pocket chains of any sort.
 - Collared shirts are expected to be the appropriate size and color (white, gray, light blue, or navy blue). Students may also wear t-shirts purchased through school fundraiser or from other school functions, such as Foundation Games.
 - School uniforms are expected to be neat, clean and free of holes.
 - Hats must be worn with the bill facing forward.
 - No clothing that is considered disruptive to class instruction will be allowed, including make-up worn or brought to school.
 - Open toe and backless shoes are not allowed. All shoes must be safe for P.E. Heels are not safe for P.E. and are not allowed at school.
 - Sweaters and sweatshirts cannot be worn that are longer than the shorts or skirt underneath (giving the appearance that the student isn’t wearing a bottom).
 - *Students not following the school dress code will face progressive disciplinary consequences. Parents will be called to bring a change of clothes to school. Parents should supervise school clothing selections for appropriateness.*

STUDENT BEHAVIOR STANDARDS AND EXPECTATIONS

In planning West Orange School's learning environment, we ask four main questions for students to monitor their own behavior.

1. Is what you're doing safe?
2. Are you being kind, courteous, and polite?
3. Are you protecting property - yours and others?
4. Are you acting in a responsible manner?

These questions lead to our expectation that our students follow these West Orange standards of behavior **at all times**:

1. Students are expected to behave in a manner that does not disrupt or interfere with the rights of others. There will be **NO BULLY BEHAVIOR**. Progressive disciplinary consequences will be followed for those who choose to demonstrate bullying behavior.
2. Students will keep hands, feet, and objects to self.
3. Students will use only kind words toward others. No unkind statements will be allowed such as making fun of a person's name, appearance, or abilities.

SAFETY FOR ALL

1. Students are not to bring any toy or real weapon (gun, knife, martial arts instruments), bullets, or explosive to school under any conditions.
2. Fighting, wrestling, or martial arts display, whether real or fake, **is not** allowed. No "play fighting" allowed.
3. Students are to tell an adult if someone is hurt.
4. No throwing of rocks, sand, sticks and/or other harmful objects is allowed.
5. Students have a responsibility to tell another adult if there is a knife or any other weapon, fireworks or other dangerous object on campus.
6. Students also have a responsibility to tell an adult if someone has made a threat against them or another student.

TO AND FROM SCHOOL

1. Students are expected to follow the school rules on their way to school and on their way home from school. Fighting, teasing, and vandalism will not be tolerated.
2. Students are expected to walk on the sidewalks, cross at intersections and crosswalks, and respect private property.
3. Students who ride bicycles must follow the Bike Safety rules, which include wearing a helmet.
4. No skateboards, "razors" and/or scooters, roller blades or roller skates are allowed on campus at any time.

PLAYGROUND SAFETY

1. Students must be visible to a supervisor at all times.
2. **Students are never to play between or behind the portable classrooms.**
3. All students must play in their assigned playground area.
4. Students stop playing immediately when the bell rings and squat. Walk to lines after whistle blows. If on the grass, students may run to the edge of the blacktop and walk the rest of the way to their line.
5. Students are to get drinks and go to the restroom before the bell rings at the end of the recess.
6. Food, candy, cookies, and treats are not taken on the playground; they must be eaten at the lunch tables.
7. Problems on the playground are reported to the teacher on duty or the noon supervisor.
8. Students must get permission from the teacher on duty or the noon supervisor to come to the office.
9. Students stay beyond the yellow line and away from classes that are in session at recess and lunch.
10. No students are allowed in the halls or between the buildings during recess, lunch, or before school.
11. **Students are never allowed in classrooms without adult supervision.**
12. Students turn articles left on the grass or blacktop into the office after the bell rings.
13. Students keep the school ground clean by putting all litter in the trash cans. Be proud of helping to keep your school clean.

14. GUM IS NOT ALLOWED AT SCHOOL. This includes candy with gum in it.
 15. A student only has one place in line. There are no "cuts" in line.
 16. Students are not to sit or stand on any walls, fences, on water fountains, on landscaping, or in any trees while at school.
 17. Students are not to play in between, around, or on the ramps of the portable classrooms.
 18. Students must use the rules of "fair-play" at all times.
 19. No students are excluded from games, even if the game has already started.
- **Failure to follow school rules will result in progressive disciplinary consequences up to and including suspension.**

DISASTER PLANNING

West Orange School has a complete disaster plan that will ensure the best possible care and security for your child in the event of a natural or man-made disaster. Each staff member has been assigned to an emergency team that includes Security, Command Center, Parental Assistance, Reunion Gate, Assembly Area, First Aid, and Search/Rescue. Each staff member has an orange vest for identification purposes, in case of an emergency, look for these people. Through the combined effort of the Orange Unified School District and West Orange School, we have school-wide provisions of bandages and other first aid supplies set aside for emergency use.

If an emergency or disaster occurs at West Orange, we would initiate these steps:

1. All students are trained in "take cover" procedures should the situation warrant it.
2. After the immediate danger is over, evacuation of the building may be in order. Should this become necessary, students will evacuate to their specified class locations on the grass area south of the playground. This is the same procedure they follow during a regular fire drill.
3. Roll is taken immediately and the information is relayed to the Command Center.
4. Each teacher has a first aid kit to take care of minor injuries.
5. After roll is taken, our Search/Rescue teams check each room for missing or injured children. Any injured students are removed from the buildings and taken to our First Aid center.
6. Each school is equipped with a battery powered two-way radio that will be used to contact the District Emergency Operations Center to report their disposition so any additional needed aid and supplies can be sent immediately.
7. Parents should report to the driveway at the west of the school when requesting students for release. You will see the sign for Parental Assistance at the front of the school.
8. After signing your child out, a runner will bring him/her to the Reunion Gate. Students will be kept on campus, or at a safe alternative location, until released to parents or known adults. Children will only be released to their parent, and adult on the Emergency Sheet, or to an adult known to the child.
9. Should the students need to be evacuated to another site, school personnel will be available to direct parents. No child will be left unattended at school at any time!
10. Should food services be required due to an extended stay, O.U.S.D. has a store of snacks and packaged food at each secondary school that will be delivered for distribution.

ATTENDANCE

1. Please see that your student has regular school attendance. All research shows that in order to be successful in school, students need to be at school on a regular and consistent basis. **If your child is sick, or not at school, please call the attendance line at (714) 628-5475, as soon as possible.**
2. Students should not miss school instructional days for family outings such as Disneyland, etc. We realize emergency situations come up. If your child is going to miss five or more days, please come to the office and set up a "Study Contract."
3. **Please have your child arrive at school on time, and be picked up on time.** It is the parent's responsibility to have the child at school on time. For parents who are more than 20 minutes late, their student must be signed out from the office.
4. Students with excessive tardies and/or absences will be referred to the Office of Student and Community Services and to SARB (School Attendance and Review Board). Excessive late pick-up will also constitute a referral to the Office of Student and Community Services.

We know the majority of West Orange students are courteous, productive, and responsible citizens. However, our students are children who are learning, and when they choose to not follow the rules, and are finally referred to the office, consequences will be initiated. Please remember that all students will be aware of the same school rules and the referral plans. Please be supportive in our actions to help your children.