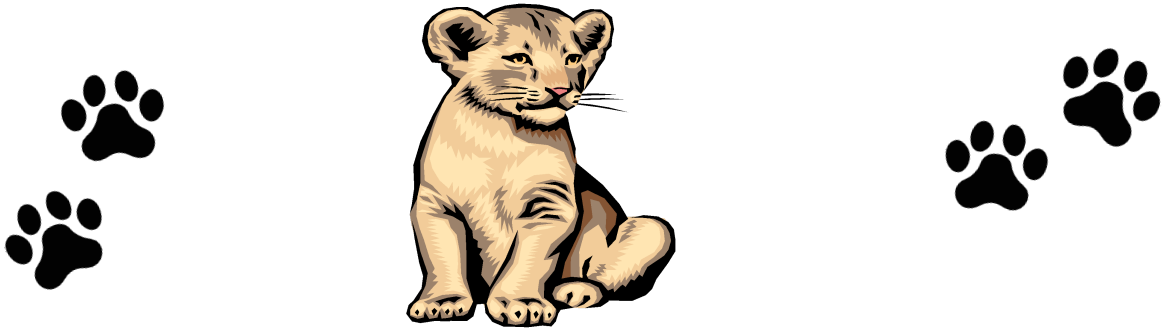


ORCHARD CENTER



STUDENT & PARENT HANDBOOK 2018 – 2019

Principal, Barb Knauss

Head Secretary, Trish Borg

Assistant Secretary, Suzanne Fouts

Phone# (509) 922-5473

Fax# (509) 927-1141

Website: oc.wvsd.org

Our Children. Our Commitment. OC.

**Orchard Center
Student & Parent Handbook
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West Valley School District

Our Mission: Each West Valley student will have a Rigorous and Relevant education achieved through strong Relationships to maximize readiness for College, Career, and Citizenship!

Our Why: We believe in partnering with our community to prepare our students for College, Career, and Citizenship, we do this by creating unique, high-rigor programs that respond to the needs of our students, staff and community.

Orchard Center Elementary

Our Mission: At Orchard Center, we believe...

- in providing a rigorous, standards-based learning environment that is safe and supportive
- in cultivating a passion for curiosity to encourage a pursuit of life-long learning
- in fostering a culture where students and staff believe in their own capabilities
- in celebrating the pursuit of individual success within our community

Our Why: We are dedicated to empowering all members of our Orchard Center Community to be compassionate, successful, life-long learners.

ORCHARD CENTER ELEMENTARY
School-Wide Expectations

	P practice Safety	A ct Responsibly	W ork Hard	S how Respect
Assembly	*Sit correctly	*Take care of yourself	*Be a good listener	*Enter and leave quietly
Bus Lines	* Walk on sidewalk * Use crosswalks	*Be on time	*Walk directly to your bus line	*Give others space in line
Classroom	*Keep hands and feet to self *Use classroom equipment appropriately	*Come to class prepared to learn *Listen and follow directions	*Participate *Complete assignments in a timely manner	*Enter and leave room quietly *Allow others to learn
Halls	*Stay to the right	*Keep lines orderly	*Walk quietly so others can continue learning	*Keep hands and feet to yourself
Lunchroom	*Watch where you are walking *Stand in line appropriately	*Eat your own food *Raise your hand to be excused	*Clean up after yourself	*Use good manners * Talk quietly
Playground	*Use playground equipment correctly *Stay within boundaries *Walk on blacktop	*Leave toys, electronics, and sports equipment at home	*Play fair	*Use polite language * Keep hands, feet, body and belongings to yourself
Restrooms	*Wash hands	*Get back to class quickly *Be quiet	*Leave restroom clean	*Give others privacy

**ORCHARD CENTER STAFF DIRECTORY
2018-2019**

Name	Position	Name	Position
Aley, Russ	Title-Intervention Specialist	Joy, Amy	Instructional Assistant
Borg, Trish	Head Secretary	Kappen, Jill	Instructional Assistant
Bovey, Daniele	Grade 1 Teacher	Kivett, Dawnel	Grade 4 Teacher
Brown, Nick	Instructional Assistant	Knauss, Barb	Principal
Carter, Diane	Instructional Assistant	Kraudel, Joseph	Grade 4 Teacher
Chatburn, Darlia	Librarian/Tech	Krueger, Karen	Physical Therapist
Chrisman, Leslie	Kitchen	Lamberson, Tami	Grade 2 Teacher
Claire, Nicole	Grade 1 Teacher	Lavrova, Natalya	ELL Specialist
Cuevas, Teresa	Instructional Assistant	MacDonald, Julie	Grade 5 Teacher
Damschen, Jen	Grade ¾ Teacher	Martin, Jenae	Grade 1 Teacher
Ecklund, Eric	Mental Health Therapist	Miller, Jennifer	Grade 1 Teacher
Ellingsen, Becky	Instructional Assistant	Osborn, Tiffany	Kitchen Manager
Everett, Mary	Counseling Assistant	Penniman, Justin	Night Custodian
Fletcher, Paula	Instructional Assistant	Penniman, Lola	Day Custodian
Fouts, Suzanne	Assistant Secretary	Stephens, Karen	Counselor/Psychologist
Fryer, Justine	SPED Director	Strauch, Sally	Music Teacher
Hageman, Sarah	Speech Therapist	Tipps, Teresa	Instructional Assistant
Haines, Evan	Grade 3 Teacher	Varela, Cathe	Nurse
Hawley, Gina	Autism Teacher	Watson, Amanda	Grade 4 Teacher
Henriksen, Julie	Grade 5 Teacher	Williams, Joan	Grade 2 Teacher
Howell, Brandon	PE Teacher	Williams, Lisa	Kitchen
Hudson, Michele	Instructional Assistant		
Husted, Tracie	Title-Intervention Specialist		
Jaklitsch, Ali	Grade 3 Teacher		

Orchard Center Elementary School

School Begins at

9:00 am

- If your child eats breakfast at school, they may arrive at 8:30 am.
- Children should arrive at school between 8:45 and 9:00 am.

(Please do NOT drop them off before 8:45 am as there is NO supervision!)

Afternoon Recess

2:00–2:30

- 2:00 pm 1st, 2nd & 3rd grade to recess
- 2:15 pm ¾ combo, 4th & 5th to recess

School Day Ends at

3:30 pm

MEAL PRICES

Breakfast

\$1.50

Lunch

\$2.60

Reduced Lunch

40 cents

Extra Milk

60 cents

Adult Lunch

\$4.00

LATE START DATES

2018-2019

School starts at 10:30 am

Wednesday, September 19, 2018	Wednesday, February 27, 2019
Wednesday, September 26, 2018	Wednesday, March 13, 2019
Wednesday, October 17, 2018	Wednesday, March 27, 2019
Wednesday, October 24, 2018	Wednesday, April 10, 2019
Wednesday, November 28, 2018	Wednesday, April 24, 2019
Wednesday, December 12, 2018	Wednesday, May 1, 2019
Wednesday, January 16, 2019	Wednesday, May 15, 2019
Wednesday, January 30, 2019	

LATE START BUS SCHEDULE

BUS #	BUS ROUTE START TIME	BUSSES RUN 1.5 HOURS LATER THAN NORMAL SCHOOL DAYS
16	10:00 am	
28	9:50 am	
81	9:53 am	
7	9:50 am	

West Valley School District Calendar 2018-2019

Aug-18						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

February

- 15 Snow Day if needed
- 18 Presidents Day

Feb-19						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Sep-18						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September

- 3 Labor Day
- 4 Orientation Day
- 5 School Begins

March

Mar-19						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Oct-18						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October

April

- 1-5 Spring Break

Apr-19						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov-18						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November

- 12 Veterans Day - Observed
- 21 1/2 day
- 22 Thanksgiving Break

May

- 24 Snow Day if needed
- 27 Memorial Day - Observed

May-19						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec-18						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December

- 20 Christmas Break

June

- 14 Last Day of School
- 15 1/2 day

Jun-19						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jan-19						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January

- 1 New Year's Day
- 3 School Resumes
- 21 Martin Luther King's Birthday - Observed

July

- 4 Independence Day

Jul-19						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

	Holiday - No School		School Begins/Ends
	One Day/Snow Day		End of Grading Period
	No School		

ORCHARD CENTER ELEMENTARY SCHOOL GUIDELINES

ARRIVING TO SCHOOL:

Arriving to class on time is important to your child's success in school. The bell rings at 9:00 a.m. Late arrival even by a few minutes impacts our teachers' ability to begin instruction and interrupts the classroom environment. Please be considerate of others by making sure your student is at school on time every day.

BICYCLES:

Students may ride their bikes to and from school, provided that they follow safe practice and provide their own security lock for the bike while at school. Bicycles must be placed in the bike rack, on the north side of the building by the playground. Students are NOT allowed to ride their bikes on school grounds before, after or during school hours. Bicycles must be WALKED on school grounds.

Please instruct your child about bicycle safety rules and ALWAYS WEAR A HELMET!

BUILDING ACCESS AND SIGN-IN PROCEDURES:

All parents, family members, guardians and guests are required to sign in and out at the main office. For safety reasons, we do not permit parents, family members, guardians and guests in the hallway during the morning arrival (8:45am – 9:00am) and afternoon pick up times (3:15pm – 3:30pm) unless prearranged with a staff member. All guests in our building are required to wear a visitor sticker, which will be provided at the time signing in.

BUS RULES AND EXPECTATIONS:

Please refer to the School Bus Procedure: Student Conduct on Buses on the West Valley School District website's Transportation Department (wvwd.org). Specific bussing questions and/or concerns may be directed to Tim Morgan at the West Valley School District Transportation Department at (509) 922-5467.

CLASS PLACEMENT:

Class lists for the following year are formed at the end of the previous school year. Placement decisions are based on many factors including student learning styles, teaching styles, student group dynamics, enrollment, and parent input. Parent input/requests concerning placement for the following school year should be made in writing and turned in to the Office before June 1st of the current school year.

COMMUNICATIONS:

Orchard Center Elementary will send home any newsletters or other communication on Thursdays. PLEASE CHECK YOUR CHILD'S BACKPACK EVERY THURSDAY for important information. Please take the time to read through this information as it will contain information about upcoming events that will be important to you and your child.

We utilize Skyward Message Center to send e-mail messages throughout the school year. Please be sure the Office has updated information regarding your current phone numbers, home address and e-mail address.

COUNSELING:

Orchard Center has a counselor and a counseling assistant who provide a variety of services to students, parents and staff. To contact one of them, please call the school office.

CURRICULUM:

The West Valley School District has aligned its curriculum with the Washington State Learning Standards. Classroom teachers may provide parents with the specifics of their program during conferences and/or parent meetings. Information regarding the WA State Learning Standards may also be accessed by going to the Office of Superintendent of Public Instruction's (OSPI) website at www.k12.wa.us.

DRESS CODE:

Clothing or an appearance that causes a disruption to the educational process or which presents health or safety concerns is not permitted at school. Clothes and shoes that are safety hazards either on the playground or during PE classes should not be worn.

- Shoes must have backs – No flip-flops, slides or other shoes without a back strap
- No spaghetti straps, halters, bare midriffs or bare backs
- No sleeveless shirts with deep arm holes or low necklines
- Shorts and skirts must be fingertip length
- Baggy pants should be worn with a belt and undergarments should not be exposed
- Clothing that is considered gang-related or has inappropriate language or graphics is not allowed.
- Hats are not to be worn in the building.

Otherwise, dress and appearance of the child are the responsibility of the parents/guardians. The final determination of the appropriateness of the attire is the responsibility of the Principal.

Dress for the Weather:

Children are allowed to play outside in all weather conditions except for hard rain and extreme cold. Please help your child dress to fit the current weather conditions.

DROP OFF & PICK UP OF STUDENTS:

During arrival, 8:45 – 9:00 a.m, and dismissal times, 3:30 p.m, cars are not allowed in the bus loading area on Center Street. Cars may enter the circle drive in front of the school. After school, students are to remain on the sidewalk until their ride arrives. Please check in at the office. No student or parent should be in the teacher’s classroom without their knowledge or consent.

FIELD TRIPS:

Teachers will notify parents of upcoming field trips. A signed permission slip with emergency contact information is required for your student to participate.

HEALTH POLICIES:

Please take the following actions to assist in your child’s safe care at school:

- Update online student information forms. Please include a phone number where you can be easily reached during the school day. Include the name and location of the individual who is prepared to care for your child if you cannot be reached quickly.
- Develop a plan for picking up your child promptly if he/she becomes ill or is injured at school.
- Keep your child at home if he/she has symptoms of a beginning illness, particularly a cold or the flu. To determine if your child is able to attend school ask the following questions:
 - Is my child able to participate fully in classroom activities
 - Is my child free from a communicable disease that could be transmitted to others?
 - Fever and/or vomit free for 24 hours
- Alert the school of any health concerns for your child that may require special precautions or care.

- Keep your child at home if he/she has any nits or live lice.

Vision and hearing screening is done yearly.
HIV/AIDS education begins in 5th grade.

MEDICATIONS AT SCHOOL:

In some cases, it is necessary for students to have medication during school hours. This is given by the school secretary or nurse. However, it is absolutely necessary that we have a doctor's order slip with instructions, and the medication must be in the bottle with instructions clearly marked. THIS INCLUDES PRESCRIPTIONS AND OVER-THE-COUNTER MEDICATIONS. This bottle is to remain at the school. Therefore, we suggest that you take some out to keep at home (or obtain a second bottle from the pharmacist.) School medication forms may be obtained in the school office for this purpose. In no case is a student to have medication in his/her possession during school hours.

NURSE:

The school nurse is available to Orchard Center students periodically throughout the week. The nurse develops Health Care Plans for children and monitors programs, compliance and school wide health issues. She does not provide on-site health care for students who are ill. She is available to answer parent questions. Please call the school office at 922-5473 if you need to speak to the nurse. If she is not in the building, we will make sure she gets the message to return your call as soon as possible.

PARENT CONFERENCES:

Individual conferences with parents are held twice each year, once in November and again in March. See the calendar of events for specific dates. Teachers will not wait until scheduled conferences to contact parents if a child is experiencing problems. We hope that parents will call, e-mail or visit us when they have questions or concerns.

PARENT-TEACHER GROUP (PTG):

All parents are encouraged to become members of our PTG. The purpose of the PTG is to enhance home-school-community relations, encourage enthusiastic interest in the school and students, and to lend support to the school and staff. The PTG sponsors activities for students, provides volunteer support for school functions, and sponsors fund-raising drives.

PERSONAL PROPERTY:

Personal items such as toys, sports equipment, electronic games, CD/MP3 players, cell phones, cameras, trading cards, etc. should NOT be brought to school. The school does not accept responsibility for personal items being lost, stolen or damaged.

PRE-PAID MEALS:

For your convenience, you may pay for meals online with a credit card using your Skyward family login and password. You may also pay for meals at any time by sending cash or a check with your student. They should give the money to the teacher who will turn it into the Office that day.

SAFETY:

Children who walk to school will need parental guidance about safety. Instruct your child about crossing at corners, walking on the sidewalks, or on the left side of the street where no sidewalks are available. Please remind them to “look both ways” for oncoming vehicles when crossing streets. Also when crossing the railroad tracks, please have them look both ways and be aware of the signals and what they mean. Children should NOT play on or linger near the train tracks at any time.

SCHOOL OFFICE TELEPHONE:

The telephone in the School Office is for business and professional use by school personnel. We make every effort to limit student use and we ask for your assistance in this matter. Arrangements for playing after school at a friend’s house must be made prior to coming to school. Students need a written note explaining any special after school arrangements and should give any such notes to their teacher first thing in the morning. Messages will be communicated to students in urgent cases. Use of the telephone by students requires permission of a school staff member.

SKATEBOARDS, ROLLERBLADES & “HEELEYS”:

Skateboards, rollerblades, “Heeleys” and other similar wheeled equipment are not permitted on school grounds.

STUDENT ABSENCES & TARDIES:

Students are required to be on time and regular in school attendance. Please call the school if your child is absent or tardy. If we do not hear from you, the office personnel will attempt to call you. If you are unable to contact the school by phone, a written excuse from the parent/guardian is required within 48 hours in order for the absence to be excused.

Please remember that the Washington State Compulsory Attendance Law (a.k.a. “The Becca Bill”) requires all schools to report excessive absences to the Truancy Board.

SUPERVISION BEFORE, DURING AND AFTER SCHOOL:

School begins at 9:00 a.m. THERE IS NO ADULT SUPERVISION BEFORE 8:45 AM. Students eating breakfast may enter the building at 8:30 am.

Parent/Guardians are welcome in the lunchroom during lunch, but are not permitted on the playground during recess.

On Late Start Days, school begins at 10:30 a.m. Students eating breakfast may enter the building at 10:05 am. There is no supervision on the playground before 10:15 am.

VOLUNTEERING AT ORCHARD CENTER:

A Volunteer Form can be picked up from the O.C. Front Office, this form must be completed and turned in before a parent/guardian can volunteer (please allow 2 business days for processing).

Volunteering must be coordinated with the teacher. Please contact them directly.