

Allan Orrenmaa Elementary School

Orrenmaa Owls are Aiming for Success

Parent & Student Handbook 2023-2024



Diana Taylor, Principal



We have received and read the Orrenmaa Parent/Student Handbook which includes the school rules.

Parent Name

Parent Signature

Date

Student Name

Student Signature

Date

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WELCOME TO ORRENMAA

Dear Parents/Guardians and Students:

On behalf of the teachers and staff, we would like to welcome you to the 2023-2024 school year at Orrenmaa Elementary School. Our goal at Orrenmaa is to work together with families and the community in implementing a “whole child” approach to learning. In order to meet the needs of each student using this approach, we must address students' physical, social, emotional, and academic needs. Through the Orrenmaa Project we intentionally focus on developing the whole child. This handbook will be useful in understanding what we are doing and the rationale behind the expectations and project.

Orrenmaa is committed to providing students a safe and well-disciplined environment in which children can learn. This Parent and Student Handbook includes our Behavior Plan. The intent of this handbook is to make clear to both students and parents/guardians what behavior is expected and the consequences associated with student actions, both negative and positive. Students and parents are encouraged to review the material together so that everyone is aware of the expectations and consequences. The bottom portion of the title page must be signed by the parent(s) and student indicating receipt of this information. Please return the tear-off to your child's teacher the first week of school.

Communication between school and home is crucial. Please follow the process of communicating first with your child's teacher should you have any concerns or questions regarding your child. If additional questions arise regarding policies, please contact me through the office at 951-358-1635.

Please keep this handbook to refer to throughout the school year. I look forward to working collaboratively with you as our students soar to excellence.

Sincerely,

Diana Taylor

Principal

Every student. By name.

The Orrenmaa Project

The Orrenmaa Project: Focusing on the Whole Child

The Orrenmaa Project is a culmination of a school-wide curriculum which develops the entire needs of our students. The three main needs that Orrenmaa Project addresses are: Physical, Social, Emotional, and Academic.

Physical (Health and Wellness)

- Students arrive at school ready to learn. Breakfast is available from 8:10 to 8:40 in the MPR.
- Running Club (Mondays, Wednesdays, and Fridays from 8:00 to 8:30)
- 100 Minutes of Physical Education (P.E.) weekly for grades 1-5. (Students may wear hats that conform with our dress policy during outside instruction. When there is inclement weather, P. E. will be held indoors. Students are encouraged to bring water bottles on their assigned P.E. days.)

Social/Emotional

- [PBIS](#) (Positive Behavior Interventions & Supports)

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

- [Ron Clark](#)

Ron Clark has several founding principles. Foster an atmosphere where students, parents, staff, and community members work together to create a family environment for all learners. Inspire academic excellence, leadership, collaboration, and a world-class education for students. Teach in ways that promote creativity, innovation, wonder, joy, and a passion for learning. Demand academic rigor and set high expectations for every learner.

- [Peaceful Playgrounds](#)

Peaceful Playgrounds enhances learning, prevents bullying, and promotes positive social interactions on the playground.

Academic

- Attendance
- Maintain Grades
- AVID (Organizational Skills)
- Reclassification of English Learners
- Demonstrate improvement of assessments
- Participate in extended learning opportunities

Orrenmaa Daily Schedule 2023-2024

| | | | |
|-------------------------------|-------------|------------------------|-------------|
| TK-K Student Day | 8:45 – 1:05 | OFFICE HOURS | 8:00 - 4:30 |
| | | TEACHER WORKDAY | 8:15 – 3:45 |
| Grades 1-5 STUDENT DAY | 8:45 – 3:00 | BREAKFAST | 8:10 – 8:30 |

| TK | Kindergarten |
|---------------------------------|---------------------------------|
| 8:45 – 1:05 Instruction | 8:45 – 1:05 Instruction |
| 10:10 – 10:25 Recess* | 10:30 – 10:45 Recess* |
| 11:10 – 11:45 Lunch and Recess* | 11:10 - 11:45 Lunch and Recess* |

| 1st Grade | (Students enter classroom @ 8:40) |
|-----------------------------|-----------------------------------|
| 8:45 | Instruction begins |
| 10:30 - 10:45 | A.M. Recess* |
| 11:10 - 11:45 | Lunch* |
| 1:25 – 1:40 | P.M. Recess* |
| 3:00 | Dismissal |

| 2nd & 3rd Grade | (Students enter classroom @ 8:40 am) |
|--|--------------------------------------|
| 8:45 | Instruction begins |
| 10:45 – 11:00 | A.M. Recess* |
| 11:50 - 12:25 | Lunch* |
| 1:25 – 1:40 | P.M. Recess* |
| 3:00 | Dismissal |

| 4th & 5th Grades | (Students enter classroom @ 8:40 am) |
|---|--------------------------------------|
| 8:45 | Instruction begins |
| 10:50 - 11:05 | A.M. Recess* |
| 12:30 – 1:05 | Lunch* |
| 3:00 | Dismissal |

8:45-1:30 Tuesday and Early Release: Kindergarten and TK
 8:45-1:45 Tuesday and Early Release: Grades 1st-5th (No P.M. recess)

*Updated schedule available at alvordschools.org/orrenmaa

Orrenmaa Parent Communication

- Keep up to date with future and current school activities on our [website](http://www.alvordschools.org/Domain/15) (<http://www.alvordschools.org/Domain/15>)
- Join your student's class on Class Dojo to see pictures and get updates of class and school events.
- Use the Parent Square app to receive updates from the district and the school.

IMPORTANT NOTES

- Orrenmaa Elementary School has a dress code policy for all students. All students are required to conform to the dress code. The Student Dress Code policy applies to all students unless a doctor's note is on file at the school for the student.
- Orrenmaa Elementary School cannot be responsible for lost, stolen, or damaged items brought to school. No toys are allowed unless the teacher requires the items for a lesson or class project. Expensive items should stay at home.
- Orrenmaa Elementary School will donate all lost and found items at the end of each progress reporting and grading period. Please check the lost and found regularly for missing lunch bags/boxes, water bottles, jackets, sweaters, and other articles of clothing, including accessories.
- Orrenmaa Elementary School welcomes the celebrations of special events. Please see our Health and Wellness Policy for suggested and acceptable ways to celebrate with classmates.
- Orrenmaa Elementary School is an Alcohol, Tobacco, and Drug-free zone. This includes the fields and parking lots.
- Orrenmaa Elementary School participates in the Alliance for a Healthier Generation Healthy School Program and has achieved a Silver Award status. In the following years, we will be working towards Gold.
- Alvord Unified School District has a **ZERO TOLERANCE** policy with regards to weapons, violence, and drugs. Students involved in any of these activities can expect suspension and possible expulsion. Police and legal action will be pursued.
- Orrenmaa Elementary School believes every student deserves the right to learn from their experiences. When students make mistakes, these are seen as learning experiences. Thus,

Orrenmaa has a progressive discipline policy which follows district policies and guidelines as well as California Ed Code that allow students to learn from these experiences.

SCHOOL OVERVIEW

Orrenmaa Vision Statement

Orrenmaa Owls find joy learning in a safe welcoming environment. We are preparing our students to be problem solvers capable of rising to life events.

Orrenmaa Brand

In a region that serves a unique community of Riverside, Orrenmaa disrupts the status quo providing empowerment, engagement, and visionary education building our "House" on a solid foundation of fundamentals, academics, and fun.

Motto: Orrenmaa Owls are Aiming for Success

Mascot: Owl

School Colors: Navy Blue

Program Overview

Orrenmaa Elementary is a school dedicated to excellence and fidelity to a high quality implementation of California Common Core State Standards. Orrenmaa will support all students in a rigorous, highly focused educational environment that will prepare them for a future in higher education and a global workforce. Orrenmaa is dedicated to inspiring each student to realize his/her unlimited potential. Central to the educational philosophy is the belief that children learn best when:

- There are high standards and expectations for all.
- They become active participants in, not mere recipients, of their education.
- A positive school culture is developed that respects diversity and multiculturalism.
- Parents and community are seen as essential partners.
- The language and culture of all families are valued and embraced.
- They are provided a positive, respectful learning environment, where students take responsibility for their actions, choices and learning.
- Collaboration and positive interaction among peers is facilitated.
- They are offered meaningful high quality instruction.
- They are given opportunities to use technology as a tool to access and share knowledge across the content areas.

- Teachers reflect and differentiate instruction based on student's needs
- Teachers and staff are provided quality professional development to ensure they are implementing best practices and current research.
- Teachers are given time to collaborate and plan instruction based on assessment and student needs

Orrenmaa Elementary School recognizes that students and schools are more successful when parents, staff, students, and the community work together to support and foster learning for all. Therefore, at Orrenmaa, the education of each child is a joint venture between the parent, student, community and school.

To support this goal parents and guardians are expected to:

- Discuss regularly with their child the importance of education and school
- Keep in regular contact with their child's teacher(s) regarding student progress.
- Consistently support their child in completion of school work and preparation of assessments.
- Ensure students attend school every day and arrive prior to the start of the day.

Emergency Information

When your child is registered, you are required to fill out emergency information which is kept on file in the school office. In case of an emergency, we will always call home first. **It is critical that you keep up-to-date emergency contact phone numbers on file in the office in the event we cannot reach you.** The person designated as your emergency contact should be someone who can reach the school in a reasonable length of time. Please notify the office of any changes in your address or phone number. **REMEMBER, WE WILL NOT RELEASE YOUR CHILD TO PEOPLE NOT LISTED ON THE EMERGENCY INFORMATION.** Make sure that those picking up your child carry an official I.D.

It is essential that the information include:

1. A home and /or business phone number.
2. Emergency contact phone numbers of those you have authorized to pick up and care for your child in your absence. Emergency contacts should be persons who live locally and can come to the school quickly in case of emergency.
3. The name, address, and phone number of your child's doctor.
4. At least three (3) people the school can contact in case of an emergency.
5. Your signature giving or refusing permission for the school to seek emergency medical attention for your child.

Student Arrival and Dismissal

Safety of our children is very important. The following are suggestions and rules which will help your child be safe:

1. Insist that your child go directly to and from school. We encourage parents never to let students travel alone.
2. Know the time your child is due home. If your child is irregular in arriving home, please contact the school and an attempt will be made to find out the reason for the delay.
4. Students should depart school as soon as they are dismissed.
5. Please pick students up PROMPTLY after school.
6. Students should stay off private property and travel the recommended routes to and from school.
7. You must send a note if your child is to change his/her regular routine. Young children, especially, have difficulty remembering what a parent said when it is time to go home.
8. Arrangements need to be made BEFORE school. Children may not use the phone to change plans.
9. Advise your child to avoid strangers, and not get into a car with someone s/he doesn't know. Tell him/her not to accept money, candy or presents from strangers, and not to help a stranger look for lost animals or get directions.
10. Parents picking up and dropping off students are required to comply with all traffic instructions at the front and back of the school for the safety of all children.

Arrival

- There is no supervision before 8:30am. Students should not be dropped off sooner than 8:30am
- When dropping off, all students should only exit from the passenger side of the vehicle to avoid stepping into traffic.
- Breakfast: Students eating breakfast should arrive at 8:10, enter through the front gate by the office, and proceed directly to the cafeteria.
- Orrenmaa is a closed campus. Parents are not permitted to walk their children to class. To enter the campus, parents must first check in at the office. You must have a valid driver's license or state ID.
- Students participating in 100 Mile Club arrive at 8:00am and enter through the front gate by the office.

Dismissal

Students in grades 1-5 are dismissed by the following groups

- Bus Riders – Bus riders are released first through the front gate.
- Expanded Learning After School Program – Students are checked into the program in the MPR

- Car Riders – Back gate on Fillmore. Stay in your car. Pull all the way to the front of the cones. Your child will come out to your car.
- Parent Walk Up – Front of school. Parents walk to the school or park on neighborhood streets. There is no parking available in the parking lots. A staff member will release your child to you.
- Walkers – Walkers are limited to 5th grade students *only*. After traffic has subsided, walkers will be released. Students crossing Indiana must do so with the crossing guard.
- Bike Riders – 3rd-5th graders may ride their bikes. A bike contract is required. Students must wear a helmet and follow all traffic laws. Bike riders crossing Indiana must do so with the crossing guard and walk their bike through the crosswalk.

Kindergarten

- Your teacher will tell you which gate from which your child will dismiss. You must park your car and walk up to the gate in order for the teacher to dismiss your child. TK and kinder students are not permitted to be picked up in a car line.

Parking Lot Safety and Courtesy

The parking available to visitors is very limited. Please park in a designated parking spot and not in the red zone or bus zone. Safety and courtesy are to be observed for the safety of our children. We appreciate your cooperation in this matter and ask that you follow all the procedures set by the school and published yearly. During heavy traffic times of arrival and dismissal, we require parents to:

- Never block the flow of traffic
- Park in designated areas only
- Never leave your vehicle unattended unless in a designated parking spot.

Classroom Interruptions

At Orrenmaa Elementary, student achievement is a focus and a priority. Toward that end, we will make every effort to reduce classroom interruptions.

We are asking you to help us by:

- Inform your child before they leave for school in the morning of any plans for after school that they may need to know such as -
 - Who is picking them up after school?
 - What exit are they going to? Front? Back? Walking?
 - Do they need to go to daycare?
 - What do they do if it rains?
 - Do they have their homework?
- Make sure lunch is taken care of by seeing that they take their lunch with them to school, or letting them know they will be eating hot lunch from the school cafeteria.

Phone Calls

Students will be allowed to use the phone at the discretion of staff in cases of special need or emergency only. Elementary students are not allowed to use personal cell phones or other electronic devices on campus. If a student has a cell phone on campus it must be turned OFF while on school property, and kept in the student's backpack, not on his/her person.

Parents on Campus

Orrenmaa is a closed campus. This means that parents/guardians or family members will not be allowed on campus simply to observe their student on the playground or to walk them to their line/class. However, we welcome parents to sign-in to the office for school business such as volunteering in the classroom, attending a parent meeting or helping in other volunteer capacities. All visitors on campus must sign in and must be on campus for school business per the Education Code and Penal Code 627 et al. This provides parents an opportunity to advise the staff of their presence at school and of their needs. This requirement is intended to maintain a safe, secure, and peaceful campus. When signing in at the office you will be required to present a valid driver's license or state ID.

At morning ingress and at dismissal time, family members must remain outside the school gates so that we can keep the campus orderly and safe. The above procedures have been established to ensure student safety and to minimize disruption of the instructional program.

On occasion there may be special days set aside for parents to join their child(ren) for lunch. However, as a general rule, we ask that parents refrain from visiting their children at breakfast, recess or lunch times. Students need to become comfortable and confident at school. This is best accomplished with minimal interruptions to their daily school routine.

Any concerns that a parent may have regarding a child other than their own must be brought to the attention of the principal. Parents may not speak to another child regarding a discipline concern or an incident between their own child and another student. By approaching a child on campus, you violate his/her rights to be safe and secure, and open yourself to possible criminal charges of assault. Since parents have no authority over any other parents or children, you must address your concerns through school officials who do have the necessary authority and responsibility for seeing that issues concerning students are properly addressed.

Pets on Campus

Parents bringing or picking up their children from school are asked not to bring pets of any kind on the Orrenmaa campus. Pets are not allowed in the office, parking lots, or campus. Please leave your pets at home for the safety of our students.

Lost and Found

Lost items, including clothing, may be claimed from the Lost and Found container, which is located in the MPR. In order to minimize the number of items lost, please label personal belongings on the inside with your child's first and last names. All unclaimed items will be donated at the end of each grading period.

Lost and Damaged Books and Technology

Students are responsible for all textbooks, school materials, equipment, and library books issued to them during the school year. All lost or damaged books must be paid for in order to continue using the library. Participation in activities, including study trips, may be restricted until outstanding fees are paid. If a lost book is found, money will be refunded.

According to California Education Code, section 48900, parents are liable for the damage or loss of books or technology that have been loaned to their child during any given school year. All lost/damaged books and instructional materials will be charged at the replacement fee. Parents are liable for paying to replace all lost or damaged laptops, textbooks and library books.

Physical Education

All students in grades 1-5 will participate in 100 minutes of Physical Education class each week. Appropriate dress and shoes are expected. Students may wear a hat (that follows the dress code policy) during this outside instruction. If a child is wearing shoes or clothes that hinders participation, an alternate activity will be assigned. Please send your student with water only. Juices, soda, Gatorade etc. will not be permitted. Regular water breaks will occur. If it is too hot or raining, PE instruction will take place indoors.

Snacks

Students are encouraged to bring a healthy snack to eat during their morning recess break. Students may not share snacks as that can lead to issues of conflict between other students. Please refrain from sending your child with such food as Hot Cheetos, Takis, etc. Refer to the [Health and Wellness Policy](#) for appropriate snack ideas. USDA's Smart Snacks in school standards are practical, science-based nutrition standards for all foods and beverages sold or offered to students during the school day and extended school day (includes before/after school activities and parties/celebration during/after school). The new rule went into effect July 1, 2014 and merges the previous California Nutrition Standards. There are no exemptions to these standards.

Alvord Unified School District Approved Food List –

Smart Snacks

The following list is of foods and beverages that meet the standards for all grade levels. This list is **not all inclusive**. Alternative items may be available at different stores. Manufactures' ingredients and distribution change frequently. If you have additional questions, please contact the Child Nutrition Services office at (951)-509-6200.

Applesauce/Fruit Cups/Fruit Snacks

| Manufacturer | Name/Description | Serving Size | Wal-Mart | Cos-t-co | Car-d-ena-s | State-r Bros |
|-----------------|---|----------------------|----------|----------|-------------|--------------|
| All Brands | Individual Fruit Cups in Water or Natural Juices | ½ cup | X | X | X | X |
| All Brands | Dried Fruit with No Added Sugar | ¼ cup | X | X | X | X |
| All Brands | Fresh Fruit and vegetables- Individual Bags or Platters | ½ cup | X | X | X | X |
| Andros | Fruit Me Up Pouches- All Flavors | 1 pouch (133g) | | | X | |
| Brother's | All Natural Fruit Crisps | 1 bag | X | X | | |
| Buddy Fruits | 100% Fruit Snack Squeeze Pouch- All flavors | 1 pouch (90g) | X | | | X |
| Buddy Fruits | Pure Fruit Jiggle Gel | 1 pouch (3.2oz) | X | | | X |
| Chiquita | Fruit Chips 100% Fruit Freeze Dried- All flavors | 1 pouch (30g) | X | | | |
| Clif | Organic Twisted Fruit- All Flavors | 1 twist (20g) | X | | | |
| Crunchies | Freeze Dried Fruit- All Flavors | ¼ cup | X | | | |
| Crunch Pak | Dipper Fruit Packs- All Flavors | 1 container (2.75oz) | X | | | |
| Del Monte | Fruit Cups No Sugar Added- All Flavors | 1 cup (106g) | X | | X | X |
| Del Monte | Fruit Naturals No Sugar Added | 1 container (1 cup) | X | | X | X |
| Del Monte | Fruit Burst Pouch- All Flavors | 1 pouch (90g) | | | X | |
| Disney | Fruit Crisps Freeze Dried Fruit Slices- All Flavors | 1 bag (7g) | X | | | |
| Dole | Fruit Cups in 100% Juice- All Flavors | 1 container (113g) | X | | X | X |
| Dole | Fruit Squish'ems | 1 pouch | X | | | X |
| Earth's Best | Organic Applesauce- Cinnamon | 1 cup (113g) | X | | | |
| Earth's Best | Organic Applesauce- Original | 1 cup (113g) | X | | | |
| Earthbound Farm | Organic Raisins | 1 box (43g) | | | | |
| Go Go Squeez | Go Go Squeez Applesauce Pouches | 1 pouch (90g) | | | | X |
| Great Value | All Natural No Sugar Added Applesauce- Individual Cups | 4oz unit (113g) | X | | | |

| | | | | | | |
|---------------|---|----------------|---|---|---|---|
| Great Value | Unsweetened Applesauce | ½ cup | X | | | |
| Great Value | Dried Apricots | 7 pieces | X | | | |
| Great Value | No Sugar Added Fruit Cups- Peaches | 1 bowl (108g) | X | | | |
| Happy Squeeze | Fruit & Veggie TWIST Pouch- All Flavors | 1 pouch (99g) | X | | | |
| Kirkland | Sunsweet Dried Apricots | About 6 | | X | | |
| Kirkland | Sunsweet Dried Plums | About 6 | | X | | |
| Kirkland | Real Sliced Fruit- Freeze Dried-Individual Bags | 1 bag | | X | | |
| Materne | Go Go Squeeze- All Flavors | 1 pouch (90g) | | X | | |
| Motts | Applesauce Snack & Go- All Flavors | 1 pouch (90g) | X | | X | X |
| Motts | Healthy Harvest No Added Sugar- Country Berry, Peach Medley & Summer Strawberry | 1 cup (113g) | X | | | X |
| Motts | Motts Medley's Fruit & Veggie Snack | 1 cup (111g) | | | | |
| Motts | Natural Apple Sauce | 1 cup (111g) | X | | | X |
| Smuckers | Fruit Fulls- Pure Blended Fruit | 1 pouch (4 oz) | | | | X |
| Stater Bros | Unsweetened apple sauce | 1 cup | | | | X |

| Manufacturer | Name/Description | Serving Size | Wal - Mar t | Cos t- co | Car d- ena s | State r Bros |
|--------------|---|---------------|-------------|-----------|--------------|--------------|
| Sunmaid | Raisins | 1 box (42.5g) | X | X | X | X |
| Tree Top | No Sugar Added Natural Apple Sauce- Individual Cups | 1 unit (113g) | X | X | | X |
| Tree Top | All Flavor Pouches | 1 pouch (26g) | | | | X |

Chips/Pretzels/Popcorn/Corn Nuts

| Manufacturer | Name/Description | Serving Size | Wal - Mar t | Cos t- co | Car d- ena s | State r Bros |
|---------------|---|---------------------|-------------|-----------|--------------|--------------|
| Act II | Bags 94% Fat Free Butter Popcorn | 6.5 cups popped | X | | | X |
| Corn Nuts | Original, Ranch, Chile Picante | 1 package (1/3 cup) | X | | | X |
| Corn Nuts | Variety Pack | 1 package (1/3 cup) | | X | | |
| General Mills | Chex Mix Snack Mix- Individual Snack Bags Traditional, Sweet n Salty, Trail Mix | 1 pouch (.82oz) | | | | |
| General Mills | Chex Mix- Traditional Sweet n Salty, Trail Mix, Caramel Crunch | ½ cup | X | | | X |
| Jolly Time | Healthy Pop Butter 94% Fat Free- 100 Calorie Pack | 1 package | | | | |
| Jolly Time | Healthy Pop 94% Fat Free Microwave Popcorn | 2 cups popped | | | | |

| | | | | | | |
|--------------------|---|-----------------|---|--|--|---|
| Lays | Baked Doritos Brand Nacho Cheese Flavored Tortilla Chips | 15 chips (1oz) | X | | | |
| Lays | Baked Ruffles Potato Chips | 9 crisps (1oz) | X | | | X |
| Lays | Baked Potato Chips- BBQ, Cheddar & Sour Cream, Original, Sour Cream & Onion | 1oz | | | | X |
| Popcorners | Sweet Cinnamon, Memphis BBQ | 1 package (28g) | | | | X |
| Smart Balance | Smart N' Healthy Popcorn | 4 cups popped | | | | X |
| Smart Food | Smart Food Delight Popcorn- Sea Salt or White Cheddar | 1 cup | | | | X |
| Quaker | Popped Rice Snacks- Only Apple and Chocolate | 1oz | X | | | X |
| Quaker | Rice Cakes- All Flavors | 1 Cake | X | | | X |
| Tostitos | Baked Tortilla Scoops- Light Tortilla Chips | 16 chips (28g) | X | | | |
| Wholesome Goodness | Tortilla Chips- Sea Salt or Multigrain Flax | 8 chips | | | | X |

Nuts/Seeds/Jerky

| Manufacturer | Name/Description | Serving Size | Wal - Mar t | Cos t- co | Car d- ena s | State r Bros |
|---------------|---------------------------------------|---------------------|-------------|-----------|--------------|--------------|
| Blue Diamond | Almonds Whole Natural- Grab & Go Bags | 1 bag (1oz) | X | | | X |
| Blue Diamond | Almonds Whole Natural | 1 oz (24 nuts) | | | | X |
| David | Original Sunflower Seeds | 1 bag (1.75oz) | X | X | | X |
| David | Pumpkin Seeds | 1/3 cup | X | | | |
| Diamond | Shelled Walnuts | 1/4 cup (1oz) | | | | |
| Emerald | 100 Calorie Packs- Natural Almonds | 1 bag (18g) | X | | | X |
| Hoody's | Dry Roasted Peanuts | 40 pieces | | X | | |
| Kirkland | Dry Roasted Almonds | 1/4 cup | | X | | |
| Kirkland | Pistachios | 1/2 cup with shells | | X | | |
| Orchard Fresh | Walnuts Halves & Pieces | 1oz | X | | | |
| Orchard Fresh | Pecan Halves | 1oz | X | | | |
| Orchard Fresh | Whole Natural Almonds | 1oz | X | | | |
| Planters | Single Serve Salted Cashews | 1 bag (1oz) | | X | | X |
| Planters | Single Serve Salted Peanuts | 1 bag (1oz) | | X | | X |
| Planters | Cashew Halves & Pieces | 50 pieces | X | X | X | X |

Electronic & Wireless Communication Devices (Cell Phones)

In general, students have no need to bring cell phones, tablets or other wireless communication devices to school. Students shall not use, display, transmit or have in the "on" position on school property any wireless communication device, including but not necessarily limited to, cellular telephones, tablets, paging devices, two-way radios, cameras or similar devices until after the conclusion of the school day.

Students shall be personally and solely responsible for the security of their cell phones. However, any device possessed or used in violation of this rule may be immediately confiscated by school personnel. Absent compelling and unusual circumstances, wireless communication devices that are confiscated by the school will only be returned to the student's parent or guardian. Alvord Unified School District shall not assume responsibility for theft, loss or damage of cell phones or any other personal wireless communication devices. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and will be subject to appropriate disciplinary action, generally up to and including short-term suspension. Additional aggravating factors subject a student to more stringent disciplinary consequences when the circumstances warrant.

Using wireless communication devices to reproduce images of tests, to access unauthorized school information or to assist students in any aspect of their instructional program in a manner that violates any school board policy, district or school code of conduct is prohibited. Further, using cellular telephones or other devices with photographic capabilities in classrooms, playground, library, cafeteria, restrooms or any other common student areas is also prohibited.

*Staff are not responsible for lost, broken, or stolen cell phones.

Transfers

Whenever a child is moving away or exiting the school, please let us know a few days in advance and specify the last day of attendance to both the office and the teacher.

School Breakfasts and Lunches

Parents are encouraged to provide the best opportunity for their child(ren) to learn by sending students to school with sufficient and nutritious food. Studies show that hunger and poor nutrition can have a negative effect on child development, behavior, and learning.

You may establish an online account for your student by going to www.ausdnutrition.org and clicking on the Pre-pay option. Applications for free or reduced breakfasts and lunches are also available online. Applications must be completed yearly and receive approval before students begin receiving food through the program.

Please try to send your student with his/her lunch or lunch money in the morning before school. Families who drop off their child's lunch or lunch money in the office late cause a disruption to the school routines and learning in the classroom. Please help your child be responsible for remembering their lunch and at the same time help us to keep the focus on learning.

Cafeteria Behavior Expectations

- Remain seated while eating lunch and raise hand to request permission to leave seat/area
- Listen to and follow directions from campus supervisors the first time they are given
- Be polite and mannerly
- Talk with soft "inside" voices

Homework

Homework Assignments are teacher planned learning activities which take place outside of the student's regular school hours. Homework should allow your child additional time to reinforce the skills taught in school, be reasonable and specific, relate to the district's course of student and relate to individual student needs and abilities.

Homework guidelines are explained to parents during Back-to-School Night and in a written notice from each teacher. Ordinarily, assignments will not exceed one half hour per day for grade K-3, and not more the 4-6 hours per week for grades 4-5. Homework may be assigned a grade and/or general development mark on the student's report card. Homework may be assigned during non-school time but shall not hinder a student's overall grade.

We urge you to establish regular "homework times" and a quiet study place for your child. Check to see that assignments are completed, and please contact the teacher if assignments seem to be causing your child problems. Also, with AT LEAST 3 days' notice, teachers will provide assignments due to a lengthy absence.

Academic Testing

All students are expected to learn and master the California Common Core State Standards. Alford Unified School District provides a balanced rigorous curriculum for each grade level, which reflects the academic areas taught each year. Test results are analyzed by district and site staff for the purpose of program improvement. Students at Orrenmaa Elementary School are regularly tested to determine their individual progress. Each teacher uses tests in reading, mathematics, social studies, and other academic areas to monitor each child's growth. Students in grade 3-5 will be given the California Assessment of Student Performance and Progress (CAASPP) in English Language Arts and Math in the Spring. 5th grade students will also be assessed in Science and Physical Fitness.

Reporting Pupil Progress

All students are expected to learn and master specific curriculum standards. Alvord Unified School District provides a balanced, rigorous curriculum for each grade level, which reflects the academic areas taught each year. Test results are analyzed by district and site staff for the purpose of program improvement. Students at Orrenmaa Elementary School are regularly tested to determine their individual progress. Each teacher uses tests in reading, mathematics, social studies, and other academic areas to monitor each child's growth. Students in grades 3-5 will be given a state standardized test in the spring.

Report cards and progress reports will each be provided two times a year. In addition, communications from school personnel concerning behavior, homework, or other personal matters will be sent to you if the need arises.

Deficiency Notices

Deficiency Notices are sent home prior to report cards for students in danger of failing a subject or subjects.

Individual parent conferences are held once each school year. Conferences provide parents and teachers with an opportunity to discuss each student as an individual and to identify goals for academic progress. Through a free exchange of information and ideas the school becomes more effective in planning and carrying out programs that meet each child's individual needs. Either the teacher or parent may initiate additional conferences. Parents are encouraged to make communication a two-way process. Contact the school and make appointments for conferences whenever you deem it necessary.

Retention Policy

Prior to retention consideration, the Student Success Team (SST) process must be implemented. Parents will be notified in advance so that they can work together with the school to assist their child to come up to standard, and thereby prevent retention. Parents are encouraged to be active participants in this process.

Meet Your Teacher Night

Back-to-School Night is an evening program held early in the new school year. It is a time set aside for parents to familiarize themselves with their child's classroom, teacher and school. This is a time to ask questions regarding the program for that grade level. Parents who wish to discuss particulars about their own child should make an appointment for another time.

Open House

This night is provided in the spring for your children to share their accomplishments in the classroom.

Class Parties

Only two parties per year are authorized by Alvord Unified School District Board Policy due to the importance of instructional time. While birthday parties for students are enjoyable, it is very difficult to celebrate the birthdays of all students. We encourage parents to have parties for their children somewhere other than school. If a teacher agrees to a birthday celebration it must take place during a recess time not instructional time. **Food and drink donations must follow sound nutritional guidelines of the AUSD Wellness Policy.** One nice way to honor a child's birthday at school is to donate a special book to the child's classroom. It can be read to the entire class and then entered into the classroom reading materials.

Study Trips

Study trips will be coordinated with academic learning and be organized by the classroom teacher with approval from the principal. STUDENTS MAY NOT GO on a study trip without a permission slip signed by a parent. If student's behavior and discipline prior to the study trip calls into question the safety or successfulness of a study trip, that student may not be allowed to attend. Parents may be asked to chaperone. However, any student, including siblings, not enrolled in the participating class may not accompany chaperones on field trips.

Lunch Drop Off

Parents who are dropping off lunch to their child during school hours will be asked to drop off healthy lunches no later than 5 minutes before the start of the child's lunch time. There will be grade level marked containers in the office. Ensure your child's name, grade, and teacher's name are on the lunch prior to putting the lunch in the container. The container will be taken to the lunch area by a staff member. Once the container has been removed from the office no further lunches will be accepted and students who do not have a lunch from home will be asked to get a school lunch.

Parent Involvement

Orrenmaa's parent and community involvement program focuses on synthesizing a harmonious partnership between the school and its surrounding community. Parents are strongly encouraged to engage in their child's education by being involved in decision-making as members of parent groups and committees. Parents are invited to attend Back-to-School Night, Open House, Parent Conferences, and other school-wide activities. Parents may volunteer time in their child's classroom and, as arranged by their child's teacher, serve as chaperones on study trips.

Teachers and administrators receive training to increase effective communication between home and school, Newsletters, the school website, recorded phone messages and Orrenmaa's Parent Handbook are provided in both English and Spanish. The Parent Handbook provides a comprehensive overview of Orrenmaa's programs and services.

The objective of involving parents is to assist in the learning and success of each student. Parent Involvement is an integral component of the Single Plan for Student Achievement which is updated yearly. Opportunities for parent involvement include:

- | | |
|--|---|
| Back-to-School Night School | Site Council (SSC) |
| English Learners Advisory Committee (ELAC) | Parent-Teacher Association (PTA) |
| Parent-Teacher Conferences | Volunteer in classrooms |
| Volunteer as chaperones for Study Trips | Attend Coffee with the Principal Meetings |
| Attend classes and Informational meetings | Open House |
| Watch Dogs | |

Special Programs and Services

Orrenmaa School seeks to provide a quality and equitable educational program for all students. Some of the special programs and services available, based on program criteria, include:

- | | |
|---|---|
| Adaptive P.E. | Bilingual Instructional Assistants |
| Computer Lab | English Language Learner Program |
| School Psychologist | Library |
| Literacy Specialists/Academic Coaches | Music |
| Special Education (RSP) | Student Success Team (SST) |
| Speech and Language Services | Gifted and Talented Education (GATE) (grades 4-5) |
| AVID | 100 Mile Club and Rocking the House |
| Extended Enrichment – Entrepreneurship Club, STEAM, Reader's Theater, Latino Family Literacy, | |

Immunizations

Before your child enters grades K-12, the state requires, in addition to a birth certificate, proof of immunizations. The office can provide you with up-to-date requirements. Not only are these state requirements, but your child's, and other children's protection from certain diseases is dependent upon getting these immunizations. They may be obtained from your doctor or from clinics sponsored by the Riverside Neighborhood Health Center. For the dates of a clinic in your area contact them at 358-6000. The state requires that students entering first grade must have had a physical examination within the last 18 months. Proof of this is required before registering the student. Parents are urged to keep accurate health records from birth on. It is frequently necessary to research a child's health history.

Drugs and Medication

If your child needs to take a prescription drug while at school, it must be brought to the office. Do not put them in your child's lunch box. The medicine is kept in the nurse's office and dispensed by the school nurse, health assistant, or office staff. Parents are required to sign an authorization for the health assistant or office personnel to give the medication and to file signed directions from the

doctor about dispensing the medication. These forms are available from the school secretary or health office personnel. If you have any questions regarding this procedure, call health services at 509-5033. Non-prescription drugs are not allowed at school.

Illness and Contagious Diseases

Sick children should not be sent to school. Symptoms such as fever, runny nose, stomach ache, cough, or a headache may indicate a contagious condition. For the protection of your child, classmates and teachers, he/she should not be in school, but should be kept at home until fully recovered. If your child has a contagious disease, please notify the school immediately. Following a quarantine for a contagious condition, children are to be examined before re-admittance. Your child must have a signed clearance slip to give to the teacher. To provide this clearance, there is a nurse available MONDAY THROUGH FRIDAY, 7:30 A.M. – 8:30 A.M. ONLY AT THE HEALTH CLINIC (10365 Keller Ave.) The child can be admitted to school only if the contagious period of the disease is past. Head lice is a contagious condition which requires clearance from a school district nurse before a student returns to school.

Vision and Hearing Screening Clinic

Each year, hearing and vision screening are conducted by the school district which seeks to identify those students who may have either vision or hearing disorders. All students in grades kindergarten, second and fifth are screened. If problems are detected, the parents are notified. If you are concerned about your child's hearing or vision, please talk to your child's teacher.

Restroom Use

Proper use of restroom facilities is expected from all children at all times. Children should learn to use the restrooms during scheduled recess time which includes before school, morning recess, lunch recess, and P.E. Parents may contact the teacher if special arrangements need to be made during a time of illness or disability. Adults are not to use the student restrooms. There are adult restrooms for staff, parents and other adults.

Smog Alerts & Hot Weather

During high risk days, the district office will notify the school of smog alert conditions. At this time physical activity will be limited until the end of the alert. During periods of extreme heat, physical activities will be curtailed or moved to the multipurpose room.

Insurance

Application forms are available in the school office for a low-cost accident insurance protection policy for your child. THE SCHOOL DISTRICT DOES NOT PROVIDE INSURANCE FOR CHILDREN. You may wish to check policies you already have to see if your child is covered.

Home Teacher

If your child, due to illness or injury, will be out of school for a prolonged period of time, please notify the school office. S/he may be eligible to receive instruction from a home teacher so that s/he does not fall behind in learning. A doctor's prescription is required for Home Teaching.

ATTENDANCE POLICY AND PROCEDURES

All students are expected by state law to attend school every day unless they are ill. Dental and medical appointments should be scheduled after school or during vacation time. Students must not only attend school daily but arrive on time. All students must be on campus when the first bell rings at 8:25 a.m. Please send a note or call the office with the reason for absence or tardy the day of or the day after the absence. If your child arrives late or tardy, your student must check in with the office and pick up a "Tardy Slip."

When a student arrives at school late, he/she disrupts the instruction already in progress and causes an unnecessary distraction to the class. Furthermore, students who arrive late to school often feel embarrassed for showing up late. We ask parents to please do their part to avoid students arriving late to school.

When recognizing students for "Perfect Attendance" we consider perfect attendance- no absences, no tardies, and no early dismissals.

Early Departure (CA Ed Code 48200)

Children may not leave campus during the school day without special permission. If you must take your child out of school for the day, please check in at the office. Your child will be called and you must sign him/her out. If it is within 10 minutes of dismissal, students will not be called to the office and parents will be asked to wait for their child at the regular dismissal location due to the difficulty of disrupting the dismissal process.

Some parents frequently pick up their children early from school. These are logged and counted in your child's attendance record. If your child is leaving early for an appointment, a medical or dental note is required upon return. Early departure causes a disruption to the educational process and should be avoided. Thank you for doing your part to ensure that your child is in school for the entire school day.

Excused Absences (CA Ed Code 48205)

Absences must be verified as required by state law. Please send a note to the teacher or call the school office to give the reason for your child's absence. We can only excuse absences due to illness, doctor appointments or bereavement of an immediate family member. All other absences are considered "unexcused".

Excessive Absences (CA Ed Code 48263.6)

Absences of over 10% (about 18 school days) are considered excessive and deemed chronic truant. We understand that some students may have medical conditions that require time out of school.

Truancy (CA Ed Code 48260)

On the 3rd unexcused absence, you will receive a truancy letter. Letters will continue to be sent home for continued unexcused absences and by the 7th unexcused absence, the student may be declared as "habitual truant." After the 5th truancy the family may be referred for site-based interventions and, subsequently, intervention by the district and possible legal action

Vacations

Vacations are unexcused absences and should be planned during scheduled school breaks. See the District Calendar on page 3 of this handbook for scheduled breaks.

Excessive Tardiness

Students who are late disrupt the classroom and their own education. Being tardy 10% or more of the time is considered unacceptable. The school will work with parents to identify the problem and how the family will rectify the situation. In addition, the office will maintain a tardy log in order to better track students who are often late.

STUDENT DRESS CODE

All students in grades K-5 will have two ways in which to comply with the mandatory dress code for Orrenmaa Elementary School. The dress code is vital to insure personal safety, create a positive learning environment, and discourage classroom disruptions or distractions. Outward appearances that are radical, unusual and draw specific attention to an individual are disruptive to the learning process and present a disruptive influence to the social interaction between students. All Orrenmaa staff is responsible for assuring that all students follow the dress code. Changes may be made during the school year.

Modesty should be maintained by both genders at all times. In order to assist with achievement of the goals for student success Dress Code Requirements for **ALL** students is as follows:

- Students are expected to be neat and clean. **Modesty must be maintained at all times.**
- **Shoes** must be worn at all times. Footwear with a substantial sole and an **enclosed toe and heel are required.** Roller skates/shoes and heels/wedges are not permitted.
- **Skirts and shorts** must reach at least **mid-thigh** in length.
- **Tops** must have a **2 inch wide strap** and not expose bra straps. Aerobic style clothing, bare midriffs, halter tops, tube tops, net tops, see through clothing, clothing with holes in the shoulders, spaghetti straps, and low cut necklines are not permitted.
- **Baggy fitting and low-slung pants or shorts are not allowed.** Pants must be worn at the waist at all times.
- Jewelry which creates a health and safety hazard is not permitted. (ie Long earrings, hoop earrings) **Facial piercings, other than the ears, are not permitted. Spiked earrings are prohibited.**
- **Plain Baseball hats (brim forward),** beanies, berets, and sunglasses may be **worn outside** but are **not to be worn in the classroom or inside any building.**
- **Gang attire of any kind is not permitted.** This includes clothing with writing promoting or relating to gang activity, bandanas, stocking caps, hair nets and mittens with the fingers cut off.
- Clothing, jewelry, and personal items (backpacks, gym bags, water bottles, etc.) containing emblems, lettering or pictures promoting gangs, tagging, drugs, alcohol, tobacco, sex, death, mutilation violence, and/or messages with double meanings are not permitted. **We expect that the clothing reflects positive messages.**
- Clothing which has been altered in an inappropriate manner (torn, written on or personalized) will not be allowed.
- Students **may not** wear make-up or have excessive hairdos, emblems or jewelry.
- **Hairdos** including **extremely unusual styles,** or bleaches, colored hairspray, glitter, dyes or **radical tints significantly different than the student's natural color are not allowed. Mohawks must be one inch or less.**
- Chains, including wallet chains are not allowed.
- Temporary tattoos need to be covered.
- Pajamas and slippers are not appropriate attire for school
- Students may not change clothes at school.

Non Compliance for Dress Code

1. The first time a student violates the dress code he/she will be asked to call home and have the parent/guardian bring the appropriate clothing to school

2. A second offense may result in a conference with the principal followed up with a phone call home to the parent/guardian. The parent/guardian must then bring the appropriate clothing to school.
3. The third violation will be considered defiance of school rules and school personnel and will result in a conference scheduled with the parent/guardian to formulate a plan for the student to comply. The parent/guardian must then bring the appropriate clothing to school.

School Spirit Days/Dress Up Days

Our school spirit shirt days are as follows: Monday- 100 mile club shirt, Tuesday- College shirt, Wednesday- Orrenmaa shirt, Thursday- Purple/BFF shirt, and Friday- Rock the House shirt. From time to time we have dress up days. We will send home a notice advising students what they can wear on these fun days.

CODE OF CONDUCT

Our goal at Orrenmaa Elementary School is to ensure that our students develop and realize their full potential, socially and academically. We are committed to creating an atmosphere for learning and for developing social responsibility. Each student is encouraged to take responsibility for his or her own learning and behavior. We urge parents and guardians to be actively involved in supporting our efforts in learning and discipline. Students at Orrenmaa will adhere to the Orrenmaa Code of Conduct. Our Code of Conduct is based on the three pillars of character: Be Respectful, Be Responsible, and Be Safe. Our Code of Conduct is based off the PBIS principles.

School Rules

Be Respectful

Be Responsible

Be Safe

EXPECTED CAMPUS BEHAVIOR

- Respect must be shown toward students and adults at all times. Directions given by school personnel must be followed the first time.
- Fighting (including play fighting) or dangerous behaviors such as hitting, kicking, pushing, wrestling, and throwing objects (i.e. rocks and sand) are not permitted.
- Running and playing in the hallways is not permitted.
- Walking only on hard surfaces, including ramps.
- Use assigned rest rooms only.
- Only materials, supplies, and items directly related to units of study may be brought to school. There may be some exceptions with prior approval of teachers. Electronic games and devices, laser light pointers and toys are not permitted. Inappropriate items will be confiscated.
- School property, facilities, and equipment must be used properly and safely.

- Bicycles, skateboards, scooters, skates, wheelie shoes, and the like must be walked on campus.
- Cell phones must remain OFF and inside the student's backpack, not out and not carried on their person.
- Chewing gum is not permitted at school.
- Hats need to be removed while indoors (polite etiquette).
- All state and federal laws must be followed at all times.

EXPECTED BUS BEHAVIOR

Bus drivers are required to maintain a safe and quiet environment on their buses. In order to accomplish this, students must obey the following rules:

- Wait in line at the bus stop and follow all school rules while waiting.
- All students must obey the bus driver and follow his or her directions.
- All students must remain seated, facing the front of the bus at all times with hands, feet and objects INSIDE the bus at all times.
- All students must speak quietly.
- The center aisle must be kept clear of books, lunchpails and musical instruments at all times.
- Students must keep their feet and hands to themselves.
- All items must be kept inside the bus at all times.
- Food and drinks must be consumed at home or in designated school zones.

Failure to follow the above rules may result in the loss of bus riding privileges.

EXPECTED LUNCHTIME BEHAVIOR

- Students are to be escorted to the lunch area by their teacher in an orderly manner. Students must be respectful while in line.
- Students are expected to line up single file in the cafeteria area in front of the serving counter and out the MPR doorway.
- Students are expected to eat in a polite, quiet and acceptable manner at assigned tables.
- Students must eat their food only.
- Student respect of campus supervisors and all other personnel assisting with lunch operations is mandatory. Students are to follow the instructions of all adults on duty.
- Campus supervisors have the responsibility and authority to discipline students in accordance with school and district guidelines and the California Education Code.
- Each student is responsible for the disposal of his/her trash in an appropriate receptacle. All students must leave their eating area clean of debris, including food, paper, and spilled liquids.
- At the conclusion of an eating period of at least ten minutes, an adult on duty will signal to students that they may prepare for dismissal. When trash is picked up, students will be

dismissed to line up quietly and wait for a campus supervisor to release them to the playground.

- Students must remain on school grounds during lunch or recess unless authorized through the office.
- At the conclusion of the lunch period, all students are to line up in an orderly manner and quietly await their teacher's prompt arrival.

EXPECTED BEHAVIOR AT ASSEMBLIES:

Audiences should:

- Keep hands, feet and objects to themselves.
- Respect program personnel. Listen carefully and respectfully to the presenter(s). No booing or whistling.
- Sit quietly and do not talk during the presentation.
- Follow dismissal instructions.

HALLWAY ETIQUETTE - "Rules of the Road" should be reinforced with students.

- WALK in hallways at all times and stay on pathways, do not cut across grass.
- Stay to the right.
- The first class at a hallway intersection goes first.
- Upper grades defer to primary when practical.

RULES FOR STAIRS

- ALWAYS hold onto the handrail when using the stairs.
- Students walk carefully while walking on each step.
- Wait your turn if the stairs are in use.

PROBLEM SOLVING TECHNIQUES Our goal for Orrenmaa students is to treat everyone with dignity and respect. Students are encouraged to be peacemakers by using the following guidelines to solve problems:

- Talk it over ... listen
- Ignore it
- Walk away
- Say "I'm Sorry" or "Please stop that"
- Take turns
- Share
- Find something else to do
- Ask for help

CONSEQUENCES FOR MISBEHAVIOR Students may receive good behavior slips and other rewards for following rules and showing good citizenship and respectful behavior. Failure to follow school rules may result in the following action or actions (not necessarily in this order):

- Warning
- Reprimand/citation
- Parent notification
- Loss of privileges or activity, including end-of-the-year activities.
- Detention
- Damage or replacement fees assessed
- Suspension
- Referral for expulsion
- Police action

DUE PROCESS Prior to the decision to suspend a pupil (except under emergency conditions) an informal conference must be held with the principal/designee. At this time the pupil will be afforded an opportunity to know what s/he is accused of and to tell his/her side. The parent shall be notified as soon as possible by telephone or other reasonable means of the decision to suspend a pupil. A notice of the suspension will be given to the pupil's parent/guardian and a conference may be requested. Suspension and expulsion policies may be found in the Parent Guide Annual Notification of Rights & Responsibilities.

Suspendable and Expellable Offenses

Some School offenses are considered serious enough to require a school suspension, even if it is a first offense. The most common student misconduct violations at Orrenmaa that result in suspensions include fighting and bringing dangerous objects to school (most common are: weapons, toy guns, knives (utility and pocket), lighters and matches. Please encourage your children to talk to an adult (parent, teacher, counselor, administrators) about any problems before it escalates and discuss with them that bringing objects that are considered dangerous to school, even water guns, can lead to a suspension.

Replica Firearms

Replica firearms are not allowed on any campus or within the jurisdiction of the Alvord Unified school District. Any student who possesses a replica of a firearm or other dangerous object while under the school's jurisdiction is subject to suspension or expulsion. A replica is any reproduction of a firearm so constructed as to appear to a reasonable person to be a firearm. Students who threaten another person with a weapon shall be reported to law enforcement and are subject to arrest under California Penal Code 417.2.

Police Notification

Appropriate law enforcement officials will be notified under, but not limited to, the following circumstances:

- When a weapon, including any firearm, knife, explosive or other dangerous object, is taken from a student. This object will be turned over to the authorities.
- When any student possesses a replica of a firearm or other deadly weapon and the replica is used in a threatening manner toward any other person. Students are subject to arrest under California Penal Code 417.2
- When a student possesses, furnishes, or sells drugs, alcohol, controlled substances, or look-alike substances. This contraband will be turned over to the police and a report made.
- In any case when a student has assaulted, attacked, or menaced a school employee, the employee and the employee's supervisor is required to report the incident to law enforcement. Failure to report is a misdemeanor (Education Code 44014.1).
- When a principal/designee requests police to conduct or assist in conducting a search.
- When an illegal article is taken from a student.
- When a student has caused injury to another student if circumstances warrant such as report, i.e., hate violence, serious injury, attacks, etc.
- When a principal/designee has determined a student has expressed a credible threat to his or her personal safety.

Search and Seizure

The principal/assistant principal/designee has the authority to conduct searches when reasonable grounds exist to suspect that the student has contraband in his possession or control in violation of a rule, regulation, or statute. The following regulation apply:

Personal Search - a personal search shall be defined as any inspection of a student's desk, purse, pocket, backpack/book-bag, or similar receptacle used for the student's belongings

- The decision to search may be made by the principal/assistant principal/designee whenever there is a reasonable suspicion that a student has violated a rule, regulation, or statute.
- The school official may request a police officer to conduct or assist in any search.
- No "strip search" shall be conducted by any school employee including removal or moving clothing to look at underclothing or to observe a private area of a student's body in a search for contraband.

Harassment

Intentional Harassment: Intentional harassment is defined as threats or intimidation directed against a student or group of students that is sufficiently severe or pervasive that it materially disrupts class work, creates disorder, and invades the rights of that student or group of students. Students are subject to

suspension and/or expulsion for harassment when other means of correction have failed to bring about proper conduct or if the student's presence causes a continuing danger to physical safety or threatens to disrupt the educational process.

Definition of Sexual Harassment.

California and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to, the following:

- Unwanted sexual advances, including propositioning and requests for sexual favors, or repeatedly asking someone out for a date after it is clear that the person is not interested.
- Explicitly or implicitly offering employment or academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually aggressive objects, pictures, cartoons, or posters.
- Verbal conduct: Making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another's or one's own body.

BULLYING

Bullying is a serious issue and will not be tolerated. It is important to understand the difference between CONFLICT and BULLYING so that the school can address both issues appropriately.

Definition and Types of Bullying

Bullying is defined as: "When a person is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and he or she has difficulty defending himself or herself."

The following 3 components must co-exist to constitute bullying

- Bullying is aggressive behavior that involves unwanted, negative actions
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength

There are 9 types of bullying:

- Verbal bullying including derogatory comments and bad names
- Bullying through social exclusion or isolation
- Physical bullying such as hitting, kicking, shoving, and spitting
- Bullying through lies and false rumors
- Having money or other things taken or damaged by students who bully
- Being threatened or being forced to do things by students who bully
- Racial bullying

- Sexual bullying
- Cyber bullying (via cell phone or Internet)

Due to the serious nature of any and all types of bullying, bullies will receive consequences. If your student witnesses bullying or is a victim of bullying, please report it immediately to administration

Conflict vs Bullying

What is conflict? Conflict is a struggle between two or more people who perceive they have incompatible goals or desires."

Conflict occurs naturally as we interact with one another. It is a normal part of life that we will not always agree with other people about the things we want, what we think, or what we want to do. Most conflicts arise in the moment because people of the same relative amount of power see the same situation from two different points of view. (schools.nyc.gov)

Here are some examples of conflict among children:

- Children quarrel over who gets to go first
- Children argue about the rules of a game on the playground
- Children call another student names when they don't know how to resolve a problem
- Children argue in class when working in collaborative groups because they don't agree on how to solve the problem
- Children change friends and friend groups.

When conflict occurs, it can be hurtful and conflict resolution and problem solving must occur. Further, consequences can be issued but conflict is very different from bullying.

Bullying vs Normal Conflict

| Bullying | Normal Conflict |
|---------------------------------|--------------------------------|
| Intentional | Accidental |
| Repeated | Occasional |
| Feels Proud | Feels Remorse |
| Does not stop when asked | Changes behavior when asked |
| Does not feel sorry for actions | Apologizes and learns a lesson |
| Part of a harmful situation | Part of building relationships |

What you can do to support your child in dealing with conflict.

- Encourage your child to set their limits by telling the other child to stop or to leave them alone
- Encourage your child to tell an adult if they need help to resolve the problem
- Teach your child how to walk away, find a friend or problem solve the conflict

- Reach out to your child's teacher or administration for support

PLAYGROUND PROCEDURES

Peaceful Playground

Peaceful Playground will be implemented this year. Students and staff will be trained on school approved games their rules. Classes will be assigned play areas and rotated on a weekly basis.

Recess Bells

All play activity is to stop when the bell rings. When the bell rings, students will freeze and place their hands on their knees. Students playing with balls will let the balls drop. Campus supervisors will chose students to gather the balls. When the whistle is blown, all students will walk in an orderly fashion to their designated line-up area to prepare to go back to class. Students are to line up quietly in one single file line.

Student Safety on Blacktop

- Walk
- Single file line to wait for your turn at 4-square, handball, and tetherball

Student Safety on Playground Equipment

- One person at a time going in only one direction on any piece of equipment (swings, slide, monkey bars, etc)
- Always go UP SLIDE STEPS - never down
- SLIDE DOWN the slide - never walk up the slide
- NO JUMPING OFF any equipment - swings, slide, monkey bars, etc
- NO HANGING UPSIDE DOWN on monkey bars
- SWINGS
 - Both hands are used to hold onto the chain
 - Swing at a safe height while maintaining an upright position
 - Swing front to back only - not side to side
 - Must swing forward only

Student Safety on Field

- Play fighting (wrestling, ultimate fighting, karate, mock shooting, etc) is forbidden.
- Games of chase or tag (any game where someone is "it") are forbidden.
- Running only allowed in the grassy areas only
- Keep hands and feet to yourself at all times

Restrooms

Restroom passes generally will not be given 10 minutes before recess or 10 minutes after recess. Restroom passes will be given at teacher discretion. Students should use their recess time to use the bathroom. Once the bell rings for the end of recess, the bathroom is considered closed.

Place trash in trashcans. Place toilet paper in the toilet

Flush the toilet after each use. Wash hand thoroughly using soap and water.

FIVE WAYS YOU CAN MAKE A DIFFERENCE THIS YEAR

As a parent, you were your child's first teacher. Even while your child is in school, you still teach important lessons every day. Research shows that when parents and schools work together students do better. Here are some suggestions on ways you can make a difference in your child's education. They don't cost money. They don't require training. All they need is you

- Read to your child every day. Long after children learn to read for themselves, they love this special time with Mom or Dad. Kids who are read to are kids who want to read on their own.
- Volunteer. The more help parents give teachers, the more time teachers can spend with students. Work full-time? There are still ways to help such as ensuring your child does their homework every night. Ask your child's teacher what you can do to help out.
- Let your children know school is important. Ask about their homework. Attend school events. Talk about how you use what you learned in school in your job.
- Recognize your child's special gifts. Each child has special talents. Perhaps the most important thing you can do is to help your child see how he or she is special. That boosts confidence and sets the stage for learning.
- Join a school organization. When parents and teachers work together schools improve.

Parenting is one of the most important tasks anyone ever performs and the one for which there is the least preparation. We learn to be parents through on-the-job training. In order for parents to raise children with strong values and healthy self-esteem in an increasingly complex world, parent education is of paramount importance. As administrators, we have the opportunity to provide research, resources, and support, which will assist parents in dealing with the multiple pressures of child rearing.

School Organizations

School Site Council (SSC)

The School Site Council consists of parents and staff that work together to plan and evaluate Orrenmaa programs which receive special funding. Members on the council and committee are elected. However, the meetings are open and all parents are encouraged to attend and participate. Meetings are held once a month.

English Language Advisory Committee (ELAC)

ELAC consists of parents and staff members who meet to discuss the planning and implementation of the English language development programs. The committee advises the principal and staff on community concerns and learns about instructional programs and school procedures. In addition, training opportunities are provided to parents to assist them in furthering their children's education. Meetings are held once a month.

Parent Teacher Organization (PTO)

The PTO is a service organization, which provides hundreds of hours of volunteer work and support of curriculum at Orrenmaa on an annual basis. You are welcome to attend meetings and strongly encouraged to support this group. General PTO meetings are held once a month. Committee meetings are held as needed.

100 Mile Club

The 100 mile club is a voluntary program in which all Orrenmaa students and community members can participate in running at our school. The club meets Mondays, Wednesdays, and Fridays on the school field from 8:00-8:30am. The 100 Mile Club will begin September 1st.