Dear Orchard Prairie Students and Parents,

Welcome to the 2024-2025 school year at Orchard Prairie

School! In this handbook you will find information regarding all policies and procedures that help ensure that Orchard Prairie is a safe environment for learning.

The purpose of this handbook is to familiarize you with our guidelines and procedures. Our three “rules” that we consistently teach and reinforce are safety, respect, and responsibility. We know that these grow when expectations and procedures are clear.

Creating and maintaining a quality learning environment involves parents, students, teachers, support staff, and community members. The parent/child/teacher team is a powerful component in every child’s education and can send the message that education is important for all the children in our community.

Please take time to review this handbook with your child(ren). If you have questions, please call us at 467-9517 or email Joseph Beckford at jbeckford@orchardprairie.org. We welcome any and all feedback regarding this handbook and about any aspect of our school.

We are looking forward to another terrific school year!

Sincerely,

Orchard Prairie Staff

**Orchard Prairie School Mission Statement**

In order to create independent lifelong learners, Orchard Prairie believes learning must be experienced in a non-threatening atmosphere, whereby enjoyment, high interest, self-esteem, and learning for pleasure are natural by-products. Learning should be a natural, integrated, on-going process. This is accomplished through the child’s natural ability to learn and gain information from his or her world or environment and facilitated by parents, teachers and our community as a whole.

**BELIEFS………………**

We believe:

 High expectations lead to high achievement.

 Parents and family have the most influence in their child’s learning.

 Diversity is strength to be respected.

 Students must be prepared to adjust to an ever changing world.

 All students can learn, but in different ways and at different rates.

 Personal responsibility is the basis for all successful learning and positive behavior.

 Students must be able to move through transitions in their learning experiences.

Students will show willingness to work with others in a mutually supportive environment and show respect for property, themselves, and others with an attitude of tolerance toward differences.

**NON-DISCRIMINATION**:

Orchard Prairie School complies with all Federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or handicaps.

**WEAPONS FREE:**

Orchard Prairie School is a weapons free area. No guns, knives, or any implement that can be construed as a weapon will be allowed in the buildings or on the school grounds.

**ORCHARD PRAIRIE STAFF 2017-2018**

**OFFICE:**

Joseph Beckford Superintendent

Heather Roark District Administrative Assistant

**INSTRUCTION:**

Kirsten Schierman Kindergarten

Julia Fox Grades 1&2

Kayla Fitting Grades 3&4

Cynda Weitz Grades 5,6&7/Enrichment

Toree Howe Title 1/Math

James Fitting/Jenny Lange Special Education/Resource Teacher

Meagon Harrington Math

Ann Jones Para-Professional

**BUS DRIVER: SCHOOL NURSE**

Bill Ross Alicia Low

**JANITOR:**

Hali Kiehn

**PARKING LOT SAFETY**

As many of you are aware, our parking lot is small and very congested, especially at the end of the school day. It is very important for the safety of all children that the procedures are followed when dropping off or picking up your child(ren). Please be aware that the speed limit is 5 mph while in the parking lot.

As you come into the parking lot in the morning, please drive to the right of the flag pole and come around to the sidewalk where the students can go directly into their school building. You then are able to drive directly out of the parking lot without backing up or turning around. Please be polite, wait your turn and do not drive around other cars.

When picking up your child(ren), please come into the parking lot as in the a.m. However, we ask that you arrive a few minutes before students are dismissed. Please do not park anywhere between the two buildings unless you have been given specific instructions to do so, and do not back your car up when in the parking lot for safety purposes. Once your child(ren) have been dismissed to go to their car, please do not allow your child(ren) to come back into either building unattended. If they need to come back in, please park your car and escort them across the parking lot. If you have pre-schoolers with you, please do not leave them unattended in the car.

We request that everyone please be a patient and careful as possible, and we thank you for your cooperation in providing a safe environment at Orchard Prairie.

Sincerely,

Orchard Prairie Staff

**POLICIES**

**AND**

**PROCEDURES**

**BUS**

Student safety to and from school is of utmost importance. Students are to follow all Orchard Prairie guidelines when on the school bus and while waiting at the bus stop. The bus driver’s directions are to be followed at all times! If your child is going to get off the bus at another student’s house after school, a parent of **each** student must send a note, call, or email.

**Misbehavior:** The driver may issue a citation to a misbehaving student, and a copy will be sent home for a parent’s signature. It must be returned the next day. Penalty is at the discretion of the bus driver and/or Superintendent, depending on the circumstances. Citations may prevent a student from attending a field trip. Several citations, depending upon the situation, could result in loss of bus riding privileges. The superintendent may request a meeting with the child and the parent(s) if unacceptable behavior continues.

**DRESS CODE:**

Dress or appearance that causes a disruption to the educational process or which presents health or safety problems are not allowed at school. Shoes that are safety hazards on the playground at recess and during P.E. classes are not to be worn. No flip-flops or “heelies”. Dress that is considered “gang related”, clothing that does not cover the midriff, “spaghetti strap” tank tops, short shorts, short skirts, and any clothing with inappropriate graphics or language will not be allowed at school. Baggy pants must be worn with a belt, and underwear should not be exposed. If a skirt is worn, shorts worn underneath would be an appropriate solution, especially when playing on playground equipment. Otherwise, dress and appearance of the child are the responsibility of the parents. The final determination of the appropriateness of attire is the responsibility of the Superintendent. Hats are not to be worn in the buildings. A scarf tied around the head is considered a hat.

**P.E.:**

All grade levels will have P.E. on a weekly basis in the fall and spring. Children are required to wear socks, tennis shoes that fit correctly, and, if a skirt is worn, shorts worn underneath. No sandals or inappropriate footwear will be allowed. Inappropriate clothing may result in injury. If possible, it is a good idea to have your child(ren) keep a pair of socks and tennis shoes in their locker so they always have appropriate footwear.

**PERSONAL PROPERTY:**

Personal items such as toys, electronic games, I-pods, cell phones, cameras, etc. should not be brought to school. If an item is brought for show and tell, it must be kept in a locker or cubby the remainder of the day. The school does not accept responsibility for personal items. If electronic equipment is brought and discovered to be used by a student, that item will be confiscated and held until the end of the school day, or, in some cases, until a parent/guardian picks it up at the school. Orchard Prairie is a weapons-free area. No guns, knives, or any instrument that may be construed as a weapon will be allowed in the buildings or on the school grounds.

**School Rules**

**And**

**Behavior**

**Guidelines**

**ARRIVAL TIME:**

Classes begin promptly at 8:45 each morning.

Arriving to class on time is one important aspect of teaching the students accountability and discipline. We would appreciate your support in this matter.

**DISMISSAL TIME:**

All grades are dismissed at 3:00 p.m., and the bus leaves the school grounds at 3:00. There is no supervision past dismissal time. If your child(ren) is to be picked up by anyone other than their parent, please let us know ahead of time so that we may take care of your child properly without any confusion. A ‘blanket’ note may be written at the beginning of the school year stating all persons allowed to pick up your child(ren). Please sign and date all notes.

**ATTENDANCE:**

State law requires students to attend school regularly and to be punctual. The attendance record becomes part of the student’s permanent file. Acceptable reasons for an excused absence are: illness, emergency, pre-arranged personal/family need. To ensure student safety, parents are asked to call by **9:00 a.m.** when your child(ren) is absent from school. **PLEASE CALL 467-9517** or email hroark@orchardprairie.org. If we have not received a message to excuse your student, you will receive an attendance message from our School Messenger alert system. A call or email from a parent is **REQUIRED** whenever a child is absent. If this does not occur, the absence will be considered unexcused.

With the lunch hour and two 15-minute recesses, students are in class 5 hours each day. If a student misses 2 ½ hours of that time, they are considered absent for ½ day. That does affect a perfect attendance record, even if that absence is an excused one.

**TARDINESS:**

Students are expected to be on time for school. Late arrivals cause interruptions and are disruptive to the learning process for your child and for the other children in the class. If, for some reason, your child has to be late to school, please call the school (467-9517) and let us know your child will be tardy, not absent.

**CHANGE OF ADDRESS:**

We attempt to keep up-to-date school records. Should your child become ill or injured at school, accurate information is essential. Please help us by informing the office of any changes in your address, home/work/cell phone numbers, and emergency numbers.

**NOTES HOME:**

Orchard Prairie staff send notes home on a regular basis. Individual teachers communicate with parents via Class Dojo. In addition, administration sends a weekly newsletter& monthly calendar home. When other events are scheduled, such as a field trip, a separate note/permission slip may be sent**. It is very important that you check your child’s backpack and/or homework folder for these notes.**

**CONFERENCES**

Conferences are scheduled two time a year. The first report card conference will be held in November, and the second conference will be held in March. It is important for the parents/guardians to attend conferences to discuss student progress and school programs. Please avoid scheduling family vacations during this time. Because conferences are held two full days at each conferencing period, teachers may not be able to postpone or reschedule for another time. Additional conferences may be held any time that the parents or teachers feel one is needed. Please call the teacher to arrange a convenient time.

**\*\*\*Teachers are not available for drop-in conferences before, during, or after school.\*\*\*** The time set aside before and after school is for teachers to prepare for classes.

**DISCIPLINE POLICY:**

The goal of the Orchard Prairie staff is to ensure safety and to increase respectful and responsible behavior by having clearly defined behavior expectations. The expectations emphasize safety and reflect common courtesy and common sense. They describe the excellent behavior currently practiced by the vast majority of Orchard Prairie students. Prairie Dog Paw/PACE awards are given monthly to individual children who exhibit excellent behaviors. If students do not follow the expected rules, enforcing the rules of the school involves professional judgment. Such judgment is consistent from day to day and student to student and effective, balanced against the severity of the misconduct, appropriate to the student’s nature and prior behavior, fair to the student, parent, and others.

**LUNCH:**

Students will bring their own lunches. On the last Wednesday of the month, the PTO will provide a pizza hot lunch for the children at the cost of $20.00 per year. Milk is available each day; only pre-paid milk will be provided to students by the school. If it is necessary for your child(ren) to use eating utensils with lunch, please have them bring the silverware from home. There will be no student microwave use available due to health and safety necessities.

**FIELD TRIPS:**

The school will notify parents of upcoming field trips. A signed permission slip with is required for your child to participate. If you would like to opt your child out of a field trip, they must stay home for the day as there will not be alternate supervision. It is the classroom teacher’s decision as to which children will or will not attend field trips based on behavior, missing assignments, etc.

**HEALTH SERVICES:**

Students who become ill during the school day are sent to the office. The school staff determines whether or not the child should be sent home. If so, parents are contacted. If your child exhibits any symptoms of illness in the morning, it is best to keep him/her at home for the day. A child should remain home if he/she has had a fever within the last 24 hours, has been vomiting or has diarrhea, has a persistent cough, or has a rash. In the case of some infectious diseases, a doctor’s note may be required for re-admission to school. It is our policy that all children will play outdoors at all recesses. If you would like your child to stay indoors due to illness, we prefer the child stay home until he/she is well enough to play outdoors. Our school nurse is only in the building 1-2 times per week, so please do not rely on her presence for the treatment of illness.

In case of an accident, parents are contacted. Our files in the school office must contain updated information so we can quickly contact a parent should an emergency arise. **It is essential that we have an emergency name and phone number in case a parent cannot be contacted.** Please keep this information current. We can update your information over the phone, so please call us any time a change occurs.

Lice are treatable. If a student comes to school with live bugs, parents will be called to pick up their child, take them home and treat them with NIX or some other lice treatment. Before being re-admitted to school, the child must be bug-free and the nits combed out. This ensures other students will not come into contact with the bugs and create an epidemic in the classroom/school.

By law, students are not allowed to have any medications in their possession. **All** **medications** must be stored in the school office. We must have a permission slip signed by both licensed practitioner and parent before any staff member can administer any medication.

**IMMUNIZATIONS:**

Washington State Law requires that all school-age children be current with their immunizations before they may be allowed to come to school. If you have any questions or need shots given, please check with the Public Health Department or your doctor.

**INCLEMENT WEATHER PROCEDURE:**

In the event of hazardous weather, school may be canceled or scheduled to begin late. Inclement weather during the school day may cause the District to dismiss school early. We have an emergency notification system in place that will contact via an automated phone call or text (if opted in for text notifications) to each household listed for our school families. Also, local TV stations will carry all information concerning any changes of the school schedule.

**QUESTIONS AND CONCERNS:**

If you have any questions or concerns about your child or about Orchard Prairie, please call 467-9517. Your child’s success and safety are our priorities! Most concerns are best addressed with the teacher first. Please do not go directly to the Superintendent or Board member without talking with the classroom teacher, if appropriate, first. Appointments

may be made by calling the school office. You may contact your child’s teacher directly via email or Class Dojo.

**SCHOOL PHONE 467-9517:**

The office telephone is for school business and emergency calls only. We make every effort to limit student calls, and we ask for your help with this matter. Arrangements for playing after school at a friend’s house must be made before coming to school. To help children increase personal responsibility and accountability, they are discouraged from using the phone for forgotten homework. It is up to the classroom teacher as to whether a student will call home.

**STUDENT RELEASE:**

When a child needs to leave the school before the end of the day, a parent/guardian MUST excuse them from the office. If you prefer to stay in your car and have your child come out to you, please call the office to let them know you are there to pick up your child, and they will be sent out by their teacher. Students may not be picked up from the classroom or the playground. Teachers are **not authorized** to release a student to parents or guardians who come directly to the classroom without first checking in at the office. With our security system in place, children in K-2 classrooms will not be released if a parent/guardian rings the bell without first checking in at the office. If anyone other than a parent/guardian comes to school to pick up a child with no prior authorization, the parent/guardian will be called immediately. This is very important for ensuring student safety. In addition, we will ask for identification of any adult other that the parent/guardian picking up the child if they are not on the regular pick-up list. Please send a note ahead of time or call the school to let the teacher and the office know that your child will be leaving early and who will be picking him/her up.

**VISITORS:**

For safety reasons, please check in at the office upon arrival. Please do not attempt to enter any classroom or the playground without checking in at the office first. We ask that adults not stand outside of the classroom doors during arrival and dismissal times. All exterior doors will remain locked during the school day. Thank you for helping us monitor access to your child(ren) by following the simple procedures to keep everyone safe.

**VOLUNTEERS (P.T.O, Classroom Helpers):**

Parent and other adult volunteer helpers are needed and welcome. A wide variety of volunteer opportunities are available at Orchard Prairie. Volunteers are needed for helping with fundraising, special events, chaperoning the field trips, etc. If chaperoning overnight field trips (Camp Reed, etc.), the district requires all chaperones to compete a background check prior.

**HOMEWORK:**

Homework is a teacher-planned learning activity, which takes place largely outside of the student’s regular school hours. It should reinforce classroom learning and expand on a student’s school experience. Homework is considered an important part of the instructional program. Parents are encouraged to set aside a regular time each evening to discuss any papers their child(ren) may have brought home from school and to talk with their child(ren) about the day’s events. Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, reviewing for tests, etc. Teachers may offer specific suggestions for evening activities in their weekly newsletters. Homework assignments are part of the student’s overall grade in a subject area. Whenever students are absent, requests for homework assignment should be made in the morning to provide enough time to gather materials and get them to a sibling, or ready for the parent to pick up. Questions regarding homework should be addressed to the classroom teacher.

**Referral Process**

**INAPPROPRIATE BEHAVIORS REQUIRING INTERVENTIONS:**

**ALWAYS HANDLED BY SUPERINTENDENT:**

Possession of weapons (or any object used as a weapon)

Vandalism

Arson

Fighting

Racial/sexual behavior

Physical assault

Criminal activity

Chronic offenders of school rules

Threatening to use weapons to harm students, staff or property

**INTERVENTIONS;** In-school or out-of-school suspension; Expulsion

**HANDLED BY TEACHER INITIALLY:**

Tardiness/attendance

Incomplete work

Derogatory remarks/intimidation

Profanity/inappropriate language

Disrespect

Cheating

Minor theft

Not following school rules

Non-compliance

Playground behaviors that have not responded to interventions by playground supervisor

Aggressive behavior

Bullying

Dishonesty

**INTERVENTIONS:** Respectful instructions/verbal correction; have student restate rules; have students demonstrate/practice appropriate behavior; have student observe others demonstrating the appropriate behavior; problem solving; phone call to parent(s); behavior plan; restitution; loss of recess; parent(s) and/or Superintendent conference.

**HANDLED BY PLAYGROUND SUPERVISOR INITIALLY:**

Rough play

Unsafe play

Aggressive behavior

Inappropriate language

Inappropriate use of equipment

Playing in non-play areas

Derogatory remarks/intimidation

Food or toys at recess

Disrespect

**INTERVENTIONS:** Respectful instruction/verbal correction; have student restate rules; have student demonstrate/practice appropriate behavior; problem solving; behavior plan; restitution; removal from activity; loss of recess.

**HANDLED BY CLASSROOM TEACHER: LUNCH BEHAVIOR:**

Loud voice/inappropriate language

Throwing food

Taking food from others

Not following lunchroom guidelines

**INTERVENTIONS:** Respectful instruction/verbal correction; have student restate rules; have student demonstrate/practice appropriate behavior; problem solving; restitution; change seating; quiet lunch. If a child is assigned quiet lunch, they will sit in a chair facing the lockers and be unable to talk with other children for that time period.

**CONDUCT AND DISCIPLINE**

Children are expected to be courteous, honest, and considerate of the rights and welfare of others. Students will be informed of specific rules related to their behavior in various parts of the building, i.e., classroom, playground, hallways, etc.

Disciplinary actions are taken with the aim of correcting behavior patterns rather than punishing offenders. Most behavior problems can be handled routinely with properly organized school and classroom programs. Nearly all students respond satisfactorily to friendly encouragement, firm direction, and understanding guidance. Except for serious offenses, the school tries to solve problems with individual attention, positive re-education, and, when appropriate, conferring with parents. Suspension and expulsion may be used in the minority of cases that are more serious.

We expect our students to conduct themselves in a way that is socially acceptable at all times. The behavior of our students reflects not only upon themselves, but also the parents and the school.

**TEACHER’S ROLE IN STUDENT DISCIPLINE:**

The classroom teacher is the center of an effective school discipline policy. The teacher will continually emphasize to the students and their parents the importance of always doing your best and helping others to do their best. Learning the school goals and motivating the students to reach those goals is the teacher’s role. When there is a behavior problem, the teacher will attempt to teach the student how to behave appropriately.

**OTHER STAFF:**

Every staff in the school is an equal and contributing part of the discipline policy and procedures. Students should treat all adults with respect, and all adults have the right to implement consequences for infractions of school rules. This is true for para-professionals, secretaries, bus drivers, and any other related school position.

**PLAYGROUND**

**PLAYGROUND:**

There is at least one playground supervisor on the playground at all recesses. Children are not to leave the playground without permission from the supervisor. Children are encouraged to participate in playground activities appropriate for their age and grade level. Rules of the playground are discussed and expected to be followed. If rules are not followed, the supervisor will determine the consequence. It is also up to the supervisor whether or not to involve the classroom teacher in any discussions and consequences. If your child is having difficulty with another child on the playground, it is his/her responsibility to seek assistance from the supervisor. The supervisor will use appropriate problem solving strategies.

**GENERAL RULES:**

Stay out of sprinklers

No one can go out of the fence without permission

No one can go into the parking lot

When the bell rings, line up quickly and carefully

**BIG TOY:**

No climbing up the slides. Go down feet first. Do not stand on the slides

No jumping off the big toy

K-3 students only on the big toy, unless given permission

**BAR EQUIPMENT:**

No standing on parallel bars

**SWINGS:**

Sit on your bottom only

No standing on swings, twisting of swings, or jumping off swings

**NO STANDING OR RUNNING IN FRONT OF A SWING!!!**

**SPORTS EQUIPMENT:**

If you use equipment, you are responsible for returning it to its proper place.

If equipment is not used appropriately, it may be disallowed for student use.

**WINTER ACTIVITIES:**

Snow pants, boots, gloves, and hats must be worn!

No sleds!

NO THROWING SNOWBALLS!