

Orange Center Elementary

Parent/Student Handbook

2023-2024



"TIGER PRIDE"

Respect, Responsibility & Relationships

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

INTRODUCTION

Dear Parents,

It is with great excitement that I welcome you to a new school year here at Orange Center School. I am very honored to lead the Tiger Family and I look forward to working with you to create a rigorous educational program, in order to support you and your child(ren) through their academic experience this year.

The beginning of each school year is always an exciting time, as it presents opportunities for new beginnings and fresh starts – new classes, new faces, new expectations, more choices, and often new materials. Your time here is a time to grow, challenge yourself and enjoy the adventure of learning. Orange Center will continue to strive to create a challenging and engaging learning experience for your child.

Our goal is to help your child: develop academically, through the implementation of the Common Core Standards, achieve their creative potential, and explore technology, all while encouraging a love for learning. We will strive for building a community where students will be encouraged to display good character and to make good choices, highlighting the importance of responsibility, respect, and relationships. We will focus on assuring that your child has opportunities to increase their awareness of the importance of good mental health and strategies to assist them in managing their emotions and feelings in a positive way.

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

Respectfully,



Terry M. Hirschfield
Superintendent / Principal

Mission Statement

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

GENERAL INFORMATION

Arrival at School

Students should not arrive at school before 7:30 a.m. Once a student arrives on campus, they may not leave without permission from the office staff. Students arriving after 8:20 a.m. must report to the office and are counted tardy.

We welcome and encourage parents to volunteer and visit our campus. In order to assure student and staff safety, it is our policy that everyone visiting school grounds between the hours of 7:30 a.m. to 4:30 p.m. report directly to the office to sign in and to receive a visitor's badge, through our visitor verification system. Please make sure to bring your valid identification.

Parents Picking up Children / Dropping Off Materials

Students are to officially check out in the office with their parents/guardians. Office staff will notify the teacher to release the student.

Students will only be released to the student's parent/guardian unless written permission from the student's parent/guardian is provided. In order to assist in minimizing classroom interruptions, parents are encouraged to call the office to make transportation arrangements before 12:00 p.m.

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

Emergencies

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

It is important that you fill the emergency card out completely for every child in your household. Please contact the office staff immediately if there is a change that needs to be applied to the emergency card. Important changes include, but are not limited to: changes in address, telephone number, contact information, medication, allergies or work contact information.

Attendance Policy

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

Board Policy 5123(b) states that a student may be retained if he/she has accumulated more than 10 percent (18 days) of absences within a year.

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

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

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

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

The parent or guardian of a student who is absent should phone the school at (559) 237-0437 between 7:30 a.m. and 4:30 p.m. and give the following information:

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

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

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

Vacation and other voluntary absences during the school year should be avoided. If an emergency arises and you will be out of town for more than five days, you should immediately notify the school office and apply for independent studies for your student(s). Independent studies will only be available for students missing no less than 5 days and no more than 10 days. The Superintendent, may approve for your child to participate in the independent study program, if appropriate notice is given. Students who receive specialized programs may not be eligible to participate in Short Term Independent Studies. All work must be completed, within the timeframe given, in order for attendance credit to be approved.

Tardies /Truancy

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

Consequences for being late:

- | | |
|-------------------------------|--|
| 1. 1- 6 occurrences | Detention (3rd - 8th grade) |
| 2. 3 rd occurrence | Student/Teacher Conference |
| 3. 5 th occurrence | Student/Teacher/Parent Conference |
| 4. 7 th occurrence | Referral to Administration for Parent Conference |

Unexcused Tardies and Absences

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

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

Student Awards

Orange Center School District wishes to provide positive praise and encouragement to all students. Students who meet the criteria for trimester awards will be recognized at the end of each trimester.

ACADEMIC HONOR LEVELS ARE AS FOLLOWS:

TK - 3RD GRADE

STAR TIGER	MET OR EXCEEDED ALL GRADE-LEVEL EXPECTATIONS FOR THE TRIMESTER.
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4TH - 8TH GRADE

4.0	SUPERINTENDENT'S HONOR ROLL
3.5 TO 3.99	HONOR ROLL
3.0 TO 3.49	MERIT LIST

Bicycles, Skateboards & Heelys

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

Cafeteria & Lunch Regulations

Orange Center School District, participates in the National School Lunch, Breakfast Program, and Child and Adult Food Program. **Orange Center will continue to participate in the Community Eligibility Program, as well.** All enrolled children at Orange Center will be eligible to receive breakfast, lunch, and supper meals at no charge (free). Breakfast is served from 7:30 a.m. till 8:15 a.m. All students are required to eat in the cafeteria, even if eating a sack lunch brought from home. All drinks or food must be consumed in the cafeteria. Food items brought from home should only be single servings and not shared with other students. Drinking water is available in the cafeteria, all offices, classrooms, and on the playground. Beverages from home will be allowed at breakfast, lunch, or supper in the cafeteria only.

Discipline Policy

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

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

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

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

- (a) Show courtesy and respect to everyone.
- (b) Keep hands, feet, and objects to yourself.
- (c) Respect personal or school property.
- (d) Come to class on time and be prepared to work.
- (e) No profanity.
- (f) Do not take items that do not belong to you.
- (g) Follow the directions of adults the first time given.
- (h) No drugs, alcohol, tobacco, weapons, or dangerous objects.
- (i) Gum, seeds, candy, energy drinks, or soda are not allowed.
- (j) Stay in the assigned area.
- (k) Follow the school homework policy.
- (l) Follow the District Dress Code.
- (m) Students shall NOT bring items from home that are not needed in the educational setting.

NOTE: The District does not allow personal property to be brought to school except sports-related equipment. The District does not accept responsibility for sports-related equipment or cell phones brought to school that are lost, damaged, or stolen. All other personal property is not allowed at Orange Center School District (i.e., electronic games and equipment, radios, playing cards, comic books, toys, etc.)

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

Parent Conferences and Report Cards

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

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

Cell Phones and Electronic Devices

Because of expense, possible loss, and interruption of student learning, electronic devices or games are not allowed on campus, except on special announced occasions, as determined by site administration.

Students will be permitted to keep cell phones in their backpacks throughout the school day. Students who attend the Extended Learning Program must not display or use phones during the program, at any time.

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

Consequence

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

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

Third offense - Violation will be considered defiance, a behavior referral will be issued, cell phones will be confiscated, and will be returned to the parent/guardian. A parent conference will be scheduled and disciplinary action will be issued.

TK-8 DRESS CODE

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

- All clothing **MUST** be neat, clean, and acceptable in appearance.
- Clothing will be worn as its design is traditionally intended and must be of an appropriate size.
- The Principal may decide on special dress attire for designated school days.

Shirts

- Bare midriffs, bare backs, off-the-shoulder and revealing tops are not allowed (i.e., tank tops, halter tops, tube tops, fishnet or see-through tops, spaghetti straps, or underwear-type sleeveless shirts).

- T-shirts may be worn. If the T-shirt is not tucked in then it should not hang lower than a student's fingertips when arms are straight at the student's side.

Dresses

- Dresses must be mid-thigh (halfway between groin and top of knee) or longer.

Shorts

- Walking shorts are allowed. Shorts should be mid-thigh.
- Shorts must be hemmed.

Pants

- Tight-fitting athletic pants and pajama pants are not permitted.
- Pants must be hemmed.
- Baggy pants or "sagging" attire is not allowed. Undergarments shall not be exposed. All pants should be of an appropriate size for the student and should fit properly around the waist and at the bottom hemline.
- Pants with holes or see-through mesh panels will not be allowed.

Shoes

- Students must wear shoes at all times (flip flops, athletic cleats, shoes with wheels, and open-toed or backless shoes are **NOT** allowed).

Accessories

- Belts must be of an appropriate size and worn through the belt loops.
- No clothing or accessories may be worn on school grounds or at school events that depict any of the following:
 - Gang symbolism (i.e., insignias, bandanas, "colors," etc.)
 - Alcohol
 - Tobacco
 - Drugs
 - Violence
 - Profanity
 - Obscenity
 - Defamation of cultures, religions, groups, social institutions, or organizations
 - Team logos or sports-related insignias, with the exception of the official school logo.
- Attire that may be used as a weapon may not be worn (i.e., chains, accessories, or clothing with spikes or studs).
- Hats or visors may be worn outside. However, hats, caps, visors, etc. must be worn as traditionally intended (i.e., with bills forward, etc.). No team sports logos on headgear. **HEADGEAR MUST BE REMOVED WHEN ENTERING BUILDINGS, STUDENTS MAY WEAR HEADGEAR IN CAFETERIA LINES BUT MUST REMOVE HEADGEAR AFTER BEING SEATED.**
- Sunglasses may be worn by students while outside. However, sunglasses must be removed inside all school buildings.
- Body piercing (eyebrows, nose, lips, tongue, etc.) is not allowed. Earrings (½ an inch or smaller) are acceptable for ears only.

Hair

- Hair shall be clean, neatly groomed, and of natural color. Hair may not be sprayed/dyed by any coloring. Hair that causes undue attention is not acceptable, i.e., unusual design, symbols, messages, or razor cuts, with the exception of per-announced school activities and dress-up days.

Consequences of Dress and Grooming Code Violations

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

Standards For Promotion

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

- **Expectations**

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

- **Academics**

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

- English Language Arts
- Mathematics
- Social Studies
- Science

The cumulative GPA will be calculated in the tenth week of the third trimester.

- **Citizenship**

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

- **Attendance**

A student who has been deemed Chronically Absent due to missing more than 18 days (10%) of school will not participate in promotion activities.

Homework

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

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

Homework – Suggestions to Parents

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

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

Assignment Make-up

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

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

Student Study Teams

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

State Testing

All 3rd-11th grade students that are enrolled in a California public school are required to take the SBAC assessment mandated by the state in the areas of English Language Arts and Mathematics unless parents

have signed a waiver exempting them from taking the test. The test is administered once a year in the spring. The Orange Center Staff will communicate the testing calendar as the testing window approaches.

Student Services

Associated Student Body – ASB

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

After School Program/ Expanded Learning Program

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

Team Sports

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

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

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

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

Internet Use

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

Insurance Coverage for School Accidents

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

Health Related Information

Medication At School

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

The physician's written statement shall clearly:

1. Identify the student
2. Identify the medication
3. Specify the method, amount, and time schedules by which the medication is to be taken
4. Contain the name, address, telephone number, and signature of the physician

5. If a parent/guardian has requested that his/her child be allowed to self-administer Prescription auto-injectable epinephrine or prescription inhaled asthma medication, confirm that the student is able to self-administer the medication.

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

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

Accidents

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

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

Head Lice

If a child has been identified to have active head lice, he/she shall be allowed to stay in school until the end of the school day. Parents will be notified and shall be given information about the treatment of head lice and encouraged to begin treatment of the student at home immediately. The site LVN will check your child's hair after treatment the next day and the student will be allowed to remain in school if no active head lice are detected.

Dietary Restrictions

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

Parent Involvement

Parent Visits to School

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

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

Prior to volunteering in a classroom or chaperoning a field trip, all adults must complete a Megan's Law Volunteer Screening Request form annually. The Megan's Law clearance forms are located in the school office. In addition, all parent volunteers and chaperones **must** sign a Volunteer/Chaperone Code of Conduct Form prior to volunteering.

Orange Center Parent-Teacher Club

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

School Site Council (SSC) & Parent Advisory Committee (PAC)

The School Site Council/ Parent Advisory Committee consists of elected parents and teachers/staff. Parents are elected and represent all other Orange Center parents, and the teacher/staff represent the staff at Orange Center School. The Council provides advice and assistance in planning, developing, implementing, and evaluating the Schoolwide Program. All interested parents are invited to attend. The SSC meets a minimum of four times a year. The PAC will meet bimonthly to review LCAP and overall school/District progress.

Migrant Parent Advisory Committee (PAC)

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

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

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

Physical Education

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

Report Cards

Report cards are distributed every trimester. During each trimester, progress reports are provided to each student near the midpoint of the trimester.

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

School Services/Activities

1. Speech and Language: Recommended by the teacher and/or parent (must qualify for services)
2. Special Education: For students qualifying under state and federal guidelines
3. All4Youth Counseling & Behavior Intervention Services: Referral through Student Study Team or Principal
4. ELD: All students receive English Language Development. Targeted and Designated instruction is provided to qualifying students.
5. Health Services: Hearing, vision, and scoliosis screenings are provided for appropriate age groups. A review of physical and immunization records is provided upon enrollment. LVN consultations and referrals for services.
6. Library: All students will utilize library services weekly.
7. After-School/Expanded Learning Program: Applications are available in the office.

8. Student Study Team meetings are available for any student who is at risk in the following areas: health, academics, or behavior.
9. Music Instruction: all TK-8th grade students will have the opportunity to participate in music instruction.
10. Elective Courses: all 6-8th grade students will have the opportunity to choose an elective course each trimester.

School Accountability Report Card

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

School Supplies

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

Telephone

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

Vandalism

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

DISCIPLINARY PROCEDURES FOR SPECIFIC OFFENSES

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

Behavior Referrals (TK-8th)

A Behavioral Referral is reserved for violations of school rules. These referrals are recorded in a special form. When a student has acquired a Referral, the student is referred to a school administrator who conferences with the student (possibly parent conference). Referrals are given for a variety of reasons. Examples: inappropriate language, disrespect, defiance, harassment, intimidation. Parents will receive a copy of each referral to review, sign, and return to the school.

Orange Center Discipline

Minor Rule Violation:

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

- Step 1. The student receives a verbal warning
- Step 2. If the behavior continues, the student will be asked to “Refocus”
- Step 3. If the behavior continues, the student will receive lunch detention
- Step 4. If the behavior continues, the student will receive a behavior referral and will be sent to the office to conference with administration/parent communication

Major Rule Violation:

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

Specific Offenses and Disciplinary Action

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

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

SUSPENSION OR EXPULSION

Education Code 48900

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

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

- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Education Code 48900(q).
- (r) Engaged in an act of bullying including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to, or coming from, a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (.2) Committed sexual harassment as defined in Education Code 212.5.
- (.3) Caused, attempted to cause, threatened to cause, or participated in, an act of hate violence as defined in subdivision (e) of Section 33032.5. Grades 4-12 inclusive).

(.4) Intentionally engaged in harassment, threats, or intimidation, directed against district personnel or pupils that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or pupils by creating an intimidating or hostile educational environment. (Grades 4-12 inclusive)

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

School Board

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

Transportation

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

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

TK/Kindergarten students will only be allowed to be picked up from the bus stop by an adult. Please call the office to discuss options for sibling release. If an adult is not present, kindergarten students will be returned to the school and the parent will be called to pick up the child from the school office.

BUS RULES

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

7. Stay in your seat.
8. Keep your head, hands, and feet inside the bus.

Minimum Day Schedules

Throughout the school year, we have minimum days for Parent Conferences and Staff Development. These are noted on your calendar. **On these days TK/Kindergarten through Eighth grade are dismissed at 1:35 p.m. For the 2023-2024 school year, every Monday (unless they are vacation days or holidays) will be a minimum day for staff development. Please check your calendar for the complete listing.**