



Phoenix-Talent Schools

Excellence For Everyone



ORCHARD HILL ELEMENTARY PARENT/STUDENT HANDBOOK

1011 La Loma Drive
Medford, OR 97504
541-779-1766

2018-2019

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Phoenix-Talent Schools

Excellence For Everyone

SUPERINTENDENT'S WELCOME LETTER

Dear Parents:

Our District continues to be committed to “Excellence for Everyone”, which includes our students, staff and families. In addition, we believe in the potential and promise found in each and every one of us. We invite you to become involved by volunteering and actively participating in your child’s educational program. You are your child’s first and most important teacher. Working together we can achieve successful outcomes for all of our students.

This handbook is designed to provide information necessary for a successful year. You will find general information about the school, special programs offered and many of the rules and regulations that students and parents need to know, including guidelines for appropriate student behavior.

Please feel free to contact my office to schedule an appointment with me or contact any of our schools to schedule an appointment with a principal. Our entire staff and I look forward to helping make this school year a successful one for all of our students.

Sincerely,


Brent Barry
Superintendent

Dear Orchard Hill Families,

Our mission at Orchard Hill Elementary is to be a place where kids thrive. By offering a well-rounded education we aim to help all students learn and grow to their full potential. The foundation of this starts with a caring and compassionate staff that values each and every student, ensuring that everyone here knows that they matter. From there we set the bar high and then challenge students to reach for the sky.

We feel so lucky to have supportive families and a community that invests time and resources into making our school a place where Hawk students can soar. We do our best to set them up for success so when they leave our nest, they are ready to conquer middle school. In this handbook, you will find useful information about life here at Orchard Hill and the ways we all can create a safe and nurturing learning environment.

Sincerely,

A handwritten signature in black ink, appearing to read "Shawna Schleif", is centered on a light gray rectangular background.

Shawna Schleif
Principal

DISTRICT VISION

TOGETHER, WE SHALL MEET THE CHALLENGES OF PREPARING RESPONSIBLE, CREATIVE, LIFE-LONG LEARNERS

We Believe ...

- Education is the joint responsibility of the community, school, family, and students.
- Our schools must provide a safe, secure environment where healthy values, minds, and bodies can grow.
- Everyone can learn.
- The needs, interests, feelings, and developmental stages of each individual deserve recognition.
- It is our responsibility to encourage the development of self-worth and the full potential of each individual.

PHOENIX-TALENT SCHOOLS & ADMINISTRATIVE CONTACTS

ORCHARD HILL ELEMENTARY SCHOOL

Shawna Schleif, Principal

1011 La Loma Drive
Medford, OR 97504
Phone: 541.779.1766
FAX: 541.770.9037

TALENT MIDDLE SCHOOL

Aaron Santi, Principal

P.O. Box 359
102 Christian Avenue
Talent, OR 97540
Phone: 541.535.1552
FAX: 541.535.7532

PHOENIX ELEMENTARY SCHOOL

Jeff Carpenter, Principal

P.O. Box 727
215 N. Rose Street
Phoenix, OR 97535
Phone: 541.535.3353
FAX: 541.535.7529

PHOENIX HIGH SCHOOL

Toby Walker, Principal

P.O. Box 697
745 N. Rose Street
Phoenix, OR 97535
Phone: 541.535.1526
FAX: 541-535-7511

TALENT ELEMENTARY SCHOOL

Curt Shenk, Principal

P.O. Box 296
307 Wagner Avenue
Talent, OR 97540
Phone: 541.535-1531
FAX: 541.535.1858

DISTRICT OFFICE

Brent Barry, Superintendent

P.O. Box 698
401 W. Fourth Street
Phoenix, OR 97535
Phone: 541.535.1511
FAX: 541.535.3928

PHOENIX-TALENT SCHOOL BOARD

Nate Shinn- Vice Chair
Sara Crawford
Richard Nagel
Lori Ghavam

Craig Prewitt - Chairman
Shana Vos
Dawn Watson

EQUAL EDUCATIONAL OPPORTUNITY

Equal educational opportunity and treatment shall be provided all students. No student legally enrolled in the district shall, on the basis of age, disability, marital or parental status, national origin, race, religion, or sex be excluded from the participation in, be denied the benefits of, or subjected to discrimination under any educational program activity administered or authorized by the Board of Education.

SCHOOL HOURS

Kindergarten through Fifth Grade:

Monday: 8:50 AM (busses run an hour later on Mondays)

Tuesday thru Friday: 7:50 AM

Dismiss at 2:20 PM

- Our educational program shall provide a core knowledge that cultivates personal excellence for success in a global environment.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Orchard Hill is a PBIS School. We design our functions of school-wide expectations to center around positive procedures. Each student is taught what is expected and reinforced for positive choices. Expectations are clear, consistent, and enforced school-wide in a positive approach.




ORCHARD HILL EXPECTATIONS





Be Safe
Be Respectful
Be Responsible



BE A HAWK!

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
ALL COMMON AREA 	Walk forward Keep body in control. Get adult help for accidents. Use all equipment and materials correctly. Stay in your assigned areas. Roofs are off limits at all times.	Use kind words and actions. Respect other people's belongings. Wait for your turn. Pick up after yourself. Follow adult directions. Wear appropriate clothing	Follow school expectations. Take care of all personal belongings and school equipment. Hats may be worn outside. Be honest. Keep toys, games, gum and electronic devices at home.
PLAYGROUND & RECESS 	Adult monitor must be present. Walk to and from the playground. Stay within boundaries. Play safely. What's on the ground stays on the ground. Run on grassy areas only. Use playground equipment correctly.	Play fairly and include everyone. Respect others' activities. Take turns. Problem solving circle strategies. Stop and look when you hear the whistle.	Must have pass to leave your area. Eat food in designated areas. Put trash in cans. Walk to line up when the bell rings. Return playground equipment to proper place.
HALLWAYS, WALKWAYS & BLACKTOP	Walk. Stay outside yellow lines. Use handrails correctly. Watch for open doors.	Hold the door open for others. Use quiet voices.	Stay on sidewalks.
RESTROOMS	Walk. Keep feet on floor. Use sink and toilet correctly. Use soap & water for washing hands.	Give other people privacy. Use quiet voices 	Ask permission. Sign out when exiting classroom. Flush toilet after each use. Put towels in garbage can. Return to classroom or playground promptly.

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
CAFETERIA 	Sit with knees & feet under table.	Use proper table manners (chew with mouth closed). Allow anyone to sit next to you. Use quiet voices. Lights off, voices off. Wait your turn.	Raise hand and quietly wait to be excused. Go through line in orderly fashion. Clean up and throw away trash.
ARRIVAL & DISMISSAL AREAS	Use sidewalks and crosswalks. Wait for bus or rides in designated areas. Walk bikes on school grounds. Students stay to building side of yellow line.	Students may return to school grounds after 4:30 p.m. Leave the school on time.	Arrive between 7:25 - 7:50 a.m. (8:25 - 8:50 a.m. on Mondays). Go to the cafeteria for breakfast or playground when you arrive. If late, check in at office for a tardy pass.
INSTRUCTIONAL AREAS (LIBRARY, COMPUTER LABS, MUSIC ROOM & GYM)	Follow school expectations. Follow adult directions. 	Use quiet voices. Use equipment carefully.	Teacher's pass required for library and computer labs if not attending with teacher. Adult must be present.
ASSEMBLIES & SPECIAL EVENTS	Follow school expectations.	Use proper audience manners. Sit on your bottom. Sit, listen and keep eye contact with speaker. Wait for dismissal signal.	Follow school expectations.
OFFICE AREA	Check in with office staff when entering.	Use quiet voices. Politeness is important.	During school hours, office pass is required.

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
INSIDE RECESS	Walk to and from your area. Choose a safe indoor activity such as a board game.	Use quiet voices. Use only teacher approved materials.	Stay in your area. Return all materials.
CLASSROOMS	Each classroom is expected to define their expectations for being SAFE, RESPECTFUL, and RESPONSIBLE.		



PARENTAL ROLE IN EDUCATION

Parents are an integral partner in their child’s education. Parents can support the education of their child in a number of ways:

1. Join your school’s Parent Teacher Association (PTA);
2. Attend School Functions
3. Demonstrate at home that education is important:
 - a) Ensure consistent and punctual attendance
 - b) Discuss the school day
 - c) Talk about the importance of a good education
 - d) Check child’s backpack for important notices sent from school
 - e) Set aside study time
 - f) Support your child’s teacher
4. Volunteer in the classroom.
5. Volunteer for field trips and/or special programs
6. Volunteer for school or district level committees



**ORCHARD HILL ELEMENTARY SCHOOL
PARENTAL INVOLVEMENT POLICY**

ANNUAL MEETING

Orchard Hill Elementary School recognizes that parent involvement is vital to achieve maximum educational growth for students. Therefore, in compliance with Federal Law and Oregon Department of Education guidelines, our school will meet with parents to provide information about participation in the Title I program and its requirements. These meetings will be held annually and at a convenient time. All parents will be invited to attend. Title I funds will be used to provide transportation, childcare, home visits or other parental involvement services as necessary. Parents will be informed of their right to be involved in the development of our Parental Involvement Policy, Title I plans, and our Parent-School Compact.

POLICY

Orchard Hill Elementary teachers, principal, and staff recognize the value and utility of contributions of parents, and we strive to reach out to, communicate and work with parents as equal partners. This parental involvement policy has been developed and agreed upon by the OHES Site Team. Additional suggestions from parents, teachers, or community members are welcome and will be considered for further revision. This parent involvement policy will be posted in the school office, sent to all parents in the school newsletter, available on the school website, and included in the Phoenix-Talent School District Elementary Parent/Student Handbook.

COMMUNICATION

Information about school programs, meetings, and other activities will be communicated in English and Spanish to parents through weekly Friday Folders and other informative fliers sent home with students, as well as the bi-monthly school newsletter sent electronically by email and posted to our website. Parents will receive early notice of significant changes in curriculum, staffing, and other

components of the instructional program in which their child is involved via our automated communication system.

Each grade level may utilize “parent information” materials from the basal program and other sources to inform parents about relevant math and reading concerns. Parents will be informed about classroom instruction through homework, home-based activities, and up-to-date assessment results shared as soon as possible following a significant assessment and during parent conferences. Parent communication regarding mathematics, writing, and reading achievement will be presented in the context of current ODE standards and/or district checklists.

COMPACT

A Parent-School Compact will be developed. This plan will:

- Describe the school’s responsibility to provide high quality curriculum and instruction;
- Describe the ways in which each parent will be responsible for supporting their student’s learning;
- Stress the importance of ongoing communication between teachers and parents.

The Parent-School Compact outlines how students, parents, teachers, and principal will share in the responsibility for improved student achievement. This Compact will be discussed by all stakeholders, signed at the Fall parent conference, and be used as the basis of communication between teachers and parents. Parents are encouraged to offer ideas or suggestions for the continuing improvement of the Parent-School Compact.

BUILDING IMPROVEMENT PLAN

A Building Improvement Plan will be developed, with parent involvement, through the Site Team. This plan will promote activities that support a partnership among

the school, parents and the community, and promote the improvement of student achievement.

PARTICIPATION

Parents will have the opportunity to participate in school-wide decision-making at Open House, Parent Conferences and by participation as a member of PTA and/or Site Team.

At least once per year, Title I staff will provide assistance to parents in understanding such topics as the State's academic content standards, state student academic achievement standards, Title I plan requirements, State and local academic assessments and how to monitor a student's progress and work with educators to improve the achievement of their student.

Orchard Hill Elementary School will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, parents of homeless students, and parents of migratory students. Information and school reports will be provided in a format and language parents understand. Childcare will be provided, using Title I dollars, at all parental involvement activities where appropriate. Barriers to parental participation, including transportation, language, and other barriers, will be addressed on a case-by-case basis and the removal of such barriers may be funded with Title I dollars. Orchard Hill Elementary School will, if necessary, arrange school meetings at a variety of times or conduct in-home conferences between teachers or other educators in order to maximize parental involvement and participation.

PARENTS AS TEACHERS

Within established parameters, parents are encouraged to observe instruction and other school activities involving their child. Parents are encouraged to volunteer and help at school in their child's classroom. Upon request, the school will provide materials and training to help parents work with their student to improve their student's achievement, such as literacy training and using technology. Orchard Hill Elementary School will provide other reasonable support for parental involvement activities as parents may request, consistent with Title I requirements.

COORDINATION WITH HEAD START

Orchard Hill Elementary School coordinates and integrates parent-involvement programs and activities with Head Start and CDC, to the extent feasible and appropriate.

PARENT CONFERENCES

Parent conferences are scheduled on a regular basis throughout the year (see the school calendar). Written invitations are sent home by teachers. These conferences are very important to the education of each child. We feel it is important for you to attend. No classes are held during conference days. Students are expected to attend the conference along with their parents.



STUDENT PROGRESS ASSESSMENTS

Student progress assessments are made available at the end of each grading period (November, March and June). Progress will be reported as it relates to each student's progress in learning State curriculum. Progress will be reported on a District approved report card and will also include student work samples. Students will help to report their own progress during parent conferences.

HOMEWORK

It is essential to the educational process that a child develops the discipline to complete assignments outside of the regular school day. While homework may not

be assigned every night, parents are encouraged to provide a regular time and place for children to complete homework. Most assignments can be completed with little or no parental assistance. However, students tend to feel encouraged and more enthusiastic about schoolwork when parents show an interest. There are times when children struggle with a homework assignment and parents may become frustrated and to expedite matters do the work for the child. When children work through frustration or are assisted through frustration, a wonderful sense of accomplishment follows, as well as the building of a strong “can do” attitude. Reading every night is highly recommended. A nice way to end a busy day is to read for 20 minutes each school night.



ATTENDANCE

Regular school attendance is critical to student academic achievement. Regular attendance is a habit and pattern established in elementary school and carried into the student’s adult work life. We encourage parents, for the benefit of their child’s education to support regular school attendance.

Federal legislation requires schools to maintain 92% attendance rates or face sanctions and Oregon law states that a child between 7 and 18 years of age, who has not completed the 12th grade, is required to regularly attend a public full-time school of the school district in which the child resides (ORS 339.010). It also states that every person having control of any child between the ages of 7 and 18, who has not completed the 12th grade, is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term (ORS 339.020). **Failure to send and maintain your child in regular attendance is a Class C violation, which may result in a citation.**

The Principal may excuse an absence if the absence is caused by the pupil's illness, by the illness of the pupil's family, or in an emergency. The principal may also excuse absences for other reasons where satisfactory arrangements are made in advance (ORS 339.065). In the case of excessive illness, a doctor's or nurse's excuse may be required.

Attendance Process:

- Teachers take attendance once at the beginning of the day.
- Parents are requested to call or send a note with their child regarding the reason for the child's absence within 24 to 48 hours. Calling on the morning of the student's absence is required and will help school officials with attendance reporting and save parents from receiving a phone call regarding the child's absence.
- If a student's attendance falls below 90%, a letter will be generated automatically and sent home.
- If a student's attendance falls below 80%, a second letter and notice of concern will be sent home requesting the child appear in school on the following day and outlining possible consequences for lack of attendance.
- When a student reaches irregular attendance, parent contact will again be made with a letter that outlines the citation process and requiring the parent to attend a meeting with school authorities.
- Further irregular attendance may result in the Class C citation. At any point in the process, a home visit may occur in order to help resolution of the attendance issue.
- Homework may be requested if a student has missed two or more consecutive days.

If you have any questions regarding attendance, please call our school office at **541.779.1766.**

TARDIES

If a student arrives late, they should report to the school office, check in, and get a tardy pass before going to the classroom. Encouraging students to be on time is an important part of education. In our society, promptness is valued.

CLOSED CAMPUS

ALL students are to remain on the school grounds during the school day. Students are not to leave for **any** reason without specific permission from office personnel. *Parents must go to the school office to sign out their child.*

PHOTO POLICY

Student photos, artwork, classroom activities or special events, may be posted on our school and/or District website, social media, associated publications or yearbook. Parents are able to opt out their children from published photos by completing a Photo Permission Form. Please see the school office for more information.

VIDEO SURVEILLANCE

The Board authorizes the use of video cameras on District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record.
[Board Policy ECAC]

DRESS CODE

Phoenix-Talent Schools have set standards of dress not intended to infringe on individual expression, but to meet community standards for modesty, safety and reduce disruption of the educational process.

1. A student's hair shall be neat, clean and well groomed. Unusual hair styles that are distracting or need constant attention are not acceptable.
2. Makeup is a distraction for elementary students. We strongly advise students not to wear it, but **it is accepted** if not disruptive. Makeup will be confiscated if shared.
3. State regulations require students to wear shoes at all times. We recommend shoes that allow children to run and play without hindrance. Flip-flops, slide-in sandals, platform and high heel shoes are a safety hazard and we strongly advise that they not be worn at school. Wheeled shoes are not permitted at school.
4. Shoulder straps in any clothing need to be 1" wide. Tank tops and midriff type shirts are not acceptable. All shorts must have a "leg" in them with at least a 4" inseam; running type shorts are not acceptable. Shorts and skirts should be longer than the fingertips when arms are held at student's sides.
5. Shirts, hats, or other clothing that advertise drugs, alcohol or tobacco are not acceptable. Clothing with slogans or pictures that are considered offensive is not acceptable.
6. Hats are discouraged and may not be worn in the building.
7. Students shall not wear clothing or apparel identified by school personnel as "colors". The term "colors" is defined as a display by wearing or placement of apparel by a group of students, or an individual student, which would signify the membership in a group known to advocate or participate in disruptive or illegal behavior.
8. Student clothing shall be clean and odor free. If a student is emanating an offensive odor from their clothing or person, their parent/guardian will be contacted to remedy the situation.

CLUBS AND ORGANIZATIONS

Students *may not* form private clubs or groups. All clubs or groups formed at school must have administrative approval and are *open to all* students. This policy refers to extra-curricular activities.

OFFICE TELEPHONES

In order to avoid undue classroom disruptions, parents may leave messages for their children rather than calling them out of class. Student use of the office phones requires teacher approval. Children are not allowed to use school phones for social arrangements.

EMERGENCY CLOSURE

When there is an emergency closure, parents/guardians will be contacted by phone and/or e-mail through our Automated Notification System, BrightArrow. When BrightArrow calls it will leave a message if you are unable to answer. Please, if you see a missed call from the school, check your messages first before calling us. You may also listen to the radio or watch our local TV stations, beginning at 6:30 AM for information about delayed openings or school closures due to inclement weather. You may also check the district website www.phoenix.k12.or.us. DO NOT call the school office. School telephone lines must be left open for school district information.

LOST AND FOUND

All items that your child brings or wears to school should be marked with the child's name. Parents need to check Lost and Found periodically for lost items. Items left unclaimed for 90 days will be donated to a charitable organization.

STUDENT RECORDS

Student records are confidential. Federal and State laws stipulate the persons who may see records and the procedures for release of records. Parents have the right to examine their child's records. Your school principal will be happy to assist you.

Directory information is information contained in a student's educational record that is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. This information may be released to the public through the appropriate procedures.

1. Student's name
2. Date and place of birth
3. Participation in officially recognized activities
4. Weight and height of athletic team members
5. Dates of attendance
6. Degrees or awards received
7. Most recent previous school or program attended

TRANSFERRING

If you expect to transfer your child out of the school or district during the course of the school year, please notify the school office prior to the transfer. A transfer sheet is prepared to ensure all books and materials are returned to school and that the student has all their school supplies. Records will be transferred only upon request from the receiving school.

INTERNET AND COMPUTER USAGE

The Phoenix-Talent School District is networked and students may have the opportunity to learn via computer. However, using technology as a learning tool is a privilege accompanied by serious responsibility. The school's intent is to provide

Internet access directly related to classroom educational goals and objectives. We will monitor on-line activities, including the use of “filtering” software and computer history files. Still, the student users and their parents are ultimately responsible for the students’ appropriate educational use of the Internet.

Elementary and middle school students may not use the Internet without teacher permission and supervision.

School computer users should have no expectation of privacy in e-mail or any other computer use. Teachers and other network staff will review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect files stored on school servers to be private.

Actions including, but not limited to the following, are not permitted: 1) sending, receiving, or displaying offensive messages or pictures, 2) using obscene language, 3) harassing, insulting or attacking others, 4) damaging computers, computer systems or computer networks, 5) violating copyright laws, 6) using another’s password, 7) trespassing in another’s folder, work, or files, 8) intentionally wasting limited resources, 9) using the network for commercial purposes (no buying or selling), 10) giving out any personal information via the Internet (address, phone number, etc.), 11) any use of the Internet that would be considered inappropriate with any other form of media at school, 12) downloading or installing any information or software that has no directly related educational purpose. Any violations of the intent of the above policy will be cause for disciplinary action, including monetary restitution for any damages caused by the student’s inappropriate computer use.

CLASSROOM PLACEMENT

Parents may request a teacher for their child. Parent requests are honored when possible. Each elementary school has a slightly different process for placing students. Placement requires much thought and planning and many factors are

taken into account when assigning students to classes. We strive to create balanced classrooms with a range of student skills and abilities. Please contact the school for more information.

RETENTION

If retention is a consideration, parents will be notified. A conference will be scheduled with the teacher and the principal. Any decision to retain a student is made with the assurance that it is the best method for a student to acquire the academic and/or social skills necessary for future success in school. If retention is a consideration, it is normally considered in kindergarten or first grade.

SCHOOL SUPPLIES

Parents are asked to provide their children with necessary and appropriate school supplies. School supply lists are available in the school office and on each school's website.



HEALTH SERVICES & MEDICATION ADMINISTRATION

Written authorization by a parent or guardian is required for school personnel to administer any medications, whether over the counter or prescription. A medication form, available in your school office, must be filled out prior to medication being distributed by the school. Medications must be in their original package. State law mandates that schools cannot distribute any medication without a medication form signed by the parent.

ACCIDENTS

It is the District's intent, in the event of an accident, to provide first aid. If further medical attention is required, it is the parent's responsibility. In the event of serious injury, emergency medical personnel will be called.

STUDENT INSURANCE

The District **does not** provide medical accident insurance for students for school-related injuries. However, the District does make available low-cost student accident insurance for voluntary purchase. If you do not have medical coverage, we highly recommend purchasing this insurance for your child. While we work hard to attend to your child's safety, accidents can, and do, happen. Accident-related injuries to uninsured students may cause financial hardship for families. All costs related to paramedic transportation, x-ray, examination and/or treatment shall be the sole responsibility of the family.

IMMUNIZATIONS

Oregon law requires that each student be immunized against certain communicable diseases before attending classes. Students may be denied the privilege of attending school until accurate records are presented to the school. Immunizations may be obtained quickly and at reduced cost through Jackson County Health Department (541-776-7300), La Clinica (541-535-6239) or the School Based Health Center at Phoenix Elementary (541-535-1065).

COUNSELING/BEHAVIOR INTERVENTION SPECIALIST

Counseling services are available at the elementary schools on a limited basis. We have a psychologist who visits our schools periodically, usually for academic

testing, who is available for emergency or trauma counseling. Please contact the Principal for information on services available through your child's school.

VOLUNTEER PROCEDURES

A school volunteer is a person who is invited by, and serves under the supervision and direction of school personnel *to perform specific tasks* in order to enhance school programs. A school volunteer is expected to maintain a professional demeanor and respect confidentiality as is expected of all school employees. Unsalaries volunteers shall be considered employees of the District for Worker's Compensation insurance purposes. Preschool children, and those children not enrolled in your elementary school, are not covered by the provision and *may not accompany volunteers on campus. To insure student safety, all volunteers will be required to fill out a background check form, submit ID for verification and provide insurance information if they wish to drive on field trips. All paperwork should be turned into the office at least 2 weeks prior to the trip. Volunteers are also required to sign in before going to their work areas and to wear a name badge.* All of the above steps must be completed before any volunteering is done for the school. Volunteer forms need to be renewed every other year and Driver's Insurance every year. ***Please understand our concern for all our children's safety.***

MEAL PROGRAM

Students may receive breakfast and lunch at NO CHARGE. Additional milk is available for purchase. Students are expected to pay for additional milk in advance – no charge accounts are permitted. Please contact the school office for prices. Monthly menus are provided for all students to take home. Those getting hot lunches are asked to eat items they choose.

Students are expected to eat in a socially acceptable manner. Students will eat their breakfast or lunch in the cafeteria unless otherwise directed. Students who demonstrate disruptive behavior may be asked to eat in another location. Children are expected to stay on campus for lunch as we have a "closed campus."

Parents are welcome to eat lunch with their children. Adult lunch prices are available by calling the school office.

WELLNESS PROGRAM

To ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the Superintendent has prepared and implemented a comprehensive district nutrition program consistent with state and federal requirements. The Wellness Program shall consist of nutrition education, serving healthy and appealing foods, developing food-use guidelines and establishing liaisons with nutrition service providers. A complete copy of the Wellness Program is located on the Phoenix- Talent District website.

PARENTS/VISITORS

Children's safety is our first concern. While we encourage parents and community members to visit our school, we must be prudent and take every precaution to prevent children from being harmed in any way.

*Immediately upon entering any school building or the school grounds, any person who is not a student of the school, or an officer or employee of the school, shall, when school is in session, report his/her presence and the purpose for visiting the school to the main office and sign in to receive a visitor pass. Visits to the classroom and/or school grounds should be arranged with the teacher or principal. Parent conferences will be arranged in advance with the teacher. Visits to the classrooms and other school grounds shall be limited to 20 minutes at the elementary level. Longer visits shall be made by special arrangement with building administration. Any person requested to leave the school grounds by the Principal shall promptly comply. **Visiting students are not allowed in the classroom.***

FIELD TRIPS

Field trips, in general, are an extension of classroom instruction. On-site visits give children knowledge they can use in further classroom work. Information will be sent home regarding each field trip. Please promptly sign and return all permission slips. If a child does not have a returned permission slip, an effort will be made to get permission over the phone. If no one can be reached, the child will remain at school.

AFTERSCHOOL/TRANSPORTATION CHANGES

If you need to make changes from the normal way your child gets home from school, **please call before noon.**

INSTRUCTIONAL MEDIA CENTER (LIBRARY)

The library serves students in many ways. Children are encouraged to use the media center for checking out books, research, and study. Children are responsible for those items they check out. If books are lost or damaged, students will be expected to pay for the loss or damage. We have a parent library section with parenting information available for check out. Students are assisted with proper selection until they are able to make their own choices.

SPECIAL PROGRAMS

Orchard Hill is a Title I School. All employees are highly qualified. Title I is a Federal program. Students may receive assistance with language arts or math as appropriate. Programs vary from school to school. If you have questions, please call your elementary school and ask for the Reading Specialist.

Special education programs are available to students with disabilities. Students may be referred for an evaluation by staff or by parents. Parents are asked to give

written permission for evaluation of the student's abilities and performance. If a student is eligible for services, an individualized education program will be developed by school staff and parents. Students will receive instruction and services that best meet their educational needs. For additional information, call and ask for your child's teacher, the speech/language therapist or the educational resource teacher.

Services are available for students who are not proficient in English as a primary language. For more information, please call your principal.

If you suspect that your child may have a disability, you may request a meeting with school staff to discuss the possibility of obtaining an evaluation to determine your child's eligibility under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. You may obtain additional information on both of these programs by contacting the District Special Education Director, the building principal, or the Oregon Department of Education.

If you wish to schedule a meeting to discuss your concerns please contact the Principal of your child's school or the Director of Special Education at 541-535-7522.

PRIVATE SCHOOL PLACEMENT

While parents have the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover resulting tuition or costs. The District will not pay for private services or tuition for any student unless required to do so by state or federal law. If a parent wishes for the District to consider a publicly funded private placement or private services, the parent must give the District notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

Therefore, for any regular education, 504, or IDEA student, a parent must give notice either at the last IEP or 504 meeting prior to obtaining private services, or in

writing at least ten business days prior to obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the District, and the parent's request that the private services be funded by the District. Failure to provide notice may result in a denial of any subsequent reimbursement request.

CHILDREN ATTENDING PRIVATE SCHOOLS

Limitation on Services: Children who are enrolled by their parents in private schools may participate in publicly funded special education and related services. Federal law allows school districts to limit the amount they spend for these services. If your child is to receive special education services under this provision, the school district will meet with you to develop a service plan describing the services to be provided to your child. Services may be provided on-site at the private school or at a public school; the District must offer transportation for the child to access these services.

When Reimbursement Is Not Required: School districts are not required to pay for the cost of education, including special education related services, of a child with a disability at a private school facility if the school district made a free and appropriate public education available to the child and the parents chose instead to place the child in a private school facility.

When Reimbursement May Be Required: A court or hearing officer may require a school district to reimburse parents for the cost of private school placement made without the consent of or referral by the school district only if:

- The child received special education and related services under the authority of a public agency before enrolling in the private school; the court or hearing officer finds that at that time, the school district did not make a free appropriate public education available to the child in a timely manner; and
- Parent provided notice removing the child from public school.

For further information: Call the Assistant Superintendent of Academic and Student Programs, at 541-535-7522.

HOMELESS ASSISTANCE (McKinney-Vento Act)

Under the McKinney-Vento Act, homeless children and youth are entitled to immediate public school enrollment, immediate access to the free lunch program as well as other benefits. Homeless children and youth mean individuals who lack a fixed, regular, and adequate nighttime residence. It includes children and youth who:

- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Are living in emergency or transitional shelters;
- Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

If you feel your child may qualify for benefits under the McKinney-Vento Homeless Assistance Act, please contact the office manager in the Main Office, the school principal or Phoenix-Talent School District's Homeless Education Liaison, at (541) 535-1517.

SCHOOL DISCIPLINE

We believe that children should be taught to be responsible citizens at school. They should realize that freedom and responsibility go hand in hand and that they have a responsibility to others in their school

Each elementary school has a school-wide behavior plan called Positive Behavioral Interventions and Support (PBIS) that is designed to foster a climate of cooperation, academic excellence, respect and safety. The school rules are simple and easy to remember: **BE SAFE, BE RESPECTFUL, BE RESPONSIBLE**. We believe this focus on positive behavior will help foster a healthy climate in our schools.

Students must know the rules and regulations, and be responsible for their part in maintaining these regulations, and be aware of the consequences when they are broken. We believe that good citizenship and good academic performance are intrinsically related. The goal of our discipline plan is for students to become independent and self-directed learners.

HAWK DOLLAR TICKETS

Hawk Dollar tickets are given at OHES to encourage positive choices and excellent behavior. Students are given tickets randomly when they demonstrate positive behavior. They are kept in classrooms until the monthly spirit assembly. Names are drawn out of a common barrel for prizes. Every three months the PTA sponsors a “Hawks Nest Store” for students to use their Hawk Dollars.

SCHOOL RULES

- Children will follow directions of all school staff.
- When the bell rings, stop playing and line up in an orderly fashion.
- When a whistle blows, stop and look in the direction of the whistle.
- Obey all game rules and take care of equipment.
- Obey classroom rules.
- Show respect to self and others
- No fighting or swearing.
- Use problem-solving skills and strategies to solve problems.
- Play in designated areas only.
- Walk while in the building and on sidewalks.
- Chewing gum, radios, games, toys, trading cards or other personal items from home are **NOT** allowed at school.
- Bicycles are to be walked on school grounds.
- Skateboard or skates are not to be used on school grounds.
- Cell phones, electronic music players, video games and other electronic devices from home need to be turned off, out of sight (preferably in a backpack) and never used during school hours from 7:30AM to 2:30PM. The

first violation of this policy will result in the item being confiscated and returned to the student at the end of the day. The second violation will result in the item being held in the office until the parent/guardian comes to school to claim it. The third violation will result in the loss of the privilege of bringing the item to school for the remainder of the school year.

- Invitations to parties should never be passed out at school.



PLAYGROUND RULES

- Students are to throw only those balls or items provided by the school that are intended to be thrown.
- Students are to swing sitting down and only go back and forth. (Side to side, twirling, or jumping out is not acceptable.)
- Students are to use the equipment in a safe manner.
- Students shall not climb on anything not made for that purpose. (Fences, buildings, or the tops of the equipment are not acceptable.)
- Students are to use the bathrooms in a timely and orderly manner.
- **All** students may play any school authorized game.
- Contact sports of any kind are not allowed.
- Students are *not to play in any fashion* that involves **play or pretend** fighting, karate or wrestling.



SCHOOL BUS RULES

- Pupils being transported are under the authority of the driver.
- Fighting, wrestling or boisterous activity is prohibited on the bus.
- Pupils shall be on time for the bus both morning and afternoon.
- Pupils shall use the emergency door only in case of an emergency.
- Pupils shall not bring animals, firearms, weapons, skateboards or other potentially hazardous materials on the bus.
- Pupils shall remain seated while the bus is in motion.
- Pupils may be assigned seats by the driver.
- When necessary to cross the road, pupils shall cross in front of the bus, or as instructed by the driver.
- Pupils shall not extend any part of their bodies out of the windows nor throw objects out the windows.
- Pupils shall have written permission to leave the bus other than at home or at school.
- Students may converse in normal tones; loud or vulgar language is prohibited.
- Students shall not open or close windows without permission of the driver.
- Students shall keep the bus clean and shall refrain from damaging it.
- Students shall be courteous to the driver, fellow students, and passers-by.
Video cameras may be used on school busses to help monitor student behavior.

CONSEQUENCES FOR BUS VIOLATIONS

If discipline problems occur on the school bus and requires the use of a student citation, the bus driver will write out the citation and give it to the student. Once a citation is issued, it is the responsibility of the student to have the citation signed by both the school principal and his/her parent/guardian. Failure to do so may result in denial of transportation for a period of time. Additionally, a parent conference may be required before reinstatement of bus riding privileges.

Citation consequence sequence:

1st: Warning; 2nd: Three to five (3-5) days bus suspension; 3rd: Five to ten (5-10) days bus suspension; 4th: Suspension of bus privileges, possibly for the remainder of the school year.

This sequence is subject to alteration for student age/grade appropriateness and/or severity of offense.

SEVERE DISRUPTION CLAUSE

Serious misbehavior such as fighting or openly defying adult authority will result in the child being sent immediately to the office and may result in suspension. The appropriate disciplinary actions will be taken and parents notified. A parent conference may be requested if serious misbehavior continues.

COLLABORATIVE PROBLEM SOLVING (CPS) RESTORATIVE JUSTICE PRACTICES

Discipline comes from the word “disciple” which means to teach. At OHES we approach misbehaviors as an opportunity to teach wanted behaviors. We believe all students want to do the right thing and if they are not, then something must be getting in the way. Many times it’s because the student is lacking a skill or needs a particular skill developed. Some common skills that may need to be strengthened are:

- Language/Communication Skills (Difficulty communicating with adults or peers)
- Attention/Working Memory Skills (Difficulty maintaining focus or remembering procedures)
- Emotion/Self-Regulation Skills (Difficulty keeping body and/or emotions in control)
- Cognitive Flexibility Skills (Difficulty with change or willingness to work it out)
- Social Thinking Skills (Difficulty recognizing social cues or hints)

The goal for the discipline process is to get a change in behavior. The first steps of this process include asking the student to stop the unwanted behavior and demonstrate the correct behavior.

If the student continues to struggle, the next step would be to work collaboratively with the student to identify the unwanted behaviors. If they are aware of the expected behavior, we need to then find out why they are not following it.

The next step is to collaboratively come up with solution(s) that would prevent this behavior from happening again.

The last step in the process is to restore relationships that may have been damaged and repair/replace items that may have been damaged.

SUSPENSION/DISCIPLINE

The purpose of discipline is to get a change of behavior. Collaborative Problem Solving is used to walk students through the situation and come up with strategies the student could use to prevent the problem from re-occurring. There may also be consequences for misbehavior which may include detention (loss of recess, time after school, or time out from class), cleaning up or repairing damage, in school suspension (time in the office lasting longer than 1 hour), conference with principal and/or parents. Students may be placed on a “plan of assistance” or

contract to modify their inappropriate behavior. Conflict resolution or mediation may be chosen in many cases for students to work out problems they may have with other students. (See the “Oregon Administrative Regulations 581-21-055” section of this handbook.)

Suspension may be used for the following reasons.

- The student causes serious physical harm to a student or school employee through non-accidental conduct.
- An administrator determines that the student’s behavior poses a direct threat to the health or safety of students or school employees.
- When required by law. ORS 339.250(2)(d)

EXPULSION

Expulsion is used only in extreme cases to exclude a child from school for a long period of time. The rights of students include a hearing before the Superintendent, representation, records being kept of the hearing, notice of expulsion, right to waive a hearing. For more information, contact your school principal.

SEARCH AND SEIZURE

School employees, generally the Principal, may conduct searches when there is reason to believe that a student is concealing contraband or the health, safety or welfare of students is in question. The following guidelines are followed:

1. School property including desks, shelves, and cabinets may be searched at any time.
2. A general search of personal belongings may be done when school personnel have reasonable suspicion that contraband is being concealed.

3. Any item that is considered a threat to students or school personnel or that may interfere with the educational process may be seized.
4. Items that are not allowed at school, but are not dangerous, such as toys, may be temporarily held at school.
5. A student's person may be searched by school employees when there is reasonable suspicion that the student has on his/her person illegal items or other items that may interfere with the educational process. *Parents will be contacted, when possible, prior to such a search taking place. A student will not be asked to remove clothing unless a parent or designee is present unless there is a clear and present danger to students or school employees or there is suspicion of child abuse.*
6. Motor vehicles parked on school property may be searched by school employees when there is reasonable suspicion that the health or safety of students or staff may be in jeopardy.

OREGON ADMINISTRATIVE REGULATIONS 581-21-055

Reasons students may be suspended or expelled from school:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
3. Unlawfully possessed, used, sold or otherwise furnished, or have been under the influence of any controlled substance.
4. Unlawfully offered, arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind.
5. Committed or attempted to commit robbery or extortion.
6. Stolen or attempted to steal school property or private property.
7. Caused or attempted to cause damage to school property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.

10. Unlawful possession of, or unlawfully offered, arranged or negotiated to sell drug paraphernalia.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, or other school officials, or other school personnel.
12. Knowingly received stolen school property or private property.
13. Harassment, including verbal aggression, emotional and/or physical aggression, intimidation, sexual, racial or written.

All suspensions or expulsions will follow the due process rules of law. Suspensions will last no longer than ten (10) days. Appeals to suspension may be made to the superintendent; however, suspension will not be postponed pending appeal. Parents will be notified of all suspensions. In the case that a student is a threat to himself or others he/she may be suspended under “emergency” rules without due process. A due process hearing will be held as soon as practicable and in accordance with State Law and Administrative Rules.

USE OF PHYSICAL FORCE

Oregon Law, ORS 339 250 authorizes the use of reasonable physical force. “...an individual who is a teacher, administrator, school employee or school volunteer may use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary to maintain order in the school or at a school activity or event, whether or not it is held on school property.”

HARASSMENT OF STUDENTS

(See Board Policy JBB)

Harassment of students by a member of the staff to a student, by a student to another student or by a student to a District staff member will not be tolerated in this school or in this District. Harassment by Board members, parents, vendors and others in this School District is prohibited.

Harassment

Harassment on the basis of race, religion, sex, national origin, disability, parental or marital status or age means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students. Demeaning jokes, stories or activities directed at the student are considered forms of harassment.

Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Examples: verbal or written harassment or abuse; repeated remarks to a person with sexual or demeaning implications; unwelcome touching.

The School and/or District will promptly and reasonably investigate allegations of harassment. Any student who has knowledge of or feels he/she is a victim of harassment should immediately report his/her concerns to the building administration or the Superintendent if the principal is the subject of the complaint. Violation of this policy may result in discipline, up to and including suspension and expulsion. The School/District has the authority to report students in violation of this policy to law enforcement officials. Retaliation against a student who has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion.

DIPLOMA OPTIONS

The District will ensure that students have access to the appropriate resources to achieve a standard diploma, modified diploma, extended diploma or alternative certificate at the high school level. Beginning in grade five, the District will provide information annually of the availability of a modified diploma, an extended diploma and an alternative certificate to the parents or guardians of a student taking an alternate assessment. If you have any questions, please contact your building principal.



**The World Is
Yours To Conquer**