

**OTIS ORCHARDS
ELEMENTARY SCHOOL
Parent/Student
Handbook
2023 – 2024**



**22000 E. WELLESLEY AVE
OTIS ORCHARDS, WA 99027
(509) 924-9823**

WWW.EVSD.ORG

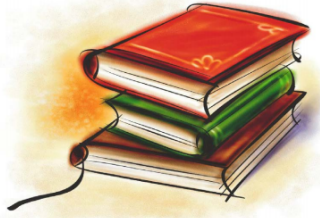
Principal: Cheryl Fried

Dean: Jon Thomas



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A MESSAGE TO OUR FAMILIES

I am very excited for the up-coming **2023-24** school year! Otis Orchards is a vibrant neighborhood school that enrolls approximately 360 PK-6th grade students. I am eager to continue the work of leading a positive, professional and collaborative staff in a building full of competent and capable learners. The Otis Orchards' staff takes pride in teaching to the whole child, academically as well as socially and emotionally. Academic and behavior expectations are set high, taught explicitly, and reviewed often. We will continue our work to remain trauma sensitive by focusing on a welcoming environment, building strong, positive relationships and teaching self-regulation and mindfulness strategies.

We encourage parents/guardians to be involved in our classroom volunteer programs as well as our PTO Involvement in classrooms and with the PTO will show your children that you value their education and their experiences. Our dedicated PTO group brings our families together with events such as Game Nights, Book fairs, Bingo Nights, Family Outings, Skate Nights and more!

It is our sincere hope that you will be well informed about your child's education. Again this year, every student will receive an Otis communication folder on the first day to bring information to and from school. Weekly-Monthly newsletters from classroom teachers will be sent home. We request all families to check the folders **every day**. We want to do a great job of networking with you by keeping you informed through classroom and office correspondence. If you have any questions, feel free to contact the school at **509.924-9823**. We will be happy to assist you. I am confident this will be a fantastic year for all of us.

Attendance daily at school is a key to future success. Please have your child arrive at school on time, every day and remain the full day, to allow maximum learning. When students arrive late or leave early, it disrupts everyone's learning. Good attendance enables students to develop the skills required to secure future employment while enhancing their self-esteem and building positive relationships. **School hours are 9:00 to 3:30**. If there is a necessity to pick your child up early, please call the school by **1:30**.

With Warm Regards,
Mrs. Cheryl Fried, Ed.D.
Principal
friedc@evsd.org

School Overview

Mission Statement

Otis Orchards will provide a strong foundation of life skills to inspire all students to achieve their full potential and become responsible, productive, and contributing citizens.

Vision Statement

Our school and community will work together to build a caring and safe learning environment in which academic and behavioral expectations are set high, helping all students to succeed.

Beliefs

We are committed to:

- **Promoting high achievement** and academic success through collaboration and shared decision making with stakeholders
- Creating a **nurturing, safe, and supportive** atmosphere
- Providing **data driven** instruction
- Differentiating **instruction to meet the needs** of all students
 - Seeking and implementing **innovative teaching** techniques to promote academic excellence
- Implementing **research-based** best practices that support critical thinking and problem solving
- Utilizing current **technology** to enhance the quality of instruction

Expectations

Pactice Safety
React responsibly
Improve daily
Develop skills for success
Education is important

General Procedural Information



Attendance Procedures & Policy

ABSENTEEISM POLICY

A student who misses 10% or more of their school days, which amounts to 18 or more days in a school year—or just two days a month—for any reason is considered chronically absent. Chronically absent students are more likely *to fall behind* in reading and math and *less likely* to graduate from high school (OSPI, “Attendance and Chronic Absenteeism”).

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students are expected to attend all assigned classes on time each day and make appropriate efforts to learn. If your child is going to be absent, please notify the school at **(509) 924-9823**. In order for an absence to be considered excused, notification to the school office must be made within **3 days of the absence**.

Notification shall include the child's name, date(s) absent, and the reason for the absence. Any absence for which the school does not receive appropriate notification will be considered unexcused. Parents, please do your best to schedule all appointments before or after school. If your child needs to be released early for an appointment or afterschool plans have changed, please call 924-9823 by 1:30. ***Parents of students who are picked up early on a regular basis will be contacted by the principal/designee to discuss the reasons and to develop a preventative plan.**

Full Day Absence. A full day absence is defined as a student missing 50 percent or more of their scheduled day.

Excused daily absences
The following are state allowed valid excuses for absences from school:
1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
2. Family emergency including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, or serving on a jury;

5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055 ;
7. Absence directly related to the student's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010 ;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107 ;
10. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
11. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.
A school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence
Unexcused daily absences
Any absence from school is unexcused unless it meets one of the criteria above for an excused absence. RCW 28A.300.046

LATE ARRIVALS/TARDINESS



Students arriving late (after 9:00 AM) to school must report to the office to be counted in attendance before going to class. A note from the parent/guardian explaining the reason for the late arrival is required.

Behavior Expectations: CONDUCT/ SCHOOL RULES

Schools provide an environment conducive to learning and to the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented.

Having clear school wide expectations and knowing which behaviors are acceptable helps create a positive and respectful environment. We believe all adults are teachers for all children at Otis Orchards. All adults are expected to give feedback to any student as appropriate.

DRESS CODE:

We ask for your cooperation in helping your child to choose appropriate clothing and shoes while at school.

A student's dress shall not:

- Disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives.
- Create a health or other hazard to the student's safety or to the safety of others.
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence.
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem upon any school or personal property or one's person.
- Prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

In addition to the above, the expectation for all students is pants above the waist, no midriff shirts, no spaghetti straps, or see-thru shirts. If a student's dress is deemed inappropriate, administrators will request the student to change clothes or contact a parent/guardian to request a change of clothes for the student. If the student fails to follow this policy, they may be subject to corrective action. Administration reserves the right to modify or expand this list as needed.

ELECTRONIC DEVICES/CELL PHONES:

Students are allowed to bring cellular telephones onto school property. The device must remain off and out of sight **at all times** until the end of the instructional day at which time use is permitted. Any student found using a cellular telephone or any unapproved electronic device on school property during the instructional day and on the school bus shall have the device confiscated. Students bringing electronic devices to school do so at their own risk. ***Otis Orchards Elementary and East Valley School District are not responsible for lost or stolen electronic devices.***

BUS PROCEDURES:

Bus routes for individual schools are also listed on the EVSD web site. Copies are also available at the school. The bus drivers have the responsibility of transporting the children to and from school each day in a safe manner. Therefore, it is critical that all children follow the rules that have been established by the East Valley Transportation Department. When a child's conduct is excessively disruptive or endangers the others riding the bus, he/she will be excluded from the bus until the school can be assured of acceptable behavior

For safety reasons, riders are expected to follow rules for riding the school bus. Please read them carefully. Riders are expected to follow these rules at ALL times. Please be reminded that **school bus riding is a privilege**; any infraction of the rules may result in discontinuation of bus riding privileges. Please view the transportation webpage for detailed information regarding bus safety guidelines and school bus disciplinary procedures:

<http://www.evsd.org/pages/EVSD/DepartmentsPrograms/Transportation>

SCHOOL CROSSING LOCATIONS:

Crossing guards are stationed at the crosswalks on Wellesley and Arden and Wellesley and Harvard at 8:35 a.m. and 3:30 p.m. All children and families should be aware of the duties of the crossing guards and help them by remembering to:

- Cross the street near the school only upon the direction of the crossing guards.
- Wait behind the Crossing Guard until a "safe time" to cross.
- Look carefully for cars that may be turning.
- After the crossing guard holds up "STOP" sign, wait until the cars have come to a complete stop before you cross.
- Bicycles are to be walked across the crosswalk and may not be ridden on school property. Helmets are required for all students riding bikes.

CHANGE OF ADDRESS/PHONE NUMBER:

It is vital to be able to contact parents/guardians via phone, email and mail regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or address changes during the year, please notify the school office at 509-924-9823 so that this information can be updated immediately.

EDUCATIONAL RECORDS REQUESTS:

Requests by parents/guardians for information regarding their children's educational records should be made to the office at least two (2) days in advance. This includes requests for student transfers and requests to view your child's record. It is important to be mindful that requests to the school may not be able to be fulfilled immediately.

FIELD TRIPS:

School sponsored field trips are designed to complement the curriculum and are related to the Standards of Learning taught. Permission slips will be sent home 3 weeks prior to the event. **Students may not attend without a signed permission form.**

- ❖ Parent/guardians will be notified of each field trip.
- ❖ Some field trips may require a nominal fee for student participation.
- ❖ Parent/guardians may be required to escort a child on a field trip due to his/her behavior.
- ❖ In some cases a student may be denied going on a field trip; should this occur, the parent/guardian will be notified.

LIBRARY SERVICES:

Students in 1st grade are allowed to check out one (1) book and students in 2nd grade are allowed two (2) books. Third through 6th grade students are allowed a total of three (3) books checked out at any one time. Students are responsible for handling the books with care and not losing the books. If books are lost, the parents will be notified through Skyward and the student's book check-out privileges will be limited until the book is found or the replacement fee is paid.

LOST & FOUND:

Lost and found bins are located outside the office in the hall. Please check our lost and found often. Articles found in the building or on school grounds should be turned into the office. Articles not claimed by the end of each quarter will be donated to charitable organizations. To assist in recovery of lost items, please ensure items have your child's name written on them.

RELEASING OF STUDENTS:

Students will only be released to the parent/guardian or listed as an emergency contact in Skyward. In addition, the school follows all custody and court orders relating to the student, provided we have a current court document with a judge or magistrate's signature. Students must be signed out in the office by the parent or designee, before leaving the school grounds. Identification will be required.

SCHOOL HOURS:

Tuesday through Friday our school day begins at 9:00 AM and finishes at 3:30 PM. On Monday the school day begins at 10:30. Breakfast will begin at 8:35 Tuesday-Friday; however on Monday breakfast will be served at 10:05.

PLEASE DO NOT DROP OFF YOUR CHILD TO SCHOOL BEFORE 8:35 AM. There will be no staff on duty to supervise students before this time.

Drop-Off Procedure: Parents/guardians must pull up to the far south end of Otis parking lot and wait in the drop off line. Please stay in your car until we are ready for your student to enter the building. Beginning at 8:35, supervision will be outside and the students will be able to enter into the building.

Dismissal: Begins at 3:30 PM

Car riders: 3:35

Busses: 3:30

Walkers 3:40

Student Walkers: All walkers are dismissed at 3:40pm. Students who will be walking east or north of the school will cross Arden with a crossing guard. Students walking west will cross at Wellesley and Harvard with a crossing guard.

Please Note: When a child is left at school after dismissal, we make every reasonable attempt to reach the parent/guardian. Should all efforts fail, the Police or Child Protective Services may be contacted for assistance.

SCHOOL OFFICE HOURS:

The school office is open Monday-Friday from 7:30 AM to 4:00 PM. If you need to contact the school before or after these hours, you may call (509) 924-9823 and leave a message. Someone will return your call, during our normal school hours.

AFTER SCHOOL TEACHER SPONSORED ACTIVITIES:

There are times during the year when teachers offer before and after school activities for students. Some examples of these activities are celebrations, tutoring, and chorus/play practice. Permission slips will be sent to the parent/guardian when these activities are offered.

TELEPHONE USE:

Student use of the office phone is limited to urgent situations. Our office staff will be happy to take any important messages and deliver them to your child. Also, parents should avoid calling the school requesting to speak with students.

VALUABLES:

Please do not allow your child to bring large amounts of money and/or other valuable items to school. Otis Orchards Elementary School is not responsible for lost or stolen items.

VISITORS:

For the safety and protection of the students and staff, all persons entering the building must report to the office and sign in to receive an identification badge. This badge is to be displayed while in the school. This includes parents, volunteers, and other district employees. At the end of the visit, visitors are to return to the office and sign out. All visitors are requested to enter and exit through the front of the building.

Health Services:

The school clinic is operated by a school nurse or health room assistant. Parents are called if their child has a fever or appears to be suffering from an illness or injury. **To ensure prompt notification it is critical that all emergency forms are current.**

ADMINISTERING MEDICATION ON FIELD TRIPS:

If your child is administered medication at school daily, when attending a field trip the nurse will send a single dose of the medication with the teacher or instructional assistant who has received training from the school nurse. If your child uses a multi-dose inhaler at school, the one you provided will be sent on the field trip. The only medications that can be given on field trips are the ones for which a permission form, signed by the doctor and parent, is on file with the school nurse.

Epinephrine Pen (Epi-Pen)- If your child has a severe allergy that requires use of the epi-pen while on a field trip, they will have to go to the hospital emergency room for follow-up care. The student's

emergency field-trip form will cover ambulance transportation; however, an adult, who is related to the student, will have to provide authorization for the emergency room to treat your child. For this reason, it is requested that you or another responsible adult family member accompany the student on the field trip. If this is not possible, a school employee who is trained in anaphylaxis and epi-pen administration will be assigned to accompany the student on the field trip.

Insulin Dependent Diabetes- If your child has insulin dependent diabetes, it is requested that you or another adult family member accompany the student on any field trip when blood sugar testing or insulin administration may be needed. If this is not possible, a school employee who is trained in insulin administration may be assigned to accompany the student on the field trip.

LIMITED PHYSICAL ACTIVITIES:

If a health condition prevents a student from participating in physical activities over an extended period of time, a note from the doctor indicating the limitation is required. For a student to be excused from physical education for a short period (up to three days) due to a temporary illness or physical condition, a written request from the parent is sufficient.

MEDICATION POLICY:

Medication must be kept in the clinic and administered by the school nurse or the person designated by the principal to give medication in the nurse's absence. Guidelines for administering prescription medication within school are as follows:

1. A Request for Medication Administration form (available in our office) must be completed and signed by the student's doctor/dentist and parent.
2. All medication must be brought to school in the original container. Prescription medication must have the student's name, physician's name, drug name, and dosage.
3. Medications must be brought to school by the parent/guardian and not the student
4. The law allows for students to carry inhalers and epi-pens during the school day if the licensed health care professional and parent state this in writing on the authorization form. The school nurse will also be part of this decision.
5. These guidelines refer to all medications, including cough drops, pain relievers, eye, ear or nose drops.

SCHOOL MEALS:

Hot breakfast and lunch, including milk, are available each school day. For the **next three years** the state will be providing **free breakfast and lunch** to all students at Otis Orchards this school year. Students are still able to bring their own lunch from home. Please make sure it does not include soda products or candy. Lunch boxes/bags should be marked with the child's name and teacher's name.

Breakfast is served from 8:35-8:50 and lunch is from 11:00-12:00 depending on the grade level. If your child shows up after 8:50, they will receive a sack breakfast they can take to the classroom.

• If you have any questions please call the Nutrition and Food Services Department at: 509-241-5905 or 509-541-5018, we are here to help.

FOOD/MILK ALLERGIES:

If a student is allergic to a certain food and or dairy item, we are required to have documentation from the physician in order to make substitutions.

STUDENT BIRTHDAYS AND CLASSROOM PARTIES:

Please contact your child’s teacher to set up a time to deliver treats to their classroom. Parents may stay the duration of the celebration. It’s highly encouraged to bring nutritious treats. Baked goods must be store bought and sealed.

WELLNESS POLICY:

The East Valley School District recognizes the link between student learning and a healthy lifestyle.

Nutrition Guidelines

Beverages	<ul style="list-style-type: none"> --100% fruit juices-maximum size of 8 fl. oz. --Water/flavored water with no added sugar --Low –fat or nonfat milk.
Snacks	<ul style="list-style-type: none"> --200 calories or less --No more than 35% of calories from fat (except nuts and seeds) --No more than 10% of calories from saturated fat per serving --No more than 35% weight by sugar content per serving
Celebrations	<ul style="list-style-type: none"> --Beverages and Snacks can be purchased from Food Services -- May be commercially packaged foods containing a nutrition label listing all ingredients. (must meet above standards)
Fundraisers	<ul style="list-style-type: none"> --If the fundraiser involves food it must be conducted 30 minutes after the school day ends. Nothing in the morning hours is allowed. All food-based fundraisers must meet the Smart Snack guidelines. For more information, see the Fundraisers Fact Sheet at https://www.fns.usda.gov/sites/default/files/cn/fundraisersfactsheet.pdf

Family Involvement:

FUNDRAISING:

During the school year there will be opportunities for parents/guardians to support the school through fundraising activities. For the safety of students, fundraising activities which involve door- to-door solicitations by students are prohibited.

PARENT TEACHER ORGANIZATION (PTO):

The PTO at Otis Orchards Elementary is a very important support system. It is an enthusiastic group that works diligently to promote the welfare of our students and the mission of the school. PTO meetings are held on the second **Thursday** of each month at 6:00 PM. Please join our PTO and help us have 100% parent participation! Email otisorchardspto@gmail.com or visit their Facebook page for more information!

OTIS IS A PACE SCHOOL OF CHARACTER:

WHAT IS A SCHOOL OF CHARACTER?

According to pacecommunity.org, the PACE School of Character Award is not a competition—but rather an opportunity to receive feedback as well as recognition for growth and excellence in the area of character development. The process is modeled after the well-researched and time-tested National Schools of Character program run by the National Character Education Partnership. The PACE Board has adapted the process so that its partner schools can earn recognition for their character education achievements and build upon these in pursuit of distinction as a State School of Character.

WHAT ARE THE BENEFITS OF A PACE SCHOOL OF CHARACTER?

- Schools have the **opportunity to reflect** on their practices and programs **and assess** their level of implementation against a recognized standard of excellence.
- Schools **gain insights into what high-quality character education looks like in schools**, helping them to improve and strengthen their own programs.
- Schools **receive guidance, feedback, and recognition at no cost**—other than their time.
- All schools that apply and are determined to have met a standard of excellence are recognized as schools of character at the PACE annual awards banquet. PACE Schools Character are invited to pay it forward as they **serve as a resource to other schools**.
- Thanks to the generosity of STCU, each school achieving PACE School of Character status will receive **\$1500 to apply toward character development supplies, events or initiatives**.

To learn more about the road to PACE School of Character recognition, contact Dr. Debbie Tully at Whitworth University. For more information about State and National Schools of Character, you can find a wealth of resources at www.character.org. If you have questions on how our school achieved this please contact Mrs. Rohm at rohmc@evsd.org and she would be happy to help!

Partners Advancing Character Education 2021. *Who We Are*. Retrieved from <https://pacecommunity.org/about/>



PACE

PARTNERS ADVANCING
CHARACTER EDUCATION

Character Trait of the Month

Respect <i>September</i>	Recognizing, considering and properly honoring the worth of one's self and others
Responsibility <i>October</i>	Being accountable, the pursuit of excellence, and the exercise of self-control
Citizenship <i>November</i>	Positively contributing to society and community as well as dutifully respecting authority and the law
Caring <i>December</i>	Showing a genuine concern for the welfare of others and being a kind, supportive helper
Fairness <i>January</i>	Treating people and ideas with justice and impartiality
Honesty <i>February</i>	Sincerity and reverence or love for the truth
Diligence <i>March</i>	Persistence, dedication and hard work
Trustworthiness <i>April</i>	Inspiring complete reliability and confidence in his/her truthfulness, integrity and discretion
Courage <i>May</i>	Displaying integrity in spite of obstacles and challenges
Integrity <i>June</i>	Living a set of values which includes honesty, respect for others and a sense of personal responsibility
Generosity <i>July</i>	Unselfish giving and sharing of resources, time and talents with others
Gratitude <i>August</i>	Feeling and expressing thankful appreciation for benefits received

Bringing Character to Light

EVSD District Volunteer Policy:

We value the volunteer services of parents/guardians. During the school year, there will be numerous opportunities for volunteers to support school programs. All East Valley School District volunteers are required to apply with the district before they start volunteering. Applications and further information can be found on the district website under the Human Resources page. The application process involves a criminal history screening, familiarization with the policies outlined in this manual, and acceptance into the program. After your application is processed and you are accepted into the program, your name is passed on to a school volunteer coordinator who will contact you as soon as possible to arrange an orientation at the school. If you have not received a call within 30 days of your application, please call the school so we can facilitate your placement. We don't want to lose you along the way!

Safety:

EMERGENCY DRILLS-

Several times during the school year, the students will practice evacuation, earthquake, and lockdown drills. Drills will be conducted on a monthly basis from September through June. These drills prepare students in the event of an emergency.

SCHOOL CLOSINGS-

The Superintendent is authorized to close schools immediately in the event of inclement weather or any other emergencies that may be hazardous to the health or safety of students, teachers, or the school plant/site. The Superintendent and designated staff personnel will assess weather and travel conditions before bussing begins. When a decision is made to close or delay schools for the day, parents and staff will be notified by phone through our Parent Notification System and/or through email. Local television will also be notified.

