

Ophir Elementary Student/Parent Handbook 2025-2026



“Home of the Ophir Gophers”

Dear Parents and Students,

Welcome to Ophir Elementary School. We are proud of our school and everything we have to offer. Ophir provides a strong, well-rounded program to meet all students' needs in a nurturing family-like school community. Our success in meeting the social, physical and academic needs of our students is due to our continued effort to work together as a school community: teachers, staff, students, parents and the local community.

All students will receive grade level standards-based instruction in math, English language arts, science, and social studies, as well as art, and PE. It is our desire to prepare our students with the foundational skills that will enable them to be lifelong learners who attain success in whatever career they choose.

This handbook is designed to be a helpful guide that provides useful information for parents. It is not designed to take the place of your valuable parent visits. We strongly encourage you to visit the school and your child's classroom. We know that your interest and involvement are what make children successful in school and in life. Please become an active participant in your child's education.

If you have any questions regarding the information in this booklet, about our school, or about your child's educational program, please do not hesitate to call.

Please visit our webpage <https://www.ocesd.org/o/ophir-elementary> for updates throughout the year as well as staff email links, menus, calendar dates and more. Together we will make this a wonderful year of growth and learning for all children!

Sincerely,
Aimee Hubbard

Ophir Elementary School
210 Oakvale Avenue
Oroville, CA 95966

Aimee Hubbard, Principal
Office: (530) 532-3005
Fax: (530) 532-3045

Office Hours
8:00 am – 3:30 pm Daily

Mission

Ophir Elementary equips students to become learners and leaders in high school, college, and beyond. We develop top-tier teams of educators who continuously improve and innovate our school in order to deliver positive outcomes for all students, regardless of their circumstances.

Vision

Ophir's vision is to provide students a strong academic foundation, develop positive and productive community members and ensure students are ready for high school, college, and beyond.

Attendance

Regular daily attendance is vital to a student's successful educational experience. It is important that you encourage your child to attend school regularly. Our district uses an automated absence calling service. If your child is absent, you will most likely receive a call in the evening on each day of the absence. You will have the opportunity to clear your child's absence at the end of the automated call, or you can either send a written note or make a phone call the next day. You could also leave a message after hours on our answering machine. All absences must be cleared either with a phone call, note, or doctor's note. **District policy requires that all absences are cleared within five days.**

Excused Absences

- Court Appearances
- Doctor/Dentist
- Family Appointments
- Bereavement
- Illness
- Religious Holidays

If you are going on an extended trip (a minimum of 3 days), please contact the school at least one week in advance and make alternate arrangements for your child's learning. Students will be able to complete their work and not be marked absent if all of the rules are followed. Please call our office to inquire about our Short-Term Independent Study Program.

Tardy	A student who arrives at school after the scheduled start time, but less than thirty (30) minutes late is Tardy. Excessive tardies will generate a response by the school.
Late	A student who arrives at school later than 30 minutes after the scheduled start time is Late.
Excused absence	A student who is absent from school who provides an approved excuse to the school attendance office within 48 hours of the student's return to school (through phone call, Parent Square Note or handwritten note signed by parent) is excused. Approved absences are one of the following: • Student illness • Quarantine of student under the direction of county or city health officer • Medical, eye, or dental appointments • Attending funeral services of immediate family members • Observance of religious holiday • Pupil's Naturalization Ceremony Excessive absences (over 3 days) may require verification by a school official or physician.
Unexcused absences	A student who is absent or late from school without an approved excuse (listed above) communicated to the attendance office within 48 hours of the student's return to school. This includes family approved vacations.
Legally truant	Truancy is defined as any pupil subject to full-time education who misses more than 30 minutes of instruction without a valid excuse, three (3) or more times in a school year. Three combined occurrences of unexcused absences or tardies.
Habitual truant	This is defined as any pupil subject to full-time education who is absent or late from school without a valid excuse, six (6) or more times in a school year. Six (6) combined occurrences of unexcused absences and/or tardies will result in a student being classified as a habitual truant .
Early Out	A student who is picked-up by a parent / Guardian prior to the end of school. Excused "Early Outs" are for medical / dental appointments, while other reasons are not excused. These instances are not part of the normal attendance calculations but can be used to further identify attendance issues for a student. Excessive early outs will generate a consequence. Early Outs may require verification by a school official or physician.
Note: Occurrences are combined unexcused absences and tardies. For example, a student with 1 absence and 2 tardies is legally truant. A student with 4 absences and 2 tardies is a habitual truant.	

Daily Schedules

Breakfast is served starting at 7:40. All students arriving at this time are to go directly to the cafeteria. Students should not arrive prior to **7:40**. At 8:00 students are allowed to be on the playground where supervision is provided.

TK/Kindergarten/1st Grade

8:19 Class Starts

2:15 Class Ends on regular days

1:00 Class Ends on minimum days

Grades 2-5

8:19 Class Starts

2:30 Class Ends on regular days

1:15 Class Ends on minimum days

Minimum Days

Every Wednesday is a minimum day.

TK-1st grade is dismissed at 1:00

2nd-5th grade is dismissed at 1:15

Ophir Elementary School

2025/2026

Recess/Lunch Schedule

Recess

Grade	Time	Location
Kindergarten	9:20 - 9:40	Primary Playground
Tk	9:30 - 9:50	TK Playground
1st Grade	9:45 - 10:00	Primary Playground
2nd Grade	10:00 - 10:15	Primary Playground
3rd Grade	10:15 - 10:30	Upper Playground
4th/5th Grade	10:30 - 10:45	Upper Playground

Lunch/Recess

Grade	Time	
TK/K	11:00 - 11:20	Lunch
	11:20 - 11:25	Transition
	11:25 - 11:45	Recess
1st Grade	11:25 - 11:45	Lunch
	11:45 - 11:50	Transition
	11:50 - 12:10	Recess
2nd/3rd Grade	11:50 - 12:10	Lunch
	12:10 - 12:15	Transition
	12:15 - 12:35	Recess
4th/5th Grade	12:15 - 12:35	Lunch
	12:35 - 12:40	Transition
	12:40 - 1:00	Recess

Regular day schedule: 8:19-2:15 Tk-1st 8:19 - 2:30 3rd - 5th

Minimum day schedule: 8:19-1:00 Tk-1st 8:19 - 1:15 3rd - 5th

Parent Involvement and Communication

Parent Square

At Ophir we use Parent Square to communicate dates, events and other important information. Parents can download the app and connect to their child's account.

Phone Messages

Parents can receive text messages from Ophir through Parent Square. Your child's teacher will send out an invitation to join their account. Simply accept the invite and you will be able to send and receive messages from your teacher, as well as get school wide messages from the Principal. In addition, periodically you will receive automated phone messages regarding events that happen at school. Please make sure you keep your contact information updated in the office.

Web Page

Ophir's webpage is <https://www.ocesd.org/o/ophir-elementary>. Our web page provides staff and school information.

Awards and Assemblies

Ophir teachers enjoy honoring the hard work and character of our students. Students have numerous assemblies to highlight virtues, life skills and student success. Our monthly assemblies are designed to honor students who have perfect attendance, bully buster, and student character. Ophir has great students and we want the parents and students to know about it! The assemblies are typically at the end of the month. Parents are invited to watch their child receive their awards. Please be sure to check in with your student's teacher for dates/times if you would like to attend.

Visitation/Volunteers

Families are encouraged to visit in the classroom or attend field trips as long as they have filled out a volunteer form. Volunteer forms must be completed and returned to the office along with your photo ID. It can take up to two weeks to get approval from the district. Please pre-arrange the visit with the teacher, and check in at the office to get a visitor's pass before going to the classroom. Calling ahead for an appointment to visit the classroom is a courtesy to the teacher and the school and also ensures that your visit will be scheduled and will be a positive and safe experience for all our students. Students may not bring other visitors, such as cousins, nieces, nephews, or friends from out of town with them to spend a day in school. We look forward to having you on campus.

Off-Campus Pass

We understand that occasionally parents need to take their children off campus during the school day. Our office staff will call for your child to come to the office when you sign them out. Only individuals listed on the student's contact list will be allowed to pick up children. Arrangements may be made for someone else to pick up children if those arrangements are given to the office in writing or in person by the legal guardian.

Parent/Teacher Organization

The purpose of the Parent Teacher Organization (PTO) is to develop a close relationship between home and school, allowing parents and teachers to work together to support all student's education and safety. The PTO meets monthly and enjoys helping with funding field trips, outings, classroom needs, the Christmas programs and Open House. Our staff is available to provide community resources to assist parents/children. Please visit our Ophir PTO Facebook page <https://www.facebook.com/groups/184580618747991> The PTO holds meetings the Last Tuesday of each month at 5:00 in the cafeteria. We hope to see you there! If you would like more information or to become a member, contact the PTO.

School Site Council and ELAC Committee

The School Site Council (SSC) and the English Language Acquisition Committee (ELAC) serve as advisory groups in the planning, implementation, and review of State and Federal programs. They are also critical in connecting with parents and community members. Both of these committees are composed of elected parents. The SSC also has elected school staff. The SSC meets six times a year, while the ELAC meets three to four times a year. All meetings are open to all staff and parents.

School Rules

1. Students may arrive at school no earlier than 7:45 a.m. Students who arrive before 8:00 must report immediately to the cafeteria.
2. Students may not leave the school grounds during school hours unless signed out in the office by an adult who is listed as a contact.
3. Students may enter a classroom only if the teacher is present.
4. Students are to WALK in the hallways.
5. Students must have an office pass to go to the office.
6. The office phone is for school business only. Social arrangements must be made at home **before** coming to school.
7. Chewing gum is not allowed at school.

8. Use appropriate language at all times. Cursing, swearing, racial slurs or other abusive language or gestures is not permitted at any time.
9. Spitting spreads disease and is not permitted at any time.
10. Do not throw rocks, sticks, or any other inappropriate objects.
11. After school, all students are to stay off the playground and all equipment, including the K-playground and Kindergarten bikes, wagons, etc. unless enrolled in a special program.
12. Students are to WALK from classroom to bus or to crosswalk. Bus students are to wait quietly in their line until their bus arrives and loads up.
13. Students who walk, ride a bike, or ride in a car will be escorted to the Parent Pick-Up Lot with a teacher. Students who are bus riders wait for a bus at the Bus Pick-Up Lot in their bus line.

Personal Items

Student owned toys or other personal items can be a problem at school by creating disagreements, losses, damages and distractions from learning. **Unless** asked for by your child's teacher, students are **NOT** to bring toys, balls, bats, electronics, fidget spinners, Pokémon (or other trading cards) or any personal property.

Student Cell Phone/Signaling Device/Earbud Expectations and Violation Policy

OCESD is launching an initiative during the 2024-25 school year to clarify the expectations surrounding student cell phones, signaling devices and earbuds on campus and during instructional time. The rules and expectations and their enforcement are designed to promote respectful learning environments between teachers and students and minimize distractions to maximize learning. OCESD is a 1:1 district; this means every student has a district-issued device/Chromebook, and therefore, there is no need for cell phones in an educational setting. Students will still be allowed to possess cell phones on campus for use during emergencies.

Purpose of the Student Cell Phone/Signaling Device/Earbud Expectations

The purpose of this initiative is to promote respectful learning environments between teachers and students and minimize distractions to maximize learning for all students. The following expectations are designed to support the implementation of this policy:

- Cell phones/signaling devices shall remain off and put away (i.e., in a backpack, in a pocket but not accessed by the student, etc.) at all times, during the school day, when the student is on campus. Earbuds shall not be in students' ears, whether or not sound/music is playing, at all times, during the school day, when the student is on campus, except when deemed medically necessary, required by a student's individualized education program, or when, otherwise, permitted by the teacher or administration. No student shall be prevented from using his/her cell phone/signaling device in case of an emergency, except where that use

inhibits the ability of school district employee(s) to effectively communicate instructions for the safety of students.

- No student shall use an electronic cell phone/signaling device with a camera, video, or voice recording function in a way or under circumstances that infringe the privacy rights of other students or staff.
- A student shall not use an electronic listening or recording device with a camera in the classroom of a teacher unless he or she obtains the consent of the teacher and the principal.
- Students are responsible for personal electronic signaling devices they bring to school. The district shall not be responsible for loss, theft or destruction of any such devices brought onto school grounds, except that it shall be the responsibility of the school to ensure the safekeeping of any confiscated devices.
- This policy is in accordance with OCESD Board Policy BP 5131.8(a).

Teacher/Administrator Best Practices When Student is Not Following Expectations

To support the implementation of this policy, there will be at least one student cell phone/signaling device/earbud poster prominently displayed/visible (supplied by the district) in each classroom.

- **Teacher Best Practice:** Teachers shall include the above cell phone/signaling device/earbud policy language in their syllabus, on their individual teacher websites (if applicable), and in all formal paperwork distributed to students and parents/guardians.
- **Administrator Best Practice:** Administrators shall include the above and below language in start-of-the-year communications to students/parents/guardians. Posters should be prominently displayed in the office, cafeteria, etc.

Violation Protocol

The following guidelines provide a clear process for handling student cell phone/signaling device/earbud violations to provide for consistent enforcement and minimize potential conflicts between teachers/administration and students/parents/guardians. These violations are cumulative throughout the school year.

1. First Offense:
 1. Upon the first violation of the student cell phone/signaling device/earbud policy, the teacher will remind the student of the policy. The device is to be off and put away.
 2. The teacher is recommended to notify the student's parent/guardian.
 3. The incident will be noted in the student's SWIS or Aeries record by the classroom teacher if the incident occurred during instructional time or campus supervisor (via admin) if on-campus outside of instructional time. The incident description shall clearly note "first offense".
2. Second Offense:
 1. Teacher may require student to turn the phone/signaling device/earbuds over to him or her to be held until the end of the period or issue an office referral where the student is required to give the cell phone/signaling device/earbuds to the administrator/designee.

- The student may pick up the item(s) at the end of the day. If the student refuses, the parent/guardian is called to the school to retrieve the item(s) from the student.
2. Teacher notifies the student's parent/guardian if held in the class. Administration notifies the student's parent/guardian if referred to the office.
 3. The school administration will provide an appropriate non-suspension correction method, such as a reflection exercise or a brief educational session on respect for the classroom, the teacher, fellow students and responsible cell phone/signaling device/earbud use. The holding of the cell phone/signaling device/earbuds in the office will also suffice as the required alternate means of correction.
 4. Incident and corrective measures will be documented in the student's SWIS/Aeries record by the teacher if items were held in the classroom or by site administration/designee if referred to the office. The incident description shall clearly note "second offense".
3. Third Offense:
1. Cell phone/signaling device/earbuds are confiscated by Administration. An office referral is required.
 2. The cell phone/signaling device/earbuds will be securely held by the administration and will only be released to the student's parent/guardian. If the student refuses, the parent/guardian is called to the school to get the items from the student.
 3. Administration notifies parent/guardian.
 4. Students may be suspended by the teacher from their classroom for the day of the infraction and the following day, provided there is a scheduled parent/guardian-teacher conference (with administrator present).
 5. The incident, including the details of the confiscation, will be recorded in the student's SWIS/Aeries record by site administration or designee. The incident description shall clearly note "third offense".
4. Fourth Offense:
1. The school administrator will confiscate the cell phone/signaling device/earbuds and not return it until an administrator meets in person with the student's parent/guardian.
 2. Administration notifies the student's parent/guardian.
 3. Student may be suspended by the teacher from their classroom for the day of the infraction and the following day provided there is a scheduled parent/guardian-teacher conference (with administrator present).
 4. Upon returning to school following the in-school suspension, the student shall be required to turn in his or her cell phone/signaling device/earbuds to site administration for safekeeping at the beginning of each day for a designated period of time.
 5. Administration may elect to withhold additional privileges, including school event/dance participation, extracurricular activity participation, etc.
 6. The meeting with the parent/guardian and the cell phone/signaling device/earbud confiscation/retrieval infraction will be recorded in the student's SWIS/Aeries record. The incident description shall clearly note "fourth offense".

Effective communication between teachers, administrators, and parents/guardians is crucial throughout the process. It is essential for teachers to promptly report violations and administrators to ensure the appropriate steps are taken to address them. By adhering to this progressive approach, we aim to maintain fair and consistent enforcement of the cell phone usage policy while minimizing conflicts and power struggles in the classroom.

After School Program

Ophir's After-School Programs

Ophir's Elementary is in partnership with the Butte County Office of Education – Expanded Learning Programs to provide after-school programming to students. The program provides an opportunity for students to participate in academic assistance and enrichment activities in a safe and supportive environment. The program starts when the final bell rings and remains open approximately until 6:00 p.m. The program is offered every day that school is in session, serving students in grades TK- 5th. If you are interested in enrolling your student in the program, registration forms are available at the school office or from the After School Program Site Coordinator.

For more information regarding the program, contact Melissa Valdez, Site Coordinator, at 530-353-0822 or by email mvaldez@bcoe.org

Regular Day Schedule

2:15-2:25 Kinder pick up
2:30-3:00 Sign in / Super meals
3:15-3:30 Recreation
3:30-4:30 Homework & Read to self
4:30-4:45 Mindfulness Activities
4:45-5:30 Enrichment Activities
5:30-6:00 Clean-up / Parent Pick up

Minimum Day Schedule

1:00-1:15 Kinder pick up
1:15-1:30 Sign in
1:30-2:00 Recreation
2:00-2:30 Supper Meals
2:30-3:30 Homework & Read to self
3:30-3:45 Power play, Mindfulness, Stretching
3:45-4:45 Enrichment Activities
4:45-5:00 Board games / outdoor games
5:00-5:30 Clean-up
5:30-6:00 Parents pick up

Counseling

The school counselor is available at least twice a week to provide students with social and emotional support. Students also have the opportunity to participate in group sessions that target issues such as social skills, self-esteem, anger, friendship and behavior. In addition, class presentations on kindness, bullying, problem solving and other topics are presented throughout the year. The counselor refers students to

counseling offered by Behavioral Health and other community services.

Computer/Internet Usage

Ophir believes that knowing and using technology is essential for our students to be successful in any job or schooling with which they continue. Ophir staff spend personal and professional time to learn how best to assist students in being successful with technology. Ophir has met its goal of having a device for each student. For the 2025-2026 school year, every student from K to fifth grades will now have a Chromebook to do research and student work! When parents confirmed their student's data during the Data Confirmation process at the start of school, they acknowledged the appropriate use of computers and internet by their student. Students are NOT to use school devices for personal accounts or sites not approved by the teacher. To do so, may result in loss of computer usage.

Dress Guidelines

We encourage parents to dress their children in clothing appropriate for school every day. Any apparel that disrupts school activities will not be permitted. Students will be asked to phone home for appropriate clothing or if parents are not available, school personnel will offer an alternative piece of clothing. All clothing left at the end of the year will be donated to a local donation center.

Appropriate

- Hemmed shorts/skirts
Fingertip length minimum
- Tops with shoulder straps, two fingers wide
- Socks and Shoes
- Sandals with back straps
- Hats and hoodies worn outside only

Not Appropriate

- Cut offs or swim trunks
- Halter tops, spaghetti straps
- Sagging pants
- Wide armed holes
- High heels or flip flops
- Make up
- Strong smelling deodorizers, perfumes and hair gels/spray due to allergies and asthma
- Clothing advertising alcohol, drugs, sexually suggestive or derogatory messages

Health Support

A Health Aide is present at Ophir Monday – Friday 8:00 a.m. – 2:30 p.m. A registered nurse, who is available to our campus weekly, supervises the Health Aide. First aid is given to injured students as needed. Parents will be notified as soon as possible if students need further attention. We do not remove slivers or give medical treatment, that should be done at home or at a doctor's office. When emergencies do occur, an attempt to contact the parents will be made and injured students will be taken to the E.R. by ambulance, if necessary, at parents' expense.

Food Allergies

If your child has any food allergies, a "Special Meals and/or Accommodations" form must be filled out and returned to the school Health Aide, where it will be forwarded to our district nurse, kitchen staff and your child's teacher.

Head Lice

For the protection of all persons at school, all students showing symptoms of having head lice will be thoroughly examined. If lice or eggs (nits) are found, the student will be excluded until every trace of lice and nits are removed as per the board policy. Prior to returning to the school or classroom, students must be accompanied by their legal guardian before they can be readmitted to the school. At this time, they will be re-examined to ensure that they no longer have nits (eggs) so that the entire school can remain head lice free

Medications

A ***Medical Authorization Form*** is required for all types of medication that should be given at school. Aspirin, over the counter drugs, and any prescribed medication cannot be given at school unless a *Medical Authorization Form* is picked up at the office and signed by a doctor and parent.

Health Coverage Opportunities and Enrollment Assistance

Senate Bill 75 (Lara) expanded affordable Medi-Cal coverage to **all** children, regardless of their immigration status. This means that low income, undocumented children can receive full Medi-Cal benefits. Eligible children can enroll today. For more information, visit the Health4All Kids website at: www.health4allkids.org.

Library

Ophir has a library that offers students weekly opportunities to check out books. The library provides reading materials covering a wide variety of reading interests and information for school projects. As in any library, students should not be eating or talking loudly while in the library.

Promotion Policy

All students shall progress through the school system's grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. Students meeting the State standards will be promoted to the next grade. It is the district policy that all students meeting or passing a certain level of performance be moved on in grade. A double promotion can be considered via a Student Study Team when very high academic achievement is evident. The site principal may make this recommendation.

Policy: 5123.

Pets at School

Although having pets at school can be an educational experience, the Board of Trustees has established guidelines in order for animals to be at school. Parents and students are NOT to bring their pets on campus without first receiving written permission from the Principal.

Individuals with disabilities may be accompanied by specifically trained guide dogs, signal dogs, or service dogs on school premises or on school transportation.

Safety

Ophir has monthly practice safety drills. Teachers and students evacuate the classroom when the fire alarm rings. All students are accounted for before returning to class. In addition, Ophir also practices lockdown drills to give students an opportunity to know what to do in an emergency. During this time, parents and community members will not be allowed inside the building. We also practice DROP drills which help prepare students in the event that an earthquake occurs.

Evacuation Procedures

A variety of emergency response drills are practiced every month. Teachers are responsible for the supervision of students in their charge at all times. Monthly meetings of the school safety committee are held involving safety inspections, evacuation drills, and any safety issues. Parents will be notified either by phone or by newsletter, when evacuation takes place or concern that an evacuation will take place. The district comprehensive safety plan guides the direction for emergencies that may occur.

Sexual Harassment

Ophir is committed to providing a work environment that is free of harassment. In keeping with this commitment, the school maintains a strict policy prohibiting sexual harassment. This policy prohibits harassment in any form, including verbal, physical, and visual harassment. Sexual harassment of or by any employee or agent of the school shall not be tolerated and may result in disciplinary action against the offender. Anyone who complains about sexual harassment will not be retaliated against for making such a complaint. This means that no adverse employment decisions will be made as a result of someone making a complaint about sexual harassment. Complaints will be handled as quickly, confidentially, and fairly as possible.

Policy: 5145.7(a)

Racial and Ethnic Harassment

Ophir is committed to providing a school environment that is free of all forms of racial and ethnic harassment. In keeping with this commitment, Wyandotte Academy maintains a strict policy prohibiting racial and ethnic harassment. The policy prohibits harassment in any form, including verbal, physical threats and visual displays. Racial and/or ethnic harassment of or by any employee or agent of the school, any student, and/or parents and community members shall not be tolerated and may result in disciplinary action against the offender.

Policy: 5145.4(a)

Weapons and Dangerous Instruments

Students possessing a weapon, such as a firearm, or dangerous instrument, and/or threatening others with the weapon or dangerous instrument shall be expelled from school for a period of not less than one calendar year. However, on a case-by-case basis, the Board of Trustees may set an earlier date for the student's readmission to school. Any student found in possession of a knife will be suspended and possibly expelled.

Policy: 5131.7

Retention Policy and Procedures

Students may be retained if they do not meet the State standards in certain academic areas and are identified as being "At Risk" of being retained. Students in grades 2 and 3 can be recommended for retention if they do not show their grade level proficiency in Reading. Students in grades 4 and 5 may be retained if they do not show proficiency in reading, language arts or mathematics. A student Retention form will be filed on all students not meeting proficiency. Teachers will make the decision as to the appropriateness of the retention based on the child's performance in the specific academic areas. Parents will be notified in all cases and circumstances. Students may be retained in all other grades (K,1) due to lack of performance at the discretion of parent and teacher collaboration.

Policy: 5011.3

Ophir Staff

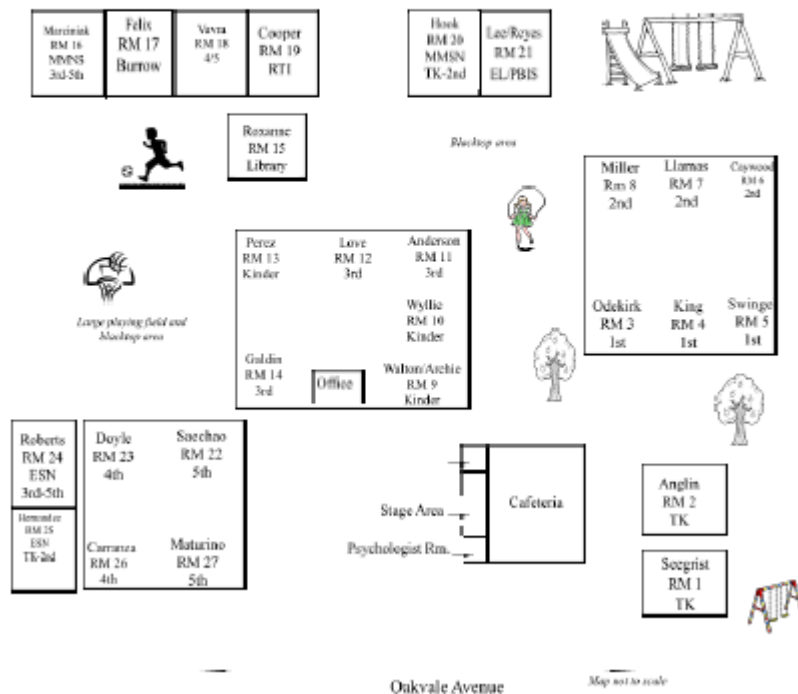
2025-2026

Certificated	Position	Room # and Ext.
Hubbard, Aimee	Principal	Office - 3553
Cooper, Jennifer	Teacher Specialist	Room 19 - 3519
Martinez, Jazmin	Art Teacher	NA
Haury, Crystal	TK Teacher	Room 2 - 3502
Seegrist, April	TK Teacher	Room 1 - 3501
Archie, Devin	K Teacher	Room 9 - 3509
Wyllie, Nena	K Teacher	Room 10 - 3510
Perez, Amanda	K Teacher	Room 13 - 3513
King, Cindy	1 st Teacher	Room 4 - 3504
Odekirk, Ashley	1 st Teacher	Room 3 - 3503
Hiser, Jen	1 st Teacher	Room 5 - 3505
Llamas, Becky	2 nd Teacher	Room 7 - 3507
Miller, Mandi	2 nd Teacher	Room 8 - 3508
Caywood, Julia	2 nd Teacher	Room 6 - 3506
Anderson, Katie	3 rd Teacher	Room 11 - 3511
Galdin, Matt	3 rd Teacher	Room 14 - 3514
Love, Crystal	3 rd Teacher	Room 12 - 3512
Doyle, Leslie	4 th Teacher	Room 23 - 3523
Carranza, Ashley	4 th Teacher	Room 26 - 3526
Vavra, Lisa	4 th /5 th Teacher	Room 18 - 23518
Pugno, Elizabeth	5 th Teacher	Room 27 - 3527
Saechao, Nai	5 th Teacher	Room 22 - 3522
Miranda Rivas, Mirna	1st - 2nd ESN Teacher	Room 25 - 3525
Trinette Samson	3rd ESN Teacher	Room 24 - 3524
Pierce, Sarah	TK - 2nd RSP/SDC Teacher	Room 20 - 3520
Roberts, Liz	3rd - 5th RSP/SDC Teacher	Room 16 - 3516
Nutt, Alissa	Speech Therapist	in ¼ pod - 3532
Calhoun, Kinsey	Counselor	Cafeteria - 3558
Merino, Angie	Homeless Liaison/ Ed Therapist	Office - 3554
Jauregui-Lopez, Mireya	Psychologist	Cafeteria - 3558

Classified	Position	Room # and Ext.
Felix, Vanessa	Office Manager	Office - 3500
Hardwick, Breanna	Office Clerk	Office - 3552
Galev, Mihaela	Health Aide	Office - 3555
Demuth, Roxanne	Library Technician	Library - 3515
Simmons, Brittany	TK Inst. Aide	Room 1 - 3501
Mantzouranis, Brenda	TK Inst. Aide	Room 2 - 3502
Dahl, Sage	Kinder Inst. Aide	Room 13 - 3513
Simon, Julie	Kinder Inst. Aide	Room 9 - 3509
Wilson, Bridget	Kinder Inst. Aide	Room 10 - 3510
Pendergraft, Betty	Math Inst. Aide	4/5 Pod Walkie Talkie
Trekrony, Jim	Reading Inst. Aide	Room 19 - 3519
Lamb, Debora	SpEd I, Inst. Aide	Room 24 - 3524
Matney, Jodine	SpEd II, Inst. Aide	Room 24 - 3524
VanGunda, Tabitha	SpEd II, Inst. Aide	Room 24 - 3524
Belser, Gabby	SpEd II, Inst. Aide	Room 16 - 3516
Wyles, Jeseke	SpEd II, Inst. Aide	Room 16 - 3516
Pearman, Mikayla	SpEd II, Inst. Aide	Room 25 - 3525
Plants, Kyhla	SpEd II, Inst. Aide	Room 25 - 3525
Herrera, Cassandra	SpEd II, Inst. Aide	Room 25 - 3525
Plants, Denise	SpEd II, Inst. Aide	Room 25 - 3525
Vacant	SpEd II, Inst. Aide	Room 20 - 3520
Massey, Anika	SpEd II, Inst. Aide	Room 20 - 3520
Graff, Brianna	SpEd II, Inst. Aide	Room 20 - 3520
Matt-King, Jenna	SpEd II, Inst. Aide	Room 17 - 3517
Vacant	Campus Supervisor (AM)	Cafeteria Duty
Garcia, Esperanza	Campus Supervisor	On Walkie Talkie - Admin
Holmes, Johnny	Campus Supervisor	On Walkie Talkie - Admin
Reynolds, Jared	Campus Supervisor	On Walkie Talkie - Admin
Mallinson, Jennifer	Campus Supervisor	On Walkie Talkie - Admin
Martinez, Kara	Campus Supervisor	On Walkie Talkie - Admin
Blaylock, Stormi	Campus Supervisor	On Walkie Talkie - Admin
Vacant	Campus Supervisor (PM)	Bus Duty

Christensen, Denise	Cook	Cafeteria - 3557
Yang, Youa	Cook Assist.	Cafeteria - 3557
Lopez, Rebekah	Cook Assist.	Cafeteria - 3557
Bryce, Michele	Custodian/Grounds	On Walkie Talkie - Admin
Lopez, Alex	Custodian/Grounds	On Walkie Talkie - Admin
Lee, Hope	EL Department	Room 21 - 3521

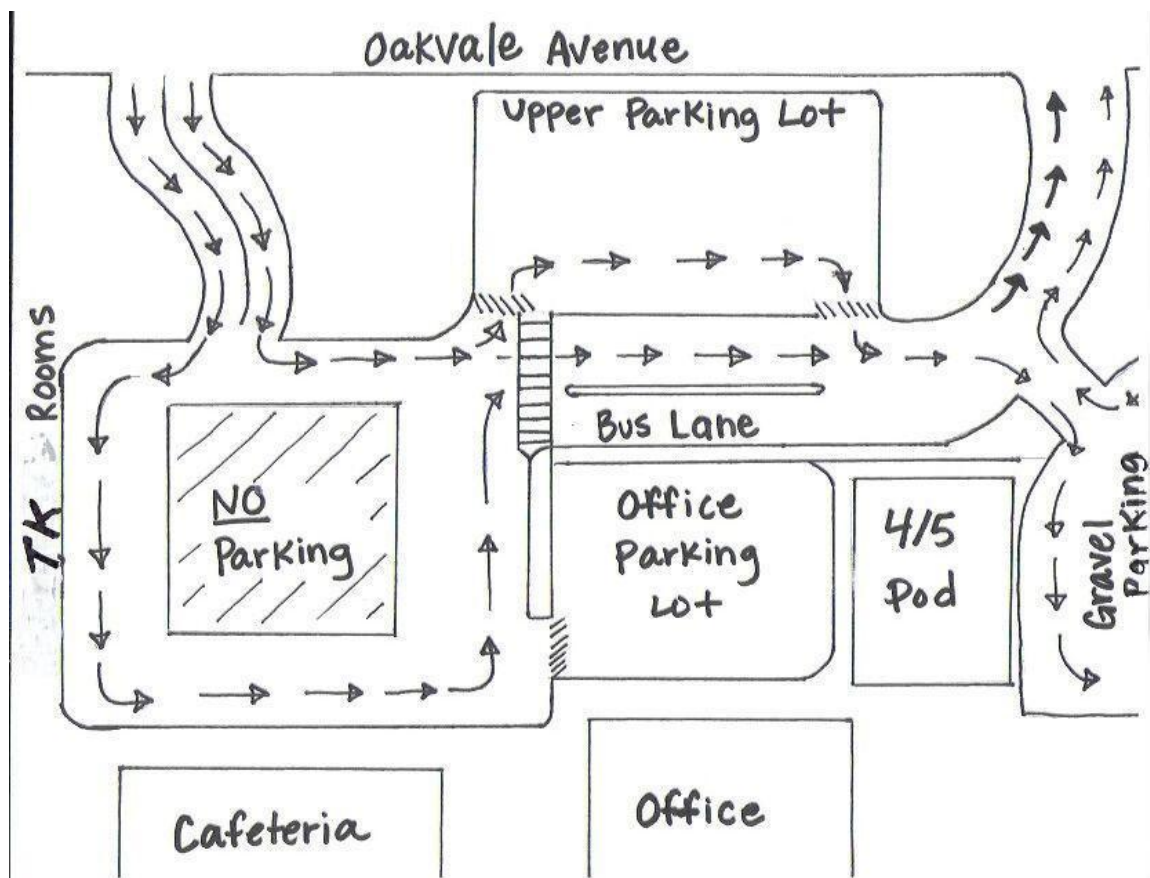
Ophir School



Drop Off and Pick Up

Together we can keep traffic flowing and children safe if we follow the school guidelines.

- Please do not “create” parking spaces by parking in areas not designated as such.
- Please do not leave your car unattended if you are not in a parking place.
- Please have your child enter and exit from the passenger side (right side) of the vehicle.
- TK – 1st Grade pick up is 15 minutes earlier than 2nd – 5th grade. (2:15)
- Please pull as far forward as possible at drop off and pick up, allowing us to load and unload 5 vehicles at a time.
- If you arrive early for pick up, you must park on the shoulder of Oakvale to keep the street clear.
- TK, K and 1st will need to come down and pick up earlier, so please be mindful not to get into their line.
- The left lane coming down into the school will be open from 2:00-2:15 and is ONLY used for those parents who choose to park in the upper parking lot or for parents that pick up in the gravel lot. Please be sure this lane is kept open and clear as the bus must enter this lane as well.
- There will be no left turn allowed from Oakvale crossing over into the Ophir parking lot.



After-School Transportation Policies

Children are to ride their own bus and are not allowed to have friends ride the bus with them unless it is an emergency and the office has been notified (in the morning), either by phone or in writing. Children must only get off the bus at their own stop. Also, if a parent is not present at the stop when the bus arrives, bus drivers will no longer wait; students will be transported back to their school for parent pickup. If you are going to be late arriving at your student's stop, or have any other questions or concerns, please call the Bus Garage at (530)538-2300, ext. 1109.

We cannot allow students to ride home with anyone other than their own parent or guardian without notes from both families. If your child makes plans to go with a friend after school, both parents must write notes specifying these plans and bring the notes to the office **in the morning**.

Parents wishing to have their children walk home from Ophir must have a note on file in the office specifying that request. Traffic is very heavy during this time, and we want to do our best to keep students safe.

Meal Program

Ophir breakfast and lunch program are offered at no charge for all students. Visit the district web site (www.ocesd.net) and look under Departments, then click food services, to view the current menu and other information regarding the food service department.

Students with special dietary needs must fill out the Medical Statement to Request Special Meals And/or Accommodations form. This form may be picked up in the school office or printed from the district web site. Turn this form into the school Health Aide.

The Oroville City Elementary School District serves a nutritious Breakfast between 7:45am – 8:15am and hot lunch between 11:00am – 12:40pm.

It is important for us to have our students well fed and ready to learn. If students are not able to eat at home in the morning, please get them to school for breakfast so they are ready to learn for the day. Healthy meals help to make healthy, happy, and successful students!

Behavior Expectations

We want all students to thrive and learn; therefore, we are committed to providing a safe, supportive, and respectful environment to allow students positive opportunities to engage in their learning. Ophir's Behavioral Policies and Practices focus on a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors that foster a positive school environment. Whether in the classroom, on the playground, at lunch, or anywhere else on the campus, students are expected to exhibit positive and respectful interactions (words, gestures, and actions) with each other, staff, or volunteers working at the school.

PBIS—At Ophir School we use PBIS (Positive Behavior Intervention and Supports) as our guide for interventions and social behaviors at school. The school-wide expectations that we will require all students to know, understand, and follow are:

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

In order to fairly expect appropriate behavior, staff must directly teach what behaviors are expected from students. Clear and consistent school-wide behavior expectations are presented to staff, students, and the community that focus on sustaining desired behaviors. The Ophir behavior matrix outlines the behavior expectations for specific locations that students rotate throughout during a given day.



	Drop-off	Playground	Bathroom	Cafeteria	Office	Pick-up	Walkways	Library	Assemblies
Respectful	Exit vehicles quickly Greet others Use kind words	Help those who are hurt Take turns and includes others Use positive words when talking to others Use playground equipment properly Get a drink before the whistle blows When recess is over, walk to line quickly	Ask to go to the bathroom quietly Respect restroom property Keep the bathroom clean Honor other people's privacy Use appropriate volume	Line up quickly and quietly Be courteous to the lunch staff Use good eating manners Talk using low volume Stay in your seat until given permission to leave Listen for instructions from the lunch staff Wait your turn	Respect office staff work area Respect office confidentiality Be patient Use appropriate language and tone Sit quietly Greet people appropriately	Use kind words Respect other people's space	Keep hands and feet to self Talk using a low volume Line up quickly Care for others property Greet others	Use a quiet voice Take care of the books Help keep books organized by using the book place holder Walking in quietly and finding a spot of the carpet	Sit in appropriate places Listen to speakers Applaud for others Be respectful of other people and their Be patient
Responsible	Arrive on time and ready to learn Go to your assigned location and encourage others to do the same	Try to work out your problems together If you need help, go to an adult Take care of equipment Walk to line quickly, when the whistle blows	Wash your hands...every time! Use the restroom during recess and lunch Flush responsibly Throw away your trash	Finish your food in the allotted time Keep table areas clean Throw away trash Report any spills Use designated entrance and exits	Visit with a purpose Respect personal space Communicate with staff Be productive at all times If late grab a pass and go straight to class Turn in any needed notes	Go straight to designated pick-up area Stay lined up on the walk Look and listen for your role Load up quickly	Walk directly to designated area Have your materials with you Arrive on time to class Keep hallways clean	Bring books back when it is your library day Ask for help if you need it Use the librarian know if a book is lost Put it like you know it when transporting the books	Stay seated during the assembly Voices off
Safe	Walk to designated area Keep hands and feet to self	Stay in assigned area Keep hands and feet to self Walk during transitions	Use walking feet Use facilities appropriately	Use walking feet Keep hands and feet to self Report any food allergy Carry your tray with both hands Stay in your seat	Use walking feet Wait in a safe area Follow school rules Keep office entrance clear	Use walking feet Keep area clear Backpacks stay on your back	Use walking feet Stay in designated area	Use walking feet Keep hands and feet to self Ask for help reaching a book that is up high	Sit cross cross Keep hands and feet to self Using walking feet in the cafeteria Keep a middle aisle

When necessary, students are redirected, and given other opportunities to make good decisions. Our job is not to punish students, but to change behaviors and help students make better choices.

If a student neglects to respond to redirection, an Office Referral Form will be filled out and given to the principal. Consequences can range from a warning, parent phone call, loss of a school privilege, and/or a mandatory conference with the parent, teacher, student and principal. Severe infractions may result in a suspension.

Restorative Practices

Restorative practices promote inclusiveness, relationship-building and problem-solving, through such restorative methods as circles for teaching and conflict resolution to conferences that bring victims, offenders and their supporters together to address wrongdoing. Restorative practices represent a positive step forward in helping all students learn to resolve disagreements, take ownership of their behavior, and engage in acts of empathy and forgiveness.

Restorative practices are a framework for how student behavior is addressed. The core values of restorative practices are the 5 R's.

- Relationships
- Respect
- Responsibility
- Repair
- Reintegration Tier 1 strategies include the continuum.

These strategies are also a mainstay of the PBIS framework, which plays a large part in creating a positive school culture and is interwoven in a restorative practices' framework.

Ophir Elementary School

School-Parent Compact

Ophir Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards. Our overall goals in this partnership will be to create an environment where all students can feel safe and secure while learning the skills they need to reach or exceed grade level standards in English-Language Arts and Math.

The staff of Ophir Elementary School pledges to:

- * Provide high-quality instruction and curriculum by implementing board adopted materials with thoughtful preparation and fidelity so that students can attain the knowledge needed to meet the high standards of the state of California.
- * Ensure a safe and nurturing environment where expectations are clear, concise, and consistent. Staff will work with students and parents to create a common language and understanding of how best to keep all students, staff and visitors safe while on the Ophirs campus.
- * Hold parent teacher conferences annually to discuss the responsibilities of this compact and individual student progress. Conferences will be scheduled for all families in the fall of each year and by teacher or parent request at any time throughout the year.
- * Provide frequent progress reports to parents including both formal and informal assessment results, behaviors that may be affecting learning, and successes where students will be honored. A formal report card will be provided to parents on a trimester basis.
- * Be available to meet with families on an as needed basis through the use of direct communication and visits, email, voice mail and phone calls, and formal conference times. Staff members will also be actively involved in special meetings such as SST (Student Study Teams), IEP meetings, and 504 meetings.
- * Provide opportunities for parents and families to participate in class and school activities by asking for classroom volunteers, inviting parents to do classroom observations, engaging parents as chaperones on field trips, and welcoming

parents to participate in special student and school recognition events throughout the year.

The parents and families of Ophir School pledge to:

- * Inform the teacher and staff if my child has any additional needs in learning and behavior and support their efforts in working to meet those special needs.
- * Use reading and math materials sent home by the school to assist my child in reaching the standards
- * Ensure that my child is in attendance at school on time each day and that any disruption in attendance is communicated clearly with the school so that alternate arrangements can be made to continue meeting the student's educational needs.
- * Participate whenever possible in school activities and volunteer opportunities to demonstrate the importance of a quality education and the partnership between family and home, such as awards assemblies, parent-teacher conferences, school and district level committees, school board meetings, and school celebrations.
- * Promote positive extracurricular time outside of school to help develop social and behavioral skills that will benefit the student's learning when at school. These opportunities may include participation in the after-school program, athletic activities, and limiting television and video game time at night to less than an hour.
- * Stay informed about my child's education by communicating frequently with school staff, responding promptly to all notices from the school regarding curriculum or behavior, and to contact staff whenever I have questions about or contributions to the success of my child's educational progress.

The students of Ophir Elementary School pledge to:

- * Ask for help whenever I need it from my teacher or from an adult at home.
- * Practice my school work at home by finishing and returning all homework and reading every day.
- * Follow school and classroom expectations so that all students can learn in a safe and respectful environment.
- * Give to my family any information that my teacher asks me to take home to them.
- * Eat healthy meals and get my rest each night so that I can be the very best learner while I'm at school.
- * Always do my very best with my school work and my behavior so that I can learn and grow to be an awesome adult

