

**Welcome to the
Orchard
Elementary
2017-2018 School
Year**

ORCHARD
E L E M E N T A R Y



2017-2018 School Calendar

Open House.....4:00 – 6:00PM, Monday, August 21, 2017
First Day of School (1st-6th)..... Tuesday, August 22, 2011
Kindergarten Open House.....4:00-6:00PM, Mon., Aug. 28, 2017
First Day of Kindergarten..... Tuesday, August 29, 2017
Labor Day, (No School) September 4, 2017
Hearing Screening.....K, 1, 3, 5 September 5, 2017
White Ribbon Week..... September 6-8. 2017
School Fall Pictures September 21, 2017
Vision Screening.....K, 1, 3, 5 September 28, 2017
Parent/Teacher Conf.October 4 & 5, 2017
Reflection entries dueOctober/November TBA, 2017
Red Ribbon Week.....October. 2017
Classic Skate NightOctober 10, 2017
Fall Break (No School) ..Thurs. & Fri., Mon. October 19-23, 2017
Picture Make-up DayOctober 26, 2017
Halloween Parade 9:30 a.m.October 31, 2017
First Trimester Ends.....November 17, 2017
Spanish Immersion Dance Festival.....November TBA, 2017
Thanksgiving Break (No School) Thurs. & Fri. Nov. 22-24 , 2017
Christmas sing for parents (9:30am,12:45pm)..December 19, 2017

No Kindergarten.....December 20, 2017
Christmas/New Year (No School)Dec. 21 – Jan. 2, 2018
School Resumes Wednesday, January 3, 2018
Martin Luther King Day (No School)..... January 15, 2018
Science Fair. (TBA in Jan. & Feb) 2018
Parent/Teacher Conf. February 7 & 8, 2018
Kindergarten Registration for 2017-2018..... February, 2018
End of Trimester 2 February 23, 2018
President’s Day (No School) February 19, 2018
Professional Dev. for Teachers (No School) March 5, 2018
Spirit Week/Student Appreciation Week.....March 12-16, 2018
Classic Skate Night March 13, 2018
Whole School Picture March 23, 2018
Teacher Appreciation Week March TBA, 2018
Spring Pictures/6th Grade Pictures March 29, 2018
Snow Make-up Day April 2, 2017
Spring Break (No School).....April 3-6, 2017
Field Day..... May 25, 2018
Dance Festival..... May 22, 2018
End of Year Awards Assembly..... May 30, 2018
Last Day of School..... May 31, 2018

***Events are Subject to change. For up to date information visit our website at: <http://orchard.alpineschools.org/>**

Principal's Message

Often I am asked why I chose to work in education. Over the years I have continued to reflect on this question. There are many reasons why education appealed to me. I have had teachers that have changed my life and I wanted to return the favor. I enjoy the energy and excitement of children. I recognize the impact education has on an individual and a community. I enjoy problem solving and the ever-changing dynamics of education.

However, more importantly I have learned that I got into education because I love seeing people mature, develop and reach their ultimate potential. To me *The Leader in Me* epitomizes the idea of developing individuals.

One of the definitions of leadership that resonates with me is that: "Leadership is communicating people's worth and potential so clearly that they are inspired to see it in themselves." (*The Leader in Me, pg. 41*) For me leadership has always been recognizing the potential of an individual, a school, or an organization and then working to maximize that potential.

This is what students at Orchard are able to do every day. We have students that excel in language, math, art, music, Spanish, sports, and a myriad of other fields. These students take on the role of a leader daily and then are provided opportunities to find potential in others and maximize that potential.

It is our commitment at Orchard to develop all of our students into leaders. As we continue our leadership journey here at Orchard I encourage you to reinforce the principles taught here at school. Encourage leadership in your child by visiting and revisiting the habits taught to them every day.



LEADER IN ME

At Orchard Elementary we believe that every student has the capacity to be a leader. We are grateful to have partnered with Panda Express in a joint effort to enable students to reach their individual leadership potential. At Orchard we incorporate the values and principles of Dr. Stephen R. Covey to help students discover "The Leader in Me."

Habit 1: Be Proactive

Take responsibility for your life.

Habit 2: Begin with the End in Mind

Define your mission and goals in life.

Habit 3: Put First Things First

Prioritize, and do the most important things first.

Habit 4: Think Win-Win

Have an "everyone-can-win" attitude.

Habit 5: Seek First to Understand, Then to Be Understood

Listen to people sincerely.

Habit 6: Synergize

Work together to achieve more.

Habit 7: Sharpen the Saw

Renew yourself regularly



Recess Schedule (all days)

1st Grade.....1:35 PM – 1:50 PM
2nd and 3rd Grade.....1:15 PM – 1:30 PM
4, 5, 6 grades.....1:00 PM – 1:15 PM

Recess Schedule (Mondays)

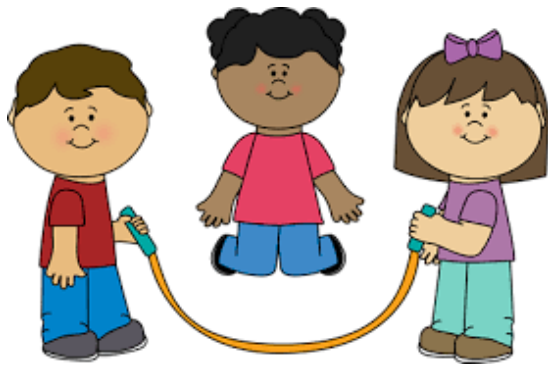
1st and 3rd Grade.....10:30 AM – 10:45 AM



Recess Before Lunch Schedules

6th Recess 10:55 AM – 11:10 AM
5th Recess11:05 AM – 11:20 AM
4th Recess.....11:15 AM – 11:30 AM
2nd Recess.....11:25 AM – 11:40 AM
3rd Recess.....11:35 AM – 11:50 AM
1st Recess.....11:45 AM – 12:00 PM

6th Lunch.....11:10-11:30 AM
5th Lunch.....11:20-11:40 AM
4th Lunch.....11:30-11:50 AM
2nd Lunch.....11:40-12:00 PM
3rd Lunch.....11:50-12:10 PM
1st Lunch.....12:00-12:20 PM



School Schedule

Track 1 8:00 – 2:15 (Tues. – Friday)
8:00 – 1:15 (Monday)

Track 2 9:15 – 3:30 (Tues. – Friday)
9:15 – 2:30 (Monday)

Kindergarten AM Track 1 8:00 – 10:50 (Tues. – Friday)
8:00 – 10:25 (Monday)

Kindergarten AM Track 2 8:40 – 11:30 (Tues. – Friday)
8:35 – 11:00 (Monday)

Kindergarten PM Track 1 12:00 – 2:50 (Tues. – Friday)
11:30 – 1:55 (Monday)

Kindergarten PM Track 2 12:40 – 3:30 (Tues. – Friday)
12:05 – 2:30 (Monday)



GENERAL SCHOOL INFORMATION – TELEPHONE DIRECTORY

- Main Office (Bonnie Corry) (Tammy Brunst) 801-610-8115
- Principal (Aaron Stevenson) ext. 750
- Assistant Principal (Jeff Shirley) ext. 751
- Librarian (Peggy Morley) ext. 759
- Lunch Room (Sheila Carter) ext. 760
- Custodian (Stuart Watson)..... ext. 761
- Kindergarten (A. Mitchell) ext. 110
- Kindergarten (M. Jones) ext. 109
- 1st Grade – (S. Christensen) ext. 114
- 1st Grade - (V. Colorado – Spanish)..... ext. 117
- 1st Grade – (J. Johnson)..... ext. 115
- 1st Grade – (J. Largey) ext. 116
- 2nd Grade – (S. Cheves – Spanish) ext. 108
- 2nd Grade – (L. Christensen)..... ext. 107
- 2nd Grade – (A. Harris)..... ext. 105
- 2nd Grade – (C. Summers)..... ext. 106
- 3rd Grade – (H. Alldridge)..... ext. 103
- 3rd Grade – (M. Ellsworth)..... ext. 101
- 3rd Grade – (R. Hollingshead– Spanish) ext. 104
- 3rd Grade – (J. Torgersen) ext. 102
- 4th Grade – (D. Hammer) ext. 124
- 4th Grade – (E. Johnson) ext. 113
- 4th Grade – (J. Paredes – Spanish) ext. 123
- 4th Grade – (S. Phillips)..... ext. 125
- 5th Grade - (S. Alt) ext. 122
- 5th Grade – (H. Solari)..... ext. 121
- 5th Grade – (F. Castro – Spanish)..... ext. 120

- 6th Grade – (J. Pike) ext. 127
- 6th Grade - (J. Paynter)..... ext. 128
- 6th Grade – (B. Lloyd – Spanish) ext. 129
- Resource (J. Meyer)..... ext. 131
- School Psychologist (J. Campbell) ext. 143
- Speech (M. Davis) ext. 144
- Art (C. Broadbent)..... ext. 137
- Computers (A. Taylor)..... ext. 119
- PE/Health (L. Pettys) ext. 149
- Skyward site: <http://skyward.alpinedistrict.org>
- Orchard School site: <http://orchard.alpineschools.org>
- Alpine School District site: www.alpineschools.org



PTA at Orchard—All parents and staff are encouraged to join the PTA (Parent Teacher Association). Orchard’s PTA provides wonderful support to teachers and students by sponsoring a wide variety of activities and learning opportunities.

Orchard Elementary School PTA Board 2017-2018

Please contact Jaime Davis at davisjaime1@gmail.com for questions and inquiry into PTA Board

Policies and Procedures

Attendance

- Good progress at school is a result of regular attendance. It is important for your child to be at school every day. Only in cases of family emergency or illness is absence for school appropriate. Significant consideration should be taken when an absence is appropriate.
- Please call and inform the office if your child(ren) will be unable to attend school. An automated calling system will call home when students are absent to notify parents.
- Students are expected to arrive on time to maximize learning time and minimize disruptions.
- Students who arrive to school after 8:00 a.m. for Track 1 or 9:15 a.m. for Track 2 must check in at the main office before going to class.
- To better provide for the safety for all, school policy prohibits students leaving the school grounds during the school day without administrative approval.
- Parents wishing to check their students out during the school day must do so in the office and sign the “check-out” sheet. Only parents and approved designees may check out students from school. The office staff will call for the student to be excused from class to come to the office.
- Teachers will contact parents with concerns about students with excessive patterns of absences or tardies. On-going attendance concerns will be referred to the principal or designee for “earnest and persistent” efforts to improve and insure regular and punctual attendance.

Arriving at School

- **The school will not be open and available for students prior to 5 minutes before the start of their school block.** The only exceptions are students who eat breakfast (available 30 minutes before each school track); they enter through the 3rd grade hallway door. **Students will not be allowed into the school before these times.**

Bicycles, Scooters, “Boards,” and “Heelys”

- For the safety of everyone on campus, students walk with or carry these items when on school grounds. Wheels MUST be taken out of Heelys once you enter school property.
- Students should lock bikes, skateboards, scooters, and secure their own possessions. The school is not liable for theft or vandalism. Bike racks are provided on the northwest side of the school.

Communication

- Emails will be sent with the school newsletter and other important forms electronically. It is important to notify the school of a family email, as well as promptly update any changes on Skyward regarding important contact information.
- School bulletins and other helpful information are archived on the school’s webpage: <http://orchard.alpineschools.org>.

Discipline/Classroom Management

- Orchard faculty will establish and maintain a caring and safe environment in each classroom for learning in which students may experience success both academically and socially.
- Each teacher will review classroom discipline policies with students and discuss the plan to deal with student behaviors that inhibit student learning.
- Teachers will make every attempt to resolve discipline problems within the classroom. Teachers will contact parents when a pattern of disruptive behavior becomes evident and ask for a cooperative and collaborative effort to improve the situation.
- If behavior problems persist, or in matters that involve bullying, stealing, or school safety, the matter will be referred to Administration for additional interventions.
- Interventions may include reprimand, conferences with student, teacher, and parent, behavior contracts, loss of privileges, suspension, and referral to an expulsion hearing.

Dress Code

- Orchard’s clothing and grooming standards are intended to contribute to a respectful and orderly learning environment.
- Clothing shall not expose the abdomen or chest, and shall be of properly fitted size to conceal undergarments at all times.
- Low-cut tops, bare midriffs, distracting clothing, tight fitting or **excessively short** (shorter than mid. thigh) shorts, skorts, and skirts are not allowed.
- Clothing that excessively sags, or is frayed or worn with holes is also not allowed.
- Clothing containing offensive language, gestures, logos, or pictures is prohibited.
- Safe footwear is required at school. Flip-flops should not be worn during P.E.
- Extreme hairstyles and some unnatural coloring deemed distracting by the principal are also not allowed.
- Students who do not keep these guidelines will be referred to the administrative office. Parents will be notified and requested to bring the student into compliance.

- On-going violations of this guideline may result in interventions including reprimand, student/teacher/parent conference, loss of privileges, etc.
- Exceptions to these guidelines may be allowed for special activities, as approved by the principal.

Electronic Devices, Toys, Cards, etc.

- Devices such as cell phones, cameras, MP3 players, iPods, radios, headphones, and toys/cards of any kind should not be brought to school. Exceptions must be cleared by the principal prior to being brought to school.
- On a first offense, distracting items will be confiscated and generally returned to the student or a parent at the end of the day to take home. Repeat offenses may be referred to the principal and arrangements will be made with parents to return the item and resolve the on-going problem.
- Orchard Elementary is not liable for theft and vandalism of student property.

Emergency Procedures

- A variety of emergency drills will be held numerous times during the school year. These drills include fires, earthquakes, lock-downs, etc. In these drills, students will rehearse the procedures of following the instructions of their classroom teacher that may include evacuating the building to a designated location on the playground north of the school.
- In emergency situations and times where students may be released to parents, the school will only release students to individuals designated on the “Emergency & Release Information” form completed at the beginning of the year.
- Orchard Elementary will use the LDS church building north of campus on 1200 North 800 East as a back-up location for shelter.

Field Trips

- Parents will have the opportunity to sign a field trip permission form at the beginning of the school year that will serve as permission for all field trips throughout the school year. Teachers will notify and describe each field trip to parents. A background check is required of any parent/guardian or other adult helping with field trips.

Food Services

- Breakfast is served before each track (7:30 a.m. – 7:55 a.m., 8:45 a.m. – 9:10 a.m.). The cost of breakfast is \$1.00 and lunch \$1.75. The cost of milk is \$.30.
- Parents may make advanced payments to Food Services by credit card or check at www.mealpay.com or by phone at 1-866-575-5352. Checks made out to “ASD Food Services” may also be paid directly to Orchard’s Food Services Manager.
- Free/Reduced Lunch application can be done online, or paper forms are in the office

Visitors/Volunteers

- All visitors and volunteers MUST check in at the front office and obtain a pass. Volunteers should report hours served in the PTA volunteer log in the office.
- Orchard Elementary participates in recycling program. Support in this effort is appreciated. Proceeds from the program are utilized to benefit the school programs.

Report Cards and Tracking Student Progress

- Using Skyward (accessible from the school or district webpage), the following information can be found in parent user accounts: basic student demographic information, current grades, academic history, attendance, etc.
- Parents with students in both elementary and secondary schools will be able to see all of their Alpine School District student's with one user name and password.
- A printed report card will be sent home shortly after the end of each reporting period.

Special Accommodations

- If you or your child has a disability that requires specific accommodations, please contact the school principal.

School Community Council

- The School Community Council works to develop a school improvement plan, determine allocation of School Lands Trust funds, assist in developing professional development for quality instruction, develop a child access routing plan, and give input to the school's administration on school programs and environment. Elections for openings are held each year.
- If you have questions, concerns, or feedback for the school, please contact the principal or your representative. Patrons may contact the principal to identify the representative in their area.

School Resource Officer

Officer McCown of the Orem Police department assists as needed with the Orchard Elementary.

Homework

- Teachers will work to insure that homework is purposeful and reasonable, and reinforce the classroom learning experiences.
- Parents are asked to help students develop good study skills by providing a time and place for homework each day.
- Students are responsible to complete and turn in homework assignments and check for work missed when absent.

Immunizations

- A child may be allowed to attend school “conditionally” if at least one dose of each required immunization series has been completed and the child is currently on schedule to finish the rest. The remaining immunizations must be completed on schedule for the child to remain in attendance.
- The School Immunization Act of 1982 requires all children in public schools to have documented evidence of the required immunizations on file with the school before the student begins attending and participating. The following vaccines are required for students entering Kindergarten (Utah Department of Health):
 - 5 DTP/DTaP/DT - 4 doses if 4th dose was given on/after the 4th birthday
 - 4 Polio - 3 doses if 3rd dose was given on/after the 4th birthday
 - 2 Measles, Mumps, Rubella (MMR)
 - 3 Hepatitis B
 - 2 Hepatitis A
 - 2 Varicella (Chickenpox) - history of disease is acceptable, parent must sign verification statement on school immunization record

Loading/Unloading Zone

- To contribute to the safety of each child, parents must use the lane of traffic next to the front curb **ONLY** for loading/unloading students. **NO PARKING AND/OR LEAVING VEHICLE PARKED IN LANE.**
- **The outside lane is for through traffic and students must not exit or enter vehicles in this lane.**
- If you need to come into the school, park in the parking stalls.

Lost and Found

- Student personal items (coats, backpacks, lunchboxes, etc.) must be labeled to help school officials return them.
- Lost items will be placed in the “Lost and Found” in the lunchroom hall. Unclaimed items will be donated to charity.

Medication

- Any student requiring medications during the school day need to make arrangements with the doctor and with the school (forms available in the office). Medications should not be sent to school with students.
- Students may carry and self-administer prescription asthma medications provided that the parent has previously provided the school with a written request and written approval from a qualified health care provider.
- Students may request non-prescription drugs such as acetaminophen if parents give permission each time the student makes the request.

Money/School Store

- When sending money to school, parents should follow the directions sent home with the request and make checks payable to Orchard Elementary School.
- Parents wishing to make donations of \$25.00 or more toward a classroom or school project may contact the school secretary on how to utilize the Alpine School District Foundation.
- The “Eagles Nest” (school store) has school supplies (pencils, erasers', etc.) and snacks (beef jerky) for minimal cost. The school store will not accept more than \$20.00 for any combined purchase at one time from a student.

Pets at School

- Pets should be kept at home unless the principal has given prior approval. Large pets cannot be brought into the school.

Phone Use

- School phones should be used only with teacher or office permission. Calls must be school related.
- Cell phone use (calling, imaging, texting) by students is prohibited during school hours.

Playground/Recess

- Except for days determined as “Inside Days” by the office, all students are expected to be outside during their recess breaks.
- Precipitation, temperature, and air quality are taken into account in determining “Inside Days.”
- Parents must dress students appropriately for the weather, including jackets and good footwear.
- Students should share equipment and take turns, be good winners and losers. Games should be “open” for all to play.
- Fighting, bullying, or intimidating others will not be tolerated and will be referred to the principal.
- Balls should not be thrown against the school buildings. Students should sit in swings going forward and back, and not jump out. Only one student is allowed in the swing at a time.
- Students should go down all slides sitting down, feet first. Students should not walk up the slides.
- Students should use the monkey bars to hang from, not sit on. No jumping is allowed from the top of the monkey bars.
- Gymnastics, tackle football, and snowballing are not allowed.
- Jump ropes are for jumping – no games of helicopter or horse.
- Students needing to use the restroom during recess should enter the northwest (lunch room hall) doors and exit immediately when finished

