



# ORCHARD AVENUE

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ELEMENTARY SCHOOL

## STUDENT HANDBOOK

*We are curious, confident, capable learners empowered to be  
compassionate world citizens.*

### A Community of Learners

Located at  
1800 Orchard Avenue  
Grand Junction, Colorado 81501  
(970) 254-7560  
[www.orchardave.mesa.k12.co.us](http://www.orchardave.mesa.k12.co.us)

Mesa County Valley School District 51  
[www.d51schools.org](http://www.d51schools.org)



**Si usted desea una explicación en Español de este artículo por favor llame a la oficina:  
ELPA/ESL 254-5484. Estamos para servirles.**

## Welcome to Orchard Avenue Elementary School!

We have an exciting year of learning ahead! Our handbook is a supplement to the Mesa County Valley School District 51 handbook and gives more details of our goals and expectations of students and parents at Orchard Avenue. Please take time to read the D51 handbook as well as this supplement. Together they will outline some of the procedures and policies that we use to implement our mission and vision. If you have any questions regarding the school program in general or your child's experience here specifically, please contact the staff at Orchard Avenue Elementary School at 254-7560.

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### SCHOOL HOURS

Monday, Tuesday,

Wednesday, Thursday

K - 5<sup>th</sup> Grades: 9:00 am - 4:00 am

Friday (Early Release)

K - 5<sup>th</sup> Grades: 9:00 am - 2:00 pm

Office hours are between 8:00 a.m. - 4:00 p.m. Monday - Friday  
8:00 a.m - 3:00 p.m. on Friday

### SUPERVISION, SCHOOL ARRIVAL AND DEPARTURE

Students eating breakfast may arrive on the school campus at 8:40 a.m. and enter the school through the breezeway on the north side of the main building and proceed to the cafeteria. Students not eating breakfast can be on campus starting at 8:50 a.m. They will sit outside of their classroom door (or in a designated area of the classroom does not have an outside door). At 8:55 teachers will begin welcoming students into the classroom. The playground is closed in the morning.

It is expected that your child not arrive on the school campus until 8:40 a.m. (for breakfast) and 8:50 a.m. (no breakfast) and be picked up by 4:00 p.m. (2:00 on Early Release Fridays).

If you are accompanying your child to school, please drop them off at their designated spot.. We ask parents to refrain from visiting the classroom before school, unless prior arrangements have been made. When picking them up after school, please do so at their outside classroom door or select a designated meeting place. Siblings should plan to meet in a designated area OUTSIDE of the building. If they are in Kindergarten or first grade, please have them meet siblings at their outside classroom door.

Make plans for after school departure instructions **before students come to school**. Office staff is short handed in the afternoon and sometimes not available to convey after school instructions. However, we understand if a change of plans occurs. If that is the case and if at all possible, notify our office before 3:00 p.m. to relay this to your student before the bell rings.

At the end of the day our adult supervision ends at 4:00 p.m. (2:00 p.m. on Early Release Wednesdays) and students who haven't been picked up by the time our supervision ends are sent to the school office to make phone calls home and be picked up. Students need to go directly home after the dismissal bell and may not stay to play on the playground.

If your child needs supervision before and/or after this time frame our Extended Hours Program provides before and after school care to Orchard Avenue students. Their hours of operation are 6:30 a.m. through 6:00 p.m. They are located on our school campus. Enrollment registrations are available online at [www.extendedhoursprogram.com](http://www.extendedhoursprogram.com). For further information on their rates and program please call Orchard Avenue Extended Hours at 970-234-6849 (cell) or the main office at 241-3603.

Students are outside at recess during the day. Be mindful of daily weather conditions and have your student dress appropriately for Colorado's cold and changing weather.

### ATTENDANCE

There is a direct relationship between success and class attendance. Students having good attendance achieve more growth, are more responsible, and gain more from the school experience than those who have poor attendance. Prompt attendance also gets students ready for the day and good attendance habits for their future. Additionally, taking a child out of school prior to the regularly scheduled dismissal time is a disruption to learning. The SD51 Attendance policy is detailed in the SD51 Parent Handbook which is sent home at the beginning of the year or is available to view on the SD51 website. Orchard Avenue staff asks for your assistance and cooperation in seeing that your child attends school regularly **and on time**.

### STUDENT CHECK-IN & CHECK OUT

Daily student attendance is taken by the classroom teacher as soon as the bell rings at 8:50. Therefore, if a student is tardy or late to class they must check in to the office to document the late arrival for adjustment. Unless the student has been at an appointment (preferably supported by documentation) the late arrival will be recorded as unexcused.

Students must also be checked out through the office if leaving early for the day. To avoid the least amount of instructional loss, students will be called out of class upon arrival of parents/guardians for the checkout process. It is our policy to not call students out of the classroom and be “waiting in the office” until they are checked out. Therefore, please make sure you are allowing plenty of time for the office check out procedure.

Attendance policies concerning attendance and definitions of excused/unexcused absences can be found in the SD51 Parent Handbook.

### HEALTH SERVICES

Orchard Avenue has a Health Assistants at the school daily from 8:30 am to 4:00 pm (2:00 pm on Fridays). Our Registered Nurse is shared with other elementary schools and is in the school on a limited basis.

If your child becomes ill or injured at school, he/she will be cared for or simple first-aid will be administered and the parent/guardian will be notified if deemed necessary. No medication is given unless the medication is provided and written permission is on file (see below). The responsibility for further care rests with the parents/guardians or your family physician.



Do not send your child to school if they have a temperature of **100 degrees** or above or have **vomited** or had **diarrhea** within the **last 24 hours**. If your child contracts strep-throat, chicken pox, or any other contagious disease, please inform the school RN, Health Assistant, or office staff at once.

### COVID-19 HEALTH AND SAFETY

Symptom screening is to be completed on your child daily before arriving to school. You can access the screening on ParentVUE or the D51 website. To support the amount of health screening our health assistants will need to conduct, we want all families to be diligent in completing this task daily before coming to school.

If your child has any major symptoms of fever, cough, loss of taste or smell, shortness of breath, they need to stay home. Contact health office for further guidance. The school will also contact you if your child is in the health office with any of these symptoms as well as sore throat, runny nose, and congestions, headache or body aches.

### MEDICATIONS AT SCHOOL

Orchard Avenue personnel are not allowed to administer medications to students unless the medication is provided by the parent/guardian and the form “Request for Medication to Be Given at School” is completed and signed by the parent/guardian. This applies to over the counter and prescription medications. The form also requires a physician signature for

prescription medications to be administered. This form is available in the school office and at most physician's offices. **New forms must be completed each school year.**

**All medications must be in the original container.** Over the counter (non-prescription) medication must be **supplied by the parent / guardian and labeled with the student's name.** **Prescription medications** must be labeled by the pharmacist with student's name, name of the medication, doctor's name, and dosage instructions. If it is necessary to send liquid medication to school, please bring a dosage spoon with the medication. **Parents/guardians must bring and pick up all medications.** Unused medications must be picked up by the parent/guardian by the last day of school or it will be discarded.

### IMMUNIZATIONS

Colorado State Board of Health requires immunizations compliance upon school entry. Immunization records for your child must indicate all required immunizations of DPT, Polio, Measles, Mumps and Rubella, and Varicella as well as three doses of Hepatitis B **before school entry.** Current immunization requirements are available in the school office, your physician's office, or Mesa County Health Department. See your health care provider or the Mesa County Health Department to update immunizations. Failure to comply may result in your student being suspended from school. Contact our school Registered Nurse if you would like to obtain a personal, religious or medical exemption. These laws have changed a great deal in the last year or two and our RN can guide you on compliance for these options.

### BUS TRANSPORTATION

Bus transportation is provided to children in the Orchard Avenue Elementary attendance area who live more than two (2) miles from school. Students who are ineligible for transportation may contract privately with Student Transportation of America (STA). Service is available if there is enough seating space and it will not cause deviation from the existing routes. Information on specific bus number, pick up & drop off locations and times for individual students is available through Student Transportation of America (970-697-1050) or on the school district web site ([www.d51schools.org](http://www.d51schools.org)).



It is our hope that you stress to your child the importance of proper conduct at the bus stop and on the bus so that we may be sure that every child at Orchard Avenue has a safe and happy ride to and from school. STA can be contacted for details of their code of conduct for students using bussing services.

### BICYCLES, ROLLER BLADES, SKATEBOARDS, ETC.

Children may ride bicycles, scooters, roller blades, skateboards, etc. **to school**; however, these modes of transportation must **be walked or carried while students are on the school grounds.** As a theft precaution, bicycles should be **locked** to the bicycle racks. Shoes called "**heelies**" or shoes similar to them are **not allowed.**



### PARKING AND STUDENT DROP-OFF / PICK-UP

Safety is an important concern for all of us. Because of how our building and the surrounding neighborhood is situated the areas around the school are very congested at the beginning and end of the school day. You can help us keep our students safe by utilizing the designated and

supervised Drop Off/Pick-Up area on the East side of the building (19<sup>th</sup> Street). This is accessed by traveling east on Walnut Avenue, turn right on 19<sup>th</sup> St. and proceed to the drop off/pick up sidewalk area, then exit on to Orchard Avenue. The line to drop off or pick up students can look intimidating, but if used correctly, wait times are generally a matter of minutes. To ensure good traffic flow please do not leave your car parked or unattended for any reason along the drop- off /pick up zone. The student drop off & pick up area is under adult supervision.

Please, in the interest of student safety, **DO NOT USE** these areas to drop off or pick up your child:

- In front of the school on Orchard Avenue;
- Along Walnut Avenue;
- The parking lot on the West side of the building;
- The painted safety zones on 17<sup>th</sup> Street (the bus loading/unloading zones).
- Across the street from the bus loading/unloading zones on 17<sup>th</sup> Street.

Walnut Avenue is an available option for parking and student drop- off and/or pick- up, but no adult supervision is available.

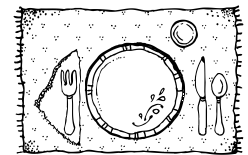


### **CAFETERIA & LUNCH PROGRAM**

Lunch is served for those who wish to participate. Students may purchase hot lunch or may bring a lunch from home. Children bringing a lunch from home may purchase milk or juice separately. We strongly discourage students bringing soda pop of any kind for lunch.

Students with food or milk allergies are encouraged to complete a Food Allergy Alert Form that is filed with the health office and Nutrition Services. This form is available in the office or on the SD51 website. In cases where there is documentation on file at the school, we will instead offer a lactose free soy substitute but our kitchen manager will need to be aware of this need for ordering purposes.

Food Service Personnel will take lunch money in the kitchen each morning. Lunches may be purchased daily, but it is helpful if lunches are purchased in advance to keep the lunch line moving smoothly and rapidly. If a student forgets or runs out of lunch money they may charge a lunch for **one day only**. A phone call home will occur if the student fails to bring lunch money the following day. If an outstanding lunch account reaches \$25.00 or more lunches may not be served until the account is settled.



Lunch and breakfast prices are set annually in accordance with the Healthy, Hunger-Free Kids Act. Please see the "Meal Price" page at [www.d51schools.org](http://www.d51schools.org) for menu and pricing information. Meals can be purchased and lunch accounts replenished on-line. You will need to contact the office to obtain your child's student I.D. number. Access the website at [www.mypaymentsplus.com](http://www.mypaymentsplus.com), or follow the link on the SD51 webpage.

Free or reduced-price breakfast and/or lunch are available to children from families qualifying under Federal guidelines. Applications for free and reduced price meals will be available ONLINE four weeks before the first day of school each year at [www.d51schools.org](http://www.d51schools.org) (simply hit the "Apply for Lunch" button on the home page). Parents without internet access can pick up the paper application at school or the Nutrition offices at 2280 E. Main St., Grand Junction, CO. This form must be submitted to Food Service each year for qualification. Families who were on the Free and Reduced program the prior year will have a 30 day grace period pending renewal of the current year application. **Parents/guardians are responsible for lunch charges until the Free and Reduced lunch application is approved.**

Students bringing a lunch from home need to make sure they are lunches that do not need to be microwaved. Microwave ovens are not available in the lunchroom.

### **BREAKFAST**

Breakfast is served in the morning **from 8:40 a.m. to 8:55a.m.** If your child is eating breakfast at school please have them here by 8:40 a.m. to ensure they arrive to class on time.



### **VISITING /VOLUNTEERING**

Unfortunately, due to COVID-19, at this time we cannot welcome visitors or volunteers into Orchard Avenue. We encourage you to be involved with Orchard Avenue through the PTA and by staying in touch with your child's classroom teacher. There are also some specific volunteer opportunities through PTA, such as Art Heritage.

### **EMERGENCY SITUATIONS**

Inclement weather or other emergency situations may result in school closing, a delayed opening or early dismissal. School closings will be announced over local radio and television stations. Close contact is maintained with the SD51 transportation office, Colorado State Highway Department, Weather Bureau, and news media. Additionally, an Alert Notification area is on the main page of the SD51 web site ([www.d51schools.org](http://www.d51schools.org)). You will see a symbol indicating the level of urgency on the home page. You are urged to access the SD51 website for information about school closures or emergency situations or listen to the radio or television stations.

At times, there may be a need to put our school into lockdown due to an immediate safety concern. **In the event of an emergency please do not call the school.** Phones are not answered while we are in a lockdown status. Instead, check the sources described above for information regarding further instructions.

Parents/Guardians complete an Emergency Form at the beginning of each school year and it is extremely important to keep your home address, phone numbers, and emergency contact information current with the office in the event you must be notified before or during the school day. Current information is vital in the event we are in a lockdown or evacuation situation. Parents / Guardians will need to be prepared to show proper identification when picking up a student in an emergency situation and reunification process.

SD51 has invested in a district-wide communication system called SchoolConnects and School Messenger that will contact you regarding important news, events, and emergency or safety-

related situations. Schools and the district can only send texts to phones who have subscribed to receive the messages. For more information about receiving emergency text alerts or for directions for receiving text messages please consult the SD51 website.

### TELEPHONE MESSAGES & PHONE USAGE

Please discuss with your child **before they come to school in the morning** the plan for getting home after school as well as any changes in the normal routine. We will deliver any **emergency/urgent** messages to your child at the end of the school day. We regret that students are **not allowed** to use the school telephone for permission to go home with a friend at the end of the school day. Those plans need to be made in advance with the agreement of both Parents/Guardians involved.



### CELL PHONES

Cell phone usage is not permitted during school hours. If cell phones must be brought to school they must be turned off and kept in a personal bag. Orchard Avenue Elementary School/SD51 is not responsible for lost or stolen electronic devices. Students do have the option to turn cell phones in to the office for safe keeping, but it is the responsibility of the student to remember to drop off and/or pick up.

### TOYS & ELECTRONIC DEVICES

Students should not bring toys, trading cards, *iPods*, electronic games, or any other electronic devices to school. These items can be a distraction to the learning environment.

### THURSDAY FOLDERS

The Orchard Avenue staff is committed to communication between students, teachers, and parents. We use Thursday Folders as a way to keep you and your child updated with important information from the school and the classroom. Each Thursday your child will bring home a packet of letters, classroom information and notes from the office. Please take time to look through and discuss the information that comes home with your child. Return any forms requesting your signature in the envelope and sign the front of the envelope. Your child will need to return the Thursday Folder to his/her classroom teacher the following day.



### REPORT CARDS AND CONFERENCES

Student progress is reported through formal parent-teacher conferences in the fall and spring. Additional conferences may be initiated as needed by the parent/guardian or teachers throughout the year. Report cards are sent home quarterly and will be sent in Thursday Folders three times a year. The final report card at the end of the year is mailed to your most current home address.

### BIRTHDAY PARTIES & INVITATIONS



In order to promote proper nutrition and student safety related to food allergies the D51 Wellness Policy prohibits food from being distributed as part of classroom celebrations. However, we encourage you to celebrate your child's



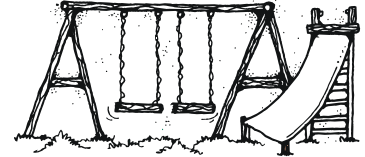
birthday with a non-food item or activity. Please contact your child's teacher regarding birthday celebrations in the classroom.

### PLAYGROUND EQUIPMENT



Children are allowed to bring their own playground equipment (**with the exception of hard bats and balls**) to play with on the playground. **All items brought from home should be clearly marked with the child's name.**

The school **cannot** be responsible for items lost, damaged, or stolen. Safety is of prime concern and we reserve the right to exclude any items deemed unsafe or inappropriate.



### DRESS CODE

School is your child's workplace and consequently we ask that they dress appropriately. Student dress and grooming are the responsibility of the student's parent/guardian. The image of the school and the individual pride of students is evident in the manner in which students present themselves to the public. Individual schools have guidelines dealing with standards of decency, cleanliness and good grooming. Students have the right to dress for individual expression and student satisfaction. However, when one's dress or grooming disrupts the learning process, as outlined in Board Policy JICA and JICDA, the principal has a responsibility to take action.

Please help your child make choices that will be conducive to a positive learning environment and avoid a distraction from our purpose of learning. Any dress deemed inappropriate is not allowed to be worn at school. This includes the following items:

- **Shirts** should have at least 3 inches of material covering both shoulders. Spaghetti straps, halter tops, half shirts or crop tops, muscle shirts with wide arm openings are not appropriate for school, even if worn under a sweater.
- **Shorts and skirts** should be fingertip length (when arms are hanging at your sides) and not tight fitting. Sagging pants or shorts are not appropriate for school.
- **Clothing or accessories** with references to alcohol, tobacco, gangs, weapons, violence, adult nature, degrading to any race, creed, sex, or religion are not permissible. **Jewelry** that can be distracting or unsafe on the playground or gym (dangling or hoop style earrings, long chains or necklaces, bangles and bracelets) should be left at home.
- **Shoes** must be worn at all times. Tennis shoes must be worn on P.E. days or on days of scheduled walking field trips or outings. Shoes need to be appropriate and safe for playing on the playground. Shoes that can cause safety issues are flip-flops, sport shoes with cleats, hi heeled/wedge shoes, and "Heely" shoes (with wheels built into them).
- **Make up** and false fingernails are not appropriate for elementary school.
- **Hats** must be removed upon entering the school building. Head coverings are allowed if necessitated by a documented medical condition or religious purposes.



**Children should dress according to the weather.** Colorado is notorious for changing weather, even in one day. If it is cold, please send your child to school with warm clothing, including jackets, hats, mittens or gloves. **Be sure to label coats and jackets, sweatshirts, etc. with your child's name.** Shorts can be worn to school until Parent/Teacher Conferences in the fall then after Spring Break (weather permitting). Please be aware of weather forecasts and dress accordingly. Be assured that students will remain indoors during lightning storms or rainy weather, or during periods of extreme cold. However, students do need to be prepared to play outside in weather that is normal to Colorado climate.

### **LOST & FOUND**

Our Lost & Found bin is located in the hallway just outside the multi-purpose/lunch room. Feel free to come in during office hours to look it over and reclaim missing items of clothing or lunch boxes. We purge our unclaimed collection twice a year – during the winter break and at the end of the school year. Smaller and more valuable items are kept in the Lost & Found drawer inside the office and can be reclaimed during normal office hours.

### **BEHAVIOR AT SCHOOL**

All students have the right to feel safe at school and we are dedicated to providing a safe and nurturing environment for the students at Orchard Avenue School. Rules about bullying are set by our educational system and SD51 has a brochure available to define and explain bullying. These brochures are available at the school office or on the D51 website. If you have any questions or need to report a concern or incident, you are encouraged to call our principal.

### **LEARNING AND SOCIAL EXPECTATIONS**

The importance for families and school staff to consistently support our learners to understand personal and social responsibilities is critical to their feeling of success at school, home, and in life. At Orchard Avenue, we strongly believe and understand that social learning is equally important and is simply a part of learning in any school setting. Our learners often do not encounter structures or social situations until the experience a larger school community. Many of us are parents ourselves and we have dedicated our life to supporting our young people to learn in all aspects of their life.

The goal in our school community is for all students to feel safe, supported, and welcomed. The key to success in building a strong school community starts with students understanding the expectations in all areas of their day. As you come to our school, you will find expectations posted in all common areas as well as each classroom. We use the acronym YEP to remember our school wide expectations: Take care of Yourself, Take care of Each other, Take care of this Place. Additionally, we utilize SOPs, or standard operating procedures, in our classrooms to create systems and structures to foster independent learning.

At Orchard Avenue Elementary we utilize discipline practices across our school that are based on restorative justice principles instead of punishment. These principles aim to build a culture of connectivity within classroom communities supported by clear agreements, authentic communication, social responsibility, and shared accountability. As a staff, we provide ways for children to repair harm done by bringing together those who are affected in a dialogue to address concerns, achieve understanding, and come to an agreement about how to repair relationships going forward. In the majority of childhood conflicts, harm done is a result of one

or both parties wanting their basic needs fulfilled - to feel welcomed and to be a part of a community. When this does not happen, conflict often arises. We are committed to helping your children learn from these conflicts that include restorative practices. Please know that this does not mean that children will be allowed to hurt others or that children will not be held accountable when needed. This practice simply allows all parties to feel heard and allow each to repair the harm done regardless of the consequences that might need to occur in a given situation.

Overall, communication is the most important component for us to team in making your child's time at Orchard Avenue the best possible learning experience. We appreciate your support and would ask that you visit with your child's classroom teacher should you have any questions.

**TITLE VI, TITLE IX AND SECTION 504**

It is the policy of School District 51 not to discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission, access to, treatment of, or employment in its educational activities.



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11/20/2020

