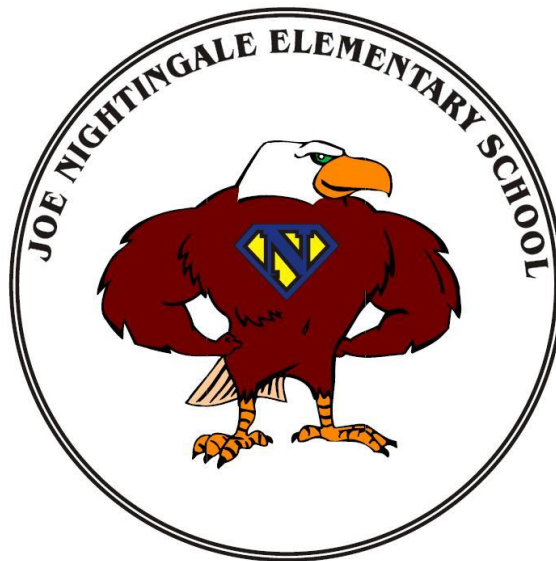


ORCUTT UNION SCHOOL DISTRICT

JOE NIGHTINGALE ELEMENTARY SCHOOL

255 WINTER ROAD ~ SANTA MARIA, CA. 93455

joenightingale.orcuttschools.net



PARENT AND STUDENT HANDBOOK

Joe Nightingale Elementary School

Parent and Student Handbook

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SCHOOL RULES:

Student safety is the first consideration for everyone. Also, students at Joe Nightingale Elementary School are expected to always show respect and consideration for fellow students and adults. They must also respect property, buildings, and school grounds.

1. Once on the school grounds, children may NOT leave campus without authorization from the office.
2. Students may NOT be on the school playground until after 7:45 a.m. Students may arrive at 7:30 a.m. and wait in the cafeteria until the 7:45 a.m. bell rings. Students attending Campus Connection Child Care may check in at 6:30 a.m.
3. At dismissal, students should NOT loiter on campus. Students who ride the bus should go to the bus stop, Campus Connection Child Care students should go directly to their facility, and participants in after school programs should go to the appropriate location. Students who walk home with their parents are to meet parents at the front of the school. Students who are driven to and from school are to be picked up **NO LATER THAN 15 MINUTES AFTER DISMISSAL**.
4. Crosswalks must be used to cross streets adjacent to the school.
5. Students may not cross through the drive-through lanes of the parking lot before, during, and/or after school unless accompanied by an adult. Students and parents may not walk between buses in the bus loading zone.
6. Students are not allowed in classrooms without adult supervision.
7. Students should always walk in the corridors on campus. No running!
8. Students should dress appropriately for school. Bare-midriff tops, excessively baggy clothes, long belts and chains, and spaghetti strap tank tops are not allowed at school. The straps on tank tops must be at least two inches in width. Shorts, skirts and dresses need to be as long as or longer than their fingertips when arms are resting at the side of the body. Girls are encouraged to wear shorts and tights under skirts and dresses so they feel comfortable participation in all activities. Students must wear shoes that are comfortable for PE activities each day. All shoes must have backs. Hats are permitted for protection from the sun. All hats and sweatshirt hoods must be removed prior to entering any building on campus.
9. Temporary tattoos and temporary hair dye are not allowed at school.
10. Gum is not allowed at school.
11. Students are invited to bring a nutritious snack (i.e.; fruit, pretzels, yogurt, raw vegetables, juice, graham crackers, etc.) to school each day to eat at the mid-morning recess. All food brought to school for sharing (class treats or snacks) must follow the Board Wellness Policy.
12. Written invitations for non-school events (such as birthday parties) are not to be distributed at school unless the entire class is invited.
13. The following are NOT permissible at Joe Nightingale Elementary School:

- a) Bad language
- b) Verbal and/or physical harassment
- c) Fighting
- d) Play-fighting or wrestling
- e) Spitting
- f) Biting
- g) Throwing rocks, dirt, or any other object
- h) Tackle Football



- i) Weapons or other dangerous objects
- j) Climbing trees, on roofs, fences, etc.
- k) Playing in or near the restrooms
- l) Littering
- m) Skates, shoe skates (without the wheels removed), skateboards
- n) Make-up, including lip gloss. (Chap stick for chapped lips is allowed)

14. Electronic toys and music devices (Game-boys, CD players, iPods, etc.) may not be used on campus. They must be turned off and placed out of view during the school day. The only exceptions are for students who are using them during child care under Campus Connection guidelines or with the specific permission of teachers for a specific time period. Students who bring such devices are doing so at their own risk. Inappropriate use of electronic devices will result in the student not being allowed to bring the device to school.

15. Students are expected to follow school rules on school buses and field trips. Students transported to and/or from school on a school bus will be under the authority of, and responsible directly to, the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver will be sufficient reason for a student to be denied transportation.

16. Cell phones are allowed on campus at your own risk. They must be turned off and be out of sight when on campus. Students may not use a cell phone camera at school. Inappropriate use of cell phones at school will result in the student not being allowed to have a cell phone at school.



MEDICATION:

Medication (prescription or over-the-counter) is given at school ONLY upon receiving the written authorization of the parent/guardian AND with a statement from the child's physician detailing the method, consent, and time schedules by which medication is to be taken. Forms are available in the office or on line at our district website.

If your child has a fever or is vomiting, please do not send your child to school until they have been fever free or the child has not vomited for a minimum of 24 hours. If your child goes home from school with a fever or vomiting, they cannot return the next day.

When a child becomes ill at school or is involved in an accident, he/she is sent to the office for minor first aid. If the injury or illness warrants, the parent is called and requested to take the child home for further care.

SCHOOL ATTENDANCE and ABSENCES:

Consistent school attendance is absolutely essential for your child's success at school. Attendance problems hinder your child's progress and teach him/her that school is not important. The following are some guidelines and information regarding attendance:

1. Walking into class late interrupts teachers and students. Make sure students are on campus before 8 a.m. to avoid tardiness.
2. If you are tardy, you must check into the office before going to class for a pass.
3. Schedule appointments, vacations, extra activities, etc. after school hours.
4. If an absence is absolutely necessary, please call the school office as soon as possible. If you do not call within 3 business days of the absence, it will automatically be marked as unexcused. You can also leave a message after hours.
5. A tardy more than 30 minutes, unexcused absences, or absences that are not for a medical reason, bereavement, or court appointments (that cannot be avoided during school hours) will count towards truancy.
6. If you know in advance that your child will be absent, please inform the teacher or call the office and we can arrange for assignments. If your child will be absent from school for five or more days, we will arrange for an Independent Study Agreement. **PLEASE REQUEST FOR AN INDEPENDENT STUDY AGREEMENT AT LEAST ONE WEEK IN ADVANCE** to give the teacher adequate time to prepare assignments. If your child completes the work assigned by the teacher, he/she will receive credit for the days missed.

TRUANCY:

Documentation and report of truancy is mandated by California law. Any student who is absent from school without a valid excuse for three full days, or who is tardy 30 minutes or later on three occasions, or who has any combination of three or more unexcused absences or over-thirty-minute tardies, is considered truant (Section 48260 of the California Education Code). In this case, parents will receive a letter from the principal. A copy of this letter is also placed in the child's permanent record file. If truancy continues, then referrals will be made to the School Attendance Review Board and the Santa Barbara County District Attorney.

RELEASE OF STUDENTS:

Students must be released by the office prior to leaving campus. When parents need to take a student from school for part of the day, the parents must sign the students out in the office. The child **MUST** check-in at the office upon returning to campus. During the school day, we will only release students to adults who are on the child's release list. It is **VERY IMPORTANT** that parents notify our office personnel when changes need to be made on student emergency cards.



PARENT VOLUNTEERS / INVOLVEMENT:

Joe Nightingale Elementary School would not be the school it is without the strong support it receives from parents. Parents are involved in every facet of our school, from volunteering in classrooms to serving on the School Site Council to organizing special events.

The PTA is the largest and most visible parent group at Nightingale. Through special events and fundraisers, the PTA contributes a great deal to Nightingale students' education and all parents are invited to help! If you would like to be involved with our PTA, please contact the office or visit our website.

Another very important group is the School Site Council, an elected group of parents and school staff that meets monthly to discuss and review school programs. Parents are invited to attend School Site Council meetings; please read the Nightingale Eagle Email for more information.

HOW TO VOLUNTEER: PTA, your child's teacher, and the office regularly seek assistance. Please contact them if you wish to volunteer. The scheduling of volunteers (time and length) is determined by need and at the discretion of the teacher and principal.

VOLUNTEER LOG: There is a Volunteer Log in the front office. Please sign in when you arrive and when you leave, and record the time that you spent volunteering. The PTA keeps track of hours volunteered.

Working in the Classroom

BE PROMPT AND DEPENDABLE: The teachers count on you, and appreciate your promptness and reliability. If you know in advance that you will not be able to make it during your designated volunteer time, please try to make arrangements to have another parent cover for you. If it's at the last minute and you can't arrange coverage, please leave a voicemail for the teacher so he/she can make necessary accommodations.

BE FLEXIBLE: Be willing to do what the teacher asks of you. There may be times that you will not directly work with the children, but instead the teacher needs you to staple papers for an hour. Sometimes, a job that seems tedious to you is a big timesaver for the teacher and allows her to get more effective teaching time in. Please be open and flexible about whatever the teacher asks you to do.

BE SURE YOU UNDERSTAND WHAT THE TEACHER NEEDS YOU TO DO: If you aren't sure, feel free to ask for more clarification.

NO CELL INTERRUPTIONS: Turn off your cell phone. It would be inappropriate and disruptive to make or receive phone calls or texts during your classroom volunteer time.

HOLD OFF ON CONVERSATIONS WITH OTHER PARENTS: Please do not socialize with other parents in the classroom during your volunteer time. There may be other parents present or volunteering in the classroom during your time; it would be disruptive to the class if the parents socialize or during class time.

BE CONFIDENTIAL: Confidentiality is crucial and is the cornerstone of a successful classroom volunteer program. Information about every child is **CONFIDENTIAL**. All conversations with teachers and staff, test scores, behavior, etc. must remain within the classroom. For example, if you are working with a child on spelling words, and that child is struggling and not doing well, it would be wrong for you to report that later to the child's parent. Comments about children's progress (or lack of) and behavior in class should be addressed by the teacher. Please give each child the same respect you would want shown to your child by others. Never discuss a child's behavior, academic performance, or other student information outside the classroom or school. Because confidential issues are sometimes discussed in our "Eagles Nest" (Staff Lounge), we ask that parent volunteers not use the room during staff break and lunch periods.

BE POSITIVE: Make specific, positive comments about the children ("Johnny, you worked really hard on that math problem!"). Catch the child doing something good and then praise it. Student discipline is the responsibility of the teacher. It can put a volunteer in an uncomfortable position to become involved in disciplining a child in any fashion. If you observe student behavior that concerns you please inform the teacher. Do not confront students (e.g. talk with a student about how they are treating your own child, etc.) or attempt to discipline.

DRESS APPROPRIATELY: The classroom isn't the place for skimpy or distracting clothing, or outfits that draw the children's attention to you rather than to the teacher.



USE THESE TECHNIQUES WHEN WORKING WITH THE CHILDREN:

- Use a quiet and controlled voice that will encourage and help children feel confident.
- Avoid comparing children and their work.
- State directions in a positive tone.
- Be sure a child understands what you are saying.
- Reward good behavior with a smile or compliment.
- In small groups, offer each child a chance to participate; quiet children can sometimes be overlooked.
- Try to be consistent in helping all of the children.
- Let children try to do as much as possible without your help; children learn by doing.
- Respect children's differences and personalities.
- Remember that you are an example of appropriate behavior such as sharing, not talking when the teacher is talking, showing respect, talking quietly and taking turns.



VISITING GUIDELINES:

To ensure the safety of students and staff and minimize interruption of the instructional program, the following procedures facilitate visits/observations during regular school days. These procedures do not apply to parent volunteers in classrooms where the volunteer has been accepted by the teacher to assist within the classroom.

- a) All classroom visits will be arranged with the teacher and principal or designee.
- b) Time and date of the visit will be mutually agreed to by the parties involved.
- c) Classroom visits are to be no longer than 30 minutes unless mutually agreed to by all parties involved.
- d) There will be no more than one classroom visit per semester unless mutually agreed to by all parties involved.
- e) Visitors must register in the office prior to any visit and wear a visitor's badge.
- f) The principal or designee may refuse to register any outsider or ask a visitor to leave.
(BP/AR 3515.2 – Disruptions)
- g) Principals or designee can accompany the visitor to the classroom and stay during the visit.
- h) No electric listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission.

PARKING LOT RULES:

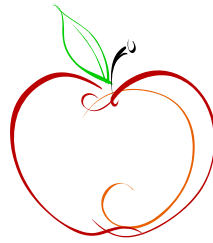
We have many families driving into our front parking lot each day and it takes nothing less than a team effort by both parents and staff to maintain the parking lot as a safe, orderly place for dropping off and picking up students. In the past several years, we have developed some guidelines for parents that have promoted both safety and a good flow of traffic:

1. **There is a SINGLE driving lane through the parking lot. Please follow this single driving lane during all times. Please DO NOT drive, stop, or park in the area near the sidewalk that is marked with the red stripes.** Keeping our drive through lane at one lane provides our students with the safest path to entering and exiting cars for drop off and pick up.
2. When you drive into the parking lot, please pull as far forward as possible in the loading zone. This allows others to pull in behind you.
3. **Students are not to cross into the parking lot by themselves.** When picking up your children after school, please instruct them to look for you in the loading zone.
4. After school, **all students should be picked up no later than 15 minutes after dismissal.** School personnel are able to supervise children waiting for rides for 15 after dismissal, but not after. **IF YOUR CHILD IS NOT PICKED UP WITHIN 15 MINUTES OF DISMISSAL, YOU MUST PICK THEM UP IN THE OFFICE. NO EXCEPTIONS.**
5. Only those with valid certifications by the Department of Motor Vehicles may park in the marked handicapped parking spaces.

Our parking lot is a CELL PHONE FREE ZONE.

For those who desire an alternative to the parking lot, Dickson Drive on the Eastern edge of the campus is a good location to drop off and/or pick up students.





CHILD NUTRITION PROGRAM:

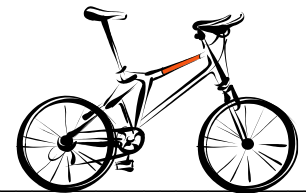
Breakfast and lunch are available to students every school day. Breakfast is served in the cafeteria from 7:25 a.m.-7:55 a.m.

Student meals are tracked by a computerized accounting system. Each student has his/her own code number to enter on a keypad before each meal. Parents can pay for the meals ahead of time. Information on free and reduced-price meals is available in the school office. The lunch menu is posted on the district website. The cost of breakfast and lunch will be on the menu or you can contact Child Nutrition at 938-8926.

STUDENT SAFETY:

Parents often ask about various issues concerning student safety. Here are some often discussed topics:

- **Bullying and Threats:** Bullying and harassment will not be tolerated. Joe Nightingale staff members are firm and direct in handling bullying, threats, intimidation, and/or verbal harassment and are very careful to involve parents and apply consequences as appropriate. We often remind students of the importance of letting parents, teachers, the principal, and/or other trusted adults know about any ongoing problems with threats or harassment. Parents are encouraged to contact teachers and/or the Principal if students let them know of a problem. If adults are unaware of problems, they are powerless to stop them!
- **Emergency Drills:** Each month, the school conducts a fire drill. Also, all classrooms are required to conduct a disaster drill each month. A disaster drill is a duck-and-cover drill that prepares students for earthquakes, explosions, or other potential disasters. The school also conducts a drill designed to prepare for a dangerous intruder on campus.
- **Adults on campus:** ALL visitors, including parents, must check in at the office and receive a visitors' badge. Visitors are not allowed to go directly to a classroom without checking in at the office. The Orcutt School District has implemented a Volunteer Screening Program. Any adult who will be volunteering at school with students will be required to register in the office as a school volunteer. His/her name will be checked against the Megan's Law Registry. (See "Parent Volunteers/Involvement" section for more information about volunteers)
- **Bicycle/Scooter Safety:** Students in Grades 3-6 who wish to ride a bicycle or a scooter to school are permitted to do so. For your child's safety, please be sure that he/she understands the following rules:
 - a) All students must wear **bike helmets**.
 - b) Bicycles/scooters must **be walked on the school campus**.
 - c) Bicycles/scooters must be parked in the racks and must be locked.
 - d) Every bike/scooter must have its own individual lock.



ANIMALS:

For the safety of children and adults, animals may not be brought to school without the permission of the teachers. Dogs can create a hazard on the school grounds. Even dogs that are normally very friendly can become frightened and act out of character when surrounded by large numbers of noisy, active people. Please help us insure the safety of the students by keeping dogs at home. If you walk your pet to school with your child, please remain off school grounds with your pet.

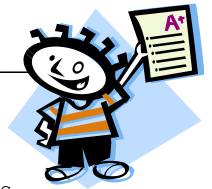
PARENT/TEACHER CONFERENCES:

The most significant means of communication between teachers and parents is the parent/teacher conference.

At the first parent/teacher conference, teachers and parents will go over the academic standards for the grade level, review assessment data for each child, and collaborate on individualized goals for each child for the upcoming school year. Teachers and parents also will sign a school Compact formalizing their pledge to work together.

At a subsequent parent/teacher conference, teachers and parents can review students' progress with the goals that were established in the fall.

If the need arises, teachers or parents can ask for a conference any time during the school year.



REPORT CARDS:

You will receive a list of grade level standards for your child's grade level in the fall. All students, kindergarten through sixth grade, will be evaluated through our standard-based assessment program and receive report cards on the trimester system, three times a year. As a measure for report cards, we assess students with diagnostic tools as indicators of overall progress. For more information on tests that are used at your child's grade level, please ask your child's teacher.

SCHOOL/HOME COMMUNICATION:

At Joe Nightingale Elementary School, we enjoy the fact that our parent community is very involved and enjoys being informed of school news and events. Our Nightingale "Eagle Email" Newsletter is sent via email regularly to parents who have provided the office with an email address. Also, teachers will distribute notes, letters and other information about classroom news.

We also invite communication from parents. Parents should feel free to contact their child's teacher or the principal with any questions, ideas or concerns that they have. Classroom phones do not ring during the school day. If you have an important time sensitive message for your child, please call the school office. You can also contact teachers and office personnel via email. An email directory can be found on our school website.



STUDENT TESTING:

The Smarter Balanced assessments are VERY important tests that students take during the year. Students in Grades 3-6 participate in the tests which assess the students' comprehension and mastery of the Common Core State Standards.

This year, testing for Grades 3-6 is scheduled to take place in May. We ask that parents do whatever they can to avoid medical appointments, dental appointments, or any other engagements during school hours during testing days. Students will do much better when they take the tests with their peers in the regular classroom setting.

RETENTION/PROMOTION POLICY:

During the 1999 California legislative session, Assembly Bills 1626 and 1639 were passed into law. These companion bills require school districts to implement a retention and promotion guidelines for students transitioning from Grades 2-8. Students who are identified as being at risk for being retained or who are performing below standard in key academic areas are to be offered additional support.

The Orcutt Union School District has adopted a program that meets the guidelines established by the legislation. Students are identified as "at risk of being retained" in grades 2 and 3 for academic deficits in reading. Students in grades 4-8 can be considered as "at risk of being retained" for academic deficits in reading, language arts, and/or math. Intervention services are offered to identify students.

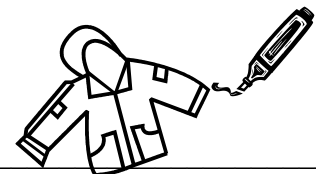
At the conclusion of the school year, teachers and parents will review the progress of identified students. Students who do not meet promotion requirements may be recommended by their classroom teacher for retention at their current grade level.

Students who have Individual Education Plans (IEPs) and/or Section 504 accommodation plans will be evaluated based upon the goals/guidelines in their plans. English Learners will be evaluated based upon their overall progress, not solely upon English proficiency.

Parents who have questions about the district's retention/promotion program should contact the principal.

LOST AND FOUND:

Each year, many coats, jackets, sweatshirts, and other clothing items are lost or misplaced at school. Writing your child's name on his/her clothing, on an inside tag or label, or elsewhere, makes it much easier for all of us to locate a missing clothing item and return it to your child. Lost items will be stored in the cafeteria. Lost clothing is donated to local charities twice a year. Donations will be announced in the newsletter prior to donating the items.



BUS TRANSPORTATION:

Bus transportation will be provided at the following locations:

- 7:08- Blosser Rd. @ Airport Park
- 7:25- La Costa @ Ballestral
- 7:32- 2615 Banyan Way @ small brick wall
- 7:34- Orcutt Rd. @ San Simeon (dirt cut out)
- 7:36- Orcutt Rd. & Goodwin Rd. (northwest corner)



If your child will be going home on the bus and is NOT a bus rider, you MUST send a written note to the office so we can provide your child with a bus pass.

CAMPUS CONNECTION CHILD CARE PROGRAM:

The Orcutt Union School District's Campus Connection Child Care Program offers quality child care to Joe Nightingale students in grades TK-6. Joe Nightingale's Campus Connection facility operates from 6:30 a.m. to 6:00 p.m. For more information, including the cost, call Campus Connection's main office at 938-8950.