

# Old Orchard Elementary School

*A California Distinguished School*

## PARENT/ STUDENT HANDBOOK 2024-2025



25141 N. Avenida Rondel  
Valencia, CA 91355  
Telephone: 661 - 291 - 4040 Fax: 661 - 291 - 4041  
Office Hours: 7:30am – 4:00pm  
[OldOrchardElementary.com](http://OldOrchardElementary.com)

NEWHALL SCHOOL DISTRICT

MISSION STATEMENT

Newhall School District students will become global citizens who think critically, solve problems, persevere, embrace diversity in people and viewpoints, and have a passion for learning and the arts. Our rigorous instructional program enables mastery of Common Core State Standards leading to college and career readiness. We support learning by fostering collaboration, providing relevance to the real world, and using technology in innovative ways.

Collaborate, Innovate, Persevere, Excel

## Old Orchard Elementary SCHOOL MISSION

At Old Orchard, we collectively commit to:

- Ensure all students achieve at high levels and become lifelong learners.
- Provide a nurturing and safe student-centered learning environment where students are encouraged to take academic risks.
- Foster a positive, caring community which respects and values diversity.



## GENERAL PROCEDURES

### TIME OF STUDENT ARRIVAL

Old Orchard School gates open at 7:25 A.M. The playground has NO adult supervision before 7:25 A.M. In order to continually maintain a safe and orderly environment at school, children may not be on the campus unsupervised. Therefore, it is important that students do not arrive before that time. Breakfast is served from 7:30 to 7:50 A.M. each day in the cafeteria. Students are expected to be in line and ready to enter their classrooms when the first bell rings at 7:50 A.M. School begins at 7:55 A.M.

*For the safety and protection of all students, parents are not permitted on campus unless checked -in through the main office.*

### SAFETY RULES FOR ARRIVAL / DISMISSAL



### CAR VALET

1. Children may be dropped off or picked up at the FRONT valet curbside only starting at 7:25 a.m.
2. Children **MAY NOT** be dropped off or picked up in the STAFF Parking Lot. This lot is reserved for staff use only .
3. Please do NOT park on Avenida Rondel in front of the School Office. This is a designated loading & unloading bus zone.
4. **U-turns are not permitted in front of the school and put students and parents in danger as they enter campus.**
5. The parking lot in front of the school will remain closed for arrival

and dismissal to allow our school buses and child care agencies to drop off and pick up students.

### PLEASE HELP US KEEP OUR CHILDREN SAFE!

If you are using our Valet line, please pull forward as far as possible to allow more cars to unload with the help of our staff and student greeters.



### WALKING TO SCHOOL

If your child is going to walk to and from school, please discuss the safest and most direct route and the approximate time the trip takes. Insist he/she cross at corners and obey signals. Encourage your child to walk with a partner or group. School rules apply while traveling to and from school.

It is wise to discuss with each child the importance of refraining from conversation with strangers. A child should understand that under NO circumstances is he or she to accompany a stranger or enter an autom

obile

Personal property rights of others should be also stressed. Good citizenship is to be practiced both to and from school. School rules apply while traveling to and from school.

For the safe routes to school please visit <https://www.santa-clarita.com/city-hall/departments/public-works/safe-routes-to-school>

We also want to remind families NOT to cross directly in front of our Valet area. This is extremely **dangerous** and we have had too many close calls.



We know this may be more convenient, but it is NOT safe.



We ask that you please use the designated crosswalks located at each corner of the school for your safety.



### WALKING HOME FROM SCHOOL

Dismissal for Walkers takes place at the Walker's Gate located near the staff parking next to our Kindergarten classrooms.

For families that use our Walkers Gate, we kindly ask that you please supervise young children in the parking lot, as we have cars moving in and out. Additionally, please ensure young children are not climbing the fence as you wait for students to be dismissed from the Walker area. As a reminder, the parking lot in front of the school will remain closed for arrival and

dismissal to allow our families to use this dismissal area safely. We ask families NOT to park in the staff parking lot, as this poses a danger to students and families that are walking through the parking lot.

## BICYCLES

In order to ensure a higher level of safety for pupils who ride bicycles to and from school, it is the policy of the Newhall School District that pupils will be required to wear bicycle helmets. Only helmets which display a Snell (Snell Memorial



Foundation) and/or CPSC (Consumer Product Safety Commission) approval sticker are acceptable.

Students in grades 4 –6 have the privilege of riding their bicycles to and from school as long as the following guidelines are obeyed.

1. ALL bikes are to be walked on school grounds.
2. No child is to ride a bike through the parking lot during school hours.
3. Each bike MUST have a lock and chain.
4. ALL students are to stay away from the bike area during school hours, except during parking and exiting.
5. California Bicycle Safety Rules will be enforced.
6. Bicycle helmets MUST be worn while traveling to and from school.
7. Any violation of these bicycle regulations at school or to and from school may be cause to deny the bike-riding privileges.



***Students in grades 1 –3 may only ride bicycles if accompanied by an adult.***

## ABSENCES AND TARDIES

Children cannot learn if they are not in school. Children learn early about being on time and not missing school. Old Orchard encourages families to teach your child to be on time and that school attendance is an important family value. Daily school attendance improves student achievement. Children 6 to 18 must attend school every day.

Old Orchard School practices a “protect our children” program. All children not present at school are accounted for daily. We ask parents to follow this procedure:

- Please notify the school (661-291-4040) between the hours of 7:30 and 9:30 a.m. in the morning that your child will be absent or late. State the child's name, teacher's name and reason for absence.
- If your child is late, please have him/her go to the office for a tardy pass. If a student arrives at 8:00 am or later, a parent is required to walk them to the office to ensure students are checked-in.
- Once the attendance records are checked each morning, parents of any child not accounted for will be contacted to clear the absence.
- Teachers encourage children to arrive at school on time, ready for instruction. Parents can help by sending children off to school with a healthy breakfast.
- Vacations are unexcused absences.
- If you wish to pick up homework for your child for an absence, please call the office between 7:30 and 9:30 am the day that homework is requested so the teacher can gather appropriate materials.

### INDEPENDENT STUDIES

If your child must be taken out of school for unavoidable personal reasons, parents may request a Short-Term Independent Study for the duration of 3-14 days. This is an option that parents may take advantage of which will help both the school and your child, however, no pupil may be required to participate. To qualify for independent study, students must be absent for a minimum of 3 days. Please contact the office with a minimum of 1-2 weeks advance notice. Approval for this request is based on the student's ability to work independently and complete the assigned work. Students in grades K-3 are granted a maximum of 10 consecutive days for absence and students 4-6 are granted a maximum of 15 consecutive days for absence.

### PBIS

The purpose of Positive Behavior Interventions and Supports (PBIS) is to establish and maintain a climate at Old Orchard in which appropriate behavior is the norm. We will uphold consistent expectations and consequences for all students. Through PBIS, we will shape student behavior by explicitly teaching school wide expectations through modeling and positive reinforcement. As a school, we will collect data around behavior in order to provide tiered support to students most in need.

### SCHOOL BEHAVIOR EXPECTATIONS

# OLD ORCHARD ELEMENTARY SCHOOL

## Behavior Expectations

### ALL SETTINGS



**O**

Owl Be  
Kind

- Keep hands and feet to yourself
- Be responsible for your actions
- Be ready to learn

**W**

We Work  
Together

- Help others be successful
- Solve small problems

**L**

Let's Be  
Respectful

- Respect others
- Respect yourself
- Respect our school
- Use appropriate voice levels

**S**





Spread  
Kindness

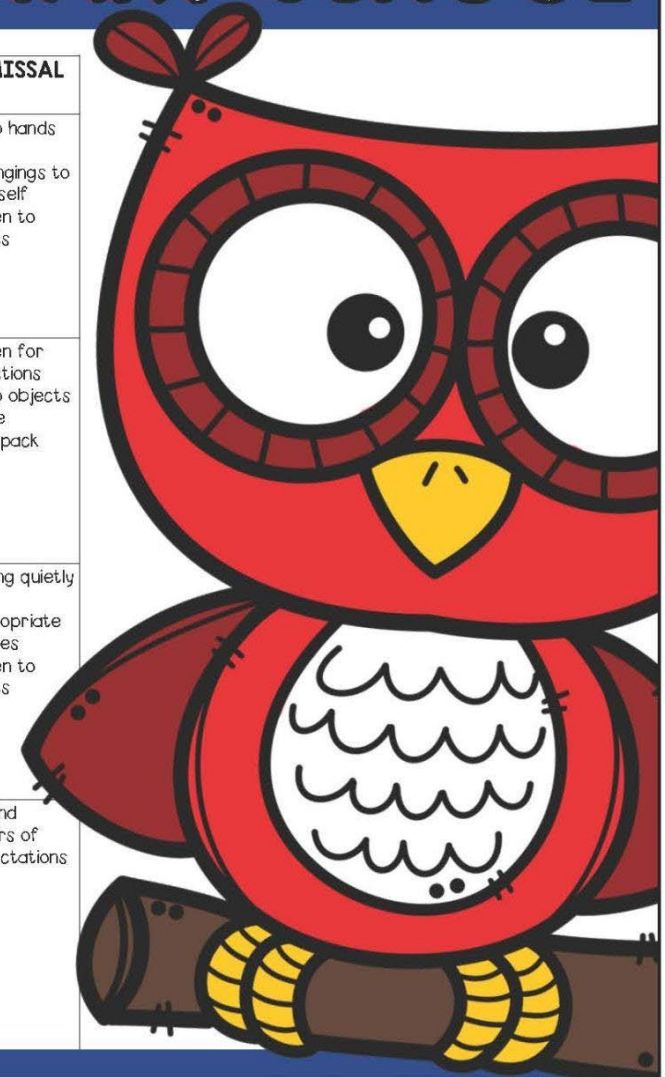
- Be kind
- Be positive
- Believe in yourself

Thank you for being OWLtastic!



The matrix below outlines the specific school expectations that will be presented to students and enforced throughout the school year.

OLD ORCHARD ELEMENTARY SCHOOL							
	ALL SETTINGS	PLAYGROUND	LINE UP	CAFETERIA	BATHROOM	TECHNOLOGY	DISMISSAL
 Owl Be Kind	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Be responsible for your actions</li> <li>Be ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Follow the rules</li> <li>Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Facing forward</li> <li>Quiet voices</li> <li>Hands to self</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, body, and objects to self</li> <li>Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Quiet voices</li> <li>Hands to self</li> <li>Wash hands with soap and water</li> </ul>	<ul style="list-style-type: none"> <li>Use two hands to carry devices</li> <li>Use teacher approved sites</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and belongings to yourself</li> <li>Listen to adults</li> </ul>
 We Work Together	<ul style="list-style-type: none"> <li>Help others be successful</li> <li>Solve small problems</li> </ul>	<ul style="list-style-type: none"> <li>Play by the recess expectations</li> <li>Be a good sport</li> <li>Take turns</li> <li>Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>Be where you're supposed to be</li> <li>Pick up your belongings</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Enjoy your own meal without sharing</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Report vandalism and need for supplies</li> <li>Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>Help a friend carry their device</li> <li>Keep devices the way you found them</li> </ul>	<ul style="list-style-type: none"> <li>Listen for directions</li> <li>Keep objects inside backpack</li> </ul>
 Let's Be Respectful	<ul style="list-style-type: none"> <li>Respect others</li> <li>Respect yourself</li> <li>Respect our school</li> <li>Use appropriate voice levels</li> </ul>	<ul style="list-style-type: none"> <li>Listen to safety supervisors</li> <li>Choose a game and follow all game rules</li> </ul>	<ul style="list-style-type: none"> <li>Be a first time listener</li> </ul>	<ul style="list-style-type: none"> <li>Follow supervisors directions</li> <li>Speak respectfully to all</li> <li>Recycle and empty plastic bottles</li> </ul>	<ul style="list-style-type: none"> <li>Give privacy to self and others</li> <li>Put materials in proper receptacles</li> <li>flush</li> </ul>	<ul style="list-style-type: none"> <li>Use headphones</li> <li>Take care of devices</li> <li>Report any problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Sitting quietly in appropriate spaces</li> <li>Listen to adults</li> </ul>
 Spread Kindness	<ul style="list-style-type: none"> <li>Be kind</li> <li>Be positive</li> <li>Believe in yourself</li> </ul>	<ul style="list-style-type: none"> <li>Include everyone</li> <li>Treat others how you want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>Hold doors open for each other</li> </ul>	<ul style="list-style-type: none"> <li>Welcome anyone to sit next to you</li> <li>Use polite manners</li> </ul>	<ul style="list-style-type: none"> <li>Keep it clean</li> <li>Follow the golden rule</li> </ul>	<ul style="list-style-type: none"> <li>Put the devices back where they belong</li> <li>Keep usernames and passwords private</li> </ul>	<ul style="list-style-type: none"> <li>Remind others of expectations</li> </ul>



## DRESS AND GROOMING

While on campus, or while attending any school sponsored event, pupils shall be dressed and groomed in a manner which does not distract or interfere with the educational environment. Parents have the primary responsibility for assuring that pupils are properly attired. The District desires to keep the school environment free from the harmful influence of groups which advocate substance abuse, violence, criminal activity, or disruptive behavior. The Board finds that regulations prohibiting pupils from wearing gang related apparel are necessary for the health and safety of the school environment. In recognition of this, the Governing Board has adopted this regulation relative to the dress and the appearance of pupils:



## BASIC DRESS GUIDELINES

1. Closed toe shoes must be worn at all times, except for medical necessity. A substantial sole is required and an enclosed heel is strongly recommended. For example, strapless sandals are not acceptable. Wheels in shoes are not allowed on campus.
2. Extremely brief garments such as short shorts, halter tops, bare midriffs, tube tops, net tops, oversized tank tops, spaghetti straps, and plunging necklines (front and/or back) are not allowed. Undergarments should not be visible.
3. Garments or jewelry with slogans or pictures promoting the use of drugs or alcohol, substance abuse, vandalism, graffiti, violence, or profanity will not be allowed.
4. Garments with suggestive, obscene, or sexually explicit statements or pictures will not be allowed.

*Please refer to the District Handbook for more detailed information on our dress guidelines.*

## CELL PHONES & SMART WATCHES

Cell phones are allowed as long as they are not a distraction in class or on campus.

The school assumes NO RESPONSIBILITY in case of loss or theft. It is the student's responsibility to have the phone completely turned off and inside a backpack (not on his/her person during school hours). Students must never use the cell phone during school hours. If cell phones are not used appropriately on campus, or if they are out during instruction, they will be removed from the student; the phone will be returned to a parent only.

Newhall School District does **not** allow students to wear electronic devices such as

Smartwatches, Gizmos and Vtech watches while on campus during school unless it is required in a student's IEP or 504 Plan. Students may wear these devices to and from school. Wearable electronic devices, like a cellphone can be used as a listening and/or recording device which is not allowed. Education Code prohibits the use by any person, including a pupil, of any electronic listening device in any elementary or secondary school classroom. [EC 51512]

**Please note that if your child wears a SMARTwatch to school, we will ask them to keep their SMART watches, along with their cellphones, in their backpacks.**

## HEALTH AND MEDICATION

If your child needs to take daily medication, it will be necessary to have a signed request from your doctor. This includes aspirin, throat lozenges and all other nonprescription medications. All medications will be kept in and dispensed by the school office.

Please contact the office if your student has casts, slings, stitches, or special supports as he/she must have an alternate recess/lunch setting. This is a precaution to protect the students from possible further injury.

## FOOD SERVICES

A school breakfast and lunch program is provided for pupils. **ALL students qualify for FREE breakfast and lunch this school year.** Students may also bring a sack lunch from home. Cafeteria menus are provided one month in advance at <https://scvschoolnutrition.org/>.

## PICKING UP CHILDREN EARLY FROM SCHOOL

If you want to pick up your child from school for an appointment or if you have any change in dismissal, please notify the office with a written note or by calling 661 -291-4040. Parents can also email our office at [oo-office@newhallsd.com](mailto:oo-office@newhallsd.com). When emailing please be sure to write OLD ORCHARD DISMISSAL in the subject line so our SPAM filter doesn't reject your email. Be sure to include the child's name, teacher, and REASON for early dismissal and time.

Please note: All changes to pick-up plans must be made prior to lunch recess, to avoid classroom interruptions.

Old Orchard takes your child's safety very seriously. If you need to send a representative other than a parent and if that person is NOT on your emergency card, please be sure to notify the school office IN WRITING.

**FOR YOUR CHILD'S SAFETY, THE SCHOOL OFFICE CANNOT RELEASE A CHILD TO ANY PERSON NOT LISTED (INCLUDING OLDER SIBLINGS) ON THEIR EMERGENCY CARD WITH A VERBAL REQUEST.**

## SCHOOL BUSES



Bus drivers are responsible for the safety of all children who ride the bus. Any child who does not follow the driver's instructions as well as the bus riding rules may lose his/her privilege to ride the bus.

Transportation may be contacted directly at 661-259-0033 ext. 340

### AERIES PARENT PORTAL

The Aeries Parent Portal is where you will find your child's electronic school records including, **emergency contact information**, registration information, photo release, our school handbook, and report cards. The portal should be used to update your emergency contact information if anything changes.

### PARENT COMMUNICATION NOTICES

Our District and school site utilize Parent Square as our primary source of communication. Messages will be sent home routinely during the school year, including weekly newsletters, flyers, surveys, etc. Please be sure to download the app to get up-to-date information as soon as it is sent out. Teachers also use Parent Square to keep families informed. This two-way communication system makes it easy to stay connected with families.

### LOST AND FOUND

We urge parents to sew or mark children's names in coats, sweaters and other personal items. This will facilitate the return of lost garments and articles. If lunch pails are used, please have them marked also. Lost and Found items are located in the multipurpose room. Please check there from time to time for lost articles.

### LIBRARY

Old Orchard School has a library and school library/media technician to service the educational and recreational needs of the school community. Each class will attend library orientation at the opening of the school year and classes will have a regular time to visit the library to check out books to support our young readers.

### VISITS TO THE SCHOOL

In order to maintain a safe and secure environment for all children and adults at



our school, any person who comes on school grounds must report im m e d i a t e l y to the school office and log in with our Raptor visitor management system . This will require that visitors have a California issued identification and receive a printed badge.

## CLASS INTERRUPTIONS

The Newhall School District has adopted a policy which attempts to limit interruptions during instructional time. This policy recognizes the importance of providing pupils with sustained, uninterrupted instruction. We request your cooperation in scheduling, whenever possible, medical and dental appointments before or after school so that children will not miss instruction.

## CLASSROOM VISITATION BY PARENTS

Parents are welcome to observe their children in the classroom . Please review the following guidelines for classroom observations:

1. All classroom visits are arranged through the school administrator at least two days prior to the planned visit.
2. You are asked to check in at the office and obtain a visitor's pass when you arrive so that we know you are here and may be of service to you.
3. Visitations are most effective after the first three weeks of school and should be limited to approximately fifteen minutes unless a longer period has been previously arranged with the child's teacher.

## REPORT CARDS/CONFERENCES

Report cards are issued three times during the year and will be accessible through the Aeries Parent Portal. Parents will be invited to a parent/teacher conference twice during the school year. Also, parents may make an appointment to meet with their child's teacher at any time, and we encourage this practice.

## VOLUNTEER PROGRAM

Volunteering is an important way for parents to participate in their child's education and gain a special awareness of how best to help their child at home. We encourage parents to work directly with our Room Parent Coordinator to sign-up to volunteer. For safety reasons, preschool age children are not permitted to accompany parents volunteering at school. If parents are unable to find child care, the teacher may have tasks that can be completed at home.

## OLD ORCHARD PTO

Old Orchard PTO is an active and enthusiastic group of parents whose primary purpose is to support, enhance, and enrich the educational experience of children at Old Orchard School. Your membership and participation in Old Orchard's Parent

Teacher Organization is needed, encouraged, and warmly welcomed.

### OLD ORCHARD ENGLISH LEARNER ADVISORY COUNCIL

Old Orchard ELAC is a school-level committee composed of parents, staff, and community members designated to advise school officials on English learner programs and services. They support the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.

### OLD ORCHARD SCHOOL SITE COUNCIL

Old Orchard School Site Council is composed of parent/community members and members of the school staff elected by their representative groups. Functioning in an advisory capacity, they assist in planning and assessing Old Orchard's programs and resources and allocating site funds.

### COUNSELING ENRICHED CLASSROOM

The Counseling Enriched Classrooms (the "CEC") are a regionalized program part of the SCV SELPA designed to support students who are cognitively and academically capable, but experience social-emotional and behavioral dysregulation to such an extent that it impedes their ability to benefit from their education.

### OLD ORCHARD DUAL LANGUAGE IMMERSION PROGRAM

Old Orchard established the first Dual Language Immersion (DLI) program in the Newhall School District during the 2019-2020 school year. At the core of our Dual Language program is the attainment of three core goals: grade-level achievement, bilingualism and biliteracy, and socio-cultural competence. The DLI program offers a rigorous English and Spanish 50/50 instructional model, where students receive 50% of their instruction in English and 50% of their instruction in Spanish throughout the day.

### OLD ORCHARD DLI VISION STATEMENT

With pride and perseverance, Old Orchard Dual Language Immersion students will demonstrate academic success by becoming bilingual and biliterate learners. Our students will embark on a journey of multiculturalism and inclusivity through a rigorous education with language at the forefront. Students will leave this program with the gift of a multicultural lens to prepare them to be global citizens.

For questions regarding Old Orchard's Dual Language Immersion program, please contact our office at 661-291-4040 or visit our school's website at <https://www.newhallschooldistrict.com/OldOrchard>.