

***Orchard View Elementary School  
Student/Parent Handbook  
2010-2011***



***Home of the Eagles***

**MISSION STATEMENT**

**“The mission of Orchard View Elementary is to nurture all students in a safe environment with positive experiences that develop caring, responsible citizens and lifelong learners.”**

***Orchard View Elementary School  
56734 Northridge Drive  
Middlebury, IN 46540  
(574)825-5405  
FAX: (574)825-5479  
[www.mcsin-k12.org](http://www.mcsin-k12.org)***

## Forward

Dear Student,

Welcome to Orchard View Elementary. Both your teachers and I are excited about the upcoming year. It is our hope that it will be both challenging and fun as you continue to learn and grow academically and as an individual, too. Your success will be a combined effort. With your best effort and the best effort put forth by your teachers and family, you are sure to continue to grow and be successful.

This handbook contains many items that will answer questions you and your family might have about procedures here at Orchard View Elementary. Much of it is similar to the handbook you received last year, and it might sound familiar. **However, some changes have been made. Please take some time to go over this handbook as a family.** While we can't list every detail about the year in one handbook, we have tried to key in on many of the main areas. Please follow the advice of your teachers and other adults in the building for any "missing details". Additionally, you have many important people in your life that are available to help you and are very interested in your success. Don't hesitate to talk to your parents, teachers, principal, counselor or other adults whom you trust if you ever need anything. By using the people around you who care about you, in combination with following the Lifelong Guidelines/Skills, you are sure to have a successful year.

I am looking forward to all of us having another great year!

Sincerely,

Mr. Sloan  
Principal

Please use these numbers to reach your child's teacher for non-emergency items, as you will receive their voice mail during the instructional day. Teachers do check their voicemail every day and will get back to you as soon as possible. Time sensitive issues should be relayed directly to the office at 825-5405.

ORCHARD VIEW ELEMENTARY SCHOOL  
STAFF ROSTER

<u>Assignment</u>	<u>First Name</u>	<u>Last Name</u>	<u>Phone Number</u>
Principal	Mr. Brian	Sloan	825-5405
Kindergarten	Ms. Lynn	McCarthy	822-5278
Kindergarten	Mrs. Amy	Ciokajlo	822-5356
Kindergarten	Mrs. Abbie	Mast	822-5363
Grade 1	Mrs. Cindy	Ahonen	822-5267
Grade 1	Ms. Rebecca	Williams	822-5299
Grade 1	Mrs. Brianne	Estep	822-5381
Grade 1	Mrs. Jennie	Siri	822-5371
Reading Recovery	Ms. Lynn	Lyons	822-5364
Grade 2	Mrs. Sherry	Bickel	822-5269
Grade 2	Mrs. Betsy	Rogusta	822-5292
Grade 2	Mr. Matt	Burr ridge	822-5099
Grade 2	Mrs. Tracy	Aragona	822-5098
Grade 3	Mrs. Lara	Palmer	822-5289
Grade 3	Mr. Ted	Lantz	822-5277
Grade 3	Ms. Cindy	Gross	822-5366
Grade 3	Mrs. Allyce	Cripe	822-5373
Music	Mrs. Pat	Nuyken	822-5287
Art	Mrs. Tina	Runge	
PE	Mr. Jacob	Gillette	822-5362
Special Needs Teacher	Mrs. Lisa	Campbell	822-5271
Functional Skills	Ms. Penny	Sage	822-5293
Psychologist	Mrs. Laura	Pettifor – Tuesdays only	
Speech/Hearing	Mrs. Whitney	Rahn - At OVE Tues./Thurs.	
Counselor	Mrs. Jennifer	Smith –T, W, Th	822-5295
Library Assistant	Mrs. Annette	Hooley	
Building Assistant	Mrs. Ruth	Freyenberger	822-5275
Building Assistant	Mrs. Ronda	Middleton	
Noon Assistant	Mrs. Shari	Haarer	
Special Needs Asst.	Mrs. Lisa	Graber	
Special Needs Asst.	Ms. Khing	Mounsithiraj	
Special Needs Asst.	Mrs. Sheri	Davidhizar	

Office Secretary	Mrs. Ann	Leek	822-5279
Bookkeeper/RR Sec	Mrs. Gini	Bennett	822-5094
Nurse	Mrs. Jane	Oyer	822-5288
Head Custodian	Mr. Doug	Edlund	822-5274
Evening Custodian	Mr. Mike	Burkholder	
Evening Custodian	Ms. Linda	Wenger	
Computer Tech.	T.B.D.		
Cafe Manager	Mrs. Marcia	Miller	822-5282
Cook	Mrs. Judy	Boval	
Cook	Mrs. Inez	Hostetler	
Cafeteria Supervisor	Mrs. Darci	Hartman	
Cafeteria Supervisor	Mrs. Kelsie	Puckett	

### **OFFICE HOURS**

7:30-3:30

### **TIME SCHEDULES Monday, Tuesday, Thursday, and Friday**

Breakfast eaters – only those eating breakfast may enter the building at **7:30**

Bell 7:35 Earliest students may enter the building (unless eating breakfast)

Bell 7:45 Announcements and National Anthem/Pledge

Bell **2:10** Kindergarten Dismissal

Bell **2:12** Grades 1 - 2 Dismissal

Bell **2:15** Grade 3 Dismissal

#### Morning or afternoon recess

Time to be determined by individual grade levels

#### 3. Recess and Lunch Schedule

1<sup>st</sup> Recess 10:45 – 11:10  
Lunch 11:15 – 11:35

2<sup>nd</sup> Recess 10:55 – 11:20  
Lunch 11:25 – 11:45

3<sup>rd</sup> Recess 11:05 – 11:35  
Lunch 11:40 – 12:00

Functional Skills Class 11:50

K Recess 11:25 – 11:50  
Lunch 11:55 – 12:20

**Wednesday schedule** – everything above is the same with the exception of the start of the day due to the delayed arrival every Wednesday.

7:55 a.m. Breakfast Drop-Off

8:00 a.m. Students Enter Building - Earliest students may enter the building (unless eating breakfast)

8:10 a.m.                      Classes Begin/Tardy Bell  
2:10 p.m.                      Dismissal

### **ATTENDANCE**

When your child is absent from school, it is our policy to send you an automated call inquiring about the absence. You can save us a phone call by letting us know before 9:00 that your child won't be in school that day. **Please call the nurse's direct number to report all absences (822-5288)**. By using our "voice mail" you may make these calls as early as you desire.

### **EMERGENCY CARD INFORMATION**

Anytime throughout the year when emergency information changes in your family, please call or write the school office with the updated information, i.e., cell phone numbers, place of employment, new telephone numbers, new addresses, sitter change, etc.

### **MEDICAL ISSUES**

1. *Prescription medications* which need to be given at school **must** be brought in the original container displaying the child's name, name of drug, directions for giving it, and the doctor's name. Parents also need to fill out a "MEDICINE AT SCHOOL" form for any prescription medicine needed for more than five days. If you have any questions concerning the state regulations requiring this, please contact our school nurse.
2. **When your child has a fever over 100 degrees, upset stomach/vomiting, diarrhea, or sore throat, keep him/her home where you can give the care needed and notify the Nurse's office of illness. Your child needs to be fever free (temperature below 100 without medication), diarrhea and vomiting free for 24 hours before returning to school.**
3. We do regular head lice checks upon returning from each major vacation. Checking at home should also be done regularly.
4. If a child has been sick **a doctor's note will be required for your child to remain inside and even then this can only be done on a very limited basis. Typically, no longer than 1-2 days.**

### **GOING HOME**

Whenever your child will be going home a different way than usual, please continue to fill out our **blue bus note** we have supplied you with so that bus drivers can be notified. **If a blue bus note has not been sent or the school has not received a phone call, students will be sent home on the bus.**

If an **emergency** arises, please call the office so that we can make proper arrangements with everyone involved in the change. These "deviations from the norm" should be kept to emergencies. A convenience for a parent can cause an inconvenience for many people at the school. Also, please remember almost all of our buses are very full. Students who wish to go home with another for a special event such as a birthday party, etc. need to ride their own bus home and arrange transportation to the special event. **Blue bus notes are not to be used for parties, sleep overs, etc., as we simply do not have the extra bus capacity.** We appreciate your help and understanding in this matter.

### **SAFE BUILDING**

At Orchard View, we believe the children's safety is paramount. We have a procedure in place for dealing with most all disasters. We have consulted legal authorities and taken logical and reasonable steps in setting up these plans to ensure the children's well being. You are always welcome to visit us at Orchard View providing it does not cause a distraction to the educational setting.

We have in place a system where the front doors to the building are locked. All visitors will buzz in and be heard through an intercom indicating the reason for the visit and anyone coming to the front doors will also be seen by office staff through closed circuit monitoring. When you do visit, please be sure to still check in and receive your visitor's badge. You will be politely questioned in the hallway if you do not have a visitors badge and asked to return to the office to sign in and receive a badge. We have implemented this system to make our building as safe as possible for your child and we appreciate your help and patience in making our facility safe as we implement this new system.

### **VISITOR - PARENTS**

Parents are welcome to visit classrooms and attend assemblies and special programs. However, the first few days of school, testing days, days directly before and after vacations and the last few days of school are not good days to visit. Teachers always appreciate knowing when visitors will be coming, just as parents appreciate knowing when they will have company at home or at their place of business. **Please arrange a time to visit in advance with the teacher if you wish to visit.** *All visitors must sign in and out at the office.* We ask that younger brothers and sisters not come along on the visit.

### **VISITOR - CHILDREN**

**Students who are not enrolled at Orchard View Elementary are not permitted to come to school with your child.** This becomes a temptation when the following situations occur: Other school districts are on vacation, pre-school children in the home need a "babysitter", or when your middle school or high school children do not have classes. With your cooperation in this area, we will be spared a big supervision and potential discipline problem, involving children who are not enrolled here at Orchard View.

### **CLASSROOM PARENT HELPERS**

While we promote and welcome your involvement with your child and teachers often use parent volunteers, it is ultimately up to the teacher if they wish to have parent volunteers in the classroom.

### **THREATS**

I'm sure you can understand that, with what has been happening in our nation's schools, we have been alerted to investigate and deal in a straightforward manner with *death threats or any other type of threat* at school. Often this language is "elementary-kind-of talk"; however, we must now treat these as serious incidents. Even though in most cases these are more than idle threats, we want to make sure that our children don't grow up with these words in their vocabulary, which might give way to serious acts or behaviors later in life.

Please help us by not permitting this kind of talk, even in a joking way, around the house. For, when it happens at school, it will be investigated and dealt with as a serious offense, **which can often lead to a suspension.**

## **Middlebury Community Schools Guest Eating Policy Regarding Fast Foods**

September 2, 2010

Dear Parent(s)

Thank you for taking the time to come and eat with your child today. I know this is a special time and a positive memory your child will carry with him or her as they grow.

Throughout Middlebury Community Schools, we are required to implement a change to where you can eat with your child if you are bringing in outside food. An explanation is below and we hope you will understand seeing as how it is tied to federal funding that none of us can afford to lose.

I am confident you will still enjoy your visit in the space we provide as I'm sure the time with your child is the focus for you and not the location.

Sincerely,

Mr. Sloan  
Principal

### **Explanation of Policy**

Visitors to any of the cafeterias in Middlebury Community Schools will no longer be allowed to bring in outside food such as McDondald's, Taco Bell, Subway, pop style drinks, etc. and eat in the cafeteria with their child. The reasoning for this is that the National School Lunch Program Reimbursement Guidelines do not allow parents/visitors to bring in lunches for students, especially if soda is the beverage, if those lunches are eaten near where cafeteria food is served or eaten. For example, funding would be lost if there was a table set aside within the cafeteria for parents to bring in foods from Subway, McDonalds, Taco Bell, etc. Middlebury Community Schools could lose federal funding if these guidelines are not followed and as a school corporation we cannot afford to lose any funding.

Parents are encouraged to either eat the school lunch/salad bar with their child when visiting. If a parent does bring an outside lunch for the student then they will be directed to a different area of the building, such as the office conference room away from the cafeteria or kitchen.

## **TRAFFIC AT SCHOOL**

**Please do not park in parking spots reserved for the handicap. Do not do this even for a few minutes as it is illegal, sets a bad example to others, and to be perfectly honest, is disrespectful to those visitors who are in need of these spaces. Please take the few extra minutes and follow the procedures outlined below.**

1. When you bring your child to school or pick him/her up, please use the south entrance, following the cars around the lot and along the curb **pulling forward as the line moves. Children should exit your car from the curbside only.** For safety reasons, please do not pull up in front of the building, on the west side where the buses are lined up. Please do not drop off your child at the front entrance in the morning or pick up from here in the afternoon as these spaces are for the buses only. Those who do this will be politely reminded about needing to drop off and pick up from the south entrance. Please do not be offended as we are treating and expecting the same from everyone in this area in order to be fair to all.

2. Just as students may not get off their bus until the 7:35 a.m. bell rings, students may not be dropped off (get out of their car) until the 7:35 bell rings. This will solve a difficult supervision problem for us and we appreciate your cooperation in this matter.

3. When parents pick up students after school, we respectfully ask that you observe the following safety guidelines:

- Form a "curb lane" all the way to the far West end of our sidewalk
- Form a "single lane" along the sidewalk when picking up your child-- Forming two lines dangerously forces children to walk between parked cars
- Do not come inside to pick up your child while your car is parked in the "curb lane"
- **Children should enter your car from the curbside only**
- **Please be prompt, as we cannot provide adult supervision after 2:10. Children must be picked up by the time the busses depart; typically this happens each day at 2:20. If you have not arrived to pick up your child by 2:20 all students will be taken to the main lobby. Parents will then need to come to the main lobby to pick up students and sign them out at the office.**

***Our children's safety is achieved through your cooperation in these matters.***

## **BUS RULES**

Pleasant, safe, efficient and punctual transportation requires the understanding and cooperation of parents, students, drivers and administration. Therefore, it is necessary to have some specific rules. These are also posted in all buses.

### **A. *BOARDING THE BUS***

1. Be at bus stop on time.
2. Do not destroy surrounding property.
3. Line up in orderly fashion.
4. Allow bus to come to full stop before boarding.
5. Always walk in front of the bus to load.

### **B. *RIDING THE BUS***

1. Be seated properly and remain seated in a forward position.
2. Keep all parts of the body inside the windows.

3. Talk quietly and do not use profanity or sexually explicit language.
4. Listen respectfully and obey all instructions given by the bus driver for safety of all passengers.
5. No eating, drinking, smoking drugs, alcoholic beverages, firearms, or objectionable articles that could cause injury to another person allowed on the bus.
6. Any damage to bus property is the financial responsibility of the student.

### C. ***UNLOADING***

1. Remain seated until bus comes to a stop
2. Unload from front to back alternating sides without crowding.
3. Stay six feet away from the side of the bus.
4. Always go around to the front of the bus (never behind) when crossing the roadway.

### **BUS ISSUES**

1. Please do not pick up or drop off children at our front door when buses are present. During these times, we ask that you use the south entrance where there is adult supervision.
2. If your child normally goes home on the bus, but on a certain day you plan to pick him/her up, **please send a blue bus note in the morning so that we can alert the bus driver that he will not be riding home that day.**
3. As you would guess, with over 300 students in the building, we receive many phone calls each day between 1:30-2:10 asking that we get messages to students who should go home a different way than they normally do. We are glad to do this *in emergency situations*, but it would be far less confusing if, at least, when you know this change in advance, to write us a note a **blue bus note** which we send home to you at the beginning of the year.
4. Undoubtedly, you've heard through the media that there are those in society who are threatening the security and safety of our children. The number one purpose of our transportation system is to get Middlebury Community School students to school and home safely. To do this, we all must know where the children are at all times. It is very difficult for us to keep track of these children's whereabouts when there are so many of them, on a given day, going home a different way than normal. In order to keep our going home **safe and secure**, we have been asked to limit these deviations from the "norm" to **only emergencies and childcare requirements**. Students in all other situations are asked to leave school as usual, and when they arrive at their destination (home or a sitter) *then* are transported by you or your designee to a friend's house or wherever you plan for them to go. Your cooperation and help with this will bring us a great deal of relief and peace. In the interest of keeping Orchard View a safe place for children, thank you for your cooperation!

### **TOYS/ELECTRONICS STAY HOME**

Silly Band bracelets/necklaces are not permitted at school due to the distractions they create in the classroom. We also ask that all toys, electronic games, listening devices, stuffed animals, and any other distractions stay at home. Too many of these items end up broken, misplaced, argued about when they come to school, and in rare cases stolen. We prefer not tempting students with such items that are unnecessary for a successful school experience. **If such devices are brought to school and end up lost, stolen, or broken, the school will not be held responsible nor will Mr. Sloan spend much time trying to locate a device that was not to have been brought to school in the first place.**

### **BOOK RENTAL**

In Indiana, it is the parents' responsibility to pay rental to the school for the use of books and some

supplies throughout the school year. Book rental payments are **in early September** and can be given to your child's teacher. A receipt will be issued. All checks should be made *payable to ORCHARD VIEW ELEMENTARY*.

**Kindergarten - \$60.00**

**Grades 1-3 \$102.00**

**Please write a separate check for book rental and a separate check for lunches payable to  
ORCHARD VIEW ELEMENTARY**

## LUNCH PROGRAM INFORMATION

1. Mrs. Weirich, our bookkeeper, goes to each room in the morning to collect lunch money.

<b>Daily.....\$ 1.85</b>	<b>Milk.....\$.40</b>
<b>Weekly.....\$ 9.25</b>	
<b>Semester I.....\$166.50</b>	<b>Breakfast (students)....\$1.35</b>
<b>Semester II.....\$166.50</b>	<b>Breakfast (adults).....\$1.50</b>

\*Adult lunch cost is \$2.60 for 2010-2011

2. We are encouraging parents to send their child's lunch money to school in a container/plastic bag. Please write your child's name & teacher on container/plastic bag. **You may also send additional money with your child to be put on account using the Meal Time program.**
4. **A reminder to parents** receiving free or reduced lunches - if you choose to send a sack lunch with your child and you want them to receive milk, it is necessary for them to purchase milk at \$.40 per carton. (The milk is not free to these children.) The cost of a reduced lunch is \$.40.
5. **Lunches may not be charged. Students must pay before eating.** There are some programs available for assisting you in paying for meals when there is need. If you would like this information, please contact our Food Service Director, Gary Barnard at 825-9425.
6. Our lunch staff does a great job of providing our children with a variety of fun themes throughout the year. Additionally, they do well at offering a variety of menus to help them enjoy the nutritious meals at lunch time. We hope you will encourage your child to try new things as they appear on the menus.
7. Birthdays are celebrated with a Red Tray! On your child's birthday, his/her lunch is served on a "Red Tray", plus he/she receives a Happy Birthday helium balloon. Additionally, a small ("one-bite") ice cream sundae is served.
8. We extend an invitation to parents and grandparents to eat with the students anytime. Adult lunches (\$2.60) should be prepaid whenever possible to our bookkeeper in the office.
9. **Seconds** – some days we may offer, on a limited basis, an opportunity for students to purchase another entrée or side item. This will be based upon there being enough time, availability of food, parents' wishes as it costs extra money, and the overall nutritional needs as we continue to work to improve the nutritional needs of our students many items are not appropriate to give seconds. We do not ever allow seconds on dessert items.

## EATING LUNCH WITH YOUR CHILD

Visitors to any of the cafeterias IN Middlebury Community Schools will no longer be allowed to bring in outside food such as McDondald's, Taco Bell, Subway, pop style drinks, etc. and eat in the cafeteria with their child. The reasoning for this is that the National School Lunch Program Reimbursement Guidelines do not allow parents/visitors to bring in lunches for students, especially if soda is the beverage, if those lunches are eaten near where cafeteria food is served or eaten. For example, funding would be lost if there was a table set aside within the cafeteria for parents to bring in foods from Subway, McDonalds, Taco Bell, etc. Middlebury Community Schools could lose federal funding if these guidelines are not followed and as a school corporation we cannot afford to lose any funding.

Parents are encouraged to either eat the school lunch/salad bar with their child when visiting. If a parent does bring an outside lunch for the student then they will be directed to a different area of the building, such as the office conference room, classroom, etc. - anywhere away from the cafeteria or kitchen.



## Breakfast at Orchard View Elementary

Dear Parents,

The breakfast program will continue this year at Orchard View. School bus drivers will dismiss any student who wishes to eat breakfast. **Please note that all bus routes will begin approximately ten minutes early.** This is necessary in order for each bus to be able to arrive at the school by 7:30 so those who wish to eat will have enough time to do so. Those students who are not eating breakfast will remain on the bus until the regular 7:35 bell. Breakfast is open to any child attending Orchard View and breakfast costs are as follows:

Those students on Free Lunch will receive a free breakfast.

Those students on Reduced Lunch will pay \$.30 for breakfast.

Cost to all others is \$1.35

Cost to adults is \$1.50

**Money for the breakfast program should be deposited into your student's current lunch account, as the cost for the breakfast will be pulled from this account.**

Breakfast menus will be published along with the lunch menus on a monthly basis. Menus can be viewed at the Orchard View web site [www.mcsin-k12.org](http://www.mcsin-k12.org).

Students eating breakfast will be asked to move through the breakfast line in a prompt manner as each student will need to be finished and in their classroom before the 8:00 tardy bell.

Those students desiring to eat breakfast, who do not ride the bus to school, should enter at the kindergarten doors (south entrance) and arrive no later than by 7:25. **Students eating breakfast may not enter the building prior to 7:30 on M, T, Th, and F (7:55 on Wed.) and parents need to make sure their child has safely entered the building.** Those arriving late may not be served.

**Parents – please communicate to your child each morning if they will be eating breakfast that day. Those students not eating breakfast will not be allowed off the buses or dropped off at the south entrance early.**

We are looking forward to once again providing this opportunity to our Orchard View students. If you have questions, please call 825-5405.

## CLOSING INFORMATION

In case school is cancelled because of road or weather conditions during the winter or because of emergency situations at any time, the information will be reported to radio stations **WKAM** (1460AM or 98FM), **WTRC** (1340AM), **WCMR** (1270AM or 104.5FM), and **WOWO** (1190AM). Parents should make arrangements for children to be able to get into the house, or go to another safe place. If classes need to be dismissed during any school day because of road and weather conditions, or other emergencies, the information will be reported to the same media. Additionally, it will be reported on the local **TV** stations, all before 7:00 a.m., when possible. You should also be able to receive school delay/closing information at our web site [www.mcsin-k12.org](http://www.mcsin-k12.org). **[Our automated phone system will also call you to let you know of any delays or cancellations.](#)**

## TWO HOUR DELAY INFORMATION

If there is a two-hour delay on a Monday, Tuesday, Thursday or Friday the buses will run two hours later than normal and the tardy bell will ring at 9:45. If the two-hour delay is on a Wednesday the buses will run just as if it were a Monday, Tuesday, Thursday or Friday and the tardy bell will ring at 9:45 on that day as well. This means that the twenty-minute delay does not apply when we are under a two-hour delay. Please see below for the start times for a Wednesday in the event there is a two hour delay.

If there is a 2 hour delay on a Wednesday, the start times will be as follows:

K-3	9:45 a.m.
4-5	10:05 a.m.
6-8	10:40 a.m.
9-12	10:45 a.m.

These are the times classes would start in the school buildings.

## COLD WEATHER NOTES

1. We like for our students to be able to get some fresh air during each school day; however, sometimes it is just too cold to go out. Our "rule of thumb" for staying inside for recess is 16 degrees or colder based upon the wind chill factor. Up here "on the hill" we must consider the wind chill. If it is borderline, we may stay in at the noon recess (since it is longer), but go out at another recess for 5-10 minutes.
2. Please make certain that your child is dressed appropriately

## DRESS

Usually the fall and spring in northern Indiana bring us some warmer weather, when students tend to wear lighter weight clothes. Our policy at Orchard View is that children may wear shorts and sandals **during the warmer weather**. However, there are many different styles of shorts, some of which we believe are inappropriate for school. We believe that students should dress a "cut above" what they might wear to the beach or in the back yard. We ask that children **not wear short shorts or tight shorts of the "biker" type. Also, students may not wear tank tops without another shirt under it.** We also discourage flip-flop types of shoes, as they are not suitable for gym class or outside recess activities. During the winter months students will be expected to wear coats while outside at recess. While this may seem to be an obvious statement we

have many who do not always feel coats are necessary at recess during the winter. We wish to keep all students healthy and present for educational purposes.

### **AWARDS**

Orchard View believes in recognizing student achievement and accomplishment. There are far too many ways in which this is done to list here, but here are some of the main ones. Please keep in mind that we may be making some adjustments to these with the recent change in the grade configuration.

1. President's Physical Fitness

These awards are given to students in grades 2-3 who meet specific criteria in our Physical Education Program

2. Fitness Trail

Students receive recognition throughout the year for walking/running the Fitness Trail on our playground. They are awarded this by reaching the next higher "club" which is identified in increments of 25.

3. Attendance

a. **Perfect - No absences or tardies for the entire school year**

**\*This list is certainly not all inclusive as teachers and the principal find many other ways to recognize student achievements throughout the school year.**

### **BIRTHDAY BOOK PROGRAM**

Our School Library invites families to purchase a book to donate to the school media center in honor of a child's birthday. A bookplate is attached to the inside front of the book, which reads: "This book was donated to the school library in honor of the birthday of (child's name) (Birth date)." There is a collection of books in the library office from which families can select a birthday book to purchase. These are high quality books with strong library bindings and "sell" for \$14.00. The book is displayed in celebration of the child's birthday so other students can see their gift to the library.

Each student will also get to select a free book which has been generously donated by our PTO and Mr. Sloan gives each a birthday pencil and reads each birthday name on the morning announcements.

### **GRADING AND REPORT CARDS**

In grades K-3, a report card is sent home four times per year (once each nine weeks). Reporting practices try to serve two basic purposes: (1) to motivate and encourage students, and (2) to keep parents and students adequately informed of student progress and effort. No grading system is totally effective at achieving these goals. We believe, however, that the recently developed standards based report cards we use, combined with parent-teacher conferences, are quite effective. We hope that the amount of effort and learning that happens will be more important to students and parents than the actual grades.

### **COUNSELOR**

There are probably more books and articles written each year about parenting than any other topic. Being a parent in today's society is not an easy job. Sometimes the school counselor can be a resource for parents as well as for students who are seeking help on specific issues. Our counselor, Mrs. Smith, is here Tuesday, Wednesday, and Thursday. She is eager to help when you have needs. You may contact her through our

school office at 825-5405.

### **C.O.V.E.** (Continuing Orchard View Enrichment)

Some years, our PTO makes plans to run four weeks of after-school enrichment classes for our fourth and fifth graders. These are taught by volunteer parents and teachers, and are held from 2:25-3:25 one day per week. We are always looking for volunteers to help teach a course. If you have a unique talent or interest, please contact the school.

### **EXPLORE** (Expanding Potential and Learning Opportunities through Resources and Experience)

This is a High Ability program available to qualifying students. In the spring of each year, parents are given an opportunity to nominate their child by sending a note to the school. Students are identified for EXPLORE through achievement test scores, school ability scores, and teacher evaluations. Any questions about this program may be directed to the school or Mrs. Cathy Morgan, EXPLORE Coordinator, at 825-9425.

### **TUESDAY MORNING MOMS**

We have a great volunteer mom program that meets each Tuesday morning that school is in session from 8:00-10:30. Some stay the whole time and others come and give whatever time they can spare.

Teachers have baskets sitting outside their room door with the materials, supplies, and instructions for clerical work to be done. Moms pick up the basket, go to the cafeteria and work at the tables, enjoying good fellowship (and snacks) while doing the teachers a real service.

### **FUND RAISER**

Every other year, in the fall, we do an all-school Student Council Fund Raiser. This year we are due for such a fundraiser. The profits from this activity are divided primarily between the Student Activities and the Student Council Accounts. Some of the kinds of things for which these monies are usually used are Assembly Programs, Field Trips Popcorn Popper supplies, Badge Maker supplies, Assembly Programs, Science supplies, Music Program expenses, Playground Equipment, Student Ribbons, Learning Sphere supplies, Cafeteria Incentives, Memorials, and some Teacher Appreciation items, etc. It is obvious that we get a "lot of mileage" for the children, from this Fund Raiser as it sustains us for two years.

The PTO will have activities for raising funds each year. The PTO may also be the recipient of some of the all-school fundraiser funds in order to help them better serve our students and families through a variety of activities if necessary.

### **PARTIES**

Classroom parties are very special to children. We have three main ones each year:

1. Fall - With the increased concerns in society about Halloween, we chose to replace it with a positive emphasis on all the wonders and beauties of the Fall Season. In the Fall Parties, we chose to focus on the positives of fall.
2. Christmas - These parties take place in the afternoon of the last school day before vacation begins.
3. Valentines - These parties usually happen in the afternoon of Valentines Day.

These parties usually begin at 1:30 and last until 2:10.

4. Birthday parties will typically be held on one day of the month for all students having a birthday in the given month. We are doing this to cut down on loss of instructional time.

**\*\*We welcome and encourage the supplying of healthy treats.\*\***

### **FIELD TRIP PARENT VOLUNTEERS**

Teachers will do their best to invite as many parents to help chaperone during the few field trips each grade level will take throughout the school year. Please understand that we cannot accommodate all requests. Younger or older siblings may not come on any field trip you have been selected to help chaperone. Thank you for understanding.

### **PHYSICAL EDUCATION**

The physical education program is an important part of school curriculum. Students are expected to participate unless there is a doctor's statement on file indicating reasons for not doing so. Tennis shoes are required for these classes. We ask that each student have an extra pair of gym shoes to keep at school for this purpose. If this creates a hardship for the family, they are asked to contact Mr. Sloan or Mrs. Smith for some possible assistance and this will be treated as confidential information.

### **READING RECOVERY PROGRAM**

Reading Recovery is a program designed to offer intensive work with individual, first grade students who are struggling in reading. Trained teachers, using unique strategies, work with selected first graders for 30 minutes every day to help them attain better reading skills.

### **SELLING BY STUDENTS**

We ask that students not sell, buy, or trade items at school or on the bus unless it is a school sponsored fund raiser.

### **SKATING PARTIES**

Each year, our PTO sponsors four evenings of skating at Family Fun Roller Rink. These are designed and planned for Orchard View students, their younger brothers and sisters, and their parents. **We ask that older siblings and visitors not attend these skates.** Parents, who would like to attend these skates and watch without skating, will *not* need to pay the admission fee. The skating parties will be announced in advance so you can make plans to attend if you wish and will be posted at a link on the Orchard View web site. All skating parties this year will begin at 5:45 and end promptly at 8:00. Parents need to be ready to pick up their child/children by 7:45.

### **SITTER CHANGES**

If it is necessary for you to make a change in "sitters" throughout the year, please inform the school, so that we can make the required arrangements for busing if possible and, also, make this notation in the student's emergency information in the office. Obviously, if the new sitter is out of our district or school area, our buses will no longer provide the transportation.

### **STUDENT ADVISORY BOARD**

Our Student Advisory Board is a simplified version of student government, designed to give 3<sup>rd</sup> grade students experience at participating in business meetings, and an opportunity to provide community services.

We will select two representatives from each 3<sup>rd</sup> grade class to serve on the Student Advisory Board.

## C.L.A.S.S.

### 1. An Introduction

Since 1990, the Indiana Department of Education has funded a project of improving our schools called C.L.A.S.S., (Connecting Learning Assures Successful Students). This school-based process focuses upon training teachers with a variety of research proven strategies, how parents can also use these successful tactics in the home and, most of all, help students be the best they can be in every area of their lives.

Developed by former elementary teacher, Barbara Pedersen, CLASS blends learning groups, social skills development, integrated instruction, and an enriched learning environment in an attempt to make our school into a community of lifelong learners.

There are many indicators in our building which express the CLASS philosophy, i.e., signs and posters in the halls, cafeteria and gym. A warm, safe environment complete with plants, lamps, soft music, and free from clutter, help create a pleasing appearance in our buildings.

At the heart of CLASS are 5 Lifelong Guidelines and 17 Lifeskills, which we model and are instilling in our students. We always want to be a resource for parents to use and implant these same virtues in their children. We encourage parents to use these same terms in communicating these worthy Guidelines and Lifeskills with their children.

The 17 Lifeskills are embedded within the framework of the 5 Lifelong Guidelines. We encourage the children to...

### 2. Lifelong Guidelines

- ...Be Truthful
- ...Be Trustworthy
- ...Be Active Listeners
- ...Use No Put-Downs
- ...Do their Personal Best.

### 3. Lifeskills

- Caring
- Cooperation
- Courage
- Curiosity
- Effort
- Flexibility
- Friendship
- Integrity
- Initiative
- Organization
- Patience
- Perseverance
- Pride
- Problem Solving
- Responsibility
- Sense of Humor

### E. Hallway Procedure

- Walk at all times
  - Keep hands, feet, and belongings to yourself
  - Respect all property
  - Walk directly to where you are supposed to go
  - Use a 6" voice
  - Use lockers quietly (use 2" closure)
- F. Line Procedure
- Face forward
  - Always go to the end of the line
  - Quietly follow the person in front of you
  - Keep your hands, feet, and belongs to yourself
  - Show patience
- G. Inside Recess Procedure
- Follow hallway procedures
  - Adult permission needed to leave room
  - Use 12" voice
  - Follow your classroom procedures
  - Put away games when you are done and put them where they belong
- H. Outside Recess Procedure
- Use line and hallway procedures to go outside
  - Follow playground rules
  - Put equipment away
  - When you hear your bell, line up in your class area
  - When you reach the building, follow hallway procedures
- I. Restroom Procedure
- Use 6" voice
  - Respect privacy of others
  - Respect restroom property and keep it clean
  - Flush the toilet, wash your hands and turn off the water
  - Use the restroom quickly for the weather expected or the day.

## **STUDENT ACCIDENT INSURANCE**

Student accident insurance forms are available to students each school year. **NOTE:** *The school does not carry accident insurance on our children.* If you do have other insurance, this is an inexpensive way to fill the gaps in coverage. Checks are to be made payable to **AMERICAN YOUTH**. Please have your student insurance envelope returned to the school office by the due date printed on the insurance form.

## **Additional Information**

**Several laws created during the 2005 session of the Indiana General Assembly took effect this summer:**

**Bullying (SEA 285):** Legally defines bullying. Creates local safe school committees. Provides statewide training to help teachers and administrators prevent and intervene in bullying situations and discipline bullies before they escalate to mental, physical harm, or worse.

**Kindergarten Age** The Middlebury Community School District's conditions for an appeal for kindergarten enrollment is that students will be admitted if they turn 5 by September 1.

**Pledge, Flags, Moment of Silence (SEA 332):** **Requires a U.S. flag to be displayed in each classroom and the voluntary daily reciting of the pledge of allegiance. Provides exemptions for students who choose, or whose parents choose for them, not to participate. Requires school corporations to establish a daily moment of silence. Requires Indiana's Attorney General to defend schools in any civil suit based on the law's provisions.**

**Bullying (SEA 285):** Legally defines bullying. Creates local safe school committees. Provides statewide training to help teachers and administrators prevent and intervene in bullying situations and discipline bullies before they escalate to mental, physical harm, or worse.

## **Tobacco Use Prohibited**

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours:

- A. in any building, facility, or vehicle owned, leased, rented or chartered by Middlebury Community Schools;
- B. on any school grounds and property - including athletic fields and parking lots – Owned, leased, rented or chartered by Middlebury Community Schools; or
- C. at any school-sponsored or school related event on-campus or off-campus.

In addition, school district employees, school volunteers, or other persons performing services on behalf of the school district also are prohibited from using tobacco products at any time while on duty and in the presence of students.

Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds, or property or at any school-sponsored or school-related event or at any other time that students are under the authority of school personnel.

**Please read, sign, and return immediately.**

**MIDDLEBURY COMMUNITY SCHOOLS'  
COMPUTER NETWORK/INTERNET ACCEPTABLE USE AGREEMENT**

**\*This document will be sent home with your child's packet of information on the first day.**