

**Ophir Elementary School
Student/Parent Handbook
2020-2021**



“Home of the Ophir Gophers”

**210 Oakvale Avenue
Oroville, CA 95966
(530) 532-3005
FAX (530) 532-3045**

Website: <https://www.ocesd.net/o/ophir-elementary>

Facebook Group: <https://www.facebook.com/groups/184580618747991/>

Twitter: @ophirschool

Office hours: 8:00a.m.-3:00p.m.

Ms. Teresa Lightle, Principal

Mrs. Linda Rash, Office Manager

Mrs. Andrea Collins, Clerk

All teachers communicate using Class DoJo

Dear Parents and Students,

Welcome to Ophir School! It is our sincere desire to keep communication between school and home open and positive. With this in mind, we have developed a handbook for your convenience.

Ophir’s reputation for high standards and excellence, as well as its safe and aesthetic learning environment, make it one of the most desirable schools in Butte County and in the State. Ophir’s excellence is founded upon positive values, parent commitment and a sense of shared responsibility among staff and the community. Our parents and students are truly our greatest assets.

We invite you to join our Parent/Teacher Organization (PTO) and hope you will feel welcome at all times at Ophir. Our staff is committed to academic excellence; therefore, we welcome your input and suggestions. Have a great school year!

Ophir School Staff

Welcome to Ophir Elementary School!
Ophir Elementary is a TK-5th grade school with approximately 400 students.
Mascot: Ophir Gopher
Colors: Orange and Brown



Vision

To ensure that all students are valued and are challenged to reach their full potential.

Mission

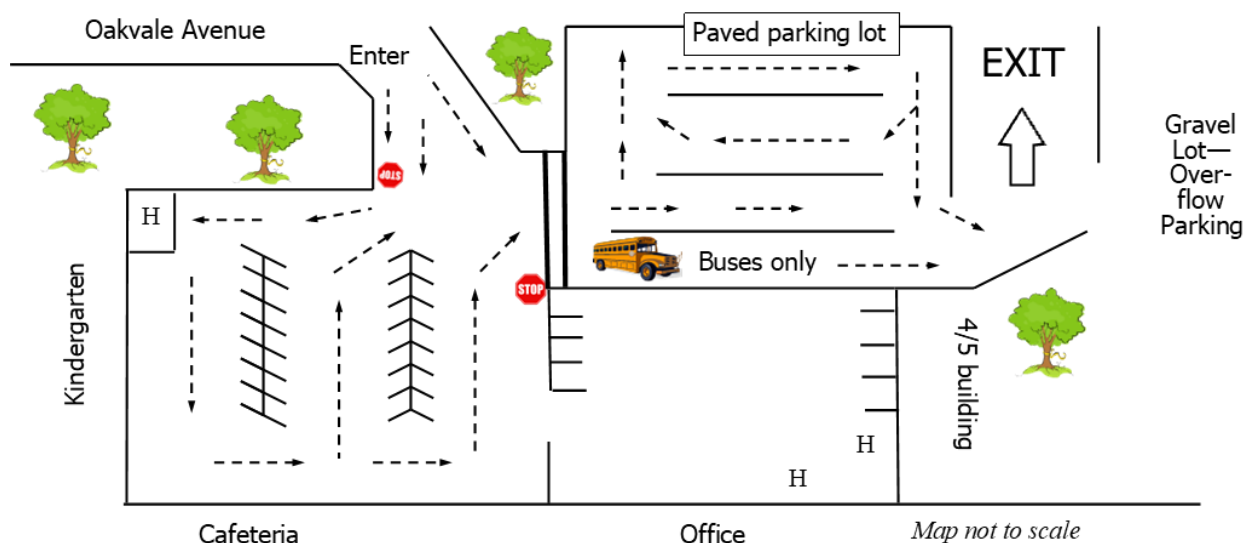
The Ophir School Community believes that all students can learn and will have the same opportunity to achieve academic, social and personal success. The school environment is one in which the value of diversity, as well as the respect and dignity of all individuals, is taught and exemplified.

Ophir Pick Up and Parking

To say the least, parking is a challenge at Ophir! However, with your help, we can ease congestion and provide for the safety of our students. At the end of the school day, all of our teachers are on parking patrol. Follow these simple guidelines to help keep traffic flowing and children safe:

- Please do not “create” parking spaces by parking in areas not designated as such.
- Please do not leave your car unattended if you are not in a parking place.
- Please do not honk in the drop off area.
- Please have your child enter and exit from the passenger side (right side) of the vehicle.
- Kindergarten pick up is 15 minutes earlier than upper grades. (2:25)
- Please pull as far forward as possible at drop off and pick up, we can load and unload 5 vehicles at a time.

****Please note the direction of arrows on the parking map:**



Parking Lot Safety

Morning Drop Off

You may drop students off at school for breakfast **NO EARLIER THAN 7:30** as we do not have supervision in the cafeteria prior to that time. Students who do not eat breakfast at school may arrive at 8:00 when we will have yard duty supervision.

When dropping off students in the morning please pull forward as far as possible and have your child exit out on the **RIGHT SIDE** of the vehicle as quickly as is safe. Exiting out of the left side is dangerous as cars may pass on the left. Please help keep the traffic moving. If students require more time to exit vehicles, please park in a designated parking space. Do not park and leave your vehicle in the drop off lane. This is a **NO PARKING** area. Kindergarten uses this same area. Please **DO NOT** stop, park or drop off in front of the classrooms.

Afternoon Pick Up

Except for Kindergarten parents, please wait at the parking lot entrance until you hear the dismissal bell ring. Kindergarten parents need to join the early pick-up line to get their children, and to relieve congestion. Dismissal requires patience and adherence to our policies and procedures to ensure that our students and families are safe.

1. Please pull as far forward as possible.
2. *Do not* exit your vehicle. If you need to exit your vehicle, please find a designated parking space in the lot. It is very important for the safety of our students and for ease of moving cars through the lot that you remain in your vehicle at all times.
3. If you park your car, *please use the crosswalk*.
4. Students are never allowed to run out into the parking lot.
5. *Please* don't honk.

Final Safety Procedures (DO's and DON'Ts)

1. Do get in line.
2. Don't leave spaces in line. Please pull forward.
3. Don't leave your car while in line.
4. Do pick up and drop off only at curbside.
5. Do get off your cell phone. It's so chaotic and we need you to focus on children and safety.
6. Don't smoke. You are on school property, and smoking is not allowed.
7. Do remember that it is our responsibility to keep our students safe, and we need your support.

Faculty Roster

TK- Kindergarten (All Day)

Kristi Anglin
Kathy Pietak
Nena Wyllie
Aimee Hubbard

1st Grade

Jenny Cooper
Christy Lephart
Lindsay Stalions

Special Education

Liz Roberts -SH
Resource
Laura Marciniak-SDC

2nd Grade

Becky Llamas
Jen Risley
Timm Scott

3rd Grade

Ashley Carranza
Carly Phillpott
Matt Galdin

4th Grade

Leslie Ferrante
Whitney Hardcastle

5th Grade

Lori Maturino
Nai Saechao

Psychologist - Beth Madison

Counselor - Noemi Carrillo

Speech Therapist - Nick Sloggy

Health Aide - Michelle Cain

Library Aide- Crystal Love

Custodians - Bryan Holmes,

Instructional Aide- LeighAnn Mello

Kindergarten Aides - Mary Allison

RSP Instructional Aide - Lynn Smithson

Special Ed Aides - Edith Gage, Terri Palmer, Tabitha VanGunda,
Debora Lamb

Campus Supervisors- Kara Martinez, Kacy Cole, Brittany
Simmons, Mary Allison

Cafeteria Staff - Nicol Dow (Head Cook), Joyce Archibald, Cindy
Mills



Daily Schedules

Students should not arrive at school prior to **8:00 a.m.** (or 7:30 a.m. if they are eating breakfast). Our school does not provide supervision for "early birds." Also, please be on time to pick up your child after school; any child who has not been picked up by 3:00 will need to be signed out at the office then picked up from the ASP. Students left after 3:00 PM will be checked into the After School Program where parents will be responsible for the \$20.00 fee.

Last minute messages regarding transportation for your child are delivered before 2:00p.m. Please **DO NOT** call the office after 2:00p.m. to leave a message for your child, and make sure your child knows pick-up arrangements before coming to school. Please bring a note from the doctor/dentist etc. to clear tardies and early outs.

<u>DAILY SCHEDULE</u>		LUNCH/RECESS	
Regular school days: 8:20—2:40		Grades 1,2 Kindergarten	Lunch 11:20-11:45 Recess 11:45-12:09
Minimum days: 8:20—1:25			Lunch 12:00-12:30 Recess 12:30-12:45
<u>SNACK RECESS</u>		Grades 3,4 Grade 5, SH	Lunch 11:50-12:15 Recess 12:15-12:39
Grades K- 2	9:45 - 10:00		Lunch 12:00-12:30 Recess 12:30-12:45
Grades 1- 5, SH class	10:00 - 10:15		

MARK YOUR CALENDARS

Minimum Days	Holidays
October 7 October 21 November 4 November 5 December 9 January 13 January 27 February 3 March 3 March 17 March 31 April 21 May 12 May 26 June 4	November 11 Veteran's Day November 23-27- Thanksgiving December 18-January 1 Winter Recess January 18 - Martin Luther King Day February 12-19 Intercession April 2-9 Spring Break May 31 - Memorial Day June 4 Last Day of School

Dress & Grooming

Student clothing should be comfortable and appropriate for the various school activities. Clothing should also be in good taste. Students should develop good hygiene habits so that they are neat and clean. Removable clothing should be labeled. Below are some definite guidelines for appropriate school dress:

Appropriate

- Hemmed shorts; Fingertip length minimum.
- Tops with shoulder straps, two fingers wide.
- Shoes/sandals with back straps.
- Tennis Shoes
- Hats worn outside only

Not Appropriate

- Cut offs or swim trunks
- Halter tops, spaghetti straps
- Wide armed holes
- High heels or flip flops
- Make up
- Clothing advertising alcohol, drugs, sexually suggestive or derogatory messages.

Any apparel that disrupts school activities will not be permitted. Students will be asked to phone home for appropriate clothing.

BREAKFAST/LUNCH PROGRAM

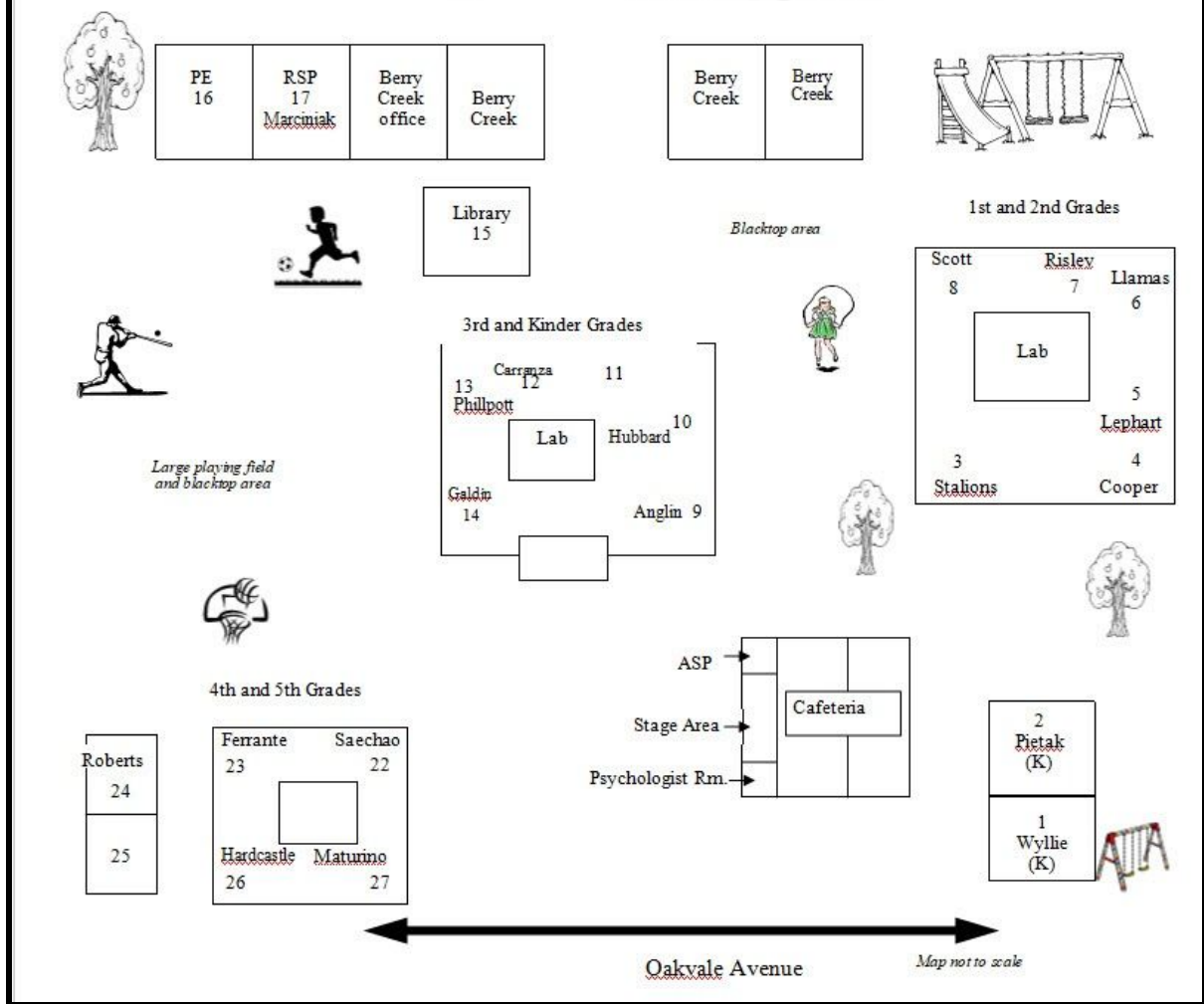


Welcome to our Breakfast and Lunch Program! We are pleased to inform you that Oroville City School District has implemented a new program called the Community Eligibility Provision (CEP). What does this mean for you and your child(ren)? Great News! All enrolled students of OCESD are eligible to receive a healthy school breakfast and lunch at **NO cost** to your household. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application, however, an income information form will need to be submitted as part of our state reporting/funding requirement.

Breakfast is served between 7:45-8:10, and lunch is served between 11:20-12:45.

Students with special dietary needs **must** fill out the Medical Statement to Request Special Meals and/or Accommodations form. This form may be picked up in the school office or printed from the website. Turn this form in to the school health aide or school secretary.

Ophir School



Visitors on Campus

Families are encouraged to visit playgrounds and classrooms as long as they check in at the office, have a completed volunteer clearance form, and obtain and wear an identification lanyard. This policy was established for the safety of your children, which is paramount to everyone here at Ophir. Calling ahead for an appointment to visit the classroom, or arranging with the teacher in person, is a courtesy to the teacher and the school, and also ensures that your visit will be scheduled and safe for all of our students. Students may not bring other visitors, such as family members or friends from out of town, with them to spend a day in school. We appreciate your cooperation in this matter.

Off-Campus Pass

We understand that occasionally parents need to take their children off campus during the school day. Our office staff will call for your child to come to the office when you sign them out. Only individuals listed on the student's contact list will be allowed to pick up children. Arrangements may be made for someone else to pick up children if those arrangements are given to the office in writing or in person by the legal guardian.

After-School Transportation Policies

Children are to ride their own bus and are not allowed to have friends ride the bus with them unless it is an emergency and the office has been notified (in the morning), either by phone or in writing. Children must only get off the bus at their own stop. Also, if a parent is not present at the stop when the bus arrives, bus drivers will no longer wait; students will be transported back to their school for parent pickup. If you are going to be late arriving at your student's stop, or have any other questions or concerns, please call the Bus Garage at (530)538-2300, ext. 1109. We cannot allow students to ride home with anyone other than their own parent or guardian without notes from both families. If your child makes plans to go with a friend after school, both parents must write notes specifying these plans and bring the notes to the office **in the morning**. Parents wishing to have their children walk home from Ophir must have a note on file in the office specifying that request. Traffic is very heavy during this time, and we want to do our best to keep students safe. All students using school transportation are required to have a bus pass. Your child will receive one bus pass per year, lost or missing passes can be replaced at a cost of \$10.00. Students must carry their bus pass with them each day.

Office Referral Forms







When a student neglects to respond to redirection, an Office Referral Form will be filled out and given to the student to be signed by the parent and returned the following school day. Consequences can range from a warning, parent phone call, loss of a school privilege, and/or a mandatory conference with the parent, teacher, student and principal. Severe infractions may result in a suspension.

PBIS—Ophir School uses PBIS (Positive Behavior Intervention and Supports) as our guide for interventions and social behaviors at school. When possible students are redirected, and given other opportunities to make good decisions. Our job is not to punish students, but to change behaviors and help students make better choices. Rules and expectations are clearly outlined in all areas of the school. Clear consequences are shared and constant across the school.

Working For Good Citizenship

It is our desire that Ophir students get along well with each other, enjoy productive partnerships and exhibit teamwork. There are many opportunities for students to earn classroom rewards and be recognized for positive behavior. Students can also earn "Ophir Gold" slips from Ophir staff for shout-outs and rewards.

At Ophir School we are **Respectful**, **Responsible**, **Safe** and **Kind**.

<p>All Common Areas</p> 	<ul style="list-style-type: none"> • Follow adult directions • Walk • Keep hands, feet and objects to yourself. • Take proper care of equipment • Use appropriate language • Use quiet voices inside • Hats/Caps allowed outside only
<p>Cafeteria</p> 	<ul style="list-style-type: none"> • Follow adult directions • Walk • Stand quietly in line • Raise your hand to be excused • Keep hands, feet and objects to yourself. • Use an inside voice • Clean up after yourself
<p>Playground</p> 	<ul style="list-style-type: none"> • Walk to and from playground • Stay on playground • Use only playground equipment • Be responsible for equipment you take outside. • Follow game rules • Line up quickly and quietly • Share and take turns • Include others in play
<p>Restrooms</p> 	<ul style="list-style-type: none"> • Wash your hands • Put towels in the garbage • Keep feet on the floor • Flush the toilet • Give others privacy • Use quiet voices
<p>Main Office</p> 	<ul style="list-style-type: none"> • Follow adult directions. • Enter and wait quietly for your turn.
<p>Library</p> 	<ul style="list-style-type: none"> • Follow adult directions • Walk • Keep hands, feet and objects to yourself. • Treat books with respect • Check out books before leaving • Use quiet voices



Ophir School has zero tolerance for bullying.

Bullying/Harassment Policy 5131.8

The following policy is part of the Ophir Elementary School Safety Plan

Ophir Elementary School is committed to encouraging and recognizing mutual respect among student and staff. Behavior that is intimidating and/or disrespectful thus infringing on another student's rights— is not acceptable and will be responded to accordingly.

Definition— Bullying is a form of social interaction in which a more dominant individual (the bully) exhibits aggressive behavior that causes distress to a less dominant individual. Bullying is usually repetitive behavior, but not always.

- **Types of Bullying** Bullying behaviors may be direct or indirect and include verbal and nonverbal behaviors that cause physical, social/relational, or emotional/psychological harm. The following lists provide examples of various types of bullying behaviors.
- ◊ **Physical Aggression: harm to a person or a person's property** Examples: pushing, shoving, spitting, kicking, hitting, ruining property, stealing, physically humiliating, locking in a closed space, physical violence against family or friends, threatening with a weapon, inflicting bodily harm.
- ◊ **Social/Relational Aggression: harm to a person's group acceptance** Examples: gossip, embarrassing on purpose, spreading rumors, ethnic slurs, setting up to take blame, publicly humiliating (reveal personal information), excluding from a group or activity, manipulating situation to assure rejection, threaten with total isolation by peers, online threats and harassment.
- ◊ **Intimidation: harm to a person through pressure or fear** Examples: extortion, threatening looks, threaten to reveal personal information, graffiti, publicly challenging to do something, playing a dirty trick, threats of coercion, coercion, threatening with a weapon.
- ◊ **Verbal Aggression Examples:** mocking, name-calling, taunting, teasing about clothing, possessions, or appearance, intimidating phone calls, verbal threats against possessions or of inflicting bodily harm: harm to person through spoken words.
- ◊ **Written Aggression: harm to a person through written words** Examples: slam books, note passing, graffiti.

Reporting Protocol

Students and/or parents may report bullying at any time to any school staff member. Students and parents may also report bullying by placing a written report in school "Bully Box." The "Bully Box" is located in main office. All reports will be considered anonymous and treated accordingly.

Ophir Elementary School expects students and staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Consequence Protocol

Consequences for bullying behavior will be specific to nature of threat and severity of behavior/abuse. However, a consequence outline is listed to give a general view of consequences and interventions. Therefore, severe threats and or behaviors can be means for suspension and/or expulsion regardless of prior offenses.

Consequence Outline

1st offense— Individual discussion with staff member and warning of follow-up consequence(s). Incident will be documented and referred to principal or designee. Parent will be contacted as appropriate.

2nd offense— Incident will be documented and referred to principal or designee. Mandatory parent meeting will be scheduled to address incident and behavior. Suspension will be issued specific to severity of behavior.

Continued offenses will include ongoing individual interventions with principal/designee, including contact with parent. At 20 days of accumulated suspensions, student will be scheduled for expulsion hearing. Bullying incidents will also be reported to law enforcement as appropriate.

Bully/Harassment Policy (cont.)

Additional Policy Measures

Teachers will discuss this policy with their students to assure them that they need not endure any form of bullying. Ophir Elementary School will hold monthly staff and safety meetings to build school's capacity for maintaining a safe and healthy learning environment.

Promotion/Retention (Board Policy 5011.3)

Students shall progress through the school system's grade levels by demonstrating growth in learning and meeting grade-level standards of expected student achievement. When high academic achievement is evident, the principal may recommend a student for double promotion into a higher grade level. Double promotion shall be considered using the Student Study Team (SST) process. It is the intent of this policy that notification for double promotion shall occur early in the school year, but no later than the end of the first semester. A form identifying double promotion with parent signature and the recommendation of the SST must be on file at the school for each student. A copy must be sent to the office of the Director of Instruction.

The principal or designee shall identify students who should be retained or who are at risk of being retained in the following grade levels:

- | | |
|---------------------------|---------------------------|
| 1. Between grades 2 and 3 | 4. Between grades 6 and 7 |
| 2. Between grades 3 and 4 | 5. Between grades 8 and 9 |
| 3. Between grades 4 and 5 | |

Students between grades 2 and 3 and grades 3 and 4 shall be identified primarily on the basis of their level of proficiency in reading. Proficiency in reading, language arts, or mathematics shall be the basis for identifying students between grades 4 and 5 and grades 6 and 7 and grades 8 and 9.

A Student Retention Form must be on file at the school for students who are recommended for retention, as well as those the teacher considers at risk. When a student is retained, a copy of notification must be sent to the office of the Director of Instruction.

Sexual Harassment (Board Policy 4111.3)

Ophir Elementary School is committed to providing a work environment that is free of harassment. In keeping with this commitment, the school maintains a strict policy prohibiting sexual harassment. This policy prohibits harassment in any form, including verbal, physical, and visual harassment. Sexual harassment of or by any employee or agent of the school shall not be tolerated and may result in disciplinary action against the offender. Anyone who complains about sexual harassment will not be retaliated against for making such a complaint. This means that no adverse employment decisions will be made as a result of someone making a complaint about sexual harassment. Complaints will be handled as quickly, confidentially, and fairly as possible.

Weapons and Dangerous Instruments (Board Policy 5015.11)

Students possessing a weapon, such as a firearm, or dangerous instrument, and/or threatening others with the weapon or dangerous instrument shall be expelled from school for a period of not less than one calendar year. However, on a case-by-case basis, the Board of Trustees may set an earlier date for the student's readmission to school. Any student found in possession of a knife will be suspended and possibly expelled.

Racial and Ethnic Harassment of Students (Board Policy 5015.14)

Ophir Elementary School is committed to providing a school environment that is free of all forms of racial and ethnic harassment. In keeping with this commitment, Ophir Elementary School maintains a district policy prohibiting racial and ethnic harassment. The policy prohibits harassment in any form, including verbal, physical threats and visual displays. Racial and/or ethnic harassment or by any employee or agent of the school, any student, and/or parents and community members shall not be tolerated and may result in disciplinary action against the offender.

Field Trips: Policy AR6145(c)

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

Parents are encouraged to participate in the supervision of students on trips. Parents and guardians may not bring siblings and or other family members on field trips since they often distract from the trip, create safety and liability problems for the District, and distract the student family member who is in the class. Parent drivers must volunteer, clear and submit a driver form at least 2 weeks prior to the event.