

# Oraze Elementary Parent/Student Handbook 2018-2019



'Building Champions for Life'

Clovis Unified School District  
Roger S. Oraze Elementary School  
3468 N. Armstrong Avenue  
Fresno, CA 93727

Telephone: 559-327-1700 Fax 559-327-1790

Robyn Snyder, Principal  
[robysnyder@cusd.com](mailto:robysnyder@cusd.com)

*An Affirmative Action/Equal Opportunity Employee Notice of Nondiscrimination  
The Clovis Unified School District does not discriminate on the basis of race, color,  
sex, disability, or national origin in admission, or access to and treatment of employment  
in its programs and activities as required by Title VI, Title XI and Section 504.*

## PRINCIPAL'S MESSAGE

Welcome to the 2018-2019 school year at Oraze Elementary-Home of the Bearcats! We look forward to working in partnership with you to provide the best education possible for your children. The Oraze program reflects our belief in high standards and high expectations. We are committed to maintaining a strong academic program using innovative approaches with a focus on continuous improvement for **all** students. We are dedicated to teamwork and in maintaining a tradition of excellence at Oraze Elementary, as it is our mission to ensure we are *"Building CHAMPIONS For Life"*. We are excited to work with you and your children to make this a rewarding and productive year!

## ABSENCES/ATTENDANCE

**All absences must be cleared within five days of the absence.** Parents should call the **Oraze Attendance Hotline at 327-1788**. If your child will be absent five or more days, please contact the office to place your child on an Independent Study Contract at least 5 days prior to the absence.

## ARRIVAL/DISMISSAL

Students may be on campus starting at 7:45 a.m. **There is no supervision until 7:45a.m.** Students must go home directly at the end of the school day unless they are involved in an after school activity.

## BICYCLES/SKATES/SCOOTERS

Students are to obey all traffic laws when riding bicycles to and from school. Helmets must be worn. Students are to remove their skates, walk their bikes, scooters, and skateboards while on school grounds. Riding any type of vehicle on campus is strictly prohibited. Racks are provided for parking bicycles. The school is not responsible for loss or damage to personal items.

## CHARACTER COUNTS!

Pillars of Character are infused into the educational program at Oraze that support learning and the development of good character. Responsibility, Respect, Caring, Fairness, Good Citizenship and Trustworthiness. Every Wednesday we celebrate Character Counts Day!

## CHILD PROTECTIVE SERVICES

It is important for parents to know that **all** school personnel are "Mandated Reporters" of child abuse. This means that should a staff member have even the slightest suspicion that a child has been abused, **they must** report it to the Child Protective Services (CPS). Failure to report a suspected case of child abuse leaves a staff member liable and could potentially result in the loss of their job.

## CO-CURRICULAR INVOLVEMENT

Each student is expected to develop as a "Sparthenian." This is an individual who develops in the areas of MIND, BODY, and SPIRIT. Many opportunities are available to each student. See website for complete list of co-curricular activities.

### Fall Sports

Football 5<sup>th</sup>/6<sup>th</sup>  
Girls Volleyball 5<sup>th</sup>/6<sup>th</sup>  
Cross Country 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup>

### Spring Sports

Baseball 5<sup>th</sup>/6<sup>th</sup>  
Softball 5<sup>th</sup>/6<sup>th</sup>  
Boys Volleyball 5<sup>th</sup>/6<sup>th</sup>  
Track 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup>  
Paddle Tennis 5<sup>th</sup>/6<sup>th</sup>

### Winter Sports

Wrestling 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup>  
Basketball 5<sup>th</sup>/6<sup>th</sup>

**Pep/Cheer 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup>**

## DISCIPLINE

Maintaining student conduct is necessary to reach our goals of providing a safe school and attaining the highest student achievement. Misbehavior results in specific steps which the teacher, GIS, or Principal take to help the student find acceptable ways to improve his/her behavior. The steps may include: verbal warning, counseling, or parent contact. Certain infractions may result in detention or suspension. See CUSD Board Policy 2102 & 2110 for the details.

## DRESSCODE

Each student has the responsibility to dress appropriately for the school environment. The Governing Board shall authorize school regulations, which prohibit student dress, or grooming practices which present a hazard to the health or safety of the student, materially interfere with school work, create disorder, or disrupt the educational program in any way, cause excessive wear or damage to school property, prevent the students from achieving educational objectives because of blocked vision or restricted environment. Shoes that allow safe movement of the student must be worn daily for physical education. Please see the CUSD Parent and Student Rights Handbook for more dress code information under Board Policy 2105.

## EARLY DISMISSAL

Early release days will be every Wednesday. Grades 1-6 will be dismissed at 1:35 p.m. AM TK & Kindergarten at 10:35 a.m. & PM TK & Kindergarten at 1:30 p.m. This allows for teacher planning, preparation, and grade level articulation.

## FIELD TRIPS

All students wishing to participate in school or class field trips must have **written** permission from a parent or guardian. **Students will not be allowed to attend an off-campus activity or field trip without written consent.**

## FIRST GRADE PHYSICAL

CA state law requires that all children entering first grade have a Child Health and Disability (CHDP) Physical examination within 18 months of beginning first grade. If you have not yet provided the school with proof of the physical, please drop off the completed CHDP form to the nurse as soon as possible.

## BEARCAT FRIDAY – SPIRIT DAY

Each Friday the school displays its outstanding spirit by lining up on the blacktop for the flag salute and by wearing our school colors: green, black, silver and white. T-shirts and sweatshirts can be purchased from PTC. Order forms are available in the office.

## LUNCH OFF CAMPUS

Students must have written permission from a parent or guardian in order to leave campus with an adult during lunch. The permission slip must state the name of the adult who will be taking the student to lunch. **Please do not check out students early for lunch.** The principal may remove off-campus privileges if students are tardy after lunch.

## MOVING/WITHDRAWING YOUR CHILD FROM SCHOOL

If you move, you must notify the school within five days. If you are found to be out of the Oraze boundaries and have not notified the office, you will be required to immediately complete a transfer request in order for your child to remain at the school.

Notify the school at least two days prior to your child's last day of school. Return all library and textbooks, any school uniforms, and pay any fines. Check with the Food Service staff regarding your child's lunch account. Pick up all meds in Health Office.

### OFFICE HOURS

The office is open Monday, Tuesday, Thursday & Friday from 7:30 a.m. to 4:30 p.m. daily. Office hours on Wednesdays are 7:00 a.m. to 4:00 p.m. The office is closed on all school holidays.

### ORAZE'S "FAILURE TO PICK UP" POLICY

It is parents' responsibility to know dismissal times and to pick up their children from school in a timely manner. Students are not allowed to remain on campus after the regular instructional day without being involved in a co-curricular program, tutoring, or enrolled in Campus club. Parents who regularly fail to pick up their children in a timely manner will be referred for a School Attendance and Review Board hearing.

### PARENT INVOLVEMENT

Parent involvement is an important part of implementing programs at Oraze. Parents are invited and encouraged to participate in the following: School Site Council (SSC), English Learner Advisory Committee (ELAC), School Assessment Review Team (SART), Intercultural & Diversity Advisory Council (IDAC), and the Parent Teacher Club (PTC).

### PARENT/TEACHER CONFERENCES

Teachers are available for conferences either in person or by phone. Conferences may be scheduled by calling or emailing the teacher. Parents should not confer with teachers during class time. Parents will be asked to attend at least one individual conference during the year to discuss student progress.

### PARTIES

**Birthday celebrations that consist only of a small treat at the end of the day are permitted.** Please check with your child's teacher if you would like to bring a small treat such as a cupcake or cookies and to ensure there are no classroom allergy restrictions. **No balloons and/or flowers are to be delivered to individual students while at school.**

### PHYSICAL EDUCATION

According to Education Code section 51210(a)(7), the District is required to provide, in the elementary setting, not less than 200 minutes each 10 school days, exclusive of recesses and the lunch period, physical education. Any complaints related to the failure of the District to adhere to this requirement may be filed under the District Uniform Complaint Procedures, BP/AR 9208, which is included in this handbook. **If a child is to be excused from PE for more than a 3 day period, a doctor's excuse will be required.**

### REPORTING PUPIL PROGRESS

During the sixth week of each quarter, Mid-Quarter Progress Reports will be distributed to students in grades 1-6. Report cards will be issued four times per year. All progress reports and report cards must be signed and returned as soon as possible.

## GRADING POLICY

All students at Oraze in grades 2-6 are graded utilizing the A, B, C, D and F criteria. Within this policy, latitude has been given to the teacher to calculate grades on the following percentage basis:

- A = 90 – 100% (Excellent Work)
- B = 80 – 89% (Above Average Work)
- C = 70 – 79% (Average Work)
- D = 60 – 69% (Below Average Work)
- F = 59% – below (Failing Work)

The classroom teacher is given the discretion to figure grades based on the percentile framework or on an A=4, B=3, C=2, D=1, F=0 grade point average basis.

In addition, it is the Clovis Unified School District's policy that parents be notified whenever students are in danger of failing classes or subjects.

## HOMEWORK POLICY

Homework is a review of previously taught curriculum, as well as additional projects or assignments to be prepared by the student outside of the school day. Teachers may expect and/or require a student to devote up to 20 minutes (Grades K-1), 30 minutes (grades 2-3) and 45-60 minutes (grades 4-6) to after school study time as necessary to achieve mastery.

## INSUFFICIENT FUNDS

All checks returned to Oraze Elementary due to insufficient funds or due to closed account will be assessed a **\$25.00 returned check fee.** After May 1<sup>st</sup>, all payments for field trips, yearbooks, cafeteria accounts, etc. must be paid by **CASH ONLY.**

## ITEMS NOT ALLOWED AT SCHOOL

Students are not allowed to bring live animals, gum, candy, toys, electronic games, or music players to school. A teacher or administrator may take away such items from students and hold them for the parent to pick up. Any student apprehended with any type of gun or weapon on school grounds or at school sponsored functions will be recommended for expulsion. See Board Policy 2011 and 2102.

## LIBRARY

The Library is open Mondays, Tuesdays, Thursdays, and Fridays from 7:45 a.m. until 3:45 p.m. and on Wednesdays from 7:45 a.m. until 2:00 p.m. Students in first grade are able to check out one book and students in second through sixth grades may check out two books per library visit. Accelerated Reader quizzes can be completed in the Library and classroom.

## LOST AND FOUND

Be sure to mark every item of clothing your child may take off while at school with his/her full name. Also, label any other items sent to school such as binders and lunch pails. The Lost and Found box is located in the cafeteria. Items not claimed at the end of each quarter will be given to local charities.

## **SCHOOL BREAKFAST AND LUNCH PROGRAM**

Oraze provides breakfast and lunch to students on a daily basis from 7:45-8:15. Hot lunches are available to students in grades K-6. Parents may deposit money in their child's account after 8 a.m. Breakfast \$1.00 Lunch \$2.25 Milk \$.40

## **STUDENT BEHAVIOR EXPECTATIONS**

Maintaining student conduct is necessary to achieving our goals of providing a safe school environment and student success. Oraze follows a philosophy that we all are responsible for our decisions and behavior. We promote a Positive Based Intervention System based upon the Pillars of Good Character. We focus on a character pillar each month. The development of students to be good and productive citizens in society is part of the school's mission. Students are held accountable for their actions and decisions.

A commitment to absolute non-violence is enforced at Oraze. The Clovis Unified School District has a Zero Tolerance Policy, Board Policy 2110, which is supported by the school. Students are expected to treat each other with respect, in a kind, courteous, and considerate manner. Verbal and physical abuse are not acceptable.

## **STUDENT CHECK-OUT**

On occasion, it may be necessary for you to pick up your child for an appointment or emergency. **Students may not be removed from the school directly from the classroom.** The student will **not** be called to the office until verification of California Driver's License of the adult, who must be listed on the Student Release Authorization form, signs them out in the front office.

## **TARDINESS**

Excused tardies include: illness, medical appointments, funeral attendance or court ordered appointments.

## **TELEPHONE**

We make an effort to discourage forgetfulness and poor planning by limiting student telephone calls to essential matters. Cell phones (Board Policy 2106), must remain "off" during the school day and may only be used before 8:15 a.m. and after 3:05 p.m.

## **VISITORS/VOLUNTEERS**

Oraze is a school that welcomes the involvement of the community. Parents and guardians are encouraged to visit the school, talk with the teachers before or after class hours, and communicate openly with the administrative team.

In order to maintain a safe and orderly school environment, **all visitors must sign in at the main office and pick up a visitor's badge.**

**All Volunteers must complete a Volunteer Application** and submit a copy of their driver's license to the office in order to volunteer in CUSD. A completed TB test is also needed. This can be turned into the school site nurse.

## **WEBSITE**

The Oraze School Website contains information of importance regarding weekly school calendars, monthly calendars, school activities, school events, classroom highlights and co-curricular programs. School Website

Address: <http://Oraze.cusd.com>

# RECOGNITION OF STUDENT ACHIEVEMENT

## 2018-2019

### Quarterly Awards

#### Grades 1 - 6

Bearcat Champion	This award honors students who continue to strive for excellence and demonstrate The Heart of A Champion! (1PER CLASS PER QUARTER)
Sparthenian	Students in grades 1-6 who have demonstrated outstanding achievement in mind, body, spirit and all around excellence, are presented a certificate. (1PER CLASS PER QUARTER)
Character Counts / ROAR Award	This award honors students who display the Pillars of Character every day, both in and out of the classroom. This student is a Champion role model, strives to make good choices, and shows teachers, parents, and students that every day matters at Oraze Elementary. These students also demonstrate what it means to ROAR on campus everyday! (1PER CLASS PER QUARTER)
1 <sup>st</sup> Grade Academic Awards	<b>Bearcat Reader Award:</b> This award honors students in 1 <sup>st</sup> grade who are making exceptional progress in Reading. <b>Bearcat Writer Award:</b> This award honors students in 1 <sup>st</sup> grade who are making exceptional progress in Writing.
2 <sup>nd</sup> Grade Academic Awards	<b>Academic Achievement Award:</b> This award is given to students receiving 95% or higher in all 4 Academic Areas: Spelling, Reading, Language, and Math
3 <sup>rd</sup> Grade Academic Awards	PRINCIPAL'S HONOR (4.0 Grade Point Average): A certificate for those students who achieve "straight A's" in Reading, Math, Language Arts, Science, and Social Studies.  HIGH HONOR (3.5-3.99 GPA): A certificate will be awarded to those students who attain this level based on their quarter grades in the areas listed above.
Honor Roll	4th – 6th Grade: PRINCIPAL'S HONOR (4.0 Grade Point Average): A certificate for those students who achieve "straight A's" in Reading, Math, Language Arts, Science, and Social Studies.  HIGH HONOR (3.5-3.99 GPA): A certificate will be awarded to those students who attain this level based on their quarter grades in the areas listed above.  HONOR (3.0-3.49 GPA): A certificate will be awarded to those students who achieve the necessary grade point average in the areas listed above.

### Semester Awards

Block O	This award recognizes students in grades 4-6 for their participation in the various areas of mind, body, and spirit. For more information, please refer to the Block O guidelines.
---------	--

### End of Year awards

Perfect Attendance	Students in K-6 who are physically present on campus every day of the school year are eligible to receive a Certificate of Perfect Attendance. <i>Students who have had two or more unexcused tardies during the school year are not eligible for Perfect Attendance.</i>
--------------------	---

### 6<sup>th</sup> Grade End of Year Awards

Athlete of the Year	One boy and one girl will be selected. Athletes will receive a plaque and have a plate on the perpetual trophies located in the trophy case.
Outstanding Single Subject	Teachers select a student who has demonstrated superior ability in each of the following content areas: Reading, Math, Science, Writing, and Social Studies. Student receives a framed certificate.
Principal's Medallion	Students who have received Principal's Honor Roll (4.0) throughout their 4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> grade school years. Recipients are presented with a medallion and a certificate.
Block "O" Gold	Students who have earned Block "O" each semester of their 4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> grade year. (6 discs on the plaque.

## Dates to Remember\*

Back-to-School Night .....	August 16, 2018
Jog-a-thon .....	September 19, 2018
Parent/Teacher Conferences .....	October 26, 2018
6 <sup>th</sup> Grade to Sierra Outdoor School.....	Nov. 28-30, 2018
State Testing .....	April 22-May 31, 2019
Last Day of School .....	June 7, 2019

\*Dates Subject to Change

## School Holidays – NO SCHOOL

Labor Day .....	September 3, 2018
Veterans Day .....	November 12, 2018
Thanksgiving Break.....	November 19-November 23, 2018
Winter Break.....	December 24-January 7, 2019
Dr. Martin Luther King Day.....	January 21, 2019
Lincoln’s Birthday.....	February 11, 2019
Washington’s Birthday .....	February 18, 2019
Spring Break .....	April 15-19, 2019
Memorial Day.....	May 27, 2019

## Other Meetings

Parent Teacher Club Meetings.....	2 <sup>nd</sup> Tuesday of every month
SART Meetings .....	4 per year
School Site Council .....	Quarterly
English Learner Advisory Committee .....	Quarterly
IDAC .....	Quarterly

## Oraze Staff

Principal .....	Robyn Snyder
T.S.A. ....	Ben Watkins
Office Manager.....	Jeri Garoogian
Attendance .....	Debbie Solley
Nurse/LVN .....	Kam Villarama, Erin Dotson
Librarian .....	Jill Moorhead
Cafeteria Manager .....	Cindi Arevalo
Plant Manager.....	Joseph McLaughlin
Transitional Kindergarten/Kindergarten .....	Gina Casey, Christine McFarland
Kindergarten .....	Gina Armanino, Lisa Crouch, Nou Thao, Christine McFarland, Amber Mullens
Kinder/First Combo.....	Leilani Alaman
First Grade .....	Christy Bernhardt, Heather Departee, Dao Lee Vang, Stacy Darter, Paula Prendergast,
Second Grade.....	Jamie Brew, Stacey Eckert, Lindsey Langstraat, Tishele Madsen
Third Grade .....	Trisha Marzolf, Allison Platt, Kris Salomonson, David Cooper, Erin Thompson
Fourth Grade.....	Kim Thompson, Caitlin Tafoya, Diane Lindsey
Fourth/Fifth Combo .....	Kathy Long
Fifth Grade .....	Ashley Gustafson, Jeff Schmidt
Sixth Grade .....	Matt Macias, Jennifer Daddino, Nick Trujillo
RSP .....	Michelle Bennett
Speech/Psychologist .....	Lilliana Toste/Stefanie Arenas
Strings .....	Theodore (JR) Tanaleon
Choir .....	Rachael Watson
Band .....	Rebecca Monson

## NURSING SERVICES

### School Nurse – School Health Services Assistant

A School Health Services Assistant will be in the health office 5 days a week. The HSA will contact parents/guardians regarding illness and injuries that occur during the school day. All HSAs are CPR/First Aid certified.

Credentialed School Nurses are on campus for the following:

- Mandated vision and hearing tests.
- Complete special education and 504 health assessments.
- Ensure immunizations are compliant with CA state law.
- Provide health education resources for school staff, students and parents/guardians.
- Maintain student health records.
- Contact parents/guardians regarding health problems and/or excessive absences.
- Communicate with health care providers regarding health issues and impact on education (within HIPPA regulations).
- Develop health/safety plans for students with high risk

medical diagnosis.

### First Aid, Illness, Injuries

- If a student is injured or ill at school he/she will receive every care and consideration.
- Parent/guardian will be contacted for serious injury or illness.
- School nurse is available to consult with parents/guardians regarding health problems upon request.
- After extended illness or injury parent/guardian should follow up with school nurse for any needed care or accommodation.
- Injuries and illnesses occurring at home should be cared for at home.
  - Upon student's return to school parents are to provide documentation from health care providers indicating any limitations or special considerations/equipment necessary to the student's continued care at school.

### **LICE**

Clovis Unified School District operates on a NO LICE guidelines. Students will be sent home if evidence of live lice is found. Students may not return until treatment has been completed and hair/scalp are free from nits and lice.

Students must check with health office and be cleared to return. Class checks are no longer part of district guidelines.

### **Reasons to keep Students home:**

Temperature 100.0F or greater within 24 hours

Illness affecting child's ability to learn

Vomiting/Diarrhea

Starting antibiotics within 24 hours

Sore throat, especially with headache and/or upset stomach (these are symptoms of strep throat).

### **RETURN TO SCHOOL**

If a student is sent home with fever, they may not return the next day. Students may not return until the following criteria are met:

Symptom free for 24 hours. This includes fever, vomiting, diarrhea, cough and rash.

Free from fever for 24 hours without use of fever reducing medication such as Tylenol or Motrin.

Students should complete 24 hours of antibiotic treatment prior to returning to school (if treated with antibiotics).

## MEDICATIONS

ALL medications (even over the counter medications including Tylenol, Advil, cough drops and eye drops) must be checked in through the Health Office.

- CA Education Code Section 49423 requires that any medications to be taken at school must be presented with:
  - A written statement from the physician detailing the name of medication, amount, method and time medication is to be taken.
  - A written statement from the parent/guardian indicating their desire for the school to assist the pupil in the matters set forth in the physician's statement.
  - Medication must be clearly labeled and sent to school in the original container from the pharmacy.
- The **Medication at school form** is available from the school or on the district web site under Departments – Nursing – Medication at School form.
- The Health office does not keep medication for general student use.

### First Grade Physical

California State Law requires that all children entering first grade have a Child Health and Disability (CHDP) physical examination within 18 months of beginning first grade. It is necessary to provide the health office with proof of this physical.

### Child Protective Services

It is important parents understand that all school personnel are “Mandated Reporters” of child abuse. Should a staff member have even the slightest suspicion that a child has been abused, they must report it to Child Protective Services (CPS).

### Physical Education Excuse

**If a child is to be excused from P.E. for more than a 3 day period, a written note from a doctor is required.**

This note should include a diagnosis and specific date for returning to PE as well as any limitations that might apply.

Crutches, wheelchairs and other devices require a doctor's prescription indicating directions for use and the student has been educated to use the device.

## EMERGENCY CONTACT

In case of an emergency parents/guardians will be contacted.

It is very important that the Health Office have updated contact information.

If there is a change in contact information please contact the health office to ensure the correct information is on your student's health information card. (Changing information on Parent Connect does not alert or inform the health office.)