

***FAIRVIEW ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK***



2023-2024

Jim Scribner, Principal

***1308 Fairview Street
Orland, California 95963
Phone: (530) 865-1235
FAX: (530) 865-1238***

***ORLAND UNIFIED SCHOOL DISTRICT
District Superintendent,
Victor Perry***

Board of Trustees

***Jeff Aguiar
Becky Brummet
Shannan Ovard
Jake Reimers
Robert Vlach***

***1320 Sixth Street
Orland, CA 95963
(530) 865-1200***

FAIRVIEW SCHOOL STAFF

Jim Scribner	Principal	
Marci Sanchez	Secretary	
Neli Peña	Attendance/ASB Clerk/Instructional Aide	
Michelle Dobbs	School Nurse	
Kim Green	Health Aide	
Martha Rico	Bilingual Services Specialist	
Sherylynn Byker	Library Technician	
Anne Marie Halsey	Psychologist	
Jiorgina Romo	4 th Gr DI	Room 1
Michelle Silva	3 rd Grade	Room 2
Tanya Foster	4 th Grade	Room 3
Allison Borges	5 th Grade	Room 4
Lucero Martinez	3 rd Gr DI	Room 5
Andreina Zarate	3 rd Gr DI	Room 6
Diane Weatherman	3 rd Grade	Room 7
Roxanne Barish	3 rd Grade	Room 8
Rikki See	Education Specialist	Room 9
Itaith Esquivel	5 th Gr DI	Room 10
Zandi Lawrence	5 th Grade	Room 11
Michelle Vallejo	4 th Gr DI	Room 12
Elizabeth Vlach	4 th Gr/GATE	Room 13
Theresa Rivera	5 th Gr DI	Room 14
Amy Niess	5 th Grade	Room 15
Jill Blevins	3 rd Grade	Room 16
Kelly Valentine	5 th Grade	Room 17
Korin Lusardi	4 th Grade	Room 18
Christine Booth	4 th Grade	Room 19
Lindsay Reimers	PE	Room 20
Megan Hurley	Education Specialist	Room 21
Barbara Marzolf	Education Specialist	Room 22
Cory Broussard	Intervention	Room 23
Cheryl Tuato'o	ELD Coordinator	Room 24
Theresa Terry	Intervention	Room 25
Judyanne Frank	SEL Coach	Room 26
Courtney Tamagni	Speech & Language	Room 26
Alex Cato	DOP	Room 28
TBD Music	Music	Room 29
Joanie Chaney	Instructional Aide	Bobbie Brewster Cook
Cathy Reimer	Instructional Aide	Angela Hernandez Cafeteria I
Laura Shannon	Instructional Aide	Diane Powers Cafeteria II
Maribel Garcia	Instructional Aide	Jan Zimmerman Instructional Aide
Esmeralda Avila	Instructional Aide	Steve Groppi Custodian
Xena Roller	Instructional Aide	Vicky Ross Custodian
Alma Villacana	Instructional Aide	Andrew Ramirez Custodian
Christina Shannon	Behavioral Aide	Rion Ribolin SPARK
Jan Zimmerman	Yard Supervisor	Xena Roller SPARK
Angela Talbot	Crossing Guard/Yard Supervision	Martin Cloyd SPARK
Jeanne Bracy	Yard Supervisor	Savannah Carlson-Reimer SPARK
Kermit Houghtaling	Yard Supervisor	Megan Green SPARK

SCHOOL VISION AND MISSION

Fairview Elementary School is committed to ensuring the success of all students, teachers, and parents by providing a safe and nurturing learning environment. Students will engage in rigorous and relevant learning that incorporates a variety of learning styles and technology. Students will take risks, have fun, and show creativity as they develop critical thinking skills. Fairview is a place where students go above and beyond to be awesome. As a learning community, we will prepare students who are respectful, responsible, and productive, life-long learners.

SCHOOL ACCOUNTABILITY AND REPORT CARD (SARC)

The School Accountability Report Card (SARC) is updated each year and a revised copy is placed on our webpage in January. If you want a hard copy of the SARC, please contact the office.

ARRIVAL / DISMISSAL

Students not riding the bus should not come to school before 7:45 AM. The drop-off and pick up point for all students is to the south of the cafeteria. ***Do not drop-off or pick up children in the bus or parking lot area in front of the school for the safety of your child.***

Parents/guardians must sign students out in the office if they need to leave early.

When students are dismissed, students shall report to the bus area immediately if they ride the bus home or leave campus in other means immediately after school is out unless involved in a school-sponsored activity, i.e. SPARK, etc.

TARDINESS

Students who arrive after 8:25 **MUST** check in at the office before going to their classroom. **We ask your support in helping students arrive on time.** Tardy students miss out on directions and valuable learning time. It also disrupts other students' learning time.

ATTENDANCE and ABSENTEEISM

All students are required to attend school daily according to state law. The only legal exceptions for absence from school are personal illness, medical necessity, court appearance, and funeral services for a member of the immediate family.

All absences must be verified by a note or phone call from the parent or guardian. To excuse an absence, please call our absence line, 865-1235 extension 3301, email fvattendance@orlandusd.net or send a note to the office with your child upon his/her return to school stating the reason for the absence. An absence must be cleared within 3 days upon a student's return, or it becomes unexcused.

Absence Policy: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three days in one school year or tardy or checked out from school without a valid excuse in excess of 30 minutes on each of more than three days in one school year, is truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

OUSD ATTENDANCE INCENTIVE PROGRAM:

In order for a student to receive recognition for "perfect attendance", he/she must be present every school day on time (not be late for any reason) and stay the whole school day (not be checked out early for any reason).

	FAIRVIEW SCHOOL (FV)
Definition of "perfect" attendance	" Perfect " attendance means the student has never missed a day, never checked out early, never tardy for any reason.
Other definition	" Excellent " attendance means the student has been tardy to school or checked out early no more than 3 times in a year.
Weekly reward	Two students with perfect attendance are selected weekly for a small prize from the principal.
Monthly reward	Traveling Ironman trophies for the classrooms with winning attendance percentages.

	Monthly “perfect” winners entered into year-end raffle.
Each Trimester x 3	-Certificates for “ perfect ” and “ excellent ” trimester winners. -For “ perfect “ only: a pencil from Horace Mann and a restaurant gift certificate
Yearly	“Excellent”: - Certificate “Perfect”: - Medal - Certificate - Restaurant Gift Card (or equivalent) - Kindle Raffle (or equivalent) – Horace Mann donations
For all 3 years at FV School	Certificate T-shirt from the next school (CK) Medal

ATTENDANCE IMPROVEMENT PROGRAM:

Students are required by law to attend school regularly (California Education Code Section 48200. Students who attend school on a regular basis tend to do better in school than those who don't. Even if students are out for valid reasons as set forth in Ca. Ed. Code (Section 48205) and Title V (Section 420) (i.e., illness, doctor appointments, family funerals etc.), they are missing valuable information that cannot always be obtained through the homework process. We, along with the student and parent, must ensure that all efforts are made to achieve perfect attendance. When students have three unexcused absences or when the student's parent excused 'illness' absences reach 10 (ten), a notification will be sent to the parent. If this attendance pattern does not improve, students may be referred to the Attendance Improvement Program requesting their assistance.

The AIP may take any of the following actions:

- a. Place the parents on a formal district attendance improvement contract.
- b. Refer the matter to the District Attorney's office for adjudication.

SHORT-TERM INDEPENDENT STUDY

The Orland Unified School District has implemented policy regarding short-term absences from school for such things as family vacations, family emergencies, or trips out of the country (AR 5113c). If you plan on taking your child out of school for anywhere from five to ten consecutive days, please contact your school office and obtain a Short-term Independent Study Agreement and coursework for your student.

The following important details should be noted:

1. This policy applies only to absences of not less than five but not more than ten consecutive school days. Students planning an absence in excess of ten days are not eligible for Short-term Independent Study Agreements. On the eleventh consecutive day your child misses school they will be dropped from our rolls.
2. The Orland Unified School District will provide all the work and materials needed for your student to be successful.
3. The parent must notify the school five days prior to leaving for a short term absence, except in case of emergency.
4. Failure to make the proper notification of pending absence to school officials, or failure to arrange for a short-term independent study agreement will result in all absences being unexcused.
5. Unexcused absences will be referred to the District Truant Officer.

If you have any questions please do not hesitate to contact the school office.

FIELD TRIPS

A good program of instruction includes field trips which take children from the school premises to a place where they can see, in action or on location, some of the things about which they have been studying in the classroom. The Orland Unified School District will, when the opportunities arise, schedule field trips for the enrichment of a child's education.

A few notes for parents to remember:

*If parents will be taking pictures of their child, we ask them to refrain from taking pictures of other children in order to protect their privacy. An authorization form needs to be on file in order for a child to be photographed.

*If the parent is not on the volunteer list and the field trip is at a public place then the parent can pay for their admission and be there. They may not ride the school bus or walk in with the group and their interaction should only be with their child.

*If the parent is not on the volunteer list and the field trip is at a public place **but** our school rented the facility or arranged for a private visit then the parent cannot pay and attend.

LIBRARY

Each student will check out books from the Fairview Library weekly with their class. The Library will be open most days before school at 7:45 a.m. and close after school by 3:00 p.m. for individual check-out. Library activities and expected voice levels vary and are posted daily. The Fairview Library is a student privilege and all behavior and expectation rules will be in effect and enforced at all times.

Books are checked out for a one-week period and due the following week to either return or renew. Students are responsible for books which are to be returned promptly and in good condition. Students with books over two weeks late will not be allowed to check out. Students with overdue books will receive weekly verbal reminders and recess study hall slips. Recess study hall is designed for students to reflect on their responsibilities and the impact their choices have on themselves and other students. Additionally, a reminder notice will be sent home with students showing overdue book titles and replacement costs. Students will be given ample opportunity to return books and/or pay replacement costs up to thirty (30) days from the original date of checkout before a detention is assigned.

All books must be returned and/or replacement costs paid by the end of the school year or they will remain on the student's record through all Orland Unified schools.

HOMEWORK

Individual teachers will establish homework policies within their classroom. Consequences for not completing homework may vary from teacher to teacher. Check with your student's teacher if you have any questions.

All students are encouraged to read a minimum of 20 minutes daily.

TEXTBOOKS

Care of textbooks and other school materials are the responsibility of each student. Torn or abused books and materials will have to be paid for by the student. It is recommended that books be kept covered throughout the school year.

At the end of the school year, report cards are withheld until damaged or lost textbooks are paid for or returned.

CAFETERIA SERVICES

Meal Prices: Breakfast: No Charge Lunch: No Charge Extra Milk: \$0.40 Extra Juice: \$0.50

Milk is included with a cafeteria meal. Milk may be purchased to accompany a lunch from home.

Please notify the office and provide a doctor's note if your child has specific food allergies requiring food substitutions.

When in the cafeteria students are to stay in their seats and talk in normal voices.

No food is to be taken out of the cafeteria.

Students must clean up after themselves.

CAMPUS VISITORS

In order to ensure the safety of students at Fairview, all visitors must sign in at the office and get a visitor's pass before proceeding to their destinations on campus. All visits to classrooms, hallways, and playground areas must be pre arranged with the principal and/or teachers.

STUDENT VISITORS

Student visitors are not allowed at school. The school's liability insurance will not cover students who are not enrolled in our school. The only exception is for extended visits (at least two weeks) in which case a student may be officially enrolled in school.

TELEPHONE

Students will need office passes issued by their classroom teachers to use the office telephone or to be in the office. The school office telephone is to be used by children only in cases of illness or other emergency--not to make social arrangements. Cell phones are allowed on campus, at your own risk, secured in backpacks, turned off during school hours and only to be used for emergencies. Any student caught not following this rule will have their cell phone confiscated and a parent will be required to pick up the phone at the school office. A warning will be issued on the first offense and citation on the second offense. The school is not liable for these types of items.

The office is available for messages to students and during emergencies.

EMERGENCIES

In case of illness or injury to a student at school, every effort is made to contact the parent by telephone. It is important for the school to have an updated emergency contact in AERIES with working phone numbers. Please notify the school immediately of any change in this information.

MEDICINE AT SCHOOL

No one at the school may diagnose an illness or injury; nor may any medicines, including aspirin, be administered without an official authorization from a doctor. Forms to allow the school to administer medication are available in the nurse's office. Students cannot bring over-the-counter medications to school.

Please notify the school nurse of any medical or physical problems that might affect your child's normal daily routine. Students whose parents wish them to stay inside or be exempt from physical education because of illness or injury must bring a note which can only excuse them for up to two days. A doctor's note is required for more than two days.

SNACKS

Students are encouraged to bring healthy snacks and lunch foods to school. All classrooms at Fairview School work to provide a healthy environment for students to learn and grow. This extends to snack time and lunch time. Although sweet foods and drinks have their place in small amounts, students can learn, focus, and enjoy themselves best when they eat healthy foods that provide nutrition and energy.

No unhealthy snacks. See examples below.

No carbonated, caffeinated or energy drinks.

No candy or gum.

Healthy School Snacks

Fresh or dried fruit, raisins
Pretzels
Cheese
Crackers (whole grain is better)
Sandwich half
Raw vegetables
Muffins (low fat)
Yogurt
Juice boxes (100% juice)
Popcorn (no butter)
Nuts
Unsweetened cereal
Bottled water
Granola Bars
String cheese, cheese sticks

Examples of Unhealthy Snacks are:

Top Ramen
Potato chips, Hot Cheetos, and similar chips
Pop tarts
Items needing refrigeration
Desserts
High sugar, high fat foods

All food must be consumed in the cafeteria or designated snack area. Food must not be shared with any other students.

BICYCLE /SCOOTER/SKATEBOARD SAFETY

Students riding their bicycles to school are required to wear a bike helmet. Students who do not have a helmet will be referred to the office and parents will be contacted. If you need help providing a helmet for your student, please contact the office and we will try to assist you.

BUS TRANSPORTATION

If you are having any problems with bus transportation, please call 865-1207.

Notify the office immediately when:

1. There is a change of address.
2. Your child is going to a different location. A note must be provided and include the desired address and parent's signature or the child will have to go home on his regular bus. Please have the note at the office 90 minutes before departure time.

All students in the Orland Unified School District who ride a bus to school are subject to regulations until they get off at their school or the bus stop near their home. Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including to school activities.

1. Riders shall follow the **instructions and directions of the bus driver at all times.**
2. Riders should arrive at the bus stop on time and stand in a safe place to wait.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers.
6. Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to the suspension of riding privileges.
7. No part of the body, hands, arms or head should be put out of the window.
8. Riders shall keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
9. No animals shall be allowed on the bus without express permission from the principal or designee.
10. Riders should be alert for traffic when leaving the bus.

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year. **Examples of possible consequences:** First offense will result in two days off the bus, the second offense will result in 5 days off the bus, the third offense will result in one month off the bus, 4th offense could result in the remainder of the school year.

DRESS CODE

Students are expected to come to school in appropriate school clothes. All pupils shall be required to show proper attention to personal cleanliness, neatness, modesty and standards of dress and appearance while at school. The student's general appearance should not attract undue attention nor cause embarrassment to either the wearer or others. If a pupil's appearance or dress distracts from the general instructional atmosphere, creates disturbance, or is in violation of the District Dress Code or the State Dress Code of Health and Decency, he or she is inappropriately dressed. All decisions concerning appropriateness of dress remain with the administration. California courts support reasonable, clear school regulations governing the appearance of students. (CAC, Title 5, section 302)

Additionally, the District recognizes the importance of appropriate dress and grooming as a career skill since most jobs require appropriate dress.

HATS - Hats may be worn on school sites and school buses under the following conditions:

1. Sun protective clothing will be permitted outdoors during the school day.
2. Hats can only be worn as sun-protection or cold weather clothing.
3. Hats with bills must be worn forward.
4. There will be no inappropriate words, pictures, or signs.
5. Hats may not be worn indoors during the school day. Violation of this rule will be confiscation of the hat and it will be stored in the office and may be returned at the end of the school day.
6. Within their classrooms, teachers have the right to determine rules regarding the care and safekeeping of hats.

ACCESSORIES - Make-up, jewelry, and other accessories should be kept to a minimum and appropriate to the grade level.

JACKETS

1. No jackets with insignias denoting gang affiliation may be worn.
2. Windbreakers, coats, or jackets may have hoods; however, hoods may only be worn outside in inclement weather.
3. Outer garments must fit properly – no more than one size too large or one size too small.

TOPS

1. Must have shoulder straps and be properly worn. No half-shirts, half-blouses, halter tops, tube tops, fishnet shirts, or any type of low-cut blouses are allowed. “Low cut” is generally defined as more than three inches below the collarbone.
2. No clothing decorated with inappropriate language, including any words, pictures or signs referring to drugs, alcohol, violence, gangs, discrimination, or sexual content will be allowed.
3. The stomach/midriff/back area may not be exposed when walking or sitting.

PANTS

1. Pants must not drag the ground and may not be more than one size larger than normal.
2. Pants must not be so overly large or overly tight as to draw undue attention. Administration will determine appropriateness.
3. Pants must be worn above the hips and able to stay at hip level while walking, even if covered.
4. Tongues of belts must be tucked into belt loops.

SHORTS/SKIRTS/DRESSES

1. Shorts, skirts, and dresses with slits may be worn but must be of reasonable length that shall be defined as no shorter than the fingers when the arm of the student is held straight down. On dresses with slits, the top of the slits must also conform to the length rule.

SHOES

1. Appropriate and safe shoes must be worn at all times with shoelaces in all holes, tongues in, and all buckles used. Shoes must be appropriate for playground activity or P.E.
2. Sandals with a back strap may be worn
3. Slippers and flip-flops are not allowed.

UNDERGARMENTS – No undergarments may be shown at any time

GANG ISSUES – No gang-related colors, symbols, or paraphernalia may be worn. Such items may include, but are not limited to, long belts, hairnets, bandannas, and beanie hats. Also, wallet chains are not permitted on campus. All items with the “Cookie” logo are prohibited.

Students violating the dress code will be sent to the office. The student may change into appropriate clothing available at school. If clothing is not available, the student may call home for assistance, but may not leave school to change. If the clothing violation cannot be resolved, the student will remain in an area designated by the site administrator for the remainder of the day and must do

assigned schoolwork. Time away from class regarding this matter will be recorded as an unexcused absence for the period(s) of the day missed. Repeat offenders will be considered to be in defiance of authority and penalties shall be imposed.

RIGHTS

Students and staff have the right to:

- ❖ pursue education without interference to the learning process;
- ❖ be treated with dignity and respect at school;
- ❖ attend school in a physically and emotionally safe environment.

STANDARDS OF STUDENT BEHAVIOR

ATTENDANCE

Students are expected to attend school regularly. School district policy and state law require daily school attendance for young people between the ages of 6 and 18.

CITIZENSHIP

Students are expected to be good citizens. They are expected to:

- ✓ Follow all rules and regulations.
- ✓ Respect authority, property, and the rights of others.
- ✓ Treat others as they would like to be treated.

SCHOOL RULES

BE RESPONSIBLE - *BE RESPECTFUL* - *BE AWESOME*

We are very proud of the students at our school. We believe every child has the right to feel safe at school, and every child has the right to learn. In order to provide a safe learning environment, we expect appropriate behavior from all students.

RULES

1. Obey all adults at the school.
2. Follow directions the first time given.
3. Don't make rude remarks or talk back to adults.
4. No gum at school. Candy and soda should not be brought to school.
5. No electronic toys or toy weapons; or any other toys (this includes Pokemon cards) at school. The school is not liable for these types of items.
6. No compact discs, mp3 players, iPod technology, etc., shall be brought to school by students except as needed for classroom presentations. Cell phones must be turned off during school hours. The school is not liable for these types of items.
7. No selling of personal property or bartering.
8. Stay in your assigned area.
 - a. Obtain a pass before going to the office.
 - b. Playing in or around the bathrooms, drinking fountains, bike rack, quads, and next to the classrooms is not allowed.
 - c. No loitering in the hallways.
 - d. When the bell rings, go to class
 - e. Stay on the school grounds. Stay away from fences.
9. All students must FREEZE upon hearing the "freeze bell". The bell rings 2 minutes before the children are to return from the playground recesses.
10. Be safe and be courteous.
 - a. No running in quads or hallways.
 - b. Do not throw rocks, sand, or other objects.
 - c. Keep hands and feet to yourself.
 - d. Body contact such as kicking, hitting, pushing, play fighting, tripping, rough play, or wrestling is not allowed.

- e. Throwing balls at others is not allowed, except in organized games such as Dodgeball.
- f. No spitting.
- g. No profanity or obscene gestures.
- h. Rude and/or hurtful words to others are not allowed.

PLAYGROUND EQUIPMENT RULES

General rules for all equipment:

- 1. No flips or jumps off equipment.
- 2. No tag on or around equipment.
- 3. Use good manners and good sense.
- 4. To count someone off a piece of equipment you must count to 50 by ones and you must say each number clearly saying, "one and two and three and..."
- 5. No bouncing balls off buildings.
- 6. No climbing up goal posts and backstops.
- 7. No littering.
- 8. Tag only in the field.

BARS

- 1. No standing on the bars.
- 2. No tying clothing to equipment.
- 3. Only move toward the Falcon wall.
- 4. No spinning on bars.

SLIDE

- 1. Walk up the steps.
- 2. Sit and slide down feet first.
- 3. One student at a time.
- 4. No other activities allowed on the slide.

Game rules are posted on the playground.

SWINGS

- 1. No climbing on the swing set.
- 2. Swing only when seated.
- 3. One person per swing.
- 4. Swing front to back only.
- 5. NO PUSHING.

TETHERBALLS

- 1. Do not swing on the rope or hang on the ball.
- 2. Do not climb up the poles.

PLAYGROUND RULES

Tetherball Rules

- 1. The server is the first person in line or the winner of the previous game.
- 2. The winner is only allowed to stay in for one additional game. (2 games total)
- 3. The server asks the challenger which side of the circle they wish to stand on and which way they want to hit the ball.
- 4. The server hits the ball and then **waits** until the challenger touches the ball.
- 5. The following are **not allowed** during the game: stopping or holding the ball, touching the rope with any part of your body, touching the pole with any part of your body, or stepping over the line that bisects the circle.
- 6. There are no double hits or pushing the ball. **When any of these occur the player who breaks the rule is out of the game.**
- 7. The winner is the one who wraps the ball tightly around the pole without breaking any of the rules of play.

Dodgeball Rules

- 1. All students who stand on the outside of the circle may not step into the circle when throwing the ball. If they do, the throw will not count and they will not get a re-do.
- 2. No throws shall be higher than waist high. If someone throws a ball and hits a student in the head, the thrower is automatically out of the game. The ejected player may not participate in any dodgeball game for the remainder of the day.
- 3. No more than 8 players may be in the center of the circle at one time. (Unless it is an elimination game played while an adult supervises.)
- 4. Once the game begins, players on the outside must stay put and may not move around the circle for

better vantage points. Players that try to move will be given only one warning and if they do it again they will be asked to leave the game.

5. No one on the outside of the circle is allowed to step between, around or in front of another player to get a ball. Wait for the ball to cross the out of bounds line and the person closest to the ball gets to take the next throw. If the ball comes to someone who doesn't catch the ball before it rolls past them or if it hits them and bounces off, the ball is still theirs to retrieve and throw.
6. Once a player is hit inside the circle the thrower will trade places with them and the player that was hit will get the ball.

Four Square Rules

The object of the game of Four Square is to eliminate players in the highest ranked squares so that you can advance to the highest square yourself. The highest ranked square is square #1 with the lowest ranked square being #4. The court is a large square quartered into four smaller squares. The "Outside Lines" are those that go around the outermost edges of the entire court. The "Inside Lines" are the ones that divide the court into Four Square and that cross in the center of the court.

1. Players may only use their hands to hit the ball.
2. The player in square #1 is the highest ranked player and therefore the "Server". The ball is started from this square at the beginning of every game. The Server will start the game by dropping the ball into their own square before hitting it to another player's square.
3. Each time the ball bounces in a square, the owner of that square **must** hit the ball into another square.
4. Once the ball touches down in a square, **ONLY** the owner of that square can touch the ball next. If they don't touch the ball before it goes into another square, they are out. If another player hits the ball before the owner does, then the other player is out.
5. The ball must bounce one time, and **ONLY** one time in a player's square before being hit to another square. If the ball bounces more than once in a player's square, then the player is out.
6. If a player hits a ball and it lands **on** an "**Inside Line**" the player is out.
7. If a ball is hit and lands **behind** an "**Outside Line**" the ball is out of bounds and the player that hit it is out.
8. If the ball lands **on** an "**Outside Line**" the ball is still in play.
9. If a player hits the ball with a part of the body other than the hands they are out.

Rules for the Bars

1. You may only go in one direction when playing on the bars. (From the west field towards the library.)
2. Only one person at a time may be on the bars. All others must wait their turn in the line.
3. Students waiting in line will stand in a straight line on the ground, keeping their hands and feet to themselves.
4. You may not save spots, let people take "cuts" or get your spot back if you leave the line for any reason other than speaking to a yard supervisor.
5. No spinning is allowed.
6. You may not assist others on the bars.
7. You are not allowed to hang upside down or do flips on the bars.
8. You are not allowed to walk through the bar area to get to the south field when students are on the bars. Please walk around.
9. Make sure you are a safe distance away from students swinging on the bars.

Rules for the Play Structure and Swings

1. The Play Structures and Swings are in the WALK ONLY ZONE. (Green padded playground.)
2. Students may only walk when on the play structures.
3. Tag, chase, keep away, grabbing, holding and/or pushing are not allowed in the WALK ONLY ZONE.
4. Students are not allowed to climb on the outsides of the play structures, slides or railings.

5. **You may not jump off of any of the Swings, Structures or Slides.**
6. Steps and rock walls are to be used correctly.
7. Only 1 person may come down the slide at a time. They must sit on their bottom with their feet out in front of them, and be facing forward.
8. Students may not climb up the slide or go over the side.
9. Students using the swings will face the library when swinging.
10. Those who swing may not swing sideways, twist the swings in circles, stand on or straddle the seat.
11. You may count someone off of a swing by counting to 20 by 1's or 100 by 5's. You count each completed swing (forward and back) so that everyone gets a fair turn.
12. You may not count on someone if there is another available swing.

Positive Discipline Plan

Discipline as an Ongoing Process:

Everyone connected with the school must understand that discipline is a process, not a product. This policy will not ensure school discipline, but will only help facilitate the process. Staff must work together to achieve as much consistency as possible, and must be prepared to revise and adapt the procedures when they are ineffective. There will be yearly revision of the written policies and procedures.

Discipline Principles:

1. Good Discipline is usually positive rather than negative in nature
2. Good discipline is fair, consistent, dignified, and in good temper
3. Conferences with teachers, principals, and parents should bring about acceptable classroom behavior

Classroom Discipline

All students can behave appropriately when it is expected of them and when standards of conduct are clearly communicated to them. Teachers at Fairview Elementary School follow an assertive approach to discipline and classroom control.

1. Each teacher will develop their own classroom discipline plan and a set of rules along with the school rules and positive reinforcements. Positive reinforcement methods are used to acknowledge and encourage desired behavior. The main advantage of this approach is the fact that each student is aware of the expectations and the consequences, is responsible for his or her own behavior, and is rewarded when the desired behavior is exhibited. Also, each day is started with a clean slate.

Positive Reinforcement Examples:

 - Free-time activities (games, art, crafts)
 - Special assignments
 - Notes of praise (complimentary reports, notes home, etc.)
 - Special privileges
2. A child is sent to the office for disciplinary action only after the classroom teacher has tried a number of interventions or the behavior is of a violent or serious nature. Therefore, referrals to the office will be handled very sternly.

Classroom Progressive Discipline Example:

- Counsel with student
- Time-out inside or outside the classroom
- Parents contacted
- Classroom consequence (detention, sentences, apology letter, work detail, etc.)
- Citation written
- Class suspension (2 day max per referral, requires teacher to notify parents)
- Administrative referral

Positive Reinforcements

Blue Slips – when students are caught doing something right, the adult will give the student a blue slip. Every Friday, there is a “blue slip recess” for an additional 10 minutes of free time. Also, students are eligible for the drawing that two students per grade are given a prize.

Jul 13, 2023

Good Referral and Call Home – students can be sent to the office for doing something great and the principal will call home and share the news with the parents.

Falcon Fever Pass – a ticket to allow a student to go “first in lunch” for that day.

Discipline Offenses and Consequences

Minor Offenses:

- Running in halls
- Minor name-calling (no profanity)
- Playing after freeze bell
- In hallways without a pass
- Throwing objects (without intent to injure others/property)
- Rough play- no intent to harm

Consequence Options:

- Recess Reset
- Work detail
- Alternative consequences
- Time-out

***3 minor offenses in a week result in a referral to administration and possible citation

Medium and Major Offenses:

- Teasing (physical/verbal)
- Profanity, vulgarity, or racial comments
- Hitting, kicking, pushing- mad and intent to harm
- Throwing objects (intent to injure others/property)
- Disrespect/defiance
- Minor vandalism (no serious damage)
- Instigating others to do something (fight, tease, steal.....)

Consequence Options:

- | | | |
|--|--------------------------------|---|
| 1 –Citation | 5 – Home Suspension (3) | |
| Citation letter sent home | Behavioral SST, behavior plan | 2 |
| 2 –Citation | Principal call home | |
| Teacher call home | 6 – Home Suspension (3-5 days) | |
| 3 – In-School Suspension (1) | Possible alternative placement | |
| Principal call home | | |
| 4 – Home Suspension (1) | | |
| Principal call home, parent conference | | |

Major Suspendable Offenses: Send student(s) immediately to office

- Fighting
- Bullying
- Major Vandalism (expensive to repair)
- Stealing (major/repeated)
- Weapon
- Possession of tobacco/controlled substance/paraphernalia

Consequence Option: Principal’s discretion

- Citation Process
- In-School Suspension (1-3 days)
- Home Suspension (1-5 days)
- Alternative consequence

Administrative Progressive Discipline Example:

Repeated inappropriate behaviors

In-School Suspension

Home Suspension

SST/Behavior Contract

Opportunity Day School Referral

Expulsion Referral

Illegal action or behavior – Certain offenses (ie. weapons, threats, etc.) can lead to involvement by local police and can result in consequences beyond the school.

***IMPORTANT** Administration may impose different degrees of accountability depending upon circumstances. Example:

Defacing Property

- o Writing on desk 1st offense, teacher may make student clean desk
- o Carving into desk 1st offense, In School Suspension and pay for damages
- o Entering school grounds during off hours and spray painting walls etc., expulsion hearing, charges filed.

Discipline Practices

Recess Reflection: 15 minute designated reflection during recess time

Work Detail: Student completes a work duty around the classroom or school. Ex.-trash pick-up, washing tables,

Citation: A written referral to document the inappropriate behavior and it requires a parent signature and is to be returned to school the following day. Citations are cumulative and the consequence for getting a citation gets progressively more severe. Each trimester, students start over with zero citations.

Alternative consequences: Other consequences that are reasonable for the offense committed and effective for an individual student. Ex.-A student completes a profanity essay instead of getting a citation for using profanity.

Time-out: A student is away from a classroom or activity for a specific period of time so the student can think and “cool down” before returning. Time-outs are less than 2 hours. If a time-out is longer than 2 hours, it is considered a class suspension.

Class Suspension: A teacher has the right to suspend a student from their classroom for up to 2 days. The teacher is responsible to call the parents, fill out appropriate paperwork, set up a classroom for the student to go to, and put the student’s work together for the suspension period.

In-School Suspension: A suspension by the principal for 1-5 days that the student goes to an alternative classroom for the suspension instead of being sent home. The parents are still required to attend a conference with the principal and sign suspension paperwork. Teachers will give the student work.

Home Suspension: Student will be sent home for 1-5 days. Grade level school work will be assigned. The parents are required to attend a conference with the principal and sign suspension paperwork. Teachers will give students work for the suspension period.

Loss of Privilege: Due to frequent misbehavior, a student may lose the privilege of playing on the playground, or attending a reward-based field trip, per staff discretion.

Expulsion: Is a formal hearing for specific education code violations or repeated offenses of education code to determine if the student will be removed from the school for up to one school year. The Board of Education conducts the hearing and makes the final decision on any recommendation for expulsion.

Bullying- Bullying is defined as a pattern of deliberate, negative, hurtful, aggressive acts that works to shift the balance of physical, emotional, or social power. Behavior motivated by bias or hate is similar to intimidations, harassment, bigoted slurs or epithets, force or threat of force or vandalism. Hateful or biased behavior is motivated in part or in whole by hostility toward a person’s real or perceived race, nationality, religion, disability, gender, or sexual orientation.

TOBACCO

Use of tobacco on the premises is not allowed. Administration wants to inform all students, parents and patrons attending any school activity that Orland Unified School District is a 24/7 Tobacco Free Campus.

Jul 13, 2023

The Orland Unified School District Board of Education voted to prohibit use of tobacco products of any kind on, in or upon any school property at all times including non-school hours and non-school days of the week. Tobacco is defined as cigarettes, cigars, pipe tobacco, snuff/smokeless/chewing tobacco and all other kinds and forms of tobacco use.

PBIS- A General Overview

Our school-wide program is based on the Positive Behavior Interventions and Supports (PBIS) framework. Staff, parents, students, administrators and board members have worked closely together to support and advocate for PBIS in all Orland Unified School District schools. This handbook was developed, so its contents match the principles of PBIS in a way that fits the goals, mission and culture of Fairview School.

School-wide PBIS is a research-based framework that has been proven to improve school climate, reduce problem behavior, and increase academic instructional time in schools (for additional information go to www.pbis.org). Two primary areas of emphasis in PBIS are prevention and instruction of social behavior. PBIS is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, all students are more likely to meet those expectations.

Collaboratively, our staff and students have developed school-wide procedures to accomplish the following:

1. **Define Behavior Expectations.** Three clearly defined behavioral expectations are defined in positive and simple rules. At Fairview all students will be: **RESPECTFUL, RESPONSIBLE, AWESOME**. These expectations are defined across school settings in the expectations matrix included in this handbook.
(**AWESOME** means going above and beyond what is expected of you, showing good character and inspiring others by example.)
2. **Teach Behavior Expectations.** The behavioral expectations and school procedures are taught to all students, and are taught in real contexts. Behavioral expectations are taught using the same teaching formats applied to academic instruction. The rationale for the rules and behavioral expectations are presented for each setting, then staff demonstrate examples of what the expected behavior looks like in the setting. Teachers will use common scenarios in the setting to demonstrate the expected behavior, but may also demonstrate examples of the ‘wrong way’ to do it – it is also important for students to learn what is not acceptable behavior, but there should be more focus on the desired behavior. Next, students are given the opportunity to practice the “right way” until they demonstrate fluent performance. Lesson plans for each setting have been created, taught and some are included in this handbook.
3. **Acknowledge Appropriate Behaviors.** Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. Giving regular positive feedback when students use behaviors they have been taught is a critical step to teaching and maintaining desired behavior. Fairview has developed an acknowledgment system to encourage regular recognition of desired behavior in the school. Positive or negative environments for students and staff are the result of the accumulation of individual positive or negative interactions. Research suggests that a 5:1 positive to negative ratio fosters the most positive and productive school environments. Positive interactions can occur in many meaningful ways (pats on the back, smiles, high fives, fist bumps, verbal praise), but the goal of an acknowledgment system is to provide a regular reminder to all staff members to catch kids doing the right thing. Negative interactions are any time we give attention to students for problematic behavior (e.g. “Mike, please keep your hands and feet to yourself”, “Remember class, all eyes on the teacher.”, “Kristen, that’s a beautiful drawing, but it’s time to start math.”) As a school we will strive to achieve and maintain a 5:1 ratio for all students.

Awesome Falcon awards are given to students caught being **RESPECTFUL, RESPONSIBLE, AWESOME**. This gives them 10 minutes of extra recess on Fridays and their name in a weekly drawing for the treasure box. Two students per grade are drawn each time.

AWESOME tickets are given in the cafeteria daily to students who are quiet and showing respect and being responsible. The ticket will get the student released from the cafeteria first and their name goes in a weekly drawing for the treasure box. Two students per grade are drawn each time.

Staff also give out **AWESOME** first to lunch passes to students that are caught being **RESPECTFUL, RESPONSIBLE, AWESOME**.

Each month, students who have no major offenses have a reward activity. Examples would be: movie, games, assembly, etc.

4. **Responding to Problem Behavior.** Despite our efforts to proactively set students up for behavioral success and to prevent problem behavior, there will still be incidents of problem behavior. When it comes to responding to problem behavior we have three primary goals:

- a) Make sure to keep everyone safe,
- b) Minimize the loss of instructional time for all students (including the student who engaged in the problematic behavior),
- c) Teach students the appropriate behavior to use instead of the problem behavior.

Every occurrence of problem behavior is an important opportunity to teach the appropriate, desired behavior to the student. In developing this program, it is our responsibility to provide fair and consistent consequences for problem behavior that focus first on teaching our students the appropriate behavior and then get them re-engaged in academic instruction as quickly and safely as possible. Our team has developed a progressive discipline model which will be utilized in the school. It focuses on teaching and preventing future occurrences of behavior. When students violate the behavioral expectations they will be informed that their behavior was not acceptable and how it relates to the school wide rules.

Consistent and fair consequences will be given for students violating the school rules. Staff members will complete a behavior referral and submit it to the principal when both minor and major problem behaviors occur at school. The behavior referral describes the problem behavior and actions taken by the staff member.

PBIS SCHOOL RULES			
AREA/ SETTING	RESPECTFUL	RESPONSIBLE	AWESOME
All Settings	<ul style="list-style-type: none"> ● Appropriate Voice. ● Use kind words and actions. ● Wait for your turn ● Follow directions ● Keep hands, feet, and objects to self. ● Stay in student designated areas 	<ul style="list-style-type: none"> ● Respect personal and school property ● Be honest ● Walk facing forward ● Clean up after self 	<ul style="list-style-type: none"> ● Offer your help to peers and adults ● Encourage others ● Speak out against bullying ● Good sportsmanship ● Have a positive attitude ● Challenge yourself everyday ● Look after each other
Lunch Line	<ul style="list-style-type: none"> ● Walk calmly and quietly ● Use quiet voices ● Face forward ● Wait your turn 	<ul style="list-style-type: none"> ● Hands to your side ● Feet on Line 	<ul style="list-style-type: none"> ● Quiet smiles ● Silently stand in line ● Silently encourage others
Cafeteria	<ul style="list-style-type: none"> ● Walk calmly and quietly ● Keep food, hands, feet, and objects to self ● use quiet voices ● Politely return tray to server ● Eat politely ● Allow anyone to sit with you 	<ul style="list-style-type: none"> ● Know your lunch number ● Keep both hands on tray ● Keep area clean ● Sit with feet on floor and bottom on bench and facing table ● Pay for cafeteria before or after school. 	<ul style="list-style-type: none"> ● Help others clean up ● If something is out of place, clean it up ● Leave your area cleaner than when you got there

		<ul style="list-style-type: none"> ● If you drop something, pick it up ● Properly dispose of non-eaten food 	
Entering/ Exiting	<ul style="list-style-type: none"> ● Be courteous of other classes still learning ● Quiet smiles 	<ul style="list-style-type: none"> ● Walk to playground quietly ● Hands and body to self 	<ul style="list-style-type: none"> ● Silent
Playground/ Recess	<ul style="list-style-type: none"> ● Play fairly ● Use problem-solving skills ● Share and use equipment properly ● Keep hands, feet and objects to self ● Use kind words ● Be a good sport ● Follow direction 	<ul style="list-style-type: none"> ● Walk to and from the playground ● Use playground bathrooms ● Play approved games only ● Freeze when whistle blows ● Stay in designated area ● Pass to enter halls ● Tag playing allowed only on grassy areas. 	<ul style="list-style-type: none"> ● Have good manners ● Demonstrate positive character traits ● Invite others to play ● Have fun ● Quietly take the most direct route to next class
Library	<ul style="list-style-type: none"> ● Use appropriate voices per activity ● Use -polite words ● Keep hands, feet, and objects to self ● Read quietly once you select your book ● Enter quietly ● Return books neatly ● Push in chair 	<ul style="list-style-type: none"> ● Follow adult directions ● Put things back where they belong ● Use time appropriately ● Treat books with care ● Re-shelve books properly ● Return books on time in good condition 	<ul style="list-style-type: none"> ● Help others find books ● Encourage and assist others to put books and materials away ● Be mindful of your time with popular books
Computer Lab	<ul style="list-style-type: none"> ● Use quiet voices ● Use kind and polite words ● Keep hands, feet, and objects to self ● Raise your hand for assistance ● Keep your hands on your workspace only ● Keep hands clean before and during computer time 	<ul style="list-style-type: none"> ● Follow adult directions ● Put things back where they belong ● Keep hands in lap, eyes on projected screen during instruction ● Prepare work station for the next class according to adult instructions 	<ul style="list-style-type: none"> ● Help your peers
Bathrooms	<ul style="list-style-type: none"> ● Respect privacy ● Use quiet voices ● Keep hands, feet, and objects to self ● Keep feet on floor 	<ul style="list-style-type: none"> ● Wash hands with soap for 15 seconds ● Use bathroom during recess ● Use a bathroom pass ● Return to classroom quickly and quietly ● Keep bathroom clean and dry ● Leave when finished 	<ul style="list-style-type: none"> ● Remind others to use bathroom appropriately ● Report misuse of bathroom
Hallway/ Sidewalk (During School)	<ul style="list-style-type: none"> ● Use calm and quiet voices ● Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> ● Use a hall pass ● Walk ● Stay to the right, facing forward ● Walk in line(s) 	<ul style="list-style-type: none"> ● Hold doors for others ● Pick up trash ● Smile and greet others appropriately ● Let others go first ● Silently walk to class ● Greet visitors to campus
Lining Up outside classrooms	<ul style="list-style-type: none"> ● Line up quietly ● Keep hands, feet, and objects to self ● Use words like, “Excuse me,” “Thank you,” and “Please.” 	<ul style="list-style-type: none"> ● Straight lines ● Keep body off walls and poles ● Face forward ● Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> ● Silent, single file line(s) ● Ready to learn ● Be your best self

(When bell rings and rotations)	<ul style="list-style-type: none"> ● When entering line-go to the end of the line 		
Bus Line	<ul style="list-style-type: none"> ● Respect personal space ● Use quiet voice ● Keep hands, feet, and belongings to self ● Use appropriate words ● Be kind to drivers and other adults ● Follow instructions 	<ul style="list-style-type: none"> ● Sit and stay in own bus line ● Report directly to bus line ● Gather belongings before bus arrives ● Stay behind the yellow after-school line ● Leave cell phone off and in backpack unless calling home ● Healthy snacks are okay 	<ul style="list-style-type: none"> ● Use manners and kind words such as, "Please," and "Thank you."
	<ul style="list-style-type: none"> ● Keep feet on floor 	<ul style="list-style-type: none"> ● Return to classroom quickly and quietly ● Keep bathroom clean and dry ● Leave when finished 	
Transitions from room to room rotations **Teacher outside door	<ul style="list-style-type: none"> ● Wait silently outside until the teacher invites you in ● Respect other students' desk and property ● Leave pencils/classroom materials in the classroom 	<ul style="list-style-type: none"> ● Walk quickly, quietly, and directly to your class/group 	<ul style="list-style-type: none"> ● Greet your teacher

Is it Bullying?

When 2 friends are saying or doing something *unintentionally* hurtful to each other, and both people find it funny, that's **TEASING**.

When someone says or does something *unintentionally* hurtful and they do it once, that's **RUDE**.

When someone says or does something *intentionally* hurtful and they do it once, that's **MEAN**.

When someone says or does something *intentionally* hurtful and they *keep doing it* even when you tell them to stop or show them that you're upset – that's **BULLYING**.