



ORCHARD SCHOOL
2026-2027

STUDENT & FAMILY
HANDBOOK

ORCHARD ELEMENTARY SCHOOL
Twin Rivers Unified School District

Information At-A-Glance

<u>School Office Hours:</u>	7:00 a.m. - 3:30 p.m.
<u>School Office Phone Number:</u>	566-1930
<u>School Office Fax Number:</u>	566-3566
<u>School Attendance Line:</u>	566-1930 press 2 - Leave message

Email: attendance.orchard@trusd.net

<u>School Student Hours:</u>	
Grades TK-6 th	7:45 a.m. - 2:27 p.m. (Mon., Tues., Thurs. & Fri.) *7:45 a.m. - 12:27 p.m. (Wed.)

<u>Lunch/Recess Times:</u>	
1 st Lunch TK/ Kindergarten & Bridge	10:30 a.m. - 11:15 a.m.
2 nd Lunch 1st/ 2nd grade & Rise	10:45 a.m. - 11:30 a.m.
3 rd Lunch 3rd & 4th grade	11:10 p.m. - 11:55 a.m.
4th Lunch 5th & 6th grade	11:35 p.m. - 12:20 p.m.

Before and Afterschool Program:

The before and after school program is offered through The Center. The before school morning program runs from 6:45 am to 7:45 am, and the after school program is from 2:27 pm until 6:00pm. Please contact Miss Leo at (916) 529-1968 in the Center office for more information.

ORCHARD SCHOOL

OUR VISION

To inspire every student to thrive academically, socially, and emotionally, fostering a community where children grow into resilient, self-assured and responsible individuals.

OUR MISSION

To empower students to become lifelong learners by fostering a culture of respect, creativity and curiosity. Orchard is dedicated to providing opportunities for all students to develop into hard working individuals who are confident in their abilities and embrace challenges.

Our Eagles **SOAR!**



Orchard Staff
Melissa Clark, Principal

Office Staff
Gwen Agee, Office Manager Amanda Galagher, Administrative Assistant

Teaching Staff

TK Tammy Moen	
K Rebekah McClain	4/ 5 combo Arely Resendes
K Cameron Titus	5 Cara Sabalow
1 Petrina Rilea	6 Gabriel Perez
1 Mallory Charron	RSP Andrea Brown
2 Nicole Watte	OI Program Fermin Fierro
2 Kathryn Messenger	Counselor Jenna Ahlberg
3 Valerie Vasquez	Speech Clark Knudtson
3 Lindsea Friesen	Music Maria Santana
4 Malory Manetti	Art Carolyn Seo
	RISE SDC K-2 Kelly Moore
	Bridge SDC K-1 Fatima Menjivar
	Preschool Christine Hawthorne/Yvette Silva Arreola

Support Staff

Lynn Paligo, Nurse	Alicia Harvey, OI Paraeducator
open, Library Clerk/Noon Duty	Sarah Christian, OI Paraeducator
Nancy Provataris , Psychologist	Estephania Figueroa, OI Paraeducator
Teresa Garcia, RSP Paraeducator	Caylah Vongvilayphonh, Noon Duty
Ruth Martinez, AISB	Derek Roberts, Noon Duty
Alyona Sergeyeva, Health Assistant	Carmen Lopez, Noon Duty
Ariel Godwin, Kinder Paraeducator	Caylah Vongvilayphonh
Alexis Smith, RISE Paraeducator	Jennifer Galvan, RISE Independent Facilitator
Thomas Brest, Independent Facilitator	Floretta Hirschfield , Bridge Paraeducator

Custodial Staff
Devin Loomis (Lead) Bolt Burns (Night)

Nutrition Services
Vickie Ponce, Manager
Cherice Williams & Heather Sheperd

Daily Information

Arrival: **School begins at 7:45**

- Students may not arrive on campus before 7:30am (7:15 am if having breakfast). At that time, students must go to the playground to walk and talk with friends (follow the marked path) until the bell rings.
- Breakfast is served in the cafeteria from 7:15-7:45. If your student would like breakfast, please ensure they arrive at school early enough so they will have time to eat.
- Students are expected to be on the playground in designated classroom lines at this time. There is a warning bell (Hurry, Hurry song) at 7:43 am. Students go to their class lines at the warning bell. Students are late after the 7:45 am bell and must go to the office for a late slip.
- Orchard is a closed campus. Parents must sign-in at the office and have their ID scanned to produce a visitors badge. ***No parents will be allowed on the playground/campus at any time.***

Dismissal: 2:27pm

- Parents must wait for their children outside the fence. Parents and siblings will not be allowed in the hallways or on the playground.
- Students will walk out to one of two areas: the bus line at the gate on Q Street or the pick-up area at the parent parking lot. Students will meet siblings at the exit gate.
- Students walking home will proceed out of the front gate to the parking lot following the sidewalk to the left (all the way to Q Street). Students may not walk through the parking lot at any time.
- Students waiting for a parent to pick them up in a car, will walk out the gate and stand near the wall until their ride is completely stopped at the curb only and a teacher allows them to move to the car.
- Parents must walk with students to parked cars. Teachers will not allow students to leave the sidewalk to walk through the parking lot at any time. (Parents: do not call for children to run to you or your car, we will not allow them to come to you, it is unsafe!)
- If you are picking up your student by car do not leave your car unattended. Wait in the vehicle for your student to join you.

Parking Lot Procedures

Parents are to use the parking lot nearest to the school (the back parking lot is for staff members). School buses will pick-up and drop off general education students in the front of the school on Q Street. The loop area leading to the staff parking lot in the back is for our students/buses who have special needs and equipment. THIS AREA IS NOT FOR PARKING OR PICKING UP/DROPPING OFF STUDENTS.

1. The parent pick-up and drop off area is a one way loop. Enter the parking lot through the middle driveway, proceed toward the building, and curve around the parked cars to the curb near the buildings. Pull all the way forward to allow for more cars to enter the lot.
2. Pull up to the furthest curb space and once your car has stopped, students may come to your car.
3. When your children are safely and securely in your car, pull out into the open lane to the left, and proceed to the exit.
4. The speed limit in the parking lot is 5 mph or less (whichever is safest).
5. There is no parking/waiting for extended amounts of time at the curb. **Drivers must be in cars at the loading area at all times.**
6. Do not block the crosswalks in the parking lot.
7. The TRUSD police patrol the parking lot and streets surrounding the school and will cite cars for violations.
8. Students will not be permitted to wait in front of the school along Q Street or cross the street without adult accompaniment.
9. Be respectful of our neighbors, please do not park or block their driveways or the bike lanes.
10. The parking lot does become congested! Please be patient!

Thank You for following our procedures and guidelines at all times. It ensures that we have a safe and welcoming campus for everyone. When we all work together, we can accomplish great things!

Bike Riders

Students are encouraged to ride their bikes to school when it is a safe option. Motorized class 1 & 2 E bikes are allowed as these bikes travel under the 20 mph and are appropriate for all age riders per California state law. To help keep everyone safe please follow the these guidelines:

- students must wear a properly fitting helmet
- students will follow all traffic laws (use crosswalks when possible, not ride in the middle of traffic)
- Bikes must be locked in the designated bike area near the school entrance
- Bikes are to be walked onto and off of campus

Classroom Interruptions

It is imperative that students are given any instructions for lunch, dismissal or other information before leaving home each day. It is our goal to reduce the number of interruptions to the instructional program; therefore, increasing the amount of time on task for students.

Please assist us in this by:

- Arranging doctor and dental appointments before or after school.
- Inform the office of emergencies when you call, otherwise messages will be put in teachers mailboxes for retrieval later.
- Lunches, homework, etc., will not be delivered to the classroom. They may be placed in the office. Please be sure to tell your child to check in the office if they need any of these items. It is their responsibility.
- Make sure your child knows the plans for dismissal/pick-up each day before they come to school. It is best to have a consistent plan for dismissal/pick-up especially with the younger students.

Attendance

Good attendance has a positive impact on academic success and helps develop good lifelong habits. Research has proven that student achievement and learning are directly tied to good attendance! If your student will be absent, please call the school's attendance line, 566-1930, (within 5 days) to report each absence and to give the reason for the absence.

The following are suggestions to ensure regular attendance for your child:

- Make sure your child leaves home in plenty of time to get to school
- If your child misses school, please notify our attendance line at 566-1930 or send a note to the teacher (we must have the call or note within 5 days of the return to school per state guidelines otherwise the absence will be considered unexcused).
- Schedule dental/medical appointments for before or after school hours
- If your child will be out for an extended period of time (for 5 or more consecutive days) you may request an Independent Study Program (see below).
- Keep the school informed of any serious medical conditions that may lead to numerous absences.

Late/Tardies

Late arrivals can adversely affect your child and their progress in school. Being late should be avoided if at all possible!

All children who arrive late to school must report to the school office (after 7:45 a.m.- Monday through Friday) for a Late Pass. Students are expected to be in line at the 7:45 a.m. bell everyday.

Early Dismissal

Early dismissals are disruptive to your child and the learning environment in the classroom. They should be avoided if at all possible.

If an early dismissal cannot be avoided your cooperation with the following procedures (for the welfare and protection of your child) is appreciated:

- Any person picking up a child at school must come to the office. They must be on the child's emergency contacts list, show a valid ID, and be at least 18 years of age. The office will call the student out of class.

Independent Study Contracts

Each day a child misses school is marked as an absence. If you know your child will miss 5+ days of school, with the teacher's agreement, you may pre-arrange to have all the work ahead of time to complete during the absence. This Independent Study Contract must be set up at least 14 days before the absence begins. Both student and parent must sign the contract and get the assignments to complete from the teacher before the absence begins. On the day the student returns to school (date stated on the contract), they must turn in all completed assignments for review. Once the work is reviewed, the absences (depending on the amount of work completed) are cleared from the student's attendance record (as if they attended school on those days).

Change of Address, Phone Number, Emergency Contacts

If any information changes during the year please go into your Aeries parent portal and update your information and/or contact the school office promptly so changes can be made to your child's record. It is imperative that parents can be reached during the school day in case of an emergency.

Dress Code

In order to maintain an appropriate learning environment, students will wear clothes that are appropriate for the weather and activities of the day. All school attire must have school appropriate messaging. Clothes need to fit students without showing undergarments and provide coverage of the child's torso (front and back). Pajamas and blankets are not school appropriate wear unless the teacher/school is having a spirit day.

Foot wear:

- Athletic shoes or shoes which provide adequate protection, support, and traction, should be worn to school on a regular basis to allow students to appropriately participate in physical education (P.E.) and recess activities. For example: Shoes that only slide on and shoes or sandals without heel straps, shoes with high heels/wedges, and flip-flops are considered to be unsafe and not allowed at school.

Appearance:

- Makeup is discouraged and heavy (bright colored lipsticks, shadows, etc.) may not be worn to school as they may cause distractions and take the focus away from learning.
- Fake nails are discouraged as they can be ripped off during PE, recesses and other activities, causing injury.

Accessories:

- Jewelry should be minimal so as to not be a distraction or safety issue.
- Hats, hoodies, headbands, and other headwear should not be distracting and are limited to only being worn during recesses/ or teacher discretion.

Remember that school is primarily a place for learning; makeup should not be a distraction from educational activities. As needed, any student who is not following these standards will be given the opportunity to correct the problems, as soon as possible, including a call home to have someone bring appropriate clothing to school for him or her, or send the student home to correct the problem right away.

CELL PHONE POLICY

In order to make the best use of these technologies, while maintaining a rigorous educational environment, the following guidelines are to be used with all cell phones and electronic devices in reference to TRUSD Board Policy 5113.8.

- At arrival, phones will be turned off and kept in the student's backpack for the entirety of the

school day.

- Students may **ONLY** use cell phones or electronic devices with staff permission.
- The school and staff are NOT responsible for any lost, damaged, or stolen phones or devices. The responsibility totally rests with the student should they bring any device to school.
- *During dismissal phones may be used after school outside of the school gates or with permission from staff.*
- Taking pictures or videos with cell phones is strictly prohibited and may result in suspension.
- *Smart watches are discouraged as they can be a distraction and are held to the same guidelines/rules as cell phones.*

If a staff member sees a student with a phone:

1ST OFFENSE:

*The student will be reminded of the school cell phone/smartwatch policy, and the phone may be held by the teacher until the end of the day.

2ND OFFENSE:

*The phone will be in the office until the end of the school day, and will need to be picked up by parents/family.

3RD OFFENSE:

*The phone will be kept in the office until a parent/guardian comes and picks it up, and a conference will be held with staff, student and parent to develop acceptable use and consequences.

FINAL OFFENSE:

Parent/guardian, Student, Teacher and Principal Conference

School/Classroom Books and Materials

Children will be bringing home textbooks, reading books and other school/classroom materials throughout the year. These books and materials (including chromebooks) are critical to their success at school. *Families will be fiscally responsible for lost and/or damaged books and materials assigned from the school.* According to Ed. Code section 48904: When school property (books, chromebooks, etc.) has been willfully damaged or not returned, the principal or designee shall inform the parent/guardian in writing and require monetary compensation for

the lost or damaged materials. Please make sure that your children are treating the materials respectfully and that they return them to school on the schedule developed by the teacher.

Student Technology Use Guidelines

Our school provides students with opportunities and learning experiences that include the use of technology. All of the technology on our campus is for educational purposes. Students will be using computers and the internet for educational purposes only. There are filters and blocks on websites for content deemed to be inappropriate for student use.

Students are expected to follow the school policies and procedures for using the technology at all times. They will be instructed in these policies and procedures at the beginning of the school year. A student's failure to follow these guidelines may result in the loss of their privilege to use technology at school.

A student who uses their personal technology outside of school to disrupt the school activities (ie, Facebook, Instagram, SnapChat, Kick, Tik-Tok, blogs, chat rooms, etc.) will be subject to discipline in accordance with school and district policies and regulations.

Personal Possessions

Only items necessary for school should be brought to school (backpacks, folders, pencils, etc.). *The school will not be responsible for the theft or damage to personal possessions that students bring to school.* The following items should not come to school and they will be confiscated requiring an adult to pick them up if seen on campus:

- Unapproved personal electronic devices (including but not limited to cell phones, smart watches, personal game players, laser pens)
- Trading cards of any type
- Gum/Candy
- Footballs, basketballs, other sports equipment
- stuff animals/squishies/gel filled fidgets
- Unapproved Toys (Those that are not specifically used for a class activity like share day, game day, etc.)
- Alcohol/Cigarettes/Vaping devices/ drugs/drug paraphernalia
- Knives/guns (pellet, airsoft, etc.) or any other objects that may be used as weapons
- Makeup/perfumes or scented products
- Other items not necessary for learning at school

Library Checkout Privileges

Children are encouraged to take home books from the School Library. We ask for your cooperation in seeing that your child takes care of the books and returns them when due.

Parents/Guardians will be required to pay for lost or damaged materials. Please impress upon your child his/her responsibility for library materials. We think it is important for all children to enjoy and reap the benefits of reading.

If you do not want your child to check out materials from the library, please send a note stating this with your signature and date to your child's teacher.

Volunteers

We love volunteers! Volunteers may help out in class (prearrange with teacher before hand) help on field trips/activities; work with teachers and students at school. Anyone who would like to volunteer is required to have a TRUSD Volunteer Badge before you can volunteer or chaperone a field trip, please submit a

[Volunteer/Chaperone Application](#) (click the link to access the application, fill it out and submit it electronically)

The application requires a negative Tuberculosis test and a **current** driver's license or DMV-issued identification. After your application is approved, we will send you instructions for completing Live Scan (fingerprinting) in order to clear a background check from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). After we receive your background clearance, your Twin Rivers ID badge will be sent to the school where you plan to volunteer/chaperone. Live Scan is offered at no charge to volunteers/chaperones.

Field Trips

Field Trips are planned by individual or groups of teachers and may depend on parent support or funding available from other resources. Parents will be notified in advance of any planned field trips. Preschool children and siblings of students are NOT allowed to attend due to liability.

Parent Involvement

Parents are welcome and highly encouraged to visit the school. For the safety of our staff and students all visitors must register (have your id scanned and cleared) and receive a printed visitor badge at the front office. The badge must be worn at all times while the visitor is on campus. To ensure the safety of our students, visitors without a badge will be asked to go to the office to get one. If you would like to become a volunteer on campus or working with students in classrooms, please complete a volunteer application (see volunteers section above for instructions). *While you are on campus visiting and/or volunteering, we ask that you do not use your cell phones. It is a disruption/distraction to learning in the classroom. Visitors and Volunteers will not be allowed on the playground during recess times.*

All parents are encouraged to become involved with the educational process by volunteering to help with special projects, attending meetings, visiting the school, learning more about the school program, and assisting your child with their studies at home. In addition, you can volunteer by being an elected member/participate in one of the following committees:

School Site Council (SSC)
English Learner Advisory Council (ELAC)
Parent Teacher Organization (PTO)

Conflict Management Process

If you incur a conflict involving your student and another, or have any concerns about your child's school experiences please immediately bring your concern to the attention of your child's teacher. You may call or email them at any time. Your child's teacher will work with you to better understand and work through the concern in collaboration with all involved. If you feel that you have cooperated in this manner and still have concerns, then please contact the principal. *Our goal is to make Orchard Elementary a secure and welcoming environment where everyone feels safe and valued.*

At no time should parents confront any student other than their own. Please see an adult staff member if there is a need for immediate attention.

PARENT REQUEST FOR ASSISTANCE

For academic concerns, please contact your child's teacher.

For behavior/emotional concerns, please [click here](#) and fill out the Google Form titled "Referral for Behavior Concerns"

For counseling/social & emotional concerns, [click here](#) and fill the Google Form titled "Counseling Request Form."

Orchard School Behavior Plan

A major role of education is to help prepare children to become responsible citizens. Orchard's environment helps to reinforce the concept of self-discipline and personal responsibility. Working together, parents and teachers help students understand and follow schoolwide expectations. Through this effort, we can all help make our school a safe, caring, and enjoyable place for students, staff, and parents to work and learn. All school personnel are mutually responsible for managing student conduct, safety, and the enforcement of school policies and regulations.

School wide Behavior Expectations

The following student actions and attitude represent Orchard School's school wide behavior expectations. They are established in every classroom, throughout the campus and in every aspect of learning. Students are expected to:

- Show Respect
- Offer Kindness
- Always Be Safe
- Responsible and Reliable Choices

Consistency of Expectations

Behavior expectations that will allow for optimal learning and student safety have been established for every learning environment, and student activity at Orchard School (classroom, playground, cafeteria, restrooms, hallways, bus line, Library, P.E., school office).

The purpose of these expectations is to provide consistency and fairness in managing student behavior. Students are provided clear procedures and routines that will allow them to participate positively in every learning environment and in all forms of student activity at Orchard School. These procedures and routines are provided so that students recognize and learn to practice self control (how they behave according to the established expectations).

Should a student decide not to abide by the established expectations and choices, the following progression of actions will be put into place as consequences in order to redirect the student's behavior:

- Verbal Warning
- Time-out
- Loss of total activity
- Teacher communication
- Coaching/Rehearsal
- Appropriate follow-up
- Conference with the principal

Orchard Eagles **SOAR!**

 S O A R				
SHOW RESPECT OFFER KINDNESS ALWAYS BE SAFE RELIABLE & RESPONSIBLE				
	Show Respect	Offer Kindness	Always be Safe	Reliable & Responsible
Hallway	Walk in a forward facing line	- Set a good example - Be mindful of other classes	- Walk at all times - Stay with your class or group	- Keep hands and feet to self - Use Level 0 or Level 1 voice - Have a hall pass
Restroom	- Use Level 1 voice - Respect others' privacy	Pick up after yourself	- Wait your turn - Walk at all times - Report problems to an adult	- Flush toilet - Wash hands - Keep water in the sink - Throw paper towels away in the garbage can
Playground	- Stay in designated area - Report problems to an adult - Be aware of personal space (especially when using equipment)	- Use manners - Take turns - Pick up trash - Ask a new friend to play	- Slide down slide facing forward in a seated position - Hands only on the bars - Wait your turn - Use all other equipment appropriately - Stop when the bell rings	- Put recess equipment away - Follow game rules - Line up quickly and quietly - Use sportsmanship
Cafeteria	- Follow directions from adults - Raise your hand for help - Eat only your food	- Leave a clean table, chair, and floor - Use manners - Say please and thank you - Make room for others at the table	- Walk at all times - Sit with feet under table - Eat your own food	- Clean up your area - Voice Level 1 in line - Voice Level 2 at the tables
Library	- Follow directions from adults - Use Level 1 voice	- Help a friend find a book - Share space - Say please and thank you	- Walk at all times - Push in chairs after using them	- Take care of books and equipment - Use Shelf markers appropriately - Return materials on time - Put things away in their proper place - Use time wisely

Parent School Compact



Orchard Elementary

SCHOOL-PARENT-STUDENT COMPACT

Orchard Staff Pledge:

To help each student meet or exceed the state's high academic standards, Orchard Staff agrees to carry out the following responsibilities to the best of their ability:

- * Provide high-quality curriculum and instruction
- Communicate regularly with families about student progress through conferences, parent-teacher meetings, progress reports, and other available means
- Provide reasonable opportunities for parents to volunteer and participate in their child's class, and to observe classroom activities
- * Endeavor to motivate my students to learn
- Maintain high expectations and help every child develop a love of learning
- * Provide a warm, safe, and caring learning environment
- Provide meaningful, daily homework assignments to reinforce and extend learning
- Participate in professional development activities that improve teaching and learning and that support the formation of partnerships with families and the community
- * Participate actively in collaborative decision making
- Work consistently with families and school colleagues to make the school an accessible and welcoming place for families
- * Respect the school, students, staff and families

Student Pledge:

To help myself succeed in school, I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard
- Bring necessary materials, completed assignments and homework
- Know and follow school and class rules
- Ask for help when I need it
- Communicate regularly with my parents and teachers about school experiences so that they can help me be successful in school
- Limit my phone and device time and instead study or read every day after school
- Respect the school, classmates, staff and families

Family/Parent Pledge:

To help my child meet or exceed their grade-level academic standards, I agree to carry out the following responsibilities to the best of my ability:

- Communicate the importance of education and learning to my child
- Provide a quiet time and place for homework
- Monitor my child's phone and device usage
- Read to my child or encourage my child to read every day (20 minutes for grades K-3, and 30 minutes for grades 4-6)
- Communicate with the teacher or the school when I have a concern
- *Ensure that my child attends school every day on time*, and gets adequate sleep, regular medical attention and proper nutrition

Regularly monitor my child's progress in school

- Participate in activities at school, such as school decision making, volunteering and/or attending parent-teacher conferences

* Communicate the importance of education and learning to my child

Respect the school, staff, students, and families

Student _____

Teacher _____

Parent/Guardian _____



ORCHARD ELEMENTARY SCHOOL

Library Media Center

1040 Q St, Rio Linda, CA 95673

Phone/Telefono (916) 566-1930 | Online/En Linea: www.orchard.trusd.net

Date:

Chromebook Agreement

Dear Orchard Family,

Your child has been provided a District issued Chromebook. If this Chromebook is lost or damaged, whether intentionally or through a student/family's lack of care, students or parents/guardians shall be financially responsible for the current replacement cost of the Chromebook (**TWIN RIVERS UNIFIED SCHOOL DISTRICT: STUDENT & FAMILY HANDBOOK SECTIONS 3.20, 3.21; BP 3260; BP 6161.2**).

1. Students must have their assigned Chromebook and laptop charger with them every day at school. This begins in TK with students being taught how to bring their Chromebook each day and continues through 6th grade.
2. Students are expected to charge their Chromebook at home so that it is fully charged when they arrive at school. This will ensure it is ready for a full day of school.
3. Students will safely carry their assigned Chromebook to and from school in a case and a backpack. Chromebook cases must remain on. Certain damage may not be covered under warranty if the case is taken off.
4. Students will notify their teacher if they fail to bring their Chromebooks to school and be assigned a temporary (loaner) Chromebook to use for the day as supplies last. A notice will be sent home to ensure student receives help in locating their Chromebook or help in making sure Chromebook gets charged.
5. Students will provide their device when requested by the teacher or site administration if a review of browsing history or status of the device is required.
6. Students are responsible for keeping the assigned Chromebook in good working condition. If the Chromebook is not functional, the teacher must be notified as soon as possible. Sites are required to issue fines for lost or damaged Chromebooks in the same manner that they issue fines for textbooks/library books. Chromebook replacement costs range from \$300 for a new laptop to \$25 for our oldest models. Chargers are \$15 to replace if lost or damaged. The cost for each Chromebook is determined by the District's materials circulation system.

**Thank you for supporting Orchard staff in creating
a safe, respectful, responsible and kind learning environment!**