

OAK RIDGE ELEMENTARY INFORMATIONAL HANDBOOK



OAK RIDGE ELEMENTARY SCHOOL
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<http://www.chino.k12.ca.us/oakridge>



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Board of Education

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*Members of the Board of Education
can be contacted through the
Superintendent's Office at
extension 1100*

Superintendent
Dr. Norm Enfield

Principal
Mrs. Vega-Jeter

School Mascot
Bobcat "Paws"

School Colors
Maroon and Charcoal

Principal's Message



Dear Oak Ridge Families,

I'm excited and proud to welcome you to Oak Ridge Elementary School. From the moment you step onto our campus, you will know that it is a special place for students and families. You can take pride that your student is attending a California Distinguished School and that our staff is eager and capable of providing your student with excellent programs of instruction in a rigorous and caring environment in which to grow. Together with our parents/partners in education, we have high expectations for our students in academics and citizenship.

We will continue to have student safety as a priority. I feel strongly about creating a safe and welcoming environment for students to learn and parents to support. **You are most welcomed on campus, and you are thanked in advanced for adhering to the visitor/volunteer sign-in procedure located in the front office, before entering the campus or going to a classroom.**

We recognize that a successful school experience is compounded by the shared responsibility between home and school. Parents are their child's first teacher and what parents do with their children at home has a powerful influence on their performance at school. Our goal is to work closely with our students and parents to ensure the best possible education to meet the needs of our diverse and talented students.

You will notice in our Media Center that we have our school motto "Bobcats POUNCE on the Future". These are the habits of mind we discuss and put in practice through the year that successful people exhibit. You will also see in the classrooms our vision and mission statements that were developed in the 2015-16 school year. As a staff, we want to ensure that our students are equipped with the skills and knowledge necessary to be college and career ready through instruction that emphasizes the 4C's: Communication, Collaboration, Critical Thinking, Creativity. The preparation starts now and we are ready for the challenge and hope you partner with us to make this happen.

Along with our academic areas of emphasis, we strive to reach our students with social/emotional support: Oak Ridge has implemented PBIS strategies along with behavior expectations across our campus. Our PAWS, student expectations can be seen posted throughout classrooms and around our campus.

We welcome you and anticipate another successful school year! I look forward to building and/or renewing relationships and inviting you as a partner in the education of your student. Please do not hesitate to contact me if I can be of assistance.

Aeries Communication and our website are our main avenue of communication. Please be sure you sign up to receive updates and important school information in your Aeries Parent Portal. Be sure to check your email to ensure the Aeries Communications are not going to junk. There is also a weekly newsletter, our Paw Print, that is emailed out as well as posted on our website.

Respectfully,

Patricia Vega-Jeter

Mrs. Vega-Jeter
Principal

OAK RIDGE ELEMENTARY SCHOOL

Vision Statement:

Oak Ridge cultivates globally minded citizens who will successfully embrace their education with 21st century skills in order to passionately impact their world.

Mission Statement:

Oak Ridge Elementary's community of educators, parents, and students embrace a balanced and rigorous curriculum accessible to all learners. Our school will engage in meaningful learning through creativity, communication, collaboration, and critical thinking. Students will reach their fullest potential through perseverance and high expectations in a safe and nurturing environment.

Oak Ridge Philosophy and Motto

Oak Ridge staff and community believe that all students can learn and each student brings with them talents and skills that make them unique. As we invest in our students' futures, we pledge to equip them with skills needed for college and career readiness through the following expectations:

Each student is expected to follow the Bobcat motto, **"Bobcats POUNCE on the Future"**

Persevere in problem solving
Optimize resources
Understand the world around us
Navigate technology
Communicate in complete sentences
Explore options to make good decisions

- Each student accepts responsibility for their academic progress and learns skills to work through challenging tasks.
- Each student takes advantage of the resources Oak Ridge provides as well as other tools necessary to accomplish goals.
- Each student and the entire school community respect individual differences and values cultural diversity.
- Each student will learn to use technology to support them academically.
- Each student will speak in complete sentences when sharing and discussing during instruction.
- Each student will learn skills to make good decision through our social awareness curriculum "Second Step."

Parent Teacher Association

Oak Ridge Elementary School has an outstanding PTA and strong parent involvement. One of the vital reasons for the school's success is the amount of parent involvement and support for school activities. The Oak Ridge PTA is the means for coordinating this involvement and support. The school staff and PTA work as a team to provide the best for the students with the active support of parents. PTA contact information is OakRidgeBobcatsPTA@gmail.com

Please consider volunteering for at least one event or program this year.

The following are some of the programs and events that would not have been implemented without your support:

- Supplemental material funds for classrooms
- Field trips
- Assemblies
- Student recognition awards
- New laminator for student work
- Playground equipment
- Art PREP
- Book Fair
- Veteran's Day ceremony
- Promotion ceremony
- Field days
- Parent outreach

Unfortunately, due to liability and an effort to decrease disruption in the classroom, we are unable to accommodate siblings during the school day. Volunteers need to remember to sign-in at the office and wear a Raptor visitor's badge that is clearly visible, prior to going to the classrooms.





OAK RIDGE ELEMENTARY SCHOOL
2024/2025

Breakfast Served from 7:10 a.m. – 7:40 a.m.

P.R.E.P. PRESCHOOL AM SESSION

Monday – Friday 8:00 a.m. – 11:00 a.m.

P.R.E.P. PRESCHOOL PM SESSION

Monday – Friday 11:45 a.m. – 2:45 p.m.

KINDERGARTEN

Monday – Friday Warning Bell 7:47 a.m.

Monday – Friday 7:50 a.m. – 11:10 a.m.

GRADES 1st – 3rd

REGULAR DAY SCHEDULE (M, T, W, F)

7:47 AM	Warning Bell
7:50 AM	School Begins
9:30 AM – 9:43 AM	Recess
11:00 AM – 11:40 AM	K, 1st & 2nd Grade Lunch
11:30 AM – 12:10 PM	3rd Grade Lunch
1:15 PM – 1:28 PM	Recess
2:30 PM	Dismissal

GRADES 4th – 6th

REGULAR DAY SCHEDULE (M, T, W, F)

7:47 AM	Warning Bell
7:50 AM	School Begins
9:50 AM – 10:03 AM	Recess
11:30 AM – 12:10 PM	4th Grade Lunch
12:00 PM – 12:40 PM	5th & 6th Grade Lunch
2:30 PM	Dismissal

THURSDAY AND MINIMUM DAY SCHEDULE

Grades 1st – 3rd

7:47 AM	Warning Bell
7:50 AM	School Begins
9:15 AM – 9:45 AM	Lunch Gr.1
9:15 AM – 9:45 AM	Lunch Gr.2
9:15 AM – 9:45 AM	Lunch Gr.3
11:20 AM	Dismissal

Grades 4th – 6th

7:47 AM	Warning Bell
7:50 AM	School Begins
9:50 AM – 10:20 AM	Lunch Gr.4
9:50 AM – 10:20 AM	Lunch Gr.5
9:50 AM – 10:20 AM	Lunch Gr.6
11:20 AM	Dismissal

**INCLEMENT WEATHER SCHEDULE
OAK RIDGE ELEMENTARY SCHOOL**

2024/2025

In the event of rain, extreme heat, or poor air quality, the following schedule will be implemented.
Students are ***not*** to arrive on campus before 7:40 a.m. unless having breakfast, due to unavailable supervision.

BEFORE SCHOOL

Grades 1st – 4th will report to their assigned classroom seating in MPR until teacher picks them up when bell rings.

Grades 5th & 6th will report to their assigned lunch tables until teacher picks them up when bell rings.

In some circumstances, classrooms will be open for students at 7:40 a.m. (*announcements will be made via intercom*).

DURING RECESS/NUTRITION BREAK

Any change in recess schedules will be announced via intercom.

Students may eat/drink their snacks at lunch tables then report to MPR.

DURING LUNCH/NUTRITION BREAK

Students will eat at lunch tables then may be dismissed to MPR.

Classroom Placement Procedures

The Process

Annual classroom placement is carefully determined prior to the start of school for each student returning to Oak Ridge Elementary School. Placement is determined by the student's current teacher and grade level team of teachers. Newly enrolled students are added to the classes as they register, with classroom decisions based on whatever information is available from referring schools and parents and the need to balance class composition. In addition, administration and the staff assist with placement.

Purpose

The primary purpose of the placement process is to create equitable classroom environments that allow teachers to meet academic, social, and emotional needs of every student. The placement teams ensure a balance of variables in each classroom setting through careful consideration of each student's individual needs and strengths. These variables include, but are not limited to:

- Gender ratios
- Levels of academic progress and student needs
- Degrees of self-directness and independence
- Class size as it relates to state and district guidelines

Requests for specific teachers are discouraged, since it would be highly unlikely that the staff could successfully build the most productive, balanced class groups on the basis of parent requests (rather than the information and criteria previously outlined).

Combination Classrooms

As most of our community is aware, combination/multi-age classrooms (serving two grade levels) are a fact of schooling in most public elementary schools in California. Because students do not come to us in groups of 27 or 31, Oak Ridge Elementary School will may experience combination classes on an annual basis. When forming combination classes we assign students on the basis of their instructional strengths and learning styles. Such careful consideration contributes to students' academic and emotional success in the class. Students in each grade level receive rigorous instruction and support to in achieving and excelling in grade level standards. In a single grade level classroom, there are a variety of learners who may be grouped throughout the day based on their ability. Similarly, in a combination class, one group of students work on an independent task while another group receives direct instruction from the teacher.

Thoughts to Consider

Occasionally students are initially upset with their class placement at the beginning of school. It is not uncommon for a student to initially be perplexed if his/her new teacher is another than expected or unlike last year's teacher. Also, it is not uncommon for someone to hear that "so-and-so" is the only and best teacher to have in "such-and-such" grade. Sometimes, too, a student will initially feel his/her teacher is "too mean" or "too strict" or "too" something else. Fortunately, once given a chance to succeed at adapting to a new classroom and building a new student-teacher relationship, most parents discover that their student's placement is working well after all. Remember, placement was carefully selected for your student by the current teacher, administration and staff.

Finally, it is critically important for you to know that students' attitudes towards their teachers and school are highly influenced by the attitudes and strategies of their parents. **We can all provide our student with a successful beginning of the year experience by responding to their classroom assignments with positive enthusiasm.** Through confidence in our student's ability to deal with change, knowledge, cooperation, and trust, we can all work together to enhance personal development and the general school climate for all Oak Ridge Elementary School students.



GENERAL POLICY

Communication

We strive to keep the community well informed by using Aeries Communication and our school website as our vehicle of communication. This is a paperless and more efficient method of communicating to families. Please sign up to get access to all school information at <http://www.chino.k12.ca.us/oakridge>

The website will contain:

- The school's schedule
- School announcements, events and activities
- Teacher/Class information
- Student Absent Reporting
- Academic resources and supports

Teachers may also have additional ways of communicating (i.e., email, Parent Square, dojo, etc.) with you. Please attend Back to School Night for more details.

In addition to our website, Paw Print, banners and posters, we have our marquee in front of the school that will have upcoming events.

Paw Print is our weekly newsletter that is updated every weekend, which contains important school information, and will be posted on our web page at chino.k12.ca.us/oakridge. In addition, you will receive electronic notification in the Paw Print through Aeries Communication. These weekly newsletters include a calendar of events, meetings, and other information regarding school activities.

General Office

Our office staff is here to serve you. We will make every effort to assist you effectively and in a timely manner. Office hours are 7:00 a.m. – 4:00 p.m.

On Campus Visitors - Closed Campus

All visitors to the Oak Ridge campus are required to follow the guidelines provided by the Chino Valley Unified School District. Oak Ridge is a closed campus with support of Penal Codes 627.2; Education Codes 32210, 32211, 32212, and 44810; and Board Policy 6116:

- All visitors must register/sign in through the CVUSD Raptor system at the school office.
- All visitors must sign out through the CVUSD Raptor system and exit through the school office.
- Siblings are **not** allowed to accompany parent(s) during volunteer hours, celebrations, field days, school events during the school day (excluding award assemblies held in MPR).
- A visitor/volunteer Raptor badge must be worn at all times while on campus.
- Parents and volunteers **MUST** coordinate the time of visit with the teacher at least one day prior to any observations or conferences.
- Any parent not on the visitor list will be denied access to the campus.

- Oak Ridge has only one celebration per trimester. Birthday goody bags are acceptable as long as they do not include edible/perishable items (i.e. cookies, candies, popcorn, etc.). Any and all goody bags will be distributed to students by the teacher at dismissal if provided to teacher prior to the school start time. Goody bags will not be accepted through the school office. We will **not** interrupt class to deliver items. **Instructional time will not be used for birthday celebrations.**

Emergency Contacts

An Emergency Contacts binder is maintained in the office. The Emergency Contact binder is used for day-to-day student release **and** in the event of an injury, illness, natural disaster and/or school evacuation/emergency event. It is extremely important that the contact information is filled out completely through your Aeries Parent Portal.

Students will only be released to the persons whose name appears on the Emergency Contact List. Please input ALL names, address, and telephone numbers of the individuals authorized to pick up your child(ren). **The person must have a valid picture I.D. with the name that matches the name on the emergency contact list.** Please update your student(s) emergency contacts through Aeries Parent Portal should changes occur.

Use of School Telephone

Parents are encouraged to call the school staff concerning any matters dealing with their student(s). If you wish to contact a teacher by telephone, please call the office and we will be happy to take your name and phone number or put you through to the teacher's voice mail. The teacher will call back at a non-instructional time so as classroom instruction will not be interrupted. Protecting the instructional time and minimizing disruptions is our objective.

Only in cases of serious need will students be allowed to use the telephone. Students are responsible for bringing their books, homework, lunches, and instruments to and from school.

Cell Phones

District policy and state law allows for students to bring cell phones to school. ALL student cell phones should remain OFF and not visible between the hours of 7:40 a.m. and 2:30 p.m. Once students have left campus, they are allowed to use their cell phones. If a student is unable to follow the expectations, his/her cell phone will be confiscated by school personnel and a parent/guardian called to retrieve the cell phone. Also, please note that Chino Valley Unified School District is not liable for damaged and/or lost cell phones.

Health Emergencies

Please keep your students at home if they are sick. Students becoming ill at school are sent to the health office. If they are too ill to return to class, parents/guardians will be notified. Please let your student know to inform an adult if they are injured or ill.



Paramedics will be called in case of an emergency, serious illness or injury. **Please ensure the information on your student's emergency contacts list is updated and accurate.** Cell phone numbers and email addresses are helpful. We will only release students to the persons' names listed on the emergency contact list. Include all names and number of those authorized to pick up your student in the event of an emergency.

Please update your student(s) emergency contacts through Aeries Parent Portal should changes occur.

Medications

All medications to be taken at school must be sent in its original pharmacy container and label. When medications are to be taken at school, the physician must complete a *Request for Administration of Medicine form* and *Symptom Action Plan form* provided by the school nurse. These forms must accompany all medications to be taken at school.

Please keep us informed about any medical issues pertaining to your student so we can provide reasonable support.

Head Lice

Students who have been identified with head lice will be excluded from school until all nits (eggs) are removed from the hair. Students with head lice will report to the health office prior to re-admission to school.



Attendance

Oak Ridge is proud to maintain the district's goal for daily attendance rate. Students are expected to be at school. Each day of school should provide an important learning experience, and if your student(s) are not in attendance, they miss the learning continuity. However, illnesses, injuries and doctor appointments are reasonable excuses to be absent from school. If your student requires a health plan, please establish this before the school year begins by visiting our health office.

Board Policy requires a parent verification of each absence within five (5) school days of the student's return to school. On the sixth day, the absence becomes unverified and may not be changed. *State law requires that each absence be cleared.* You may clear an absence by calling the school messaging service at (909) 591-1239 (you will be transferred to a voicemail) or by reporting the absence online at <http://www.chino.k12.ca.us/oakridge>

Short Term Independent Study is available if your student(s) will not be attending school for no less than five (5) consecutive days due to non-illness or extenuating circumstances. Please contact the office five (5) days before your leave date. Independent Study runs from September through March.

Tardies

It is imperative that students arrive on time to school. Consistent tardiness interrupts the instruction of the teacher and diminishes the instruction time that your student and other students are entitled to receive at Oak Ridge.

The entry gates will open at 7:40 a.m. and will close at 7:50 a.m. Students arriving after the 7:50 a.m. bell will be considered tardy and must report to the office to receive an admittance slip. **TRAFFIC IS NOT AN EXCUSE FOR BEING TARDY.** Plan your arrival time with the traffic in mind.

Any student tardy three times excess of thirty minutes without a valid Doctor's excuse shall be reported truant. A written letter explaining the responsibilities of parents will be sent via email. It is in the best interest of your student(s) that they are on the school grounds and ready to begin instruction at the time the school bell rings.

A tardy (including early dismissal) may be excused with a doctor/dentist note showing the student was at an appointment. **Notes must be received by the school within 5 days.**

EXCESSIVE ABSENCES AND/OR TARDIES MAY RESULT IN A SART (School Attendance Review Team) PARENT CONFERENCE, TRUANCY LETTER SENT HOME AND/OR REFERRAL TO THE DISTRICT SARB (School Attendance Review Board).

- | | | |
|-------------------------------------|---|-----------------------------------|
| • Truancy Notification Letter No. 1 | - | Three (3) unexcused or 10 excused |
| • Truancy Notification Letter No. 2 | - | Six (6) unexcused or 15 excused |
| • Truancy Notification Letter No. 3 | - | Nine (9) unexcused or 20 excused |

CVUSD Students Board Policy 5113(a)

ABSENCES AND EXCUSES

The Board of Education believes that regular attendance plays an important role in student achievement. The Superintendent or designee shall work with parents/guardians and students to ensure their compliance with all state attendance laws and may use appropriate legal means to correct problems of chronic absence or truancy.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6154 - Homework/Makeup Work)

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulation. (Education Code 48205)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulation. (Education Code 46014)

Inasmuch as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent, except in cases of medical emergency or, as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

Attendance Counts

The Chino Valley Unified School District is committed to providing a quality education. Each student needs to be in school every day in order to realize their full potential and attain their education goals. Additionally, California Law (Education Code 48200) states that each person between the ages of 6 and 18 years is subject to compulsory full-time education. Each person shall attend the public full-time day school. Each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school for the full time designated by the governing board of the school district in which the residence of either the parent or legal guardian is located.

DISTRICT POLICY **STATES:**

1. Ten or more days of excused absences within a school year are considered excessive and may require a doctor's note to excuse subsequent absences.
2. After three (3) or more days of unexcused absences or tardy for more than any 30-minute period during the school day without a valid excuse on three occasions, or any combination thereof within a school year, will result in the school emailing the parent/student a 1st Truancy Letter asking for the parent's help with their student's attendance and warning of consequences for further truancy.
3. After six (6) days of unexcused absences and/or tardies for more than any 30-minute period within a school year, the school will mail a 2nd Truancy Letter and invite the family to a School Attendance Review Team (SART) meeting. The intent is to create and implement a written plan to improve attendance.
4. After nine (9) days of unexcused absences and/or tardies for more than any 30-minute period within a school year, the district will mail the parent/student a summons to appear before a School Attendance Review Board (SARB) hearing. The Habitual Truancy Notice requires the student and parent to appear at a SARB hearing panel. Failure to appear may result in a citation to be issued to parent/student. Parent and students who fail to abide by the SARB contract may also receive a citation. Parents and students can also be referred to the District Attorney and the Rancho Cucamonga District Juvenile Court.
5. When your student misses 10% or more of the school year for any reason, excused or unexcused absences, he/she is considered a chronic absentee. Chronic absences are a proven early warning sign of academic risk and school dropout.

Transportation/Arrival/Dismissal

Arrival

Vehicles may enter the parking lot and drop off students at the curb (exiting the car on the passenger side only) closest to the school. *AS SOON AS THE CAR IS STOPPED ALONGSIDE A CURB, the student(s) should exit the car and walk along the sidewalk to the west gate.* PLEASE, follow signals and instructions from staff as it will help the flow of traffic.

YOU MAY NOT DROP OFF YOUR STUDENT(S) PAST THE CURB, BEHIND THE HANDICAP PARKING, OR IN THE BEND OF THE DRIVEWAY (closest/directly in front of the west entrance.)

Please do NOT congregate at the bottom of the kindergarten entrance steps or on any portion of the sidewalk. It is imperative that we keep an open sidewalk for the flow of students and adults coming and leaving campus. Thank you!

You may also drive into the parking lot lane closest to the school (NOT the parking lot lane farthest away – that is reserved for STAFF ONLY) and drop your child(ren) off at the “island” where they will then cross at the pedestrian crosswalk, assisted by staff and/or volunteers.

Vehicles may enter the lot to park in a designated parking slot **ONLY** in the lane closest to the school; however, drivers are cautioned not to stop or block the drive-through lane. You are welcome to park in an available “non-staff” parking slot and walk across the yellow crosswalk to drop off your child. For safety reasons, students are not allowed to walk to the parking lot unaccompanied by an adult.

Dismissal

Students will exit the west gate and walk carefully to the steps of the school and wait for their parent to pick them up. Students should be attentive to the cars approaching in the line so they can carefully and quickly enter the car.

Pick up at the “Island” - Please keep the entrance to the first parking lot open for flow of traffic and in case of emergency vehicles. You may NOT wait in your vehicle at the island for your student to get to the front of the school and cross the pedestrian crossing. If your child is not on the island waiting for you, you will be directed to drive around and re-enter the parking lot as not to hold up traffic. **You may also park in an available car stall in the first two rows of the parking lot. Again, please do NOT enter the “staff only” parking isle. DAY CARE VANS (with appropriate identification signs on the side of the vehicle) will be allowed to park in the designated five closest stalls to the island.**

For visuals, please refer to chino.k12.ca.us/domain/8398

Reminders:

- 1.) FOLLOW ALL POSTED SIGNAGE.
- 2.) FOLLOW THE DIRECTIONS OF STAFF OR VOLUNTEERS THAT MAY BE PROVIDING ASSISTANCE.
- 3.) USE OTHER AREAS TO PARK YOUR VEHICLES OFF CAMPUS (ALONG VALLE VISTA) OR AT THE OAK RIDGE PARK.
- 4.) USE CROSSWALKS TO ENTER OR EXIT THE PARKING LOT AND CAMPUS
- 5.) NO BLOCKING THE CROSSWALKS OR DOUBLE PARKING
- 6.) CHILDREN CAN ONLY BE DROPPED OFF AND PICKED-UP WHILE ADJACENT TO THE CURB
- 7.) DRIVERS CANNOT LEAVE THEIR CARS WHILE WAITING IN THE PICK-UP AREA
- 8.) A CHILD’S SAFETY COMES FIRST. WITH SAFETY AS OUR #1 PRIORITY, INDIVIDUAL CONVENIENCES MAY BE INTERRUPTED.

THE ADMINISTRATION, CVUSD PERSONNEL, CHINO HILLS SHERRIF’S DEPT., AND/OR THE FIRE DEPT. RESERVES THE RIGHT TO CLOSE THE PARKING LOT TO ALL VEHICLES IN THE VITAL INTEREST OF STUDENT SAFETY.

Habitual tardy or late pick will prompt a meeting with school administration

It is important to pick up students on time. For safety and supervision reasons, all students must be picked-up within ten minutes of school dismissal. Parents are asked to wait for their child(ren) by the west or rear gate only. Students not picked up after traffic has cleared will be brought to the office.

Parents will need to enter the office and sign students out (**students will be released only to those listed on the emergency contacts list – those persons must show valid government issued identification**).

Early Parent Dismissal

A parent or guardian must be present for the dismissal of your child(ren) during school hours. An adult (age 18 or over) must come to the school office to pick up the student being released. Students will be released only to individuals named on their Emergency Contact list and provide us with a valid government issued identification card. Phone calls are **not** acceptable. We have a sign-out book in our office that is to be used for all early releases when picking up students. Please sign them out from the office.

P.R.E.P. Preschool and Kindergarten Arrival and Dismissal

P.R.E.P. Preschool and Kindergarten Drop-off

All individuals dropping off preschool and kindergarten students must escort the student to the preschool/kindergarten gates. The adult must stay with the student until he/she is picked up by the teacher for class. Please supervise younger siblings. Refrain from having the students play on the steps and planters on either side of the stair way. Always use crosswalk.

P.R.E.P. Preschool and Kindergarten Dismissal

Adults picking up preschool and kindergarten students must park their vehicles along the curb of the lane adjacent to the school building. You shall not block the drive thru lane. There are areas to park on the street, first parking lot closest to school building (not staff parking lot), and at Oak Ridge Park.

Please cross on the crosswalk and model this practice for your student. This is to ensure safety of all members of our school community.

Walkers

It is our continued goal to make our students aware of safe walking routes to and from school. We encourage students to always use the sidewalks and to cross only at corners or marked yellow crosswalks. At the intersection where crossing guards are provided, students will wait and cross under the supervision of the crossing guard.

Bike Riders



Students must walk their bikes at all times on school grounds. Racks are provided for the bikes and all bicycles brought to school should be licensed, locked and helmets placed in backpacks when bikes are locked up.

Safe bike riding includes riding with the flow of traffic in a single file line. **All students who ride bicycles to school must wear safety helmets.**

Students younger than 3rd grade are not to ride bicycles to school. Continued offenses by bike riders will result in the loss of their riding privileges.

The Chino Valley Unified School District is not responsible for damaged or stolen bicycles.

For safety and security reasons scooters, “razors,” wheelies, and skateboards are not to be brought to school.



Homework Policy

At Oak Ridge Elementary School homework is meaningful and purposeful. It allows students to make real-life connections to content they are learning in the classroom. Homework is used to consolidate and reinforce skills, and to understand as well as obtain a new skill or have new experiences that students may not have otherwise. We follow District guidelines as outlined in Chino Valley Unified School District Board Policy.

Students should be reading 20 minutes a day in addition to the homework assigned. Homework is due the next school day.

Parents can help support their child with homework by:

- Making homework completion a priority for your child(ren)
- Establishing a regular homework time
- Aiding when necessary and checking for thoroughness and accuracy when completed
- Ensuring a supportive environment (noise - distractions, lighting, location, etc.) when homework is being completed (i.e. not in front of the TV)
- Providing adequate resources

Students or parents may return to school no later than 2:40 p.m. on a regular day and no later than 11:30 a.m. on a minimum day to retrieve forgotten homework or materials.

Please note: Every Thursday minimum day teachers will not be in their classrooms for homework/material retrieval due to contracted teacher prep time.

Students may not retrieve homework/materials if the teacher/admin are not available.



Make-up Homework/Classroom Conditions

ABSENCE – Students shall be given the opportunity to make up schoolwork missed because of an absence (excused absence) and to receive credit if the work is turned in according to a reasonable make-up schedule.

SUSPENSION – If the student’s absence was due to suspension, the teacher may require the suspended student to complete any assignments and tests missed during the suspension. (Education Code #48913).

TRUANCY – Students who miss schoolwork because of truancy or other deliberate action should not expect to receive credit for the time missed nor should they expect the opportunity to take any missed examinations for credit.

Students must complete **ALL** assignments - even if they are turned in late.

Grading

CVUSD utilizes standards-based electronic report cards. To be compliant with state mandates, report cards are to reflect the student's progress toward mastery of grade-level standards for each subject area of the curriculum. Students will receive a separate achievement mark for each standard/standard group. Dishonesty on assignments or tests will result in a failing grade on the assignment and given an Office Referral.

Beside achievement marks for academic progress in subject areas, students will also be given marks on Habits of Success that include homework, effort, collaboration, participation, etc.

The following is the trimester grading calendar with the following dates for communicating academic progress:

September 16 th – September 20 th	Parent Conference Week & Trimester 1 progress Report
November 6 th	Trimester 1 Report Cards Distributed
January 10 th	Trimester 2 Progress Reports Distributed
February 26 th	Trimester 2 Report Cards Distributed
April 11 th	Trimester 3 Progress Reports Distributed
May 22 nd	Trimester 3 Report Cards Distributed

*Note: Trimesters end on the Friday prior to report card distribution.

School Wide Student Behavior Expectations



The school-wide discipline plan at Oak Ridge Elementary School is designed to ensure that each student can learn in a safe and secure environment. Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students to achieve social, emotional, and academic success.

At Oak Ridge Elementary School, we have established a set of school-wide behavior expectations to support our culture of responsibility, safety, and respect that promotes school and life success.

We use the acronym **PAWS** to help students remember the school wide expectations:

Pactice Positivity
Act Responsibly
Work and Play Safely
Show Respect

These expectations should be followed both in and out of the classroom on all areas of the school campus.

During the monthly assemblies, every student at Oak Ridge will develop social skills that encourage consideration for others, acceptance of others who are different from themselves, and an understanding of playground/cafeteria rules. Positive reinforcement of social behavior will be implemented throughout the school year.

PLAYGROUND BEHAVIORS: Conduct and behavior are to be of the highest caliber. School rules are reviewed with students at the beginning of the year and throughout the year.

Practice Positivity

- Include classmates in games being played.
- Greet adults and classmates in the morning.
- Persevere when faced with a challenge.
- Encourage others to do their best and to make good decisions.
- Be kind.



Act Responsibly

- Refrain from gum chewing or sunflower seeds.
- Keep food at snack time at the shade shelter tables; during lunch at the lunch tables. Healthy snacks are strongly encouraged. Please do not send your student with a sugary drink or sugary snack. **No candy.**
- All trash is to be thrown away before playing.
- Games of catch (any ball-throwing except basketball, four-square or ball wall activities) are to be played on the grass, not the blacktop.
- Keep playing cards, trading cards, and/or electronic games at home. (Exception: cards may be used in some upper grade classrooms to teach math concepts, i.e., probability.)
- Students are not to buy, sell, or trade any items on campus. (Exception: classroom “stores”; but they may not have prohibited items for sale there.)
- Soccer can only be played on the grass.

Work and Play Safely

- Walk in the hallways or between classrooms.
- Walk on the blacktop except in organized games, i.e. basketball
- Tackle football is prohibited. Touch or Flag football may be played at recess and lunch. If “accidental” tackling becomes a problem, football will be suspended for a week or more.
- Softball bats should not be on the playground at recess. Aluminum bats and regulation softballs are prohibited. Only the school’s “super-soft” balls and wooden bats can be used. Softball is to be played only under the direct supervision of a certificated person.
- Hard plastic Frisbees are not allowed on the playground. The soft foam (“Nerf type”) Frisbees may be permitted at teacher discretion.
- Absolutely no throwing of rocks, dirt, wood chips, pinecones, grass or any other dangerous objects.
- Refrain from climbing fences, backstops or tetherball poles.
- Personal sports equipment is prohibited. Students may only use school provided sports equipment.

Horseplay vs Bullying	
<ul style="list-style-type: none"> • Equal power between peers • Individuals often play together • Actions are accidental • Actions are not serious • Equal emotional reactions • Not seeking power or attention • Not trying to get something • Remorse; willing to take responsibility • Effort to solve the problem 	<ul style="list-style-type: none"> • Imbalanced of power between peers • Individuals rarely play together • Actions are purposeful • Actions are serious with threat of physical or emotional harm • Strong emotional reaction from the complainant; little to no emotional reaction from the bully • Seeking power, control, or material things • No remorse; blames the complainant • No effort to solve the problem

Show Respect

- Dress appropriately – no pajamas (no flannel bottoms).
- Choose to do your best
- Follow playground procedures
- Freeze when bell rings; immediately walk to classroom line when whistle is blown.
- Use appropriate ways to settle differences and go to an adult to get help if needed.
- Keep our campus clean; throw trash in trash cans
- Students are to line up in quiet, straight lines without playing when the signal to line up is given.
- Fighting, the use of foul language, or hurtful words toward a staff member or student is not permitted.
- Chase games such as tag and “roughhousing” are prohibited.

PLAYGROUND EQUIPMENT: Playground equipment is available to each classroom in order to provide the appropriate equipment to assure that students achieve the following: Basic muscular strength, physical agility, worthwhile physical and recreational skills, and the inner qualities of courage, initiative, alertness, self-control, cooperation and sportsmanship within group activities. **Students may not bring balls from home. Forbidden items include, but are not limited to bats, Frisbees, and all types of balls.**

Office Referral

In the event of an office managed infraction which violates our school-wide behavior expectations and/or the District Behavior Code, or for repeated classroom/playground violations, an Office Discipline Referral form is completed. The student receiving the referral meets with an administrator for counseling and an “action plan” may need to be developed for correcting the inappropriate behavior. Parents/Guardians are contacted when an office referral is issued. With your support, we all can make Oak Ridge a safe and enjoyable school for our students.

Student Dress and Grooming

In cooperation with teachers, students, parents/guardians, the Principal or designee shall establish school rules governing student dress and grooming which are consistent with law, board policy, and administrative regulations. Refer to AR 5132(a-g). These school dress codes shall be regularly reviewed.

It shall be the policy of the Chino Valley Unified School District to enforce the requirements of Title 5, Section 302, of the California Administrative Code.

Guidelines for Student Dress and Grooming at School and at School Activities:

1. Student dress and grooming which disrupts or threatens to disrupt the instructional process, or which creates an unnecessary or unreasonable risk of injury or harm to any student is prohibited.
2. Each school shall allow students to wear sun-protective clothing, including but not limited to, hats as approved by the Principal, for outdoor use during the school day. (Education Code 35183.5). Bill of hat must be worn over face. Hats may not have logos that are inappropriate for age level and/or school.
3. Hoods on a jacket can only be worn outdoors during cold, rainy weather.

4. IT IS STRONGLY SUGGESTED THAT TENNIS SHOES AND/OR SHOES THAT COVER THE TOE BE WORN AT ALL TIMES. CVUSD AR 5132(b) states “Thongs, thong-type, or backless shoes or sandals are not permitted.” The school recommendation is tennis shoes. All shoes and sandals must have back straps. Platform shoes above 2 inches are not permitted. Safety and comfort is our priority. Closed-toed shoes must be worn during all physical education classes.
5. Roller shoes are not permitted on campus with wheels inserted.
6. Absence of, or exposure of undergarments is not permitted.
7. Strapless tops are not permitted. Straps on tops must be sufficient width to cover undergarments. Tank top straps must be two finger width and cover undergarments.
8. Razor back type shirts or bare midriffs (expose the shoulders and scapula, torso) are not permitted.
9. Clothing containing emblems, printing, lettering, or pictures pertaining to drugs, alcohol, sex or profanity is not permitted.
10. Clothing or grooming that is obscene or defamatory, or substantially disrupts the orderly operation of the school is not permitted.
11. Non-medical cosmetics (makeup) shall not be worn by any student enrolled in grade K through 6 except for fun/spirit days.
12. Attire which includes oversized clothing such as oversized t-shirts, oversized and/or sagged pants, oversized shorts are not permitted. Pants must fit at the waist without requiring alteration.
13. Girls: Shorts/Skirts shorter than mid-thigh are prohibited. No visible undergarments.
Boys: Shirts must have sleeves.
14. Shorts/Pants: No rips/tears above the knee. Inside pockets should not be visible.
15. No pajamas/flannel bottoms.

Clean Campus and Vandalism

The Oak Ridge students are proud of the appearance of our school. The way it is cared for has a great deal to do with our reputation as a clean campus. It is the responsibility of everyone who uses our facilities to help keep the school campus clean.

Vandalism will be regarded as a serious offense. Parents of students are responsible for damaged property and are required to pay for repairs or replacement (example: textbooks, desks, chairs, windows, landscape).

Oak Ridge Elementary-Definitions of Problem Behaviors

Teacher-Managed Behaviors		Office-Managed Behaviors	
Language/Profanity	*student engages in language not directed at staff member *language between students deemed inappropriate Example: *Primary-stupid, idiot, jerk, loser, dummy, shut up *Upper-a**hole, f***, sh**, Up yours	Language/Profanity	*swearing directly at staff member/student/adult on site *Name calling Example: -f** you, you're an a**hole, b**ch -racial slurs
Minor Dishonesty	*lying about a minor incident *unfair play Example: -student covers for a friend/stealing -student cheats during a game (playground/classroom)	Aggressive Behavior	*student engages in actions involving serious physical contact where injury occurs. Example: -hitting (with an object)/punching/scratching/biting -punching the desks due to temper
Misbehaving/Disrespect Disruptive Behavior Refusal to Work	*socially rude/acting out/impulsive *talking during instruction *moving around classroom at inappropriate times *refusal to complete assignments/homework Example: -off task/eye rolling/gum chewing/talking back/outbursts	Chronic Code of Conduct Reports	*If a student receives 3 Incident Log reports for the same infraction, within a reasonable amount of time an office referral is warranted.
Bothering Others	*tapping *making noises-humming/whistling/talking Example: -side conversations/note passing/tapping pencils or foot	Bullying	*student continues to single out another student/group Example: -teasing/taunting/threats/intimidating/notes
Following Directions	*student is not performing after given specific instruction *working inappropriately during group activities/independently *After three requests are made to complete task/assignment Example: -doing other activity: reading book/drawing/homework	Harassment (sexual/physical)	*student directly delivers disrespectful message in any format related to gender, ethnicity, sex, race, religion, disability, physical features to another student Example: -Any negative comment
Rowdy Behavior	*unable to sit still/disturbing others Example: -getting out of seat/yelling/running in class/throwing objects	Insubordination/Defiance	*after multiple requests student refuses to comply with teacher *Teacher has used interventions to correct behavior Example: -blatant disregard towards teacher
Rough Housing	*being overly aggressive with others Example: -playful contact/pushing in line/jumping, poking, kicking	Threatening Others	*makes remarks about hurting student/teacher/school Example: -I'm going to kill you
Classroom Expectations	*See Classroom expectation matrix	Weapons	*any possession of a knife or gun (real or fake) *other objects used to cause bodily harm
Misuse of Electronics	*use of electronic devices at inappropriate times Example: -using cell phone during school hours w/o teacher permission -listening to music with electronic device -changing computer settings/mishandling laptops	Property Damage	*student destroys/defaces school property or the property of others Example: -breaks something on purpose/tagging/carving into desks or doors -breaking/destroying another student's belongings
*Teachers are encouraged to use preventative strategies to prevent student misbehavior *Take Concrete action to correct behavior -Examples: Removal from activity, seat change, individual conference, communication with parent, etc.		Fighting	*student engages in a mutual incident using physical violence
		Bullying	*pattern of bothering the same student/group is observed Example: *name calling/intimidating/chronic unwanted physical contact



Uniform Complaint Procedures

The Board of Education recognizes that the District has the primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints. Please refer to the Uniform Complaint Procedures included in your student's back to school packet given at the beginning of the school year. If you need additional copies, please contact the office.

Lunch Procedures

All students will eat together with their classes at an assigned table in the cafeteria. The students are required to remain in their seats for a minimum of twenty minutes (longer if they wish) while they finish their lunches. Cafeteria rules must be followed. All students are expected to eat lunch Mon/Tues/Wed/Fri. If there is an unusual situation, *please send a written note to the teacher and/or front office.*

Cafeteria Rules:



1. Follow all supervisors' directions the first time given.
2. Be responsible in your behavior.
3. Sit at assigned tables.
4. Use appropriate table manners.
5. Raise hands to be excused. Clean your immediate area.
6. Dispose of all trash in appropriate trash cans.
7. Keep our cafeteria area neat, clean and trash free.
8. Walk to the playground when dismissed.
9. Voice level 1

LUNCH TIMES

M, T, W, F

Grade 1	11:00 a.m. – 11:40 a.m.
Grade 2	11:00 a.m. – 11:40 a.m.
Grade 3	11:30 a.m. – 12:10 p.m.
Grade 4	11:30 a.m. – 12:10 p.m.
Grade 5	12:00 p.m. – 12:40 p.m.
Grade 6	12:00 p.m. – 12:40 p.m.

Minimum Days - Thursdays

Grades 1-3	9:15 a.m. – 9:45 a.m.
Grades 4-6	9:50 a.m. – 10:20 a.m.

Recycling Procedures

1. Unopened food can be put in share bin.
2. Liquid is poured into bucket.
3. Milk containers are placed in blue recycling can.
4. Food (no wrapping) is placed in the green compost can.
5. All remaining trash is placed in grey landfill can.
6. Trays are stacked neatly on designated table.

Emergency Disaster

In the event of an emergency such as an earthquake, fire, or air disaster, students will be kept in the protective custody of the school until they can be released to a parent or guardian.

In the event of an emergency or disaster, students will only be released to parents who come to an assigned released spot (west gate) to pick them up, or to the individuals who have been authorized on the Emergency Card by the parents and are recognized by the pupil. Emails are sent to parents for any special announcements from the district. Our school site is well prepared to handle emergency/disaster situations as per our site Comprehensive Safety Plan and district procedures.

Lost and Found

Please mark personal belongings such as lunch pails, coats, and sweatshirts/jackets so that your student(s) can identify their articles easily. Students may check the Lost and Found located in the cafeteria area, only at recesses and before and after school. Items not claimed within a two-month period will be boxed for donation. Notification of impending donations will appear in our PAW PRINT.

Bus Riders and Bus Conduct



Students riding a school bus to or from school or on a school sponsored field trip have the responsibility to obey all bus rules and regulations. In addition, it is their responsibility to follow school rules of behavior or, in the case of a field trip, their teacher's directions.

Continued violations of bus riding rules will result in loss of bus riding privileges. Please contact the CVUSD Transportation Department for a complete list of bus riding regulations.

Curriculum

The CVUSD elementary school curriculum is based on subject and grade level Common Core State Standards (CCSS) adopted by California State Department of Education. Teachers plan and deliver instruction to enable students to achieve mastery of these standards.

Students in grades 3-6 will take the California Assessment of Student Performance and Progress (CAASPP) developed by Smarter Balanced Assessment Consortium (SBAC). This annual assessment is a computer-based assessment and is administered in the spring. Students receive instruction in English Language Arts/Literacy, Mathematics, Social Studies, Science, Technology, Music, Art, Physical Education, and Health.

Parent workshops on the SBAC will be provided before students take the assessment.

A unique feature of Oak Ridge Elementary is the emphasis of Howard Gardner's 5 Minds for the Future (2008). In alignment with our mission and vision statement as well as our Motto, "POUNCE on the Future," we are cultivating minds by touching upon students' thoughts, feelings, and behaviors. The five minds are the disciplined mind, synthesizing mind, creating mind, respectful mind, and ethical mind. All of these products of the brain are embedded in our motto and reinforced throughout the year in the classroom and during our monthly assemblies.



Technology



The Common Core State Standards (CCSS) embody 21st Century Learning. Technology is becoming increasingly necessary to prepare students for college and career. Oak Ridge has devices in each classroom which students have access to on a daily basis. Students are instructed on a variety of tools including keyboarding skills, effective research skills, digital presentations, and digital integrity. Viewsonics are also in each classroom for teacher/student use. Students are assigned and responsible for their Chromebook. Students in grades 5 & 6 may take their device home but it must be brought back to school daily. If Chromebook is left at home and brought to the school office, please note, office staff will place in teacher's box. Instructional time will **not** be interrupted for delivery of said Chromebook.

Library

Students have regularly scheduled classroom time to use the library. Teachers coordinate and collaborate with our school librarian to educate students on how to use the library as a resource for their studies.

Services and Special Programs

English Learners: Services are provided for students whose primary language is other than English and verified on the Home Language Survey completed upon registering in CVUSD schools. Students are tested at the Language Assessment Center (annually at the school site). The results of the test designate students' acquisition level. English learners (EL) will receive English Language Development (ELD) instruction based on their level on a daily basis.

Extension/Enrichment: All students learn differently. Students who demonstrate a need and ability for a more rigorous curriculum in specific subject areas receive differentiated instruction during the school day. Beginning mid-year of 2nd grade and continuing through 6th grade, students may be screened for the Gifted and Talented Education (GATE) designation. GATE students are served in all classrooms. High achieving students not identified as GATE may also receive enrichment instruction deemed appropriate by the classroom teacher. Oak Ridge does not have a GATE program.

Student Team Excellence Protocol (STEP): Oak Ridge implements a Multi- Tier Systems of support (MTSS) for students who are not meeting grade level standards. Tier 1 support is offered in the classroom during the school day. The teacher provides intervention strategies and monitors progress of students. If further supports and progress monitoring is required, the teacher makes a referral for a STEP meeting. At this meeting, the teacher, administrator, parent and intervention teacher develop an intervention plan. Tier 2 is more strategic support for students that under Tier 1 are still not making progress. Further measures for support and progress monitoring are required. The intervention teacher provides support outside of the classroom for a designated amount of time or can provide support in the classroom.

Universal Design for Learning (UDL): Universal Design for Learning refers to the "teacher's scaffolding of instruction so all students have the tools they need to be able to access information." (Diamond, 2004- Consortium on Reading Excellence). Oak Ridge strategically designates an access time (Universal Access time) time in order to provide students access to the curriculum in small, strategic groups. This time is also used for teacher-student conferencing to address reading and other academic goals.

Odyssey of the Mind: An international educational program that provides creative problem-solving opportunities for students from kindergarten through college. Team members apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics.

College Corner: College and Career conversations matter in elementary school. Our College Corner curriculum helps students expand their vision of the future, empower teachers to connect lessons to the real world, help students connect the dots of their K-12 pathway, and help include parent conversations early about financial planning for college.

Extra-Curricular Programs: Oak Ridge has a music program and art program. We also contract with companies to provide enrichment activities after school. Some programs at Oak Ridge have been Robotics, Yoga, Rembrandts (Art), Chess Masters (may change each year).

HOPE Program: The Chino Valley Unified School District has partnered with many community businesses and services to provide support for any families in need. To obtain detailed information about the HOPE program, you may call (909) 334-3259. A resource handbook is also available for your viewing in our school office.

ELAC: A bilingual parent group that meets to discuss the English learner program, importance of attendance, school issues, and budget proposal for English learners.

Students with Disabilities: Services are provided for students who qualify for special education. Annually the service providers will meet with parent/guardians to review and update goals and services.

School Site Council: A committee of Oak Ridge staff and community members help set priorities and goals for the school year. The council meets at least four times per school year to discuss school budget, curriculum, and school issues.

Pastries with the Principal: A platform for parents to meet with the Principal and/or Assistant Principal to voice ideas, concerns, and receive updates about school and district visions for student progress and achievement. Meeting dates and time will be posted on the school website, Paw Print, and marquee.

Other Pertinent Information

Patriotism



As part of our school's philosophy, patriotism is fostered through daily patriotic exercises which include reciting the Pledge of Allegiance. Additionally, assemblies and grade level patriotic programs will be conducted. At the beginning of each week students stand during the playing of the National Anthem and a pre-selected student will lead a "school wide" Pledge of Allegiance.

Birthday Celebrations



Birthday parties and treats are not allowed at Oak Ridge Elementary School. However, goody bags are acceptable as long as they do not include edible/perishable items (i.e. cookies, candies, popcorn, etc.). Any and all goody bags will be distributed to students by the teacher at dismissal if provided to teacher prior to the school start time. Goody bags will not be accepted through the school office. We will **not** interrupt class to deliver items. **Instructional time will not be used for birthday celebrations.**

Class Celebrations



Classrooms have three celebrations per year. The dates and times are decided upon by the administration. We request that the refreshments are at least 50% nutritional. All baked items must be store bought. Please do not send or bring peanut products to the classroom due to possible peanut allergies. Talk to your student's teacher to make sure you are providing refreshments that meet district guidelines.

Field Trips



Field trips will support academic learning. Parents may be asked to chaperone based on teacher discretion. Parents of students with medical needs will have priority to chaperone. Students shall not attend a field trip without a parent permission slip signed by parent or legal guardian.

Retention and Promotion

CVUSD Board Policy and California Legislation (AB 1626) stipulates that all students being promoted to the next grade level shall meet minimum grade level standards. Using multiple measures, student progress will be carefully monitored throughout the school year. Parents of students who are at risk of failing will be notified by their child's teacher by the eighth week of school. A remediation/intervention plan will be established. The final decision regarding retention/promotion will be made in May. That decision may be reviewed at the end of August (prior to the start of the next year) after additional intervention has been provided.

Transfers and Withdrawals

If you plan to move and your child is to be transferred to another school, please notify the school office as soon as you know that a change is to be made.

Parent Volunteers

Our staff appreciates and encourages parents to be volunteers at our school. Teachers will notify you regarding opportunities to volunteer and an in-service for parents concerning classroom duties and confidentiality of student information will be given to clarify expectations.

Due to liability, we are unable to accommodate younger siblings in classrooms or on the playground during class time and recess. Volunteers need to remember to sign-in at the office and wear a Raptor visitor's badge that is clearly visible, prior to going to the classrooms. Volunteers are required to check out through the office in order to be removed from the Raptor system. Should one fail to check out properly, the office will make a phone call to confirm that volunteer is actually off campus.

Please be conscious of conversations and garments worn while on school grounds. The school is a professional environment, and all are expected to conduct in a professional manner even if volunteering. If administration feels that volunteers are dressed inappropriately, the volunteer will be asked to leave campus. **Examples of inappropriate clothing include midriffs, provocative wear that shows cleavage, and/or athletic wear that looks like sports bras.**

Volunteers can help by leaving the workroom space and machines free during recess and lunchtimes. Please make prior arrangements and/or coordinate assistance during non-instructional time (during recess, before or after school).

Student Recognition Awards

A school-wide recognition system is used as positive reinforcement and encouragement for students to excel. Awards are distributed to deserving students who have met or exceeded the school's high expectations. Awards are announced and recognized at the trimester awards ceremonies.

Accelerated Reader Medals All students who achieve the required number of points for books read.

	Bronze	Silver	Gold	Platinum
Kindergarten	5	10	15	35
First Grade	7	15	25	50
Second Grade	10	25	40	80
Third Grade	15	35	60	120
Fourth Grade	20	50	80	140
Fifth Grade	25	60	100	180
Sixth Grade	30	75	120	200

Accelerated Reader Lifetime The following awards will be received upon reading the required.

Awards number of points at any time during a student's tenure at Oak Ridge.

	Point Total
Topaz	500
Garnet	750
Amethyst	1,000
Ruby	1,500
Sapphire	2,000
Emerald	2,500
Diamond	3,000



POUNCE

Teachers select two (2) students each month for exhibiting a POUNCE trait.

PBIS/PAW Print

Students recognized weekly at our Monday Patriotic Assembly.