

Orchard Park Academy

Parent/Student Handbook 2022—2023



Manual de Padres y Estudiantes 2022-2023

Letter from Principal Zack White

Welcome to the 2022-2023 school year. We are so excited for our second school year as, Orchard Park Academy. My name is Zack White and this will be my tenth year serving this community as principal of both Skyline Vista and Orchard Park Academy. If you have any questions or concerns you can contact me at 303-428-2300 or by email me at zwhite@westminsterpublicschools.org. I look forward to working with all of you this year.

Zack White
Principal
Orchard Park Academy

About Orchard Park Academy

Orchard Park Academy is now accepting applications for enrollment for Preschool through 8th grade. Orchard Park Academy will have a focus on technology that embeds into our curriculum, bringing the outside world to the fingertips and the minds of our students. We focus on the whole child through empowerment, health, and wellness. With daily periods of art, music, technology, and physical education, the whole child is the focus at Orchard Park Academy. A few of our community partners include: Book Trust, Reading Partners, University of Colorado's Pre-Collegiate Development Program, and Celebrate the Beat. At OPA we offer school wide extracurricular activities, leadership skill development, community sports activities, and academic and social enrichment for all our students. Our middle schoolers even get lockers! Something unique about our school: We received the 2019 Center of Excellence Award – making our school one of the top-performing schools in the North Metro Area!

COMPETENCY-BASED SYSTEM

Westminster Public School District's approach to learning is referred to as CBS (Competency Based System) where the entire educational system is organized around engaging students in 21st-century skills, working at their developmental levels, and advancing only when they have demonstrated proficiency or mastery. Our approach to learning is based on four core beliefs: Learning is the constant - Time is the variable - Personalized Delivery - Systemic and Systematic

- To learn more about Competency-based education visit

www.westminsterpublicschools.org/cbswps

School information

Orchard Park Academy
7395 Zuni St.
Denver, CO 80221

Phone: (303) - 428-2300
Fax: (303)- 657-3871

Website: <https://www.westminsterpublicschools.org/Page/1418>

Grades Kinder - 8th:

Start Time: 7:35 a.m. | End Time: 2:51 p.m.

Preschool:

Start Time: 8:10 a.m | End Time: 2:40 p.m.

There is no supervision for children who come to school before 7:30 a.m unless you ride the bus. Please do not drop students off before 7:30. After-school supervision ends at 3:00 p.m.

School Closings or Delayed Start:

School closings or delayed starting times, as designated by the superintendent, will be announced on major radio stations and television channels, as soon as possible.

When schools are closed or dismissed early, all school-sponsored activities, programs, and meetings held at school will either be postponed to a later date, or cancelled.

When weather conditions warrant, the starting times of our schools will be delayed by 1 ½ hours. On these days, OPA will start school at 9:45 a.m. Please do not plan on bringing children to school until 9:45 if we are on a delayed start.

We have early releases throughout the year. Students will be dismissed at 1:40 on these dates. Please reference the 2022-2023 calendar for these dates.

Attendance and Tardies

Students who attend school regularly have greater opportunities to be successful learners; no single factor is more important in a student's academic performance than regular attendance at school. Students must not exceed four absences in a month or ten in a year, unless medically certified. Students who have a fever or who have been vomiting should not be at school.

When students are absent, parents/guardians should call the school before 8:30 a.m.

If no call has been received, school personnel will try to contact parents or guardians at home or at work to confirm the absence. If a student is late to school, it interferes with his/her progress in class. Students need to develop the good habit of being on time for school.

More than one unexcused tardy a quarter is considered excessive; a parent conference may be requested. A child who misses school without parental explanation and administrative excuse will be considered truant.

Progress Reports, Report Cards & Parent/Teacher Conferences

Progress reports can be generated by the teacher and sent home to parents/guardians at any time during the school year. If your child is experiencing difficulty in school, or if you suspect there has been a change in his/her performance since the last formal report, please contact the teacher. Report cards will be sent home with your child at the end of the school year.

Parent-teacher conferences are held once each semester, and conference appointment cards will be sent home with each student. Our goal is to meet with the parents of every child. We also encourage students to attend the conference with his/her parent/guardian.

Cell Phone Usage

The Board of Education and school recognizes that electronic communication devices can play a vital communication role in emergency situations. However, ordinary use of electronic communication devices in school situations disrupts and interferes with the educational process and is not acceptable.

Students may carry electronic communication devices but these devices must be turned off inside school buildings, on school buses, at school-sponsored activities, and on field trips. In these locations, electronic communication devices may be used only during emergencies. For purposes of this policy, “emergency” shall mean an actual or imminent threat to public health or safety, which may result in loss of life, injury, or property damage.

Electronic communication devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operations may violate the privacy rights of another person.

It is the student’s responsibility to ensure that the device is turned off and out of sight during unauthorized times. Violation of this policy and/or use that violates any other district policy shall result in disciplinary measures and confiscation of the electronic communication device. Confiscated

devices shall be returned to the student only after a conference with the parent/guardian, student, and school personnel. The building principal or designee may also refer the matter to law enforcement, as appropriate.

The school is not responsible for loss, theft or destruction of electronic communication devices brought onto school property. It is requested that parents contact the principal if your child will have a cell phone at school.

Cell phone policy

First Violation

- The student receives one warning to put the cell phone away.
- If the student receives a second warning during the same class, the student will hand their cell phone to the teacher and the student will receive their cell phone at the end of the period.

Second Violation

- The student receives one warning to put the cell phone away.
- If the student receives a second warning during the same class, the student will hand their cell phone to the teacher and the student will receive their phone at the end of the day.

Third Violation

- The student receives one warning to put the cell phone away.
- If the student receives a second warning during the same class, the student will hand their cell phone to the teacher and the teacher will turn the cell phone to the administration and will be kept in the office for the remainder of the day. The student can pick up the cell phone at the end of the day.

Fourth Violation

- The student receives one warning to put the cell phone away.
- If the student receives a second warning during the same class, the student will hand their cell phone to the teacher and the teacher will turn the cell phone to the administration.

- Parents will need to have a meeting with the administration and the student will be placed on a cell phone contract.

Passing Periods

Students have 3 minutes in between classes to use the restroom and to drink water. Once class starts, students will not be allowed to leave the classroom to use the restroom or go to the drinking fountain for the first 10 minutes of class.

Lockers

- Lockers are not to be shared between students. Combinations are also not allowed to be shared.
- Lockers can only be used at the following times
 - Before and After School
 - Before and After Lunch
 - With a pass from a teacher

Students are responsible for items that are stored in their lockers.

Medications

Whenever possible, necessary medicine should be taken at home.

Non-prescription drugs, such as aspirin, cough drops and cough syrup, cannot be given to students by school personnel. Please do not send these items to school with your child.

Only medication which is currently prescribed by a physician may be given at school.

To give prescribed medication at school requires:

- 1) a written request from the parent/guardian
- 2) medication in the original container, properly labeled with the date, name of the child, name of the medicine, directions for administration, and name and phone number of prescribing physician
- 3) physician's signed directions matching those on the container.

LOST AND FOUND

To prevent students from losing or misplacing personal items, **please** mark all articles of clothing, backpacks, lunch boxes, etc., with the student's name including bikes and scooters. OPA has a "Lost and Found Box" for all unclaimed items. As soon as your child loses an article of clothing or a personal item, please check our "Lost and Found Box" as many items go unclaimed each year.

Please leave all toys, special items and valuables at home. We cannot be responsible for students losing items.

RECESS

Please make sure that your child is dressed appropriately for weather conditions as all students are expected to participate in recess. The principal or her designee will decide if the recess is to be "inside" or "outside." Students will generally remain inside if the temperature drops to below 20 degrees or if there is significant precipitation.

If the temperature drops below 20 degrees before school starts, there will be an orange card on the doors. If you see the orange card, all students will report to the gymnasium.

OPA Dress Code

Colorado Legislature Senate Bill 133 requires schools to have a dress code for adults as well as students. All students shall attend school dressed in a manner that is clean, which is not hazardous to their safety or the safety of others and which does not detract from the required educational environment. Reasonableness without extremes will be the guidelines used to determine student fashions.

OPA has adopted the following guidelines for student dress:

- Sweat bands, gloves, sunglasses and hats are to be worn outside.
- Clothing in support of athletic teams may be worn at the discretion of the Principal.
- The presence of gang symbols on the school grounds and displayed on any apparel, jewelry, accessory, notebooks or manner of grooming which by virtue of color, arrangement, trademark or any other attribute which denotes membership in gangs promoting violence or disruptive behavior is prohibited.
- Pants are not allowed to sag and need to be at the waistline.
- Skirts and shorts must be a reasonable length.
- No very short skirts or shirts
- No inappropriate words or pictures on shirts
- No crop tops (no stomachs showing)
- No shirts that expose the back or the chest (three finger rule on spaghetti straps)
- No muscle shirts
- Large or oversized chains and expensive jewelry are not permitted.

Non-Compliance

Any decisions concerning the appropriateness of any article of clothing will be made by the building principal. (Refer to the Superintendent's Policy.) Students not meeting the dress code requirement will call home for a change of clothing or will be asked to wear another shirt, etc. provided by the school. In some instances, a note from the teacher will be sent home with students who are not meeting the dress code requirements and the parent must sign and send it back.

OPA Technology Policy

OPA is pleased to offer students access to district Chromebooks, communications systems, the Internet, and an array of technology resources to promote educational excellence. Each student is responsible for her/his use of technology, whether personal or district provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology. Failure to follow the appropriate use procedures may lead to the loss of the privilege to use these educational tools, school disciplinary action including suspension or expulsion, legal action, and/or restitution by the user for costs associated with any damages caused by such violations.

There will be a technology charge for all students in levels K-12. The Technology Charge is for the use of technology to assist the District in acquiring, upgrading, maintaining the growth of technology within schools.

OPA Bullying Policy

OPA teaches lessons on bullying to all grade levels in accordance to Stop, Walk and Talk. Stopping bullying is a mission that requires cooperation between parents, the school and the community. The OPA community has demonstrated exceptional results in addressing bullying behaviors, but continues to refine its strategies and efforts with the goal of ensuring that every student, every year, can learn in a safe environment.

In addition to appropriate consequences that will change the behavior of the bully, we feel it is critical to restore a feeling of safety and efficacy for the victim. If you suspect your child may be the victim of bullying, begin by asking him or her to tell you what is happening. It is important to respond in a calm, positive and supportive manner. Let your child know it's not his or her fault, and that he or she did the right thing by telling you. You know your child best and know whether they can handle the current situation with strategies they have learned, or whether it is time to get more adults involved. Students often feel empowered by their ability to solve the problem with some guidance. Do not hesitate to contact your child's classroom teacher and/or the principal if you need support or guidance.

Teachers and principals have experiences that allow us, with your help, to construct a plan to improve your child's sense of safety in school. We will explore ideas such as reducing the contact between the child and the bully, increasing the contact between the victim and children he or she likes and feels safe with, establishing a safe-zone at recess, increasing adult supervision, and working with your child to develop a plan of communication with a trusted adult at school on a daily basis. The method we choose is usually guided by the child as they will often tell us exactly what they need in order to feel safe. When children give input their true needs are met and they feel empowered about their ability to enact strategies to make themselves safe.

OPA Code of Conduct:

The WPS Responsibilities and Rights Handbook serves as the standard of behavior for all students. Each **family** will receive a copy of the Handbook and each parent and **child** should become familiar with the information it contains.

At OPA we are proud of our students' positive behavior and respectfulness. Teachers, students, and parents developed a Student Behavior Program for OPA which enhances classroom learning and provides a safe environment for all students. We encourage students to make good choices about their behavior. We expect all children and adults in our community to:

RESPECT	Respect yourself, others, and property.
RESPONSIBILITY	Be responsible; own your actions.
SAFETY	Be safe in all school settings.

Level 1—Behaviors

- Running in building/hallways
- Unsafe play
- Littering
- Electronic equipment/toys/cards at school
- Failure to follow classroom/playground rules
- Classroom disruption
- Uncooperative behaviors
- Disruptive transitions
- Out of assigned area
- Put-downs/name calling

Level 1 – Consequences

- Verbal correction
- Miss part or entire recess by sitting on the wall or in the office
- Apology
- Loss of privileges and/or time-out in classroom
- Care of the environment

Level 1 behaviors are usually dependent upon student choices. Consequences are designed to help students make better choices in the future.

Important information regarding suspension, expulsion, and many other relevant topics is included in the Rights and Responsibilities Handbook. If you have questions or would like to discuss any specific topic within the booklet, please make an appointment with the principal.

Level 2 – Behaviors

- Cheating
- Lying
- Stealing (minor)
- Openly resistant/disrespect to adult
- Rough play/play fighting/tripping

- Profanity (audible to an adult)/unacceptable gestures (visible to an adult)
- Bullying
- Continually/habitually disruptive
- Recurring behavior or developing a pattern can move to Level 3

Level 2 – Consequences

- Behavior form sent home to parents for signature
- Written apology
- Loss of privileges and/or time-out in classroom
- Care of the environment

Level 2 – Parent Partnership

The student will miss recess until the form is returned and time will be served in school and within an appropriate setting. A second copy of the referral will be sent home if the student fails to return the first behavior form.

Level 3— Behaviors

- Stealing (major/chronic)
- Possession/under influence of illegal substance
- Fighting/assault/physical aggression
- Intimidation/verbal threats or encouragement to fight
- Possession of weapons on school grounds-includes knives, toy guns, etc.
- Vandalism
- Harassment/bullying
- Defiant toward adults
- Verbal abuse/directed profanity
- Chronic Level 2 behavior

Level 3 – Consequences **(Principal Intervention Begins Here)**

- In-school suspension
- Suspension from school
- Parental escort at school
- Restitution
- Behavior contract
- Recommendation for expulsion

Students who engage in Level 3 Behaviors will be referred to the principal for immediate corrective action. After consulting with the parents and appropriate school personnel the principal will assign appropriate consequences and facilitate corrective action designed to help the student improve his or her school behavior.

4-Step Behavior Referral Process (classroom) for disruptive behavior, disrespect, and non-compliance (for Level 1 and some Level 2 behaviors)

At Orchard Park Academy, we expect students to show appropriate behavior to their peers, their teachers, and all members of the OPA community. When a student's behavior drifts away from being compliant, respectful, and non-disruptive, teachers and staff will respond with a 4-step behavior process which aims to help get the student back on track and minimize the amount of time they are away from the classroom while receiving their behavior interventions. Teachers and staff will honor a 4-step behavior referral process within the classroom. The steps below list a progressive series of steps in an attempt to reduce or end disruptive or disrespectful behaviors in the classroom. Please keep in mind that every teacher has a different set of expectations, norms, and processes in their classroom.

These steps are considerate with a teacher's own unique way of running their classroom.

Step 1: The student will first receive 3 redirects from the teacher for the disruptive behavior. Teachers will use the "check system."

Step 2: On the 3rd redirect (which is called a check out), the students will be sent to the hallway to reset their behavior. The student will be escorted to a buddy classroom to complete the student reflection sheet.

Step 3: After the student completes the reflection sheet, the teacher and the student will have a restorative conversation and the student will be welcomed back into the classroom.

Step 4: The teacher will complete an office referral and communicate with the parents about the problems during class.

Our teachers and staff will make every effort to communicate behavioral concerns on a regular basis to keep families informed of their child's behavioral progress.

Arriving and Leaving OPA

Please ensure that your child does not arrive at school prior to 7:30 a.m. when playground supervision begins and be picked up by 3:00 when supervision ends. Once students arrive at OPA they are not to leave school without permission.

If you need to pick up your child before the end of the school day, you must come to the office and check your child out of school. Your child will not be released to anyone other than his/her parent(s)/guardian(s), or a previously identified adult who has been approved by a parent/guardian.

If a student is asked to stay after school by a teacher or the principal, the parent or legal guardian will be contacted.

Each student is expected to go directly home after school; we encourage students to walk in pairs or groups.

SAFETY REMINDERS

Please talk with your child about being safe while walking to and from school. Some reminders might include:

- Using electronic crosswalks or crossing guards when they are available
- Always walking with a buddy – not alone
- Not talking to strangers
- Walking directly to home or school, making no stops
- Not engaging in horseplay on the way home especially near traffic
- Being constantly aware of dangers in their surroundings

Please exercise caution when driving around our school. Students arriving on foot or by car are to use the sidewalks and may not walk through the parking lot without an adult. Parents are to drop students off in the open parking lot and on the west side of Zuni St.

The parking lot is going to run as a hug and drop lane without parking. Please use parking spaces if you would like to park. Do not stop in the middle of the street or interfere with traffic. No U-Turns are allowed in our school zone.

Students must cross at crosswalks and will not be allowed to cross at other spots without an adult with them.

Remember nothing is more important than the safety of our children! The plan we have developed for drop off and pick up times is to keep ALL our children safe and we appreciate when everyone cooperates.

In the event of a tornado or other severe weather or emergency, all students will remain at school until an “all clear” has been declared.

Lockdown/Secure

In the event of an emergency requiring the school to be locked down or entrants to be put on secure, ***no entry or exit*** will be allowed to or from the school until the situation is declared safe by the proper authorities. In this type of situation, information can always be obtained from District Administration by calling (303) 428-3511.

Parent Involvement

There are various ways to get involved in your child's education at OPA! We encourage parents/guardians to meet staff and other parents in the school to build a strong community for our students. Every parent organization will be led in a bilingual manner with English and Spanish. All are welcome to attend and join our meetings and groups.

Below are a few ways to get involved as a parent/guardian:

PARENT TEACHER ORGANIZATION (PTO) & BUILDING ACCOUNTABILITY ADVISORY COMMITTEE (BAAC)

The PTO/BAAC is a group of parents and teachers who support and coordinate many school functions. We also determine ways to improve our school through fundraisers and more.

Parent Leadership Group:

This group is designed to support parents as their children grow in our school. Supporting our students starts at home, and through this group, parents and guardians can gain support as well as confidence and empowerment to support their students in their educational journey.

Adult Education Classes:

We will be offering a variety of free classes specifically for parents and guardians of OPA students. Classes such as English Conversation, Cooking, Exercise/Wellbeing, and more.

Please contact the office if you are interested in participating in these monthly meetings.

