

OUSD EMERGENCY INFORMATION

Name of School _____ (This form shall be completed, returned to school, and updated when changes occur) Home Phone # _____

Student Name: _____
 Last Name First Name Middle Name Gender Grade Date of Birth

Address: _____
 Number Street Apt. # City Zip Code Student Email Address

Please check appropriately: Enrollment is based on Student resides within this school Open enrollment Interdistrict transfer Other

This student resides with: Both parents Mother Father Natural parent/step-parent Caregiver Affidavit Restraining order on file Court orders on file

Please list below the name(s) of person(s) who may be contacted & to whom the student may be released. Students will not be released to other persons without parent permission:

Father/Guardian: _____
 Last Name First Name Employer Address Phone # Cell Phone #

Mother/Guardian: _____
 Last Name First Name Employer Address Phone # Cell Phone #

Email Address (Father/Guardian)

Email Address (Mother/Guardian)

If the above person(s) cannot be reached, school personnel may contact and release your son/daughter to:

Relative/Friend: _____
 Last Name First Name Address Phone # Cell Phone #

Relative/Friend: _____
 Last Name First Name Address Phone # Cell Phone #

MILITARY CONNECTED FAMILY: In efforts to help address the needs and/or concerns of Military Connected Families, especially during the deployment period, please complete the following section: Has Mother, Father, or Legal Guardian served in the Military, including Active Duty, Guard, Reserve, or Veteran? Check one: Yes No If yes, which parent or guardian? _____ If yes, which Military Branch: _____ Current status: Active Duty (full time) ; Guard ; Reserve ; Veteran ; Deceased

PRIMARY LANGUAGE: The "Primary Language" spoken at your home is: _____

NOTIFICATION OF RIGHTS: The district's "Parent/Student Handbook" contains several mandated communications notifying you of rights and privileges granted to students and parents/guardians through California State Codes and Federal Regulations. If you did not receive a "Parent/Student Handbook", they are available in the main office at your school site and on our district's website at www.orangeusd.org. The law requires that you be apprised of these rights annually and that you make written acknowledgment of this notification. Included in the Parent/Student Handbook are the grounds for suspension and expulsion, uniform complaint procedures, sexual harassment policy, Title IX Regulations and other important mandated information. Please sign below acknowledging that you have been informed of the fact that there are annual notifications and that they are being communicated through the "Parent/Student Handbook".

Parent/Guardian Signature: _____ Date _____

Education Code 49408 requires parents/guardians to provide accurate emergency information and to keep emergency information up-to-date throughout the school year. If your family's emergency information needs to be updated, please check the appropriate box below:

New address New home phone number New cell phone numbers New work phone numbers New email address New emergency contact persons

EMERGENCY INSTRUCTIONS: In case of an emergency involving a community or school disaster, students will remain at school under supervision. If evacuation becomes necessary, Students will be transported as a group to a safe location. Individual students may be released to parents, others designated on this card, or in extreme emergency, to adults well-known to the student. When conditions in the community are considered safe, students will be released in the regular manner. Go to www.orangeusd.org for emergency information on the district's earthquake and emergency operations plan.

PHOTOGRAPH MEDIA RELEASE AND STUDENT PHOTOGRAPHS AND STATISTICS POSTINGS ON THE WEBSITE: In accordance with Board Policy 1113, OUSD has my permission to take photographs of my son/daughter and/or provide information pertaining to my son/daughter to be used for publicity purposes in various media, including school flyers, radio, television and newspapers. I realize that no commercial use will be made of the photographs or information. Additionally, if applicable, OUSD has my permission to post individual and team photographs and/or provide student information on the school and OUSD web pages. Student information that will be posted on the Internet may consist of information such as first and last name, age, and athletic/league statistical information such as height, weight, batting average, individual track times, etc.

Yes No Parent/Guardian Signature: _____ Date: _____

INTERNET RELEASE: The "Internet" is an important tool for today's educational programs. However, not all internet sites contain material that is appropriate. Therefore, the district requires that all students who will be using the district's internet services/electronic network comply with the terms and conditions of the "Electronic Network Obligations and Responsibilities/Acceptable Use Agreement". The terms of the agreement are located in the "Parent/Student Handbook". Please sign below indicating that your son/daughter will comply with the agreement permitting his/her use of the district's electronic network.

Yes No Parent/Guardian Signature: _____ Date: _____

Should a serious illness or an accident occur and school personnel are unable to contact the parent(s)/guardian(s) and/or family physician, permission is hereby granted for medical care as required (the undersigned parent/guardian will assume responsibility for fees involved.). Yes No

Parent/Guardian Signature: _____ Date: _____

Family Physician: _____ Address: _____ Phone #: _____

Family Dentist: _____ Address: _____ Phone #: _____

What health problems/allergies does this student have? _____

FOR EMERGENCY PURPOSES – PLEASE LIST BELOW THE NAMES OF SIBLINGS AND THEIR SCHOOL OF ATTENDANCE

Name of brother/sister:				
Name of school attending:				

PARENT/GUARDIAN SIGNATURE IDENTIFICATION

Only those signatures listed below shall be recognized by school personnel in matters concerning absences, release (non-emergency) from school, request for information, etc. (actual authentic signature of the individual required.)

Signature: _____ Parent/Guardian: _____ Date: _____

Signature: _____ Parent/Guardian: _____ Date: _____

NOHL CANYON ELEMENTARY



POLICIES AND PROCEDURES **Student and Parent Handbook**

2017-2018

ORANGE UNIFIED SCHOOL DISTRICT

Nohl Canyon Elementary
Policies and Procedures 2017-2018

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STUDENT RESPONSIBILITIES

The following are expected of all students:

1. **School Rules** – Students will follow established rules at school, when they are on their way to and from school, and during school-sponsored activities.
2. **Quality of Work** – Students will, to the best of their ability, complete assigned lessons each day, including homework and assignments missed due to absences or tardies. Quality of work will be evident when students are actively engaged in the learning process. Students will turn in work in a neat and comprehensible manner.
3. **Attendance and Absences** – Students are expected to be at school every day on time. In the event of an absence, a satisfactory explanation from a parent or guardian needs to be called in or provided in writing to the school. Parents of students who accumulate absences and tardies will be counseled at school on the importance of being at school every day and being on time. Excessive tardiness and absences are monitored at the district level; if needed, parents are met with in School Attendance Review Board (SARB).
4. **Relationships with Others** – Students will respect the rights and privileges of each person in the school. Good citizenship in school, as well as in the community, includes respect for the rights and property of others. Bullying is not tolerated.

PARENT RESPONSIBILITIES

We expect parents to support the school by reviewing the school discipline rules and regulations with all family members to ensure that everyone is familiar with and understands the standards of conduct expected. The following responsibilities are expected of parents:

- Praise children at home who demonstrate appropriate behavior.
- Cooperate with and support school officials in carrying out appropriate discipline penalties when such action is necessary.
- Read and comply with all communications from the school, signing and returning them if requested.
- Cooperate with the school by attending scheduled conferences regarding your child's progress.
- Communicate with teachers and office staff in a caring, polite manner.

SCHOOL PERSONNEL RESPONSIBILITIES

The following are responsibilities expected of school employees:

- All certificated employees shall exercise sound professional judgment in employing positive, preventive, and corrective measures to promote acceptable student behavior.
- Staff members will report illegal acts to the local law enforcement agencies as required by law, report incidents of suspected child abuse to the proper authorities, and maintain contact with parents regarding student progress.
- Staff will demonstrate appropriate behavior by modeling respect for each other and for students.

ANIMALS AT SCHOOL

- District policy and Orange Civil Code prohibits bringing pets or other animals on school grounds without prior permission by the teacher and/or principal. **Dogs—even on leashes—are not permitted at school.** This is important for student safety and personal liability.

ATTENDANCE & ABSENCES - ATTENDANCE LINE=714-628-5370

- When arriving at school, students in grades 1-6 may go directly to the quad area to wait after the set arrival times. Children in grades 1-6 are expected to arrive between 7:50 and 8:00; the playground will be open at 7:50. Students are expected to arrive on time and be in line by 8:00. Tardy students (K-6) must check in at the office and receive a tardy slip before going to class. **Please note that student supervision does not take place until 7:50 a.m.**

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- Children should not be sent to school when they are not feeling well. Absences due to illness are excused. Students will be given ample opportunity to make up any missed work. Please make sure you are aware of the teacher's policy for this. Parents will be called to pick up children who become ill at school. It is district policy to send home any child who has a fever of 100° or higher or who is vomiting. Children must be fever/vomit free for 24 hours before returning to school. We may also send home students with symptoms so severe that it interrupts instruction.
- Please avoid scheduling vacations or trips on school days. Such absences are unexcused and represent lost instructional time, which cannot be made up. When absences are unavoidable and will be more than 5 consecutive days in duration, parents may request an Independent Study Contract. This request must be made at least one week prior to the date you are leaving. At that time, your child's teacher may provide assignments for your child to be completed. Entering into a contract is at the discretion of the teacher. If your child does not fully complete all of the assignments, the absences will be considered unexcused which may affect your child's grades.
- Please remember to call the ATTENDANCE LINE (714-628-5370) stating your name, your child's name, the reason for absence, the date of the absence, and the teacher's name whenever your child is absent.
- If your child is leaving during the school day, please sign him/her out in the office. If possible, it is a good idea to let the classroom teacher know as well, so your child will have materials needed and can be waiting in the office.
- All students must leave promptly after school unless they are attending an after school event or program.
- **Perfect Attendance:** Students who have no absences or tardies will be recognized individually at the end of the year in their classrooms.

BACK-TO-SCHOOL NIGHT

Back-to-School Night is for parents of students in grades 1-6. The Kindergarten Orientation (Tuesday, August 22 @ 8:30 a.m.) is considered the Back-to School Night for Kindergarten. Back-to-School Night is an important event that kicks off the school year and it is important for ***parents only*** to attend. Your child's classroom teacher will give you an overview of what to expect for the year. She will review classroom rules, policies, and procedures, curriculum, expectations, and more. If for some reason you cannot make Back-to-School Night, it is recommended that you make an appointment to see your child's teacher. Please note that this evening is not a time for individual conferences, but you are welcome to make an appointment and talk at another time.

BIRTHDAYS

- Birthday Invitations – if you are passing out birthday invitations to students in your child's class or any class, please include the entire class. We highly encourage invitations to be passed out after school and in a discreet manner that does not make other students feel left out.
- Treats – if you plan on bringing treats into the classroom, please plan ahead and notify the classroom teacher. All treats will need to be left in the office unless arranged prior with the teacher. Healthy snacks are always welcomed and enhance brain activity at school! Please try to minimize sugary treats and/or coordinate end-of-day distribution to the class. In addition, be considerate of students' nutritional needs and allergies (peanut-free, etc.)

BIRTHDAY BOOK CLUB

During the month of your child's birthday he/she will be able to select a book from the Birthday Book Club Collection and be the first to check out that book. Your child will also be presented with a certificate during his/her library time. A Birthday Book Club donation label with your child's name will then be placed on the inside of the book which will be donated to the Nohl Canyon Library. He/she will also participate in the group "BBC" monthly photo (which will be displayed in a designated area for the entire school year).

BUS TRANSPORTATION

Bus transportation is provided for a fee for students who live in one of our designated bussing areas. Contact the district's transportation office at (714) 997-6244 for an application or more information. If your child will be riding the bus, please review the sheet in this packet regarding bus conduct with your child (students may be issued a "bus citation" for poor conduct which is handled directly by the principal—students' bus privileges may also be suspended or discontinued for multiple infractions).

CAMPUS HOURS

The campus/office is open from 7:30 a.m. to 4:00 p.m. Monday through Friday. Please do not ask the night custodian to let you into a classroom for any reason after school hours. If you need to enter a classroom after school and before closing hours, please come to the front office.

COMMUNICATION

The Nohl Canyon Staff embraces open communication at all times. You can contact your child's teacher via email, phone, or in person. If you would like to meet in person with your child's teacher, please be courteous and provide ample notification. This will ensure that the teacher is prepared and has enough time to meet with you. Individual teacher extensions can be accessed on our website. All teacher emails are usually the teacher's first initial and then their last name @orangeusd.org. You are welcome to check with the office staff for the correct e-mail. Teachers may also use other electronic platforms to communicate student homework, behavior, etc. (SeeSaw, EdModo, Haiku, Class Dojo, etc.). Each teacher will send out procedures for logging into your child's account.

Wednesday Folders – Additional information will generally be sent home through our Wednesday Folder system. Please be certain to check your child's backpack and return any necessary paperwork in a timely manner.

COMPUTER LAB/TECHNOLOGY

Each class will have a scheduled time to visit the computer lab weekly. Thanks to NCSA's fundraising efforts, our computer lab is equipped with 37 computers so that all students have access to technology. During computer lab visits, students may do word processing, PowerPoint, research, educational games to enhance and review learning, and much more. Additionally, our focus in the coming year will be keyboarding and coding. Classroom teachers also have access to whole- or small-group sets of iPads, Chromebooks, and laptops thanks to NCSA's financial support. Several classes participate in District technology incentives or programs.

DELIVERING MESSAGES, PICKING UP STUDENTS EARLY

Classroom interruptions have been shown to have a negative impact on learning and certain laws and security concerns necessitate some procedures. Therefore, we ask for your cooperation with the following:

- If you need to pick up your child before dismissal, come to the office. Teachers will not release students from class without office approval. Advance notice to the teacher and office, when possible, makes this a quicker, more efficient process.
- Classrooms will not be interrupted with messages; all messages will be written and placed in the teacher's mailbox. Teachers can get messages to students after breaks (recess & lunch).
- Forgotten homework, projects, books, jackets, musical instruments, etc. which are brought to school after the start of class, will be placed on the office counter. Lunches should be placed on the counter in the office and they will be taken out to the playground by the noon supervisor at the start of lunch. It is the child's responsibility to come get their lunch or assignments from the cart or office during break times. Please remind your child of this procedure. We will not be calling your student to let him/her know his/her lunch is in the office.

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- Classrooms will not be interrupted before 11:00 a.m.
- Unless it's an extreme emergency, students should not use office phones. All pick-up arrangements should be made before school (or a note can be left for the student).

DISCIPLINE

All teachers have a plan for handling discipline in their classroom. Listed below are some of the strategies for encouraging appropriate behavior.

- Teaching students to exercise self-control, responsibility and self-esteem.
- Class and school rules are posted and discussed with students.
- Positive student behavior is praised on a continuous basis.
- Conflict resolution strategies (alternative ways to behave) are taught, posted, and supported.
- Awards for outstanding performance in academics, attendance, and citizenship are presented on a regular basis.

Every discipline case will be considered individually. Factors considered in determining appropriate action may include the severity of the behavior, the student's prior incidents, and parental input when necessary. When students display inappropriate behavior, the following strategies (depending upon individual circumstances) may be used by the teacher and/or principal:

- Verbal warning
- Counseling
- Note sent home to parents or telephone call to parents
- Parent-teacher conference
- NC CARES/Social Skills referral
- Campus clean-up
- Behavioral contract
- Time out to another classroom for a limited amount of time
- Loss of special school activities
- Suspension from class

All students attend a school-wide discipline assembly at the beginning (and usually the middle) of the year. During this assembly, students view examples through a PowerPoint presentation about classroom, playground and lunchtime rules, acceptable and unacceptable behaviors, sexual harassment, dealing with problems, and most importantly, how to be a successful student.

When a teacher has used the strategies available to her, and unacceptable behavior continues, the teacher will refer the child to the principal. If a serious infraction has occurred, the child will be sent immediately to the principal. The principal will take one or more of the following actions which will be decided after consideration of the child's specific misbehavior and previous incidents:

- Counseling (with teacher and/or principal)
- Appropriate task completion related to incident
- NC CARES/Social Skills referral
- Removal from class or playground
- Loss of privileges
- Discipline letter sent to parents
- Phone call to parents at home or work
- Conference with the teacher and parents
- Denial of school privileges
- Suspension from class or school
- Transfer to another school
- Recommendations for expulsion, if warranted and/or required
- Report of incident to law enforcement agencies, if warranted and/or required by law.

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DOLLAR DENIM DAYS

Students may donate a dollar to participate in Dollar Denim Day once a month and on designated days; otherwise uniform attire must be worn. Students participating in dollar denim day are still required to wear their uniform shirt. Students may wear any of the following denim: jeans (pants, shorts or skirts), jean jacket or vest.

EMERGENCY CARDS (new cards can be accessed on our website)

- **Two O.U.S.D emergency cards** need to be filled out completely. Please return these to school immediately. These cards are very important for the health and safety of your child. **NOTE: Children cannot be released to persons who are not listed on the cards.**
- It is vital that the information on the cards be updated when changes occur for your child's safety. Contact the school **IMMEDIATELY** when there is a change in telephone numbers and/or an address.
- Persons authorized to pick up your child: Please list local persons/telephone numbers as emergency contacts. A very sick or injured child cannot wait 30-60 minutes to be picked up from school.
- The automated telephone calls will go to the primary phone number you have listed. Please make certain you specify which phone number you would like these calls to go to.

HOMEWORK

The Board of Education believes that homework serves many important purposes. The administration and certificated staff will design homework plans and assignments so students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively, and become life-long learners.

The Board and school believe that homework is the responsibility of the student. It is the student's job to develop regular study habits and to do most assignments independently. The Board encourages teachers at all grade levels to use the parent/guardian as a contributing resource and to structure homework assignments so as to involve the parent/guardian without diminishing the student's sense of responsibility. When assigning homework which involves interaction with parents/guardians, teachers should include instructions which show how parents/guardians can best help their children.

HONORS, ACCOMPLISHMENTS, AND REWARDS

Principal Commendation - students can visit the principal to share excellent work or fantastic behavior and receive an award.

Gold/Silver Honor Roll – Gold and Silver Honor Roll are awarded with a certificate during the 1st, 2nd and 3rd trimesters for students in grades 4-6. In order to earn Silver Honor Roll, a student must have four As, one B and no Ns and/or Us for citizenship. Those students earning Gold Honor Roll, must have all As and no Ns or Us in citizenship. Even though a student may earn the grades, citizenship is equally important. Students who have an N or U for citizenship will not earn honor roll. Please note, that even one poor choice could affect a student's chance to earn honor roll. Honor roll awards will be placed in students' report cards each trimester; students who earned even one trimester will be honored at an end-of-year night/afternoon reception.

Responsible Roadrunner – Every month, students will focus on a new character trait. Two students in every class will receive awards each month for showing good character and emulating the focused trait.

- Respectful – to others and self (August/September)
- Organized – prepared and ready to learn (October)
- Attentive – listens to others (November)
- Diligent – works hard (December)
- Resourceful – seeks way to problem solve (January)
- Unselfish – shares with others (February)
- Noble – shows good character at all times (March)

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- Nice – polite and courteous (April)
- Effective – produces expected results (May)
- Reflective – thinks about actions (June)

Super Roadrunner - This is awarded to students who show consistent academic success and/or progress as well as being a good citizen.

Super Bucks – students can earn super bucks for academic success and based upon teacher discretion. Students can redeem their Super Bucks for prizes in the office.

Trash Treasure Tickets – Student council representatives and supervisors pass out “Trash Treasure Tickets” for students who take care of our school by cleaning it up. Five tickets earns a spin of the wheel for prizes each week.

FIELD TRIPS

Information and permission slips will be sent home whenever there is a field trip planned. Students MUST have a properly completed permission slip, with parent signature, to attend the field trip. School staff may request donations for school field trips, but ultimately all students will be permitted to attend field trips (with appropriate parent authorization) and will not be penalized for not providing the donation. Parents may not transport students to or from field trips—all students must ride the bus.

FREE DRESS

Students participating in free dress still need to adhere to appropriate school attire. This includes closed-toe shoes and no short shorts, belly shirts, spaghetti straps or any attire that distracts from the learning environment. Students who are not dressed appropriately will be asked to call home for a change of clothes.

INDEPENDENT STUDY

Independent Study is not recommended; however, it may be available for students who will be missing more than 5 consecutive days of school. Independent Study forms must be requested at least 5 days in advance and cleared with the office and classroom teacher so there is ample time to collect work and write out plans. Independent Study contracts are entered into upon the discretion of the classroom teacher and are not a guarantee. If the work is not completed and turned in upon the first day returning, then all days missed are considered unexcused.

LIBRARY

Our library has over 11,000 books and is open after school until 2:50 p.m. on Tuesday, Thursday and Friday (it is closed on Wednesdays). Each class visits the library once a week. Students may check out books or take Reading Counts quizzes which has points that are updated monthly. Each classroom or grade level has point goals, incentives and activities surrounding the Reading Counts points/quizzes.

Students who lose/damage books, textbooks or provided DVDs/CDs will need to pay the value of the item. The fee may be paid in cash or checks can be made out to Nohl Canyon Elementary School.

LOST AND FOUND

Please check the lost and found cart frequently (we will be wheeling it out each week on Wednesdays). It's a great idea to have students' names inside each item. Unclaimed items will be taken to charity monthly—we will keep sweatshirts for a one week grace period before sending them out. Each year there are hundreds of name-brand sweatshirts and shirts that are donated because nobody claimed them.

LUNCH PROCEDURES

- It is requested that all families complete a lunch application, whether they qualify for the program or not. This provides the district with important information to support lunch programs.

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- Students may bring their lunch from home or participate in the **optional** hot lunch program. The hot lunch program is available at school for less than \$3 per day and includes a drink. Primary lunch is served at 11:40 a.m. and upper grade lunch is served at 12:00 p.m.
- Menus for lunch are sent home monthly and can also be viewed online. Lunch accounts allow for families to put money into their child's account. Your child will have a PIN number (their student ID #) to access his/her account. Additional information is enclosed in this packet.
- To apply for **free or reduced priced** meals, you must complete an application each year. There is usually a short period where students will need to bring their own lunches until approval for reduced price/free lunches is given.
- If your child brings lunch from home, please make sure your child has it with them before school. Children who forget lunches or money will be allowed to call home. However, there are no provisions for loaning money or providing lunch for children who don't have one.
- If you bring a lunch to school after school starts, put the lunch on the counter in the office and make sure that your child's name is attached to it. Our noon duty supervisors will deliver lunches to the lunch tables each day.
- If you bring a hot lunch to school for your child you may place it in the office. Your child may NOT go to your car to get the lunch.
- Each grade level will be assigned certain tables to eat their lunch. Students may sit anywhere within their grade level assignment. At times, it's necessary to seat students by classroom and not allow free choice. Once students display appropriate behavior, they can return to sitting with friends.

OPEN ENROLLMENT

The school has the right to approve or deny any open enrollment application—excessive absences/tardies and/or behavior issues are the most frequent cause for denial. Open Enrollment applications must be filled out every year during the designated period (usually the first two weeks in March). By law, a blind lottery is held and students are invited based on space availability. Students and parents who are on Open Enrollment status must adhere to all rules, policies and procedures outlined by the school.

Whether the school can/cannot accept open enrollments is determined by the District before March of each school year.

PICTURES AND VIDEO

Capturing special moments during your child's elementary years is important and we encourage you to do so. Please keep in mind that each student has a "Release of Waiver." Parents give their permission to have their child photographed or video taped.

- In order to respect the privacy of all our families, please do not post pictures and/or videos of other students on Facebook, YouTube, Instagram, Tumblr, or any other internet or social media site.
- Please do not submit pictures to any newspaper and/or media unless you have cleared it with the school.

PARENT CONFERENCES

Conference time is a special opportunity for both you and your child's teacher. It is helpful for both parents and child(ren) to attend the conference. Below are some helpful tips for you at parent conference time.

Before you Meet:

- Think about what you want to discuss with the teacher and jot down some notes.
- Share special interests about your child with the teacher.
- Share information about your child so the teacher can have a better understanding of your child.
- Ask your child what you might discuss with the teacher, or if there is anything in particular that

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your child wants you to tell the teacher.

At the Conference:

- Arrive on time.
- Turn off or silence your cell phone to minimize distractions.
- The teacher will be prepared to tell you about your child's school work. Here are some questions you might want to ask: In what subject does my child do well? What needs improvement? What can I do at home to help?
- Ask questions about any part of the school program (homework, recess, test results, etc.).
- Bring paper to jot down notes so you don't forget.
- Be aware that other parents are waiting for their conference. Leave promptly when your conference ends.

When you Get Home:

- Tell your child something good that the teacher said about him/her.
- Share information with your spouse if he/she was unable to attend.
- Keep communicating with the teacher throughout the year!

PARKING LOT PROCEDURES

Morning Drop Off

- If you are making a right hand turn into the parking lot, stay in the right lane and pull forward along the curb until the crosswalk/barrier.
- If you are making a left hand turn into the parking lot, stay in the left lane and enter into the drop off lane **after** the crosswalk. Remember to pull all the way forward so others can enter behind you.
- The middle lane is **only** for people pulling all the way through and are intending to park in the upper lot. Parents may NOT pull through the bottom lot in the morning.
- Watch the attendants/volunteers who will help you know when it is safe to cross over either to leave, or to pull forward.
- Only exit the parking lot from the east with the traffic flow.
- Only make a **right hand turn** out of the parking lot.
- Please be courteous to the volunteers who are directing traffic.

A few exceptions:

- Faculty and other persons who need to park will be directed into the left lane, so look for direction from the volunteers wearing neon yellow vests.
- When traffic allows, you may be directed to use either lane.

Please remember:

- If you are coming up Nohl Ranch Road, use only the right turn lane. Do not enter using the left lane.
- Say goodbyes to your children before you pull up to the drop off. Remind your child to exit quickly. The faster you can drop your child off, the faster others can do the same.
- Pull all the way forward so others can enter behind you. Every inch counts along the curb!
- Do not leave your car unattended at the curb—this should be a continually flowing traffic pattern.

Drivers must stay with their car.

Afternoon Pick-up:

Again, there are three lanes to utilize: the curbside lane (for primary pick up), the middle lane (to drive through to the parking lot), and the left lane (for upper grade pick up).

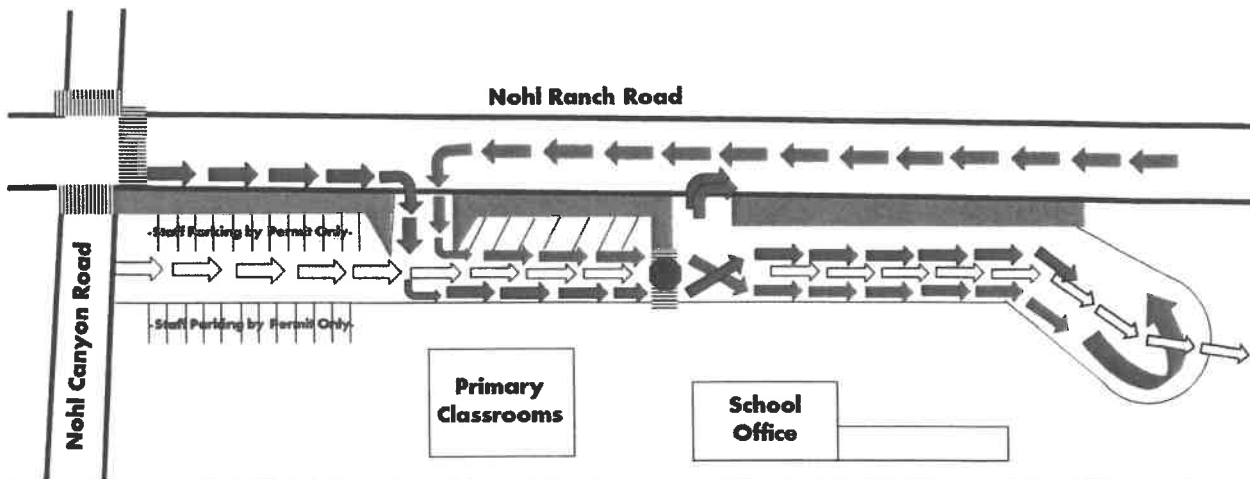
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NAME CARDS – Please make sure you have your NAME CARD visible and hanging from the rearview mirror for pick up. Students will be called by the attendant/parent volunteer when we see your NAME CARD. If you need a name card, please see the ladies in the office.

Due to meetings, work schedules, and other commitments, there may or may not be volunteers or staff to direct traffic, only teachers for student supervision and to help traffic move along from the curbside.

To **ENTER**, please be patient and pull all the way forward using the lane against the curb. To **EXIT** the lane, please slowly merge into the lane and go to the turn-around. To EXIT the lot, only turn right, up the hill. We often have police presence to ensure this rule is followed.

If everyone follows the above procedures, drop off and pick up will be safe and efficient. Please anticipate that you may have to wait a few minutes to drop off and pick up your child so be patient! This is a great way to spend a few special extra minutes with your child in the morning.



READING COUNTS

Scholastic's *Reading Counts* is an independent reading program which combines reading practice and software-based reading assessment. Instructionally flexible, mastery focused, and professionally written, *Reading Counts* is a program to develop reading skills, help raise test scores, and motivate students to achieve reading success. Reading Counts is managed by the classroom teacher and therefore, each classroom may have different goals, policies, and incentives.

REPORT CARDS

Your child will receive three report cards for the school year. Please monitor your child's progress throughout each trimester using the Parent Portal and contact your child's teacher if you have any questions or concerns. Many teachers post grades regularly to the Parent Portal and parents can monitor grades and progress at any time with their accounts.

SAFETY RULES

So that students can monitor their own behavior, we ask four main questions:

1. Is what you are doing safe?
2. Are you being kind, polite, and courteous?
3. Are you protecting property--yours and others?
4. Are you acting in a responsible manner?

Nohl Canyon Elementary
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These questions lead to the expectations that our students follow these safety standards while on the Nohl Canyon campus:

GENERAL SCHOOL RULES

1. Nohl canyon has a standardized dress code. *(Please see Uniform Policy)*
2. Larger lost and found items may be claimed in the rolling cart Lost & Found. Smaller items (glasses, wallets and jewelry) will be in the office.
3. Classrooms and buildings are off-limits during recess, lunchtime, before and after school. Students should always stay in areas supervised by adults.

AT ALL TIMES

1. Students will behave in a manner that does not disrupt or interfere with the rights of others.
2. Students will keep hands, feet, and objects to self.
3. Students will use only kind words toward others. No statements will be allowed that make fun of a person's name, appearance, ethnicity or abilities. Vulgar, hurtful or profane language is never allowed.
4. Students will use common sense—If they think there is a chance that anyone will get hurt, they decide not to do something.

SAFETY FOR ALL

1. Students will not bring any weapons (toys or real) or anything that could be used as a weapon (metal nail file, letter opener, skewers, etc.) to school.
2. Students will not wrestle, fight, or use any form of martial arts at school, whether real or fake.
3. Students will not throw rocks, sand, sticks, and/or other harmful objects.
4. Students will immediately tell an adult if someone is hurt, if someone has made a threat against them or another student, or if there is a dangerous object on campus.

BEHAVIOR TO AND FROM SCHOOL

1. Students are to come directly to school and go directly home after school. Students must have a signed note from a parent if they wish to go home with another student.
2. Students will be responsible for their actions on the way to and from school. Fighting, teasing, and vandalism are not tolerated.
3. Students will walk on the sidewalks, cross at intersections and crosswalks, and respect private property.
4. Students are not permitted in the parking lot at any time without a parent. When using the lower parking lot, all students and adults should use the sidewalks to access their cars or the crosswalk—cutting through is not safe and models poor/low safety standards for children.
5. Students may not wait across the street at Trinity Church after school. There is NO supervision.
6. Students must wait calmly and responsibly after dismissal. No running, roughhousing or play fighting will be tolerated.
7. Cells phones and iPods are to be used only outside the school gates. They may not be used on campus during school hours or they will be taken and will have to be picked up by the parent.
8. No skateboards, rollerblades, scooters, or retractable-wheel shoes are allowed at school.
9. Students should not arrive to school before 7:50 a.m. unless directed by a teacher or principal for special events. Any students arriving before this time will need to wait unsupervised in front of the school. There is no running or playing until the supervising teacher on duty releases students to play at 7:50 a.m.

EQUIPMENT RULES

1. No student may be excluded from play at his/her grade level.
2. Baseballs, bats, footballs, and/or tennis balls may only be used for physical education and must be supervised by the classroom teacher. Students may not bring these items to school.

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3. Soccer balls or yellow utility balls may only be used for kicking on the grass fields.
4. No equipment on the playground before school (7:50 a.m.-8:00 a.m.).

SWINGS

All students must swing in the same direction.

1. Sit on the swing—no standing, kneeling or lying on the swings
2. If you are waiting for a swing (upper grades – wait on cement bar), count to 35 full swings (forward and back = 1 swing) and then state that it's your turn.
3. Do not jump off the swings.
4. No playing in the sand or bark around the swings and/or standing behind someone on the swings.

BARS/SLIDES/CLIMBING WALL/TETHERBALL

Bars

1. One person at a time on the bars.
2. No hitting, tickling, or walking under the bars when someone is on them.
3. No sitting on top of the bars or lifting/pushing someone through the bars.

Slides

1. One person at a time should be on the slide.
2. Wait until the person before you is completely off the slide before you start to slide down.
3. No climbing up the slides.
4. You must be seated to slide. No sliding on your side, belly or back.

CLIMBING WALL

1. One person should climb up at a time and be off the side before another person begins to climb.
2. Do not try to shake people off the climbing wall.
3. No jumping off the climbing wall.

TETHERBALL

1. Never sit or climb on the tetherball.
2. Do not try to climb up the pole.
3. Follow the rules as described by your teacher.

SANDBOX

1. You can play only with sand in the sandbox area. Do not play under the swings, bars, or slides.
2. Do not throw sand.
3. Share the toys and do not bury them.

GRASS AREA

1. The field is for playing soccer, kickball, baseball, catch, or running (laps).
2. Do not climb the trees or fences.
3. Try not to kick balls toward the fence.

HANDBALL COURTS

1. Rules of the game must be stated and agreed upon by a majority before you begin playing.
2. No cuts.
3. Play only with rubber playground balls – no basketballs or soccer balls may be used.
4. Play only on courts approved by the principal.

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SCHOOL TELEPHONES

Use of school telephones is not available to students. We receive a number of requests from students to use the phones, often to confirm arrangements for going home. Students calling home to arrange "play dates" is not allowed (this takes up our school's lines for business and emergencies). Please be sure your child understands the arrangements for the day before leaving for school.

STUDENT BELONGINGS

Please clearly label all lunch pails and sacks, jackets, sweaters, and other articles of clothing with your child's name. Many items of clothing go unclaimed each year and are given to charity.

STUDENT HEALTH

- It is vital that all information on the emergency card is completed. Also, please inform the office of any special health concerns.
- No medication of any kind may be brought to school by students. This includes common medicines such as aspirin, cold medicine, cough drops, etc. State law requires that parents complete certain forms if their child needs to take any medication while at school, which requires a physician's signature. Contact the office for more information.
- Nohl Canyon has a health clerk who is trained in first aid procedures, but is not trained to diagnose or treat health problems. For that reason, sick children must be picked up at school and taken for treatment by the parent. In the event of an emergency, paramedics may be called if a parent is not available.
- Any child who is running a fever above 99 degrees or is vomiting will be sent home and may not return for 24 hours.
- Injury/Illness Report – All health office visits are logged into the computer system.

UNIFORMS

Uniform Shirts	Uniform tops must be size appropriate. Garments which are too tight, revealing, or allow underclothing to show are not allowed. Uniform shirts can be purchased from American Casuals at 2940 E. La Palma Ave. Anaheim, CA (714) 630-2002 or online at www.american-casual.com . Solid shirts in school colors may also be purchased.
Uniform Bottoms Navy Blue and Khaki or school plaid	Shorts must be an appropriate length. Short shorts are not permitted. Shorts should be at fingertips when arms are at your side. Uniform bottoms can be purchased from Dennis Uniform store at 22825 Savi Ranch Pkwy, #G Yorba Linda, CA. (714) 637-8928 or online at www.dennisuniform.com . Bottoms can also be purchased at Target, JC Penney, Sears, etc.
Layering	Uniform undergarment layering is allowed for warmth, coverage and comfort. Undergarments should not be visible below the uniform shirts.
Shoes	Shoes must be worn at all times and appropriate for outside activity. Shoes should be flat, closed-toed and without wheels.
Hats/Caps/Visors	Hats may be worn outside only for sun protection. Hats with school logo are available at American Casual.
Belts	Belts may be worn as needed. Belts must be appropriate length for the student's waist size. No chain belts or studded belts are allowed.
Hair	Hair must be clean and neatly groomed. Hair designs that cause undue attention or distraction from the educational environment are not allowed.

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Jewelry/accessories	No dangling or hoop earrings are allowed. These earrings can be tugged on or get caught on something, creating a potentially harmful situation.
Spirit Day Shirts	All Fridays are designated as "Spirit Day." Students may wear their Spirit Day T-shirts.
School Team Activity Shirts	Students who participate in a school team activity such as Math Pentathlon, Foundation Games, etc. shall be allowed to wear team shirt on scheduled participation days.

UNIFORM VIOLATION

Schools whose students wear uniforms have indicated that a uniform policy is a creative and positive way to increase student achievement and decreases student behavioral problems. Based upon the Nohl Canyon parents surveyed, our school will continue with our Student Uniform Policy. The policy is a separate document and includes a waiver, as needed.

VISITING SCHOOL

Visitors are welcome, but there are state-mandated procedures, as well as district policy, that must be observed:

- Visitors must come to the school office to get a visitor's pass. By law, no one is allowed on school campuses during class hours that is not a registered student, staff member, or approved visitor. Volunteer parents need to sign in at the office and wear a visitor's badge.
- If you wish to observe a class, please contact the teacher to arrange the best time. We ask that you try to limit each visit to a maximum of 20 minutes, at least 24 hours in advance to keep disruptions to a minimum.
- If you have questions or wish to conference with a teacher when you visit, please arrange for another time. Teachers cannot meet with parents during class time.
- School-aged children who are not enrolled at Nohl Canyon cannot visit classes (visiting relatives or former students, etc.).

VOLUNTEERING AT SCHOOL

We welcome parents, grandparents and community volunteers at Nohl Canyon. Volunteers may work in the classrooms, the library, the office or help with special projects. Please contact your child's teacher, the librarian or the principal if you are interested.

- Volunteers need to contact the staff member regarding times and activities.
- Volunteers must sign the Volunteer Book in the office when arriving/departing and wear a volunteer badge while on campus.
- Younger children are not allowed to be in the classrooms while parents volunteer.
- Volunteers may not use the teacher work room during recess and lunch times unless the area is vacant. Teachers are often busy trying to prep during breaks and need to have use of all machines.
- It is **EXTREMELY** important that information gleaned about any student at this school by volunteers be kept **totally** confidential. Students' academic, behavioral or social challenges should not be the topic of gossip or shared with anyone. Please consider how you would like your own child to be talked about if you were to be put in this position by others.

WALKING/RIDING BIKES TO AND FROM SCHOOL

Parents are urged to help their children learn the safest route to and from school and to practice good citizenship at those times. Please emphasize:

- Stay on sidewalks; avoid walking on private property – especially lawns, flower beds, etc.
- Cross streets carefully at crosswalks.
- Cross streets with crossing guards where they are provided.
- Never stop to talk with someone you don't know.
- Children in grades 4-6 may ride bikes to school. They must observe all traffic and safety rules. Bikes are to be locked in the bike area; the school cannot be responsible for theft or damage to

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bikes. Violations of rules will result in loss of the privilege of riding bikes to school. Bike riders must wear approved helmets whenever riding including to and from school.

- Skateboarding and skates may not be brought to school.



Policies and Procedures 2017-2018

Please return the form below to Registration on Monday, August 21st or Tuesday, August 22nd. Forms that are not submitted should be returned to the school office.

I have read and discussed the Nohl Canyon Policies and Procedures/Student & Parent Handbook with my child.

Student Name _____

Grade: _____

Parent Signature: _____

Date: _____

Student's Signature: _____

Date: _____



Re: Student Injuries and Insurance

Dear Parent/Legal Guardian:

Your school is committed to providing a safe environment for your student. Even so, accidents do happen and resulting medical treatment (ambulance transport, surgery, hospitalization, etc.) can be very expensive. Of course, active students can get hurt outside of school as well.

Please know that your school **does not** assume responsibility for these costs. However, as a service to you and your child, your school has joined with 1,000s of others by offering you access to a low cost, voluntary purchase student accident/sickness insurance program. The program is arranged and administered by Myers-Stevens & Toohey & Co., Inc., a firm that has specialized in such coverages for over 40 years. The program is sponsored by the *California School Boards Association*.

Options are available to cover your child 24/7 anywhere in the world or you can limit coverage to school-related injuries only. Because trips to the ER are especially difficult, note that all the plans offered will cover ambulance/paramedic and emergency room (room and supplies) expenses at 100%, subject to all other policy terms and conditions. And, unlike many other health plans, these plans **do not** restrict your choice of medical provider or hospital.

The plans can be used on a stand-alone basis or, if your child has other insurance or health coverage, can be used as a low cost supplement to expand your choice of providers and help cover the high deductible and co-pay requirements so common to many other plans today.

Also offered is the pay-as-you-go *Student Accident & Sickness Plan* (\$50 deductible) that provides the broadest level of coverage and can be used for all sports except high school tackle football. The optional *Dental Accident* plan (costs as little as \$12 for the entire school year) can be of particular value with younger students as final treatment to injured teeth often needs to be deferred until after they mature.

While you are free to take your child to any licensed provider, you'll also have access to an extensive network of doctors and hospitals who have agreed to discounted fees. Seeking care through contracted providers may further reduce your out-of-pocket costs, particularly if your child needs surgery or hospitalization. And, a very large percentage of the *Best Hospitals in America* as annually listed by *U.S. News and World Report* are contracted through the networks!

To enroll, complete the enrollment form in full, select the plan(s) you want for your child, enclose the proper premium using a check, money order or credit card, seal and return as directed on the form. While your child is eligible to enroll at any time during the school year, you are encouraged to consider early enrollment to get maximum value from the plan(s) selected.

Enrollment is also available on line by going to www.myers-stevens.com.

Note - Once processing is completed, an ID card verifying coverage will be mailed home to you.

If you have any questions, please call Myers-Stevens & Toohey at (800) 827-4695. Bilingual representatives are available for parents who need assistance in Spanish.

In order to document your having been notified of this matter, please sign and complete the bottom of this form and immediately return it to the school.

Sincerely,

Jenny Delgado
Administrative Director, Business Services

As parent/guardian of _____, I understand that the School **does not** assume responsibility for student injuries but does make voluntary purchase, student accident insurance available. I have received the information on this program.

I will enroll my child in the program

I choose not to enroll my child in the program

Signed _____ Date _____

Over-the-Counter Products Parent/Guardian Authorization Form



Dear Parent/Guardian,

The products listed below have been approved by the Orange Unified School District to be administered to students during the school day. **Please complete this form if you authorize** the school nurse or other designated unlicensed personnel to administer these products to your child during the school day.

Please check the appropriate box below to indicate your permission
for the listed products to be administered to your child.

YES	NO	MEDICATION
<input type="checkbox"/>	<input type="checkbox"/>	Alcohol, Isopropyl (Clean/Disinfect)*
<input type="checkbox"/>	<input type="checkbox"/>	Hydrogen Peroxide 3% (Antiseptic)*
<input type="checkbox"/>	<input type="checkbox"/>	Antibacterial Ointment Cream (Minor Cuts/Scrapes)*
<input type="checkbox"/>	<input type="checkbox"/>	Bee Sting Swabs/Wipes (Itch/Pain Relief)*
<input type="checkbox"/>	<input type="checkbox"/>	Eucerin/Lubriderm (Rehydrating Dry Skin)*
<input type="checkbox"/>	<input type="checkbox"/>	Salt Water Gargle (Minor Sore Throat)*

* To be provided by School

** To be provided by Parent/Guardian

YES	NO	MEDICATION
<input type="checkbox"/>	<input type="checkbox"/>	Eye Wash (To Flush Eye)*
<input type="checkbox"/>	<input type="checkbox"/>	Petroleum Jelly (Lubrication)*
<input type="checkbox"/>	<input type="checkbox"/>	Non-Medicated Throat Lozenges/Hard Candy (Throat Irritation)**
<input type="checkbox"/>	<input type="checkbox"/>	Non-Medicated Lip Balm (Chapping)**
<input type="checkbox"/>	<input type="checkbox"/>	Contact Lens/Saline Solution (Rinsing Lenses)**
<input type="checkbox"/>	<input type="checkbox"/>	Dental Wax (Relieves Oral Irritation)**

Student Last Name	Student First Name	Grade	Student Date of Birth
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I request that my child (named above) be assisted by authorized persons in the administration of the above listed Over-the-Counter products in compliance with established policies and procedures.

Parent/Guardian Signature _____ Phone _____ Date _____

Medicamentos Sin Receta Formulario de Autorización de Padres/Tutores

Estimado Padre/Tutor,

Los siguientes productos han sido aprobados por el Distrito Escolar Unificado de Orange para poder ser administrados a los estudiantes durante el horario escolar. **Complete este formulario para autorizar** a la enfermera u otro personal escolar designado para administrar estos productos a su hijo/a durante horas escolares.

Favor de seleccionar la casilla apropiada para otorgar su permiso
de administrar a su hijo/a el producto indicado.

SI	NO	MEDICAMENTO
<input type="checkbox"/>	<input type="checkbox"/>	Alcohol, Isopropilico (Limpiar/Desinfectar)*
<input type="checkbox"/>	<input type="checkbox"/>	Peróxido de Hidrógeno 3% (Antiséptico)*
<input type="checkbox"/>	<input type="checkbox"/>	Ungüento Antibacterial (Cortadas Leves/Raspaduras)*
<input type="checkbox"/>	<input type="checkbox"/>	Toallitas para Picadura de Abeja (Alivio Para Comezón /Dolor)*
<input type="checkbox"/>	<input type="checkbox"/>	Eucerin/Lubriderm (Humectante Para Piel Seca)*
<input type="checkbox"/>	<input type="checkbox"/>	Agua Salada Para Gárgaras (Leve Dolor de Garganta)*

* Proveído Por La Escuela

** Proveído Por Los Padres/Tutores

SI	NO	MEDICAMENTO
<input type="checkbox"/>	<input type="checkbox"/>	Solución Para el Lavado de Ojos (Irrigar el Ojo)*
<input type="checkbox"/>	<input type="checkbox"/>	Vaselina (Lubricación/Humectante)*
<input type="checkbox"/>	<input type="checkbox"/>	Pastillas para Garganta Sin Receta/Dulce Duro (Iritación de Garganta)**
<input type="checkbox"/>	<input type="checkbox"/>	Pomada Sin Receta para Humectar Labios Partidos**
<input type="checkbox"/>	<input type="checkbox"/>	Solución Salina para Lentes de Contacto (Enjuague de pupilentes)**
<input type="checkbox"/>	<input type="checkbox"/>	Cera Dental (Alivia la Irritación Oral)**

Apellido del Estudiante	Primer Nombre del Estudiante	Grado	Fecha de Nacimiento
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Yo pido que a mi hijo/a previamente mencionado/a, se le administren los medicamentos sin receta mencionados anteriormente por una persona autorizada, de acuerdo con lo establecido por las pólizas y procedimientos.

Firma del Padre/Tutor _____ Teléfono _____ Fecha _____

Nohl Canyon Elementary

Orange Unified School District

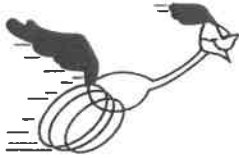
Heather Bosworth, Principal

4100 Nohl Ranch Road. • Anaheim, CA 92807

Phone 714-997-6203 • Email: hbosworth@orangeusd.org

EXCELLENCE IN EDUCATION

Developing responsible and literate children through positive interaction.



Use of Library

Dear Parent or Guardian,

Borrowing privileges for library books are available to all students. The library media center is equipped and staffed to serve students for research, information, and pleasure reading needs. Students are welcome to use all of the services that are offered.

Students may check out circulating titles for one week and renew titles for an additional week if necessary. It is the responsibility of the students to keep library books in good condition and to return them on time. Students will receive textbooks as needed for each subject to be used throughout the school year. It is the responsibility of the students to keep all textbooks in good condition and to return them at the end of the school year.

Students must pay for damaged or lost library or textbooks before additional books will be available for them to check out. There will be a \$5.00 charge for a damaged barcode. Additional library books or textbooks may not be issued until all previous obligations are satisfied.

You are welcome to visit the library media center. Please call in advance for an appointment. Thank you for your support in helping us to maintain a functional and exemplary library that can be used by all students for years to come.

Sincerely,

Amy Hitt, Principal
Nohl Canyon Elementary School

Student's Name: _____ Grade: _____ Date: _____

I have read this letter and fully understand the rules which govern library use at Nohl Canyon Elementary School. I accept financial responsibility for charges incurred by my child or unreturned, damaged, or lost library and textbook materials. I further acknowledge that library check out and textbook issuance privileges will not be extended to my child until this letter is signed and returned to school.

Signature of Parent or Guardian

Nohl Canyon Elementary School Uniform Agreement

Schools whose students wear uniforms have indicated that a uniform policy is a creative and positive way to increase student achievement and decreases student behavioral problems. Based upon the interest of Nohl Canyon parents, our school will continue with our Student Uniform Policy.

Uniform Guideline Reminders will be sent home with students who do not follow our school uniform policy. All Nohl Canyon students, parents, and teachers need to remember that if we work together to enforce this uniform policy, our children will be the benefactors.

Consequences are as follows:

Warning: Uniform Notice sent home

1st Violation: 1 recess detention (Uniform Notice sent home)

2nd Violation: 2 recess detentions (Uniform Notice sent home)

3rd Violation: Social Skills during lunch time (Uniform Notice sent home)

4th Violation: Campus community service during lunchtime – 20 minutes (Uniform Notice sent home)

5th Violation: Conference with parent, student, teacher and principal. (Uniform Notice sent home)

All violations will be entered into the students' OUSD discipline screen.

____ I have read and discussed the Nohl Canyon Uniform Policy and Agreement with my child.

Student Name _____

Teacher: _____

Parent Signature: _____

Date: _____

Student's Signature: _____

Date: _____

=====

Parents also have the option to "opt out" of the uniform policy. Although it is strongly recommended to follow the uniform policy, students will not be penalized academically or otherwise discriminated against should parents choose this option.

____ I choose to have my child/children opt out of Nohl Canyon's Uniform Policy and Agreement.

Student Name _____

Teacher: _____

Parent Signature: _____

Date: _____

Student Emergency Kit

Be Ready

It is California Law — Each student is required to have an emergency preparedness kit. This kit is a **1 person 3 day basic survival kit** designed for the office or school.

Good for 5 years. It is packaged in a 1 gallon zip-lock bag and contains the following:

1- 2400 Cal. Food Bars - US Coast Guard approved 5 year shelf life.

6- 4.22oz. Water Pouches - US Coast Guard approved! 5 years shelf-life

1- Thermal Blankets- Designed by NASA to retain body heat! Lightweight and compact. Fits in your pocket.

2-Band Aids

3- Wipes



*Products in kit may not look exactly as in picture

Cost : \$ 15.00 BR001
Includes shipping and tax

Be Ready

Earthquake and Survival Products

P.O. Box 96
San Juan Capistrano, CA
92693

Phone 949-291-6715
Fax: 949-489-0265
E-mail: Bereadykits@cox.net
Website: 2BeReady.com

Parent Name _____

Email Address _____

Phone _____

Make Payments to Check

Be Ready Cash

Child's Name: _____

Teacher Name: _____

2nd Child's Name: _____

Teacher Name: _____

Number of Kits _____ Kit Costs _____ Total: _____

Order Form

MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS

1. School/Agency Name	2. Site Name	3. Site Telephone Number											
4. Name of Child or Adult Participant			5. Age or Date of Birth										
6. Name of Parent or Guardian			7. Telephone Number										
<p>8. Check One:</p> <p><input type="checkbox"/> Participant has a disability or a medical condition that requires a special meal and/or accommodation. (Refer to definitions on reverse side of this form.) Schools and agencies participating in federal nutrition programs must comply with requests for special meals and any adaptive equipment.</p> <p><input type="checkbox"/> Participant does not have a disability, but is requesting a special meal or accommodation due to a food intolerance or other medical reason. Food preferences are not an appropriate use of this form. Schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests.</p> <p>A licensed physician, physician assistant, or nurse practitioner must complete and sign this form.</p>													
9. The participant's disability or medical condition requiring a special meal or accommodation:													
10. If participant has a disability, provide a brief description of his/her major life activity affected by the disability:													
11. Diet prescription and/or accommodation (please describe in detail to ensure proper implementation-use extra pages as needed):													
<p>12. Indicate food texture for above participant:</p> <p style="text-align: center;"> <input type="checkbox"/> Regular <input type="checkbox"/> Chopped <input type="checkbox"/> Ground <input type="checkbox"/> Pureed </p>													
<p>13. Foods to be omitted and substitutions (please list specific foods to be omitted and suggested substitutions. You may attach a sheet with additional information as needed):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">A. Foods To Be Omitted</td> <td style="width: 50%; text-align: center; border: none;">B. Suggested Substitutions</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>				A. Foods To Be Omitted	B. Suggested Substitutions	_____	_____	_____	_____	_____	_____	_____	_____
A. Foods To Be Omitted	B. Suggested Substitutions												
_____	_____												
_____	_____												
_____	_____												
_____	_____												
14. Adaptive equipment to be used:													
15. Signature of Recognized Medical Authority*	16. Printed Name	17. Telephone Number	18. Date										

*For this purpose, a recognized medical authority in California is a licensed physician, physician assistant, or nurse practitioner.

The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov. This institution is an equal opportunity provider.

INSTRUCTIONS

1. **School/Agency:** Print the name of the school or agency that is providing the form to the parent.
2. **Site:** Print the name of the site where meals will be served (e.g., school site, child care center, etc.).
3. **Site Telephone Number:** Print the telephone number of site where meal will be served. See #2.
4. **Name of Participant:** Print the name of the child or adult participant to whom the information pertains.
5. **Age of Participant:** Print the age of the participant. For infants, please use date of birth.
6. **Name of Parent or Guardian:** Print the name of the person requesting the participant's medical statement.
7. **Telephone Number:** Print the telephone number of parent or guardian.
8. **Check One:** Check (✓) a box to indicate whether participant has a disability or does not have a disability.
9. **Disability or Medical Condition Requiring a Special Meal or Accommodation:** Describe the medical condition that requires a special meal or accommodation (e.g., juvenile diabetes, allergy to peanuts, etc.).
10. **If Participant has a Disability, Provide a Brief Description of Participant's Major Life Activity Affected by the Disability:** Describe how physical or medical condition affects disability (e.g., Allergy to peanuts causes a life-threatening reaction).
11. **Diet Prescription and/or Accommodation:** Describe a specific diet or accommodation that has been prescribed by the recognized medical authority.
12. **Indicate Texture:** Check (✓) a box to indicate the type of texture of food that is required. If the participant does not need any modification, check "Regular".
13. A. **Foods to Be Omitted:** List specific foods that must be omitted (e.g., exclude fluid milk).
B. **Suggested Substitutions:** List specific foods to include in the diet (e.g., calcium-fortified juice).
14. **Adaptive Equipment:** Describe specific equipment required to assist the participant with dining (e.g., sippy cup, large handled spoon, wheel-chair accessible furniture, etc.).
15. **Signature of Medical Authority:** Signature of medical authority requesting the special meal or accommodation.
16. **Printed Name:** Print name of medical authority.
17. **Telephone Number:** Telephone number of medical authority.
18. **Date:** Date medical authority signed form.

Citations are from Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) of 1990, and ADA Amendment Act of 2008:

A person with a disability is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

Physical or mental impairment means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory; speech; organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major bodily functions have been added to major life activities and include the functions of the immune system; normal cell growth; and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

"Has a record of such an impairment" means a person has, or has been classified (or misclassified) as having, a history of mental or physical impairment that substantially limits one or more major life activities.

Orange Unified School District
PARENT AND PHYSICIAN REQUEST FOR MEDICATION

Name of Pupil _____ Birthdate _____
Address _____ Telephone _____

PARENT REQUEST FOR ADMINISTRATION OF MEDICATION (Prescription and Non-Prescription)

California Education Code 49423 and School District policy permits the administration of medication by designated school personnel. This service is provided when medication: 1) Is required during the school day, 2) Enables a child to remain in school, 3) Assists in maintaining or improving a child's potential for learning.

I request that medication be administered to my child, _____, in accordance with our physician's written instructions. This includes my agreement/understanding that: 1) Designated school personnel will administer medication under supervision of a qualified School Nurse; 2) The school will be notified immediately of all changes in medication, dosage, time of administration, and/or the prescribing physician; 3) Permission is granted for the physician to be contacted when needed to clarify instructions; and 4) Information on other side has been reviewed by me.

Parent Signature _____ Date _____

PHYSICIAN REQUEST FOR ADMINISTRATION OF MEDICATION (Prescription and Non-Prescription)

Diagnosis/Reason for Medication: _____

Medication* _____ Dose _____ Route _____ Time _____

Medication* _____ Dose _____ Route _____ Time _____

* If given PRN, specify time between doses _____ Maximum # of doses per day _____

Possible serious reactions _____

For Epi-Pen and Albuterol Inhalers only: Student May or May not carry on person.

Disposition of pupil following administration of medication (i.e. rest, home, doctor's office, hospital, return to class): _____

Date to Start Medication at School _____ Date to Discontinue Medication at School _____

The above medication cannot be scheduled for other than during school hours and may be administered by designated, non-medical school personnel under supervision of a qualified School Nurse.

Physician Signature _____

Address/City/Zip _____

Date of Authorization _____ Telephone _____

Physician Fax # _____

Please Validate with Office Stamp

Medication procedure and written physician/parent authorization have been verified by the School Nurse.

School Nurse Signature _____ Date _____



Orange Unified School District Parent Portal Account Verification Form

Orange Unified School District uses Aeries as our Student Information System. In Aeries, you can check your child's attendance information, grades, plus much more. To obtain access to your child's information through an Aeries Parent Portal Account, you must provide a functioning email to your child's school. Please complete and submit the form, in person to the school that your child attends. You must provide a valid identification when you submit the Parent Portal Account Verification Form.

After the school enters your information into the system, you will receive an automated email with login information, to the email you provided below. The school site and district office do not have access to this email, it is generated directly from the parent portal system. Should you not receive this email please contact the school for further assistance.

Date of Request:	
Current School:	
Student Name (1):	
Student Birthdate (1):	
Student Name (2):	
Student Birthdate (2):	
Parent/Guardian Name:	
Relationship to Student:	
Daytime Telephone Number:	
Email Address for Parent Portal Account:	

Please read and initial the following:

- _____ I have reviewed the Parent Portal Information and I understand by providing my email address I will be able to access my child's school records
- _____ I will have access to my child's confidential information on the portal, I must keep login information secure
- _____ If my email information changes, I will notify the school immediately
- _____ Misuse of the portal account can result in restricted or block access

For School Use Only:

Student ID: _____ Parent/guardian verified _____

Designated School Staff _____

Orange Unified School District

Title VI-Native American Program

1101 N. Handy Street Orange, CA 92867 Phone: (714) 628-1119 Fax: (714) 628-5809

nativeamericanprogram@orangeusd.k12.ca.us



Title VII requires a 506 Form to be on file for all Indian children enrolled in the school district. The form needs to be completed and signed. Please complete the information as follows:

Name of Child (write name as shown on school enrollment records); **Date of Birth** (child's date of birth); **School Name** (write in which school your child attends); **Grade** (write in child's current grade)

Name of Tribe, Band or Group

What tribe is the child OR parent OR grandparent enrolled with?

Tribes: Federal, State, Band or Group: (check one)

Federally Recognized means tribes that have reservations.

State Recognized means tribes that are state recognized but not federally recognized.

Band or Group Recognized means tribes recognized within a large tribe.

Name of individual with tribal membership.

Who is the person enrolled?

Is the child enrolled with the tribe? Write down the child's name.

If the child is not enrolled with a tribe, are the parents enrolled? Write down the parent's name.

If the parents are not enrolled with a tribe, is the grandparent enrolled? Write down the grandparent's name.

Proof of membership, as defined by tribe, band or group.

A. Membership or enrollment number

This number is listed on enrollment certificate or it may be the social security number of the person enrolled with the tribe.

B. Other (explain)

If the person does not have an enrollment certificate, list the document that verifies Indian blood. For example:

Tribal Affidavit or BIA Degree of Indian Blood (CDIB). <https://www.bia.gov/DocumentLibrary/index.htm>

Name and address of organization maintaining membership data for the tribe, band or group:

(Write the address of the tribe enrolled with)

Juaneño Band of Mission Indians: 31411 La Matanza At, Suite A, San Juan Capistrano, CA 92675

Navajo Nation: P.O. Box 9000, Window Rock, AZ 86039

Gabrielino-Tongva Tribe: 1999 Avenue of the Stars, Ste. 1100, Los Angeles, CA 90067-4618

(310)587-2203 E-mail: <mailto:info@gabrielinotribe.org>

Cherokee Oklahoma: P.O. Box 948, Tahlequah, OK 74465-.0948 (918) 453-5000

Cherokee Eastern Band: Qualla Boundary, P.O. Box 455, Cherokee, NC 28719 (828) 497-4771

For other tribes, leave blank if you do know the address of the tribe.

Parent Signature: Please SIGN the form, without a signature the form

Date: Write in the date you completed the form.

Mailing Address:

Write your mailing address, phone number and e-mail address. This is only for contact information in case further information is needed. The address and phone number WILL NOT be given out to the public. All our records are kept in a locked filing cabinet.

**U.S. Department of Education
Office of Indian Education
Washington, DC 20202
TITLE VI ED 506 INDIAN STUDENT ELIGIBILITY CERTIFICATION FORM**

Parent/Guardian: This form serves as the official record of the eligibility determination for each individual child included in the student count. You are not required to complete or submit this form. However, if you choose not to submit a form, your child cannot be counted for funding under the program. **This form should be kept on file and will not need to be completed every year.** Where applicable, the information contained in this form may be released with your prior written consent or the prior written consent of an eligible student (aged 18 or over), or if otherwise authorized by law, if doing so would be permissible under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and any applicable state or local confidentiality requirements.

STUDENT INFORMATION

Name of the Child _____ Date of Birth _____ Grade _____
(As shown on school enrollment records)

Name of School _____

TRIBAL ENROLLMENT

Name of the individual with tribal enrollment: _____
(Individual named must be a descendent in the first or second generation)

The individual with tribal membership is the: _____ Child _____ Child's Parent _____ Child's Grandparent

Name of tribe or band for which individual above claims membership: _____

The Tribe or Band is (select only one):

- _____ Federally Recognized
- _____ State Recognized
- _____ Terminated Tribe (Documentation required. Must attach to form)
- _____ Member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994. (Documentation required. Must attach to form)

Proof of enrollment in tribe or band listed above, as defined by tribe or band is:

A. Membership or enrollment number (if readily available) _____ OR

B. Other Evidence of Membership in the tribe listed above (describe and attach) _____

Name and address of tribe or band maintaining enrollment data for the individual listed above:

Name _____ Address _____
City _____ State _____ Zip Code _____

ATTESTATION STATEMENT

I verify that the information provided above is accurate.

Name Parent/Guardian _____ Signature _____

Address _____ City _____ State _____ Zip Code _____

Email Address _____ Date _____

INSTRUCTIONS FOR THE ED 506 FORM

FOR APPLICANTS:

PURPOSE: To comply with the requirements in 20 USC 7427(a), which provides that: "The Secretary shall require that, as part of an application for a grant under this subpart, each applicant shall maintain a file, with respect to each Indian child for whom the local educational agency provides a free public education, that contains a form that sets forth information establishing the status of the child as an Indian child eligible for assistance under this subpart, and that otherwise meets the requirements of subsection (b)".

MAINTENANCE: A separate ED 506 form is required for each Indian child that was enrolled during the count period. A new ED 506 form does **NOT** have to be completed each year. All documentation must be maintained in a manner that allows the LEA to be able to discern, for any given year, which students were enrolled in the LEA's school(s) and counted during the count period indicated in the application.

FOR PARENTS/GUARDIANS:

DEFINITION: Indian means an individual who is (1) A member of an Indian tribe or band, as membership is defined by the Indian tribe or band, including any tribe or band terminated since 1940, and any tribe or band recognized by the State in which the tribe or band resides; (2) A descendant of a parent or grandparent who meets the requirements described in paragraph (1) of this definition; (3) Considered by the Secretary of the Interior to be an Indian for any purpose; (4) An Eskimo, Aleut, or other Alaska Native; or (5) A member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect on October 19, 1994.

STUDENT INFORMATION: Write the name of the child, date of birth and school name and grade level.

TRIBAL ENROLLMENT INFORMATION: Write the name of the individual with the tribal membership. Only one name is needed for this section, even though multiple persons may have tribal membership. Select only one name: either the child, child's parent or grandparent, for whom you can provide membership information.

Write the name of the tribe or band of Indians to which the child claims membership. The name does not need to be the official name as it appears exactly on the Department of Interior's list of federally-recognized tribes, but the name must be recognizable and be of sufficient detail to permit verification of the eligibility of the tribe. Check only one box indicated whether it is a Federally Recognized, State Recognized, Terminated Tribe or Organized Indian Group. If Terminated Tribe or Organized Indian Group is elected, additional documentation is required and must be attached to this form.

- **Federally Recognized-** an American Indian or Alaska Native tribal entity limited to those indigenous to the U.S. The Department of Interior maintains a list of federally-recognized tribes, which OIE can provide you upon request.
- **State Recognized-** an American Indian or Alaska Native tribal entity that has recognized status by a State. The U.S. Department of Education does not maintain a master list. It is recommended that you use official state websites only.
- **Terminated Tribe-** a tribal entity that once had a federally recognized status from the United States Department of Interior and had that designation terminated.
- **Organized Indian Group-** Member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

Write the enrollment number establishing the membership of the child, if readily available, or other evidence of membership. If the child is not a member of the tribe and the child's eligibility is through a parent or grandparent, either write the enrollment number of the parent or grandparent, or provide other proof of membership. Some examples of other proof of membership may include: affidavit from tribe, CDIB card or birth certificate. Write the name and address of the organization that maintains updated and accurate membership data for such tribe or band of Indians.

ATTESTATION STATEMENT: Provide the name, address and email of the parent or guardian of the child. The signature of the parent or guardian of the child verifies the accuracy of the information supplied.

The Department of Education will safeguard personal privacy in its collection, maintenance, use and dissemination of information about individuals and make such information available to the individual in accordance with the requirements of the Privacy Act.

PAPERWORK BURDEN STATEMENT According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ/Room 3W203, Washington, D.C. 20202-6335. OMB Number: 1810-0021 Expiration Date: 07/31/2019.

Nohl Canyon Elementary

Orange Unified School District

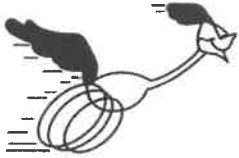
Heather Bosworth, Principal

4100 Nohl Ranch Road. • Anaheim, CA 92807

Phone 714-997-6203 • Email: hbosworth@orangeusd.org

EXCELLENCE IN EDUCATION

Developing responsible and literate children through positive interaction.



ORANGE UNIFIED SCHOOL DISTRICT

VOLUNTEER ASSISTANCE REQUEST

Print/Type:

Name of Volunteer

Volunteer Location

Dates:

Beginning Date

to

Ending Date

Describe Volunteer Duties:

Please list names, addresses and telephone numbers of at least two local references who will verify your good character and suitability in providing volunteer services in a school environment.

Please describe any employment or volunteer service you have rendered which would assist you as a volunteer in a school environment.

Have you ever been convicted of any sex or drug offense? If the answer is "yes" please write a complete explanation on the reverse side. YES _____ NO _____

I understand that volunteers are not compensated, and that I may only provide assistance under the direction and supervision of a teacher/coach/administrator employed by the Orange Unified School District. I further understand that if I am issued any District property during any service, the property will be returned to the Principal/designee at the end of the term of my volunteer service. I understand that any volunteer services are at the direction of the Board, through its designee, the site principal and that they may be terminated at any time.

Signature of Volunteer _____ Date _____

Signature of Principal/Designee _____ Date _____