



Program Handbook for 2023-2024

Orcutt School for Independent Study

1220 Oak Knoll Road
Santa Maria, CA 93455
(805) 960-5572

Cher Manich, Principal
Deedra Garcia, Office Manager

Orcutt School for Independent Study

1220 Oak Knoll Road
Santa Maria, CA 93455
Office: (805) 960-5572

Staff Directory:

- **Mrs. Cher Manich**, principal (cmanich@orcutt-schools.net), 805-960-5580
- **Mrs. Deedra Garcia**, office manager (dgarcia@orcutt-schools.net), 805- 960-5572
- **Mrs. Patricia Jorgensen**, blended program, grades K, 1, and 2, and home study (pjorgensen@orcutt-schools.net)
- **Ms. Carole Nishimori**, blended program, grades 3, 4, and 5 and home study (cnishimori@orcutt-schools.net)
- **Mr. Howard Jorgensen**, blended program, grades 6 and 7 and home study (hjorgensen@orcutt-schools.net)
- **Mrs. Kari Jones**, blended program, grade 8, and home study (kjones@orcutt-schools.net)

2023-2024 Schedule and Calendar

- ❖ The schedule for blended classes will be as follows:
 - All grades: Tu-W-Th, 8:30 a.m.- 12:45 p.m.
- ❖ Blended classes will begin the week of Thursday, August 10
- ❖ Virtual appointments will be mutually agreed upon by the teacher and family
- ❖ Office schedule: 7:30 a.m.-2:00 p.m., Monday through Friday
- ❖ Please refer to Orcutt Union School District TK-8 School Calendar for specific dates for Teacher Development and holidays.

Message from the Principal

Dear Orcutt School for Independent Study families,
Welcome to the OSIS Rockets! We are so excited you have chosen our school to help educate your child on their learning journey. We enjoy the opportunity to connect with new and returning families and continue to build our Independent Study community.

As part of this partnership, ongoing communication is encouraged and welcomed. We utilize **Parent Square** as our main source of communication in addition to phone calls, emails, and meetings. Please ensure you have access to this app to receive all up-to-date information regarding your student and our program.

In addition, please familiarize yourself with this handbook as it outlines expectations, answers questions you may have, and helps to ensure we all have the same goals in helping your student succeed in school. We are looking forward to “LAUNCHING” the year with you and your student(s).

Parent Meetings

We will host a back-to-school, signing day for new and returning students prior to the start of the school year, and a parent orientation day throughout the school year for new enrollees. Scheduled meetings may be virtual or in person and may last for approximately 30-45 minutes. It is important that your focus be on the information discussed.

For both virtual (home study) and the hybrid (blended) programs, attendance at parent meetings will take place by appointment per request of the teacher, administrator, or parent. **Parent attendance is REQUIRED.** If you cannot make the meeting, you must send someone in your place or make arrangements in advance.

Parent meetings are for you, your student, and the teacher to communicate about work, understanding content, digital access, and attendance, as well as providing input to enrichment activities, field trips, etc. Your teacher, administrator, and/or office manager can show you how to navigate student digital curriculum and learn teaching/coaching strategies as it pertains to

the weekly concepts. Parent meetings in the blended program also can be a place where parents network with each other.

If you have additional questions or would like to schedule a meeting with a teacher in person, please contact the Office Manager, Deedra Garcia, or the classroom teacher to coordinate this opportunity. Guidelines for scheduling an in-person meeting are listed below:

- All meetings must be arranged with 24-hour notice, and not scheduled during instructional hours.
- If doing a classroom observation, time and duration must be mutually agreed upon by all parties, but should not exceed 30 minutes.
- All visitors must register in the office prior to any visit on campus by **scanning their driver's license or ID** and signing in. The visitor will be issued a badge that must be worn at all times while on campus. Visitors should sign out upon leaving campus.
- Disruptions to the campus or classroom may result in the visitor being asked to leave (BP/AR 3515.2 - Disruptions).
- Principal or designee will accompany the visitor.
- Recording devices, or use of a cell phone as a recording device, are not permissible on campus.

Advice for Parents

In independent study programs like ours, parents play a crucial role. Whether your child is with us for our blended program or for home study only, you are functioning as your child's educational coach. Accordingly, here are some tips for parents on how to do the best possible job of helping to educate their children:

- 1. Be an active listener and participant at teacher meetings.** Pay close attention to the assignments given by teachers as well as any input on the assignments they may have. If something needs clarifying, don't hesitate to ask.
- 2. Establish a regular schedule for assignments.** Students do best when they have a set routine for doing schoolwork. It doesn't matter whether they have more of a "morning" schedule for completing work or more of an "afternoon" schedule – what matters is that they have a structured, predictable routine.
- 3. Give feedback on the work your child does at home.** Carefully review your child's work so you can communicate what he/she is doing well and what he/she can improve on. It also helps to give feedback as your child is working. On independent work, for example, you can start assignments by having your child do a couple of equations or questions, then see you for feedback; doing a few more, then see you again for more feedback; and then do the rest on his/her own.

4. Be patient. For many children, a new skill or concept doesn't "stick" until the child has practiced it multiple times. Children learn at different rates in different content areas; every child has his/her own learning profile.

5. Be resourceful. Some children need to see the material presented in different ways. Other children need to practice the material in different ways. In this case, numerous websites and online videos can help. Some suggestions are included in the student's Clever portal and all digital curriculum within. **Watching the video lessons in Zearn** with your child can help you understand how math concepts are presented. This will help you provide support for your child's math learning.

Another great resource with free teacher editions that align with Zearn is the website www.embarc.online. It also has games, quizzes, scripted lessons, and powerpoint/slide decks for presentations to support if your child is still needing practice understanding the concepts. Likewise, if your child is ready for more challenging content, Embarc has additional materials at all grade levels for your use. [Khan Academy library](#) is another resource with free video clips for teaching and learning.

6. Be proactive. If your child is having difficulty, or if your child would benefit from enrichment and/or a faster pace of learning, please let your child's teacher know. One of the benefits of our program is the constant contact our parents have with teachers and staff. Our teachers are here for you!

By and large, our parents do a terrific job of supporting, guiding, and coaching their child's through their learning process. At the same time, it helps to see some tips from time to time. Here's wishing all OSIS parents the best as you go about the vital work of being partners with teachers of your child's educational journey in this school of choice!



GENERAL CAMPUS RULES

LAUNCH

OSIS utilizes a Positive Behavioral Intervention and Supports (PBIS) program for behavioral expectations. Through collaboration with teachers, staff, parents, and students, we have identified and outlined our school-wide expectations: Leadership, Attention, Understanding, Nobility, Caring, and Honesty (LAUNCH). Assemblies and on-going communication with students will detail the specific practices around campus and in class that support these expectations.

The rules of the Orcutt School for Independent Study Program are based on the life skill of **RESPECT**. Simply stated, students who go to school on the Ralph Dunlap/OSIS campus are expected to show respect, courtesy, and concern to adults, fellow students, and their school. Rules must be followed for the safety and welfare of all students.

The following general rules should be followed at all times:

1. Students are to show respect to adults, students, and school property including the property of adults and students. School property includes buildings, classrooms, restrooms, classroom furniture, textbooks, library books, school supplies, plants, and playground equipment.
2. Once on the school grounds, students may not leave campus without authorization from the office.
3. School begins at 8:30, and students may enter campus at 8:20. Once in the classroom, students may not leave the classroom without authorization from the teacher. Dismissal is 12:45 in which students should promptly leave or be picked up.
4. The following are **not** permissible:

- | | |
|--|---|
| <ul style="list-style-type: none">● Profanity and bad language● Verbal or physical harassment● Pushing or shoving● Fighting | <ul style="list-style-type: none">● Stealing● Yelling outside a classroom while class is in session● Climbing on trees, fences, roofs, etc. |
|--|---|

<ul style="list-style-type: none"> ● Pre-fight behavior (e.g., threats and taunts) ● Play-fighting or wrestling ● Spitting or biting ● Throwing rocks, dirt, or other objects ● Weapons or other dangerous objects 	<ul style="list-style-type: none"> ● Playing in or near restrooms ● Littering ● Gum ● Electronic toys and devices ● <u>Cellphone use of any kind, during school hours</u>
---	---

Student Dress

Students attending school must be clean and presentable. All clothing must fit; shall be neat, clean, and acceptable in repair and appearance; and shall be worn within the bounds of decency and good taste as appropriate for school. Clothes shall be sufficient to conceal undergarments at all times. The principal reserves the right to determine and enforce appropriate dress at school and at school sponsored events. The principal or designee may prohibit any apparel, accessory, hairstyle, or cosmetic, even if not specifically mentioned below, that

1. Creates a safety concern
2. Draws undue attention to the wearer
3. Detracts from the learning process
4. Causes disturbances among other students
5. Is considered gang-related
6. Includes hate speech or vulgarity
7. Promotes illegal activity including drug, alcohol, and tobacco use

The dress guidelines may be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the school administrator. In addition, the school principal may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

Bona fide religious objections or medical reasons, when verified, may be grounds for an exemption to a specific portion of the dress guidelines. A written request for an exemption from enforcement of a specified portion of the district's dress guidelines must be submitted to the school principal.

Please note: The State of California has determined that "A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent

home to be properly prepared for school, or shall be required to prepare himself/herself for the classroom before entering." (California Administrative Code, Title V, Section 302, 1994.)

Specific Dress Guidelines

Clothing:

- Students must wear appropriately sized clothing that protects and covers personal body parts including midriff
- Sleeveless shirts are permitted provided that they have straps of at least 1 inch
- Students' lower garment (pants, shorts, skirts, dress) must be worn at the waist and extend to mid-thigh
- Lower garment should feature no rips above mid-thigh area

Shoes/footwear:

- Students should wear closed-toe footwear with closed heel or strap (grades TK-8); slippers are not permitted
- For physical education activities, students must wear appropriate shoes for their safety and comfort; Crocs should not be worn for P.E.

Hats/headwear:

- Students may wear hats, including religious headwear
- Helmets, hoods or other headgear that obscures a student's identity (except as a religious observance) may not be worn; hoods that obscure a student's ears may not be worn in class
- For identification purposes, a student's face must be clearly visible, including when taking school photos; this may require removal of a hood and/or hat

Hair:

- Hair must be clean and show evidence of having been neatly groomed for school
- Hair may not be sprayed by any temporary hair dye or coloring that would drip when wet

Personal grooming:

- Make-up is not allowed in K-6.

Student Responsibility

Students are responsible for their behavior to and from school if/when riding the school bus, at school and while attending school events.

Playground Rules

Students are expected to adhere to the general rules above while playing on the playground. The following guidelines are:

- While playing, students need to be where they can be seen and supervised. Students must stay within the fenced area that includes play structures, barkboxes, blacktop, and field. Students may not play in areas outside of the large playground area. The areas behind Room 23 are off limits.
- Students may not eat or drink while playing; snacks or meals must be consumed prior to going out on the playground.
- When the whistle blows or bell rings, students need to stop playing and begin walking to where their class lines up.
- No chasing or tag unless the game is organized and supervised by an adult.
- On the play structure:
 - No jumping off the play structure
 - No running on the structure
 - Students must remain seated when going down the slide
 - No climbing up the slide
- On the swings:
 - Students must remain seated while on the swings
 - Students should swing forward; no spinning or swinging to the side
 - Students swing under their own power; no pushing
 - No jumping off swings
 - No flipping on swings
 - If there is a wait, students can remain on the swing for a count of 60 (forward swings) before letting the next person go on
- In games:
 - No throwing at the head
 - No chasing or tag
 - No unsafe balls or sports equipment (i.e., baseballs or hard rubber balls)
 - No tackle football
 - Basketball games are limited to six-on-six for full court or four-on-four for half-court; if there are more players than the limit, players can rotate in

Lunchtime Rules

Students may bring lunch or acquire one from the cafeteria when they come to the blended program. Other lunchtime rules are as follows:

- For health and hygienic reasons, no trading or giving away food.
- All trash needs to be picked up before students go out to recess.
- Students need to follow the directions of teachers on duty.

Snacks

Students who bring snacks to school are strongly encouraged to bring nutritious snacks. All outside snacks for classroom parties/sharing must be approved by the classroom teacher, and must feature food that meets the federal government smart snack requirements (see chart below). These snacks should also be pre packaged with listed ingredients and nutrition facts. Alternatives to prepackaged snacks would be vegetable platters, whole fruits, all-fruit popsicles, popcorn, or whole grain pretzels. Please DO NOT send any homemade foods to be shared at school. Alternatives to snacks for birthdays or special events could be goodie bags, pencils, stickers, etc.

<u>To Qualify as a SMART SNACK or ENTRÉE:</u>	<u>Snack</u>	<u>Entrée</u>	
● Be a grain product that contains 50 percent or more whole grains by weight (have a whole grain as the first ingredient); or	Calories	200 calories	350 calories
● Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or	Sodium	200 mg or less	480 mg or less
● Be a combination food that contains at least ¼ cup of fruit and/or vegetable; and	Total Fat	35% of calories	35% of calories
● The food must meet the nutrient standards for calories, sodium, sugar, and fats.	Saturated Fat	less than 10%	less than 10%
	Trans Fat	0 g	0 g
	Sugar	35% by weight	35% by weight

Responsibility for School Property

Except when caused by accident, students are to be held liable for damage to or loss of school property. Parents are liable for willful damage and for property loaned to pupils as set forth in California Education Code Section 10606.

Article 5, Section 44, Title 5 of the California Education Code provides for the governing board of each school district to prescribe and enforce rules for the care of textbooks, library books,

and the collection of money in payment of “willful or negligent damage to or loss of state textbooks.”

Cell Phones/Electronic Devices

Students are discouraged from bringing cellphones to school and students are not permitted to use cell phones in **any** way on campus, during school hours. This applies to all cell phone functions, including photos, video, music, texting, email, social media and applications. Violations of the above policies will result in confiscation of the cell phone, with parents requested to pick up their child’s cell phone in the office. Students are not required and not encouraged to bring personal electronic devices to school. If students do bring such devices to school, they are bringing them at their own risk. The school is not responsible for personal equipment. These devices must also remain in their backpack.

Grounds for Suspension or Expulsion

Students may be suspended or expelled based on causes stipulated in the California Education Code. These include the following:

- Causing or attempting to cause physical injury to another person
- Possession of a firearm, knife, explosive or other dangerous object
- Possession of an imitation firearm
- Possession, use, or sale of alcohol, tobacco, or other controlled substance
- Causing or attempting to cause damage to school property or private property
- Theft of school property or private property
- Commission of an obscene act or habitual profanity or vulgarity
- Disruption of school activities or willful defiance of authority school staff
- Bullying, including bullying by an “electronic act” such as a phone call, text, email, social media post, or transmission of photographs
- Sexual harassment
- Threats or intimidation

Confidentiality

School disciplinary matters, including consequences administered, are kept confidential by school staff. They are not considered public information.

STUDENT SAFETY

Parents often ask about various issues concerning student safety. Here are some often-discussed topics:

Bullying and Threats

Mrs. Manich and classroom teachers are firm and direct in handling bullying, threats, intimidation, and/or verbal harassment. They are very diligent about involving parents and applying appropriate consequences. They often remind students to let teachers or the supervising adult **know immediately** about any problems with threats or bullying.

Emergency Drills

Each month, the school conducts a fire drill. Earthquake drills are held four times a year. At least three times a year, the school practices shelter-in-place or lockdown procedures. Once a year, the district runs a school evacuation drill.

Adults on Campus

ALL visitors, including parents, must check in at the OSIS office with ID and receive a visitors badge. Visitors, including parents, are not allowed to go directly to classrooms without checking in at the OSIS office and having an appointment with the teacher.

The Orcutt School District has implemented a Volunteer Screening Program. Any adult who will be working with students at school is required to register in the office as a school volunteer. This includes any parent who is volunteering to attend field trips off campus with our students.

STUDENT SUPPORT PROGRAMS

Academic Support

If families have sufficient interest, teachers may offer some additional after-blended support in critical subject areas. In past years, our program has offered math support centers in which students can receive one-on-one assistance and/or extra practice from the blended teacher. If the extra support is offered, parents will be notified by the teacher.

Student Success Team

The Student Success Team is available to help students with any kind of issue or challenge: academic, behavioral, emotional, social, physical, or medical. Parents and/or teachers may refer a student to the team for discussion after interventions have already been utilized with no success or desired growth. Team members – who include Mrs. Manich, the district psychologist, the Resource Specialist, the referring teacher, and other staff as needed – examine each student’s situation, brainstorm ideas, and recommend next steps. Parents of referred students are invited to attend.

Psychological Services

Our district psychologist, Madalynn Cross, is available by appointment to provide consultation and/or direct service as required. She attends Student Success Team meetings and is available to talk with parents about situations regarding their children. Scott Shaffer is our school counselor and is available upon referral and signed parental release form to provide counseling services.

Speech Therapy

Our speech therapist, Kimberley Robbins, is available to provide services to identified Speech students as determined by their IEPs. She works closely with teachers to screen students for speech issues. Parents and/or teachers also may request a speech assessment for students.

Resource Specialist

Students requiring special academic assistance may become eligible for our Resource program. Our Resource Specialist, Jasmine Arechiga works with parents and teachers to assist students in assessing, monitoring, and working with students to provide appropriate support to help meet their academic or behavioral goals.

PARENT/FAMILY INVOLVEMENT

Staff/Parent Group

Parents and families are encouraged to be involved. We offer many opportunities to engage with our school community through:

- Parent Square
- Newsletters
- Field trips
- Virtual or In-person Meetings
- Enrichment Activities like field day, game day, themed/holiday events, spirit days, guest speakers, etc.
- School Site Council

If you would like to get involved, feel free to contact us to share your ideas.

Field Trips

Students in OSIS may take field trips or schedule class or school meet-ups. Field trips are school/district sponsored, with transportation and supervision provided by school personnel. Meet-ups are coordinated with school and parent partners in which transportation and supervision is provided by parents or caregivers. Field Trips and Meetups are scheduled in partnership with our local community. . If you are unable to provide transportation, please let us know, and we will work with you. Examples of field trips and meet-ups have included the MOXI Museum in Santa Barbara, the Santa Barbara Zoo, Pismo Beach, Elks Rodeo, YMCA Swimming, and more.



Rights and Responsibilities

Orcutt School for Independent Study (OSIS)

STUDENT, PARENT, AND SCHOOL RIGHTS AND RESPONSIBILITIES; & CHANGES FOR 2023-2024 SCHOOL YEAR

Welcome to the Orcutt School for Independent Study!

The purpose of this program is to provide activities that are consistent with the district's course of study. The Orcutt School for Independent Study Program is NOT homework. Parents, please understand that **when your child is enrolled in independent study, he/she is making a commitment to complete a full day's schoolwork for each day that he/she is enrolled in the program and you are making the commitment to supervise and assist this.** Please review the following:

STUDENT RESPONSIBILITIES

I understand that:

- Independent study is a form of education that I have voluntarily chosen. I will always have a classroom seat available, although it may not be in the same classroom or at the same school.
- I am entitled to textbooks and supplies, supervision by a certificated teacher, and all the services and resources received by other children enrolled in my grade.
- I must follow the discipline code and behavior guidelines of the school, in accordance with district policy.

I agree to:

- Meet with my teacher as specified in the agreement.
- Complete my assigned work by its due date, as explained by my teacher and described in my written assignments. Failure to do so will result in an evaluation to determine if I should remain in independent study or be immediately returned to a classroom seat.

PARENT RESPONSIBILITIES

I understand that independent study is an optional educational alternative for my child that I have voluntarily selected. I agree to the conditions listed under "Student." I also understand that:

- Learning objectives are consistent with and evaluated in the same manner that they would be if my child were enrolled in a traditional school program.
- If my child has an individualized educational program (IEP), an IEP meeting must be held prior to enrollment to determine that independent study is an appropriate educational option. The certificated employee with responsibility for Special Education programming must be a signatory to the written master agreement.
- Unless otherwise indicated, the supervising teacher who signs this agreement will meet with my child on a regular basis as specified on Page 1 of this agreement. The purpose is to direct the child's study and measure progress toward the objectives in this agreement. It is my responsibility to promptly reschedule any appointment missed because of any emergency.
- I am responsible for supervising my child while he/she is completing the assigned work and for ensuring the submission of all completed assignments necessary for evaluation by dates due.
- I am liable for the cost of replacement for damaged books, technology devices, and/or other property checked out to my child.
- It is my responsibility to provide any needed transportation for my child as covered by this agreement.
- I need to provide proof that I reside in Santa Barbara County or an adjacent county.

SCHOOL RESPONSIBILITIES

- OSIS will provide the teacher services, instructional materials, and other necessary items and resources as specified for each assignment.
- Unless otherwise indicated, one of the teachers who sign the agreement will meet with the student as specified in the agreement to direct the child's study, and will evaluate the assigned work.

I understand and commit to meeting my responsibilities as described here.

Student:	Date:
Parent/Guardian/Caregiver:	Date:
Supervising Teacher:	Date:
Special Education Teacher (if applicable):	Date: