

Ortega Elementary School Handbook



A community full of life long learners!

Debbie Skiles, Principal

Patrick Jackson, Vice Principal

2017-2018

At Ortega Elementary School, our mission is to support staff and families in providing a safe and nurturing environment in which each student can be successful academically, socially, and emotionally, according to his or her potential.

ORTEGA ELEMENTARY SCHOOL

1283 Terra Nova Blvd.

Pacifica, Ca 94044

650.738.6670 - Telephone 650.738.6672 - FAX

District Mission Statement

“The Pacifica School District, the community it serves, and the children they cherish, together prepare each child to meet the challenges of the future by providing an equitable, rigorous academic program which nurtures curiosity and inspires joy, confidence, and achievement in learning.”

PACIFICA SCHOOL DISTRICT

375 REINA DEL MAR AVENUE

PACIFICA, CA 94044

650.738.6600

www.PacificaSD.org

BOARD OF TRUSTEES

KATHY SHIOKARI

ANDREA GOULD

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PRINCIPAL'S MESSAGE

The 2016-2017 school year was very productive. Ortega continued to move forward implementing the new Common Core standards. All our teachers were trained in and implemented BRIDGES, which is our new math curriculum and supports the newly adopted California Core Curriculum.

I look forward to a very positive and productive year together! I wish to extend a special, yearlong invitation to our parents to join us at school activities and events whenever you can. Our school wants, needs, and values your involvement and support in your child's education! Your involvement is vital and plays an integral role in our student's success.

Please do not hesitate to contact us if/when the need arises. We will do likewise. We want and encourage our parents to take an active role and know about their child's studies, assignments, assessments, and school activities, as well as other events and happenings.

Sincerely,

Debbie Skiles

Ortega: A community full of life long learners!

ORTEGA ELEMENTARY SCHOOL
TIME SCHEDULE

Ortega Elementary School

Regular Schedule

Wednesdays & Minimum Days

TK/KINDERGARTEN

8:30 - 12:30

8:30 - 12:30

(Beginning 12/5 Rotating, once a week 12:30-- 1:30)

RECESS: 10:30 - 10:50

GRADES 1 and 2

8:30 - 2:35

8:30 - 1:35

RECESS: 10:10 - 10:30 LUNCH TIME: 11:45 - 12:25

GRADE 3

8:30 - 2:35

8:30 - 1:35

RECESS: 10:30 - 10:50 LUNCH TIME: 12:30 - 1:10

GRADE 4 and 5

8:30 - 2:55

8:30 - 1:35

RECESS: 10:30 - 10:50 LUNCH TIME: 12:30 - 1:10

Ortega Elementary School Staff

FACULTY

Kinder:	Michele Brazil/Diane Harrold Ellen Louthan Michelle Arenas Sharon Rio/Katy Bosinoff (TK)	First:	Michelle Kale (1/2) Wendi Wittmeyer Lisa DeVry Gloria Fare
Second:	Megan Adams Kathy Fugitt Sibyl Felts	Third:	Anthony Corten Tony Hartman Erin Reger
Fourth:	Gina Arguello Roselyn Munger Denise Kirejczyk (4/5)	Fifth:	Debbie Andre Karen Stevenson

Vice Principal

Special Education:	Christina Bailey, Betsy Belkin, Lisa Kiewcki
Speech:	Mary Carniglia
Psychologist:	Anne Burrows

SUPPORT STAFF

Clerical:	Lynne Maggioncalda, Angela Gibbs, Victoria Broadway
Instructional:	Jerry Newland, Jennifer Nevin, Cindy Szentkuti, Gale Barrett, Lisa Blore
Custodial:	Scott Newbold, Robert Rutledge
Nutritional:	Julie Gallagher, Mekela David

GENERAL INFORMATION

Absences/Independent Study

If your child is absent from school, please telephone the school office (738-6670) before 10:00 a.m. The school has an answering machine if you wish to leave a message before or after school hours. If you are unable to call the school, please have your child bring a note when he/she returns to school, containing the date(s) of absence, reason for absence, name of student and signature of parent or guardian. The teacher will notify the attendance clerk. The State of California Code #12401 requires a written excuse for absence. **Schools no longer receive funding for excused absences. Funding will be based on the actual days of attendance. It is vital that students be in school except when truly ill – every absence costs your child’s school instructional dollars.**

If you must plan a trip or go out of town, please remember that the school cannot receive credit for your child’s attendance unless the absence meets the criteria for **INDEPENDENT STUDY**: SHORT TERM (ABSENCE OF 5 – 10 DAYS) AND LONG-TERM (ABSENCE OF 1 SEMESTER – 1 YEAR). It is important that your child be placed on Independent Study, if eligible. **Independent study must be requested and approved before the first day of your child’s absence.** It is a simple process and will help keep your child up with his class work. Also, the District will receive full attendance credit. Your child’s teacher or the office would be happy to help you place your child on Independent Study.

Bicycles

Students who ride a bicycle or scooter to school must wear a helmet; a bike rack is available to park and lock one’s bicycle. Riding Bicycles and scooters on campus from 8am-3pm is prohibited. Skateboards are not allowed at school.

Cafeteria

Students may bring or purchase their lunch. Lunch tickets are sold **in the office before school begins** and on-line at: <http://www.PacificaSD.org>.

Class Parties-Special Activities

Class parties/special activities are held at the discretion of the teacher. Birthday celebrations and unhealthy snacks are strongly discouraged.

Conferences

Parents are always welcome to come to school and discuss class work. If a conference with a teacher is in order, please call or write for an appointment. When visiting school, adults must first sign in at the school office and have the secretary notify the teacher that the parent has arrived. Twice a year, teachers schedule a parent-teacher conference at a convenient time to discuss student progress.

Disaster Preparedness and Drills

In the event of a severe earthquake or other disaster during the school day, students will be kept on the school site with the faculty until such time as it is declared safe by the principal to dismiss the students. The principal will be in close contact with other agencies and make decisions based upon best judgment for the welfare of the students.

Each classroom has an emergency kit purchased by the district.

A fire and/or disaster drill is held 3-5 times each year. These drills are carried out for the safety of the students in case of emergency. In addition, a District-wide disaster drill will be held. Staff has been trained in emergency procedures and an extensive school disaster plan has been designed and implemented.

Action Response Definitions and Protocols

Shelter in Place: Implemented to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents, and shut down air conditioning/heating units.

Drop, Cover and Hold On: Implemented during an earthquake or explosion to protect building occupants from flying and falling debris.

Secure Campus: Initiated for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked, and all students and staff remain inside until otherwise directed. Instruction continues as planned.

Lockdown: Initiated for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. **Once implemented, no one is allowed to enter or exit the building for any reason unless directed by law enforcement.**

Evacuation: Implemented when conditions outside the building or off-site are safer than inside or on-site. Requires moving or directing students and staff to move from school buildings to a pre-determined safe location.

Discipline Plan

- **TEASING, NAME-CALLING, PUT-DOWNS,** or sexual innuendos of any type are not allowed on our school campus. Any child who feels victimized may approach their teacher, the office, our school psychologist, or the principal with concerns. Staff follows the guidelines and procedures in our **District Sexual Harassment Policy, AR 5145.7**, to stop such behavior and maintain a safe campus. Bullying is a suspendable offense, including cyber bullying that disrupts school.
- **SUCCESSFUL STUDENTS:**
 - Arrive to class on time,
 - Have learning materials,
 - Complete homework,
 - Follow directions, and
 - Do Their Best

- **ORTEGA SCHOOL IS A CLOSED CAMPUS.** This means that students are not allowed to leave school without permission. Any violation of the closed campus rule will subject the violator to disciplinary action. School is closed to visitors 30 minutes before and after school.
- **KEEP OUR SCHOOL LOOKING GREAT.** Any student who willfully cuts, defaces, or otherwise damages school property is liable for suspension or expulsion from school, and the student's family is responsible for all damages. Take pride in our school and keep it clean.
- **STUDENTS COME TO SCHOOL NEAT AND CLEAN.** The following items may not be worn at school:
 - hats, hoods, knit caps, or other head covers while inside,
 - Clothing should not distract from the learning environment: Wear appropriate shoes to school: NO SANDALS OR OPEN TOES. No clothing with offensive pictures, words, or advocating drugs, alcohol, or gang affiliation Tank tops must have 1" straps, shorts must extend past finger tips, and tops should not expose the student's mid-section.
 - Ortega School will exercise its responsibility to determine whether a student's appearance is disruptive or disturbing to others. If so, the student may be sent home to change into clothing more appropriate to our school.
- **GENERAL GUIDELINES FOR GOOD BEHAVIOR**
 - Students meet each teacher's standards relating to class procedures,
 - Food is eaten only at snack recess or lunch,
 - Students will not play fight, punch, or push each other,
 - Students will not borrow money or food items from other students,
 - Students use courteous words at school.
- **DISCIPLINARY ACTIONS**
 - **SUSPENSION AT HOME** – The student remains at home and is responsible to complete school assignments.
 - **SUSPENSION IN SCHOOL** - The student works on assignments in school under the supervision of the school administrator.
 - **RECESS DETENTION** – A student may be removed from recesses due to office referrals.
 - **AFTER SCHOOL DETENTION**- Repeated office referrals or major infractions will result in an after school detention for grades three-five only. Parents will be notified at least one day ahead of time.
- **PROHIBITED MATERIALS**
 - **WEAPONS** – possession of any object with the potential to cause damage or injury to another person or their property. The Pacifica Police may be notified.
 - **SKATEBOARDS, ROLLER SKATES,** scooters, heely's, baseball bats, toys and other items disruptive to teaching and learning.
 - **MATCHES, LIGHTERS,** stink bombs, and all types of noise-making devices are banned from school. The Pacifica Police may be notified.
 - **LEAVE VALUABLE ITEMS AT HOME.**
 - **NO GUM CHEWING ON CAMPUS.**
 - **POSSESSION OF DRUGS, TOBACCO, OR ALCOHOL** is a violation of state law and is cause for suspension or expulsion from school. The Pacifica Police may be notified.
 - **ELECTRONIC EQUIPMENT SUCH AS CELL TELEPHONES,** Gameboys, CD players, virtual pets, or any other toy is not allowed at school. Cell Telephones are not to be used at

school according to District and School guidelines. Any electronic equipment brought to school will be confiscated and held until retrieved by an adult. A second occurrence will result in the item being held until the end of the year and disciplinary action.

District Policies On-line

The public can view the Pacifica School District's Board policies and Administrative Regulations from the Districts web site: www.pacificasd.org. Choose 'District Information' then 'Board Policies and Administrative Regulations'. Follow the on-line directions.

District Psychologist

A qualified psychologist is a member of the School Site Success Team, which evaluates student learning and behavior problems. The psychologist also conducts psycho-educational evaluations of referred students, consults with teachers regarding needs of special education students, and provides support services as appropriate.

Emergency Forms

Every student must have an emergency form on file in the office. These forms should be brought up-to-date every year. Families will be given an emergency form at the beginning of the school year. Each family should fill it out and return it to the homeroom teacher. If, later, the address or telephone number is changed, please see that any changes are sent to the school office. In case of an emergency, it is very important that the office have on file current telephone numbers for the home, parents' work and a friend or neighbor who would be willing to care for students whose parents cannot be reached. Students can only be released to people listed on the section for emergency release [the section listing other adults living in the home does not allow release of students to those adults, unless the name is checked]. **Please be sure that several local emergency contacts are listed in the appropriate section.**

Immunizations

For the most recent changes to immunization requirements, please visit the district website: www.pacificasd.org/District/1586-New-immunization-Requirements.html

Library

The library is open during class time. Teachers discuss the procedures for going to the library during school hours. The school librarian explains procedures used for the Ortega Library. Each class has a regularly scheduled weekly library period. Additional time for study and projects is available.

Lost and Found

Personal articles or clothing found on the school grounds or in the building are kept in the hallway next to the office. Items not claimed by the end of each semester are boxed and given to a non-denominational, non-profit welfare agency. Please label all rainwear, coats, jackets, sweaters, lunch boxes, backpacks and folders.

Lunch Loans

District policy is not to loan money for lunch. Students who do not have a lunch may visit the snack bar for fruit, vegetables, and milk. The District's Food Service Meal Policy is available online @ : www.pacificasd.org. Choose 'District Information' then 'Board Policies and Administrative Regulations'. Follow the on-line directions.

Medical

School personnel cannot diagnose or treat illnesses or previous injuries. Only first aid can be administered at school. When a sick or injured student is brought to the office, the school secretary will administer first aid and notify parents for more serious problems. If a child is too ill to be in class, he is too ill to remain in school.

Medication at School

If it is necessary to take medication during school hours, parents must provide medications, and a written notification of this must be on file in the office. District policy does not allow medications to be kept with the student. Provisions for storage of medication must be made with the school secretary. Medications must be accompanied by a doctor's note and should be in the original container. Prescriptions must have the student's name and the appropriate dosage on the label of the original container.

Office

Office hours are from 8:00 a.m. to 4:30 p.m. Messages for students will be delivered only at lunchtime or at the end of the school day, unless there is an emergency. Please limit messages for students to urgent or most necessary situations. Children are allowed to use the telephone for urgent calls, not to make changes for social purposes.

Parental Rights Notification

At the beginning of each school year, the District provides a copy of your parental rights. You are asked to read the brochure and acknowledge receipt on side 2 of the Student Registration/Emergency/ Annual Notification card.

Parent-Teacher Organization

Ortega is fortunate to have an active parent group. All parents are encouraged to become members and support this group's activities. Parent volunteers are needed to serve as classroom assistants, room mothers, computer aides, librarians, as well as other positions. An "interest finder" is sent home at the beginning of the year so parents can indicate their interests and talents. Please take time to complete the form and return it to school. The PTO supports many school activities: Birthday Recognition, Read A Thon, assemblies, field trips, the library, science, art, gardening and many others.

Permission to Leave School

Permits to leave school for medical and dental appointments are issued by the office upon presentation of a note to the teacher, signed by parent of guardian, requesting such action. Students must sign out in the office before leaving school and upon their return if it is within the same school day.

Physical Education / Excused

All students who have a physical reason to be excused from physical education for more than three consecutive days must bring a statement signed by their family doctor.

Police Involvement On School Campuses

School staff will cooperate with law enforcement officers as needed to maintain a safe and orderly environment. Police investigations are conducted independently from the school district and school officials cannot interfere in police investigations. School officials shall provide support and privacy for the student to the extent possible. **The text of Board Policy 5145.11 can be viewed online through the District web site.** By law, parents/guardians do not need to be informed or to give consent before the law enforcement officer interviews a student on school premises. PC 830.1 However, the school official will ensure that the student's parents are notified that the interview took place unless instructed otherwise by the police officer.

Promotion, Retention, Acceleration – POLICY AND PROCEDURE

The Pacifica School District has adopted a policy (BP 5123) for student promotion/acceleration and retention that states that students must demonstrate growth in learning and meet grade level standards of expected student achievement. The text of Board Policy 5123 can be viewed online through the District web site. A copy is also available at the District Office at 375 Reina Del Mar Avenue.

Report Cards/Reporting to Parents

Progress Reports are sent home with students at the end of each trimester grading period. Students in grades K-5 receive report cards for three trimesters.

Resource Specialist Program

The RSP Program provides instruction for children with assessed learning disabilities. A child in this program is scheduled with a specialist teacher who prescribes lessons that teach compensatory skills. In order to qualify for this program, a child must be certified for admission.

School Improvement Program (SIP)

The State of California provides additional funds to the school aside from our regular school finances. These funds are provided for students in grades kindergarten through fifth. SSC (the School Site Council) is a group comprised of parents, teachers, the principal, and community people who make the decisions about the children's educational program. SSC members are also responsible for deciding how the extra funds from SIP are spent.

School Rules: Annual Parent Notification

School and District policies describe Sexual Harassment (BP 5145.7) and Uniform Complaint Procedures (AR 1312.3). For more complete information on Education Code requirements related to student behavior as well as Uniform Complaint Procedures please refer to the District Handbook/Annual Parent Notification available online and at the District Office.

Snacks and Healthy Foods Policy

We encourage nutritious snacks such as: fruit, raisins, cheese and crackers, trail mix, carrot sticks, and celery sticks. Ortega class parties support a policy in which healthy snacks are strongly encouraged. All students have a snack recess in the morning.

Speech

The speech teacher will test kindergarten, first grade and students referred by classroom teachers. Should any speech difficulty be identified, families are notified and plans will be made for speech instruction.

Student Bills

Students are charged with the responsibility of accounting for school materials. Students will be billed for all lost textbooks, library books, and classroom literature books and for all willful destruction of school property. Students must pay for lost or damaged books before a new book will be issued.

Tardiness

A student who arrives after 8:30 a.m. must report to the office for an admit slip. This slip is necessary to be admitted to class. The office will closely monitor tardiness, and parents will be notified.

Telephone Usage

Since the telephones in this school are for business, students will not be allowed to use the telephone except in emergency situations. Parents and students should make prior arrangements for rainy days, after-school activities, etc. No cell telephone use is allowed during school hours.

Testing

The State of California requires all students in grades 3-8 to take the California Assessment of Student Performance and Progress (CASSPP). We send a copy of the student's results to parents. The district requires students to pass selected minimum proficiencies in grades 3 - 5 in reading, math, language and writing. Our district has established content standards for each grade level applicable to all students; performance is reviewed at parent conferences. Families with students at risk of failing standards meet at the school to discuss and develop a provisional placement contract.

Uniform Complaint Procedures and Sexual Harassment Notification

Ortega follows district guidelines for Sexual Harassment BP 5145.7 and AR 1312.3 Uniform Complaint Procedures. For more complete information on Education Code requirements related to student behavior as well as Uniform Complaint Procedures please refer to the District Handbook/Annual Parent Notification available online and at the District Office.

Transfers from Ortega

Advise the office as soon as you learn that you will be leaving Ortega School. Return all textbooks and Library books assigned to you. Failure to do so will prevent school records from being forwarded to the new school.

Visitors

According to state law, all visitors are required to check in at the school office and obtain a Visitor's Badge.

Viewing District Policies on Line

The public can view the Pacifica School District Board Policies and Administrative Regulations on-line from the District web site, visit the District website: <http://www.PacificaSD.org>. Choose "District Information" then "Board Policies and Administrative Regulations." Follow the on-line directions.

Wellness Policy

All foods available on each campus during the school day support the district adopted federal nutritional guidelines and objectives of promoting student health and reducing childhood obesity in accordance with Board Policy 5030 and the District Student Wellness Plan.

The Board believes that foods and beverages available to students at district schools should support the District health curriculum and promote optimal health, taking into consideration the needs of students with special dietary needs. Nutritional standards adopted by the district for all foods and beverages sold to students during school hours or within a half-hour before/after school meet or exceed state and federal nutritional standards. These foods include beverages provided through the district's food service program, student stores, vending machines, or other venues.

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. A maximum of four class parties or celebrations per year shall be held after the lunch period whenever possible as a way to promote student health and maximize the use of instructional time.

In support of this policy, staff, students and parents are strongly encouraged to refrain from bringing snacks to share for birthdays or other celebrations unless it is for one of the four school sanctioned celebration days. (Full text of District Wellness Policy may be found on the District Website)

HOMEWORK

Philosophy

The staff at Ortega Elementary School believes that homework is an important extension of classroom learning. Homework assignments encourage responsibility by providing activities the child can successfully perform independently or with the family, outside the school setting.

We view homework as a positive learning experience and feel that it completes the circle of communication between the child, parent and teacher.

Purpose

Homework should supplement, complement, extend and reinforce classroom teaching providing:

- Practice -- These practice assignments strengthen skills introduced in the classroom.
- Preparation -- Participation in locating facts and data prior to class discussion provides a challenge and offers more stimulation.
- Extension -- Determines whether students can transfer specific skills or concepts to new situations.
- Enrichment -- Enrichment activities may be short-term or long-term projects as well as reading for pleasure and enjoyment.

Responsibility

Homework is a **student** responsibility. Good study habits are learned and last a lifetime.

Time

The amount of time needed to complete an average daily homework assignment will vary with each child and his/her ability. Each student will be expected to read **at least** 20 minutes each night.

Feedback

Students will be given regular and specific feedback on their homework assignments. Each teacher will establish procedures in a manner that is appropriate for their individual classrooms.

Homework for Absent Students

Homework will be provided when students are to be absent more than one day. When homework is requested, parents should call the office early in the day and let us know how long it is anticipated the student absence will be. Homework will then be available to pick up from the office after 3:00 p.m. of the second day of the pupil's absence. Students are also encouraged to check with classmates about class assignments when they are absent.

Summary

Our goal is to make homework an integral part of a balanced curriculum as well as foster communication between the parent, child, and teacher.

INSTRUCTIONAL PROGRAM

In a brief handbook, it is difficult to explain the entire instructional program at our school. Back-to-School Family Conferences, Open House, and parent conferences will afford you additional opportunities to hear more thorough explanations. The following is a synopsis, by content area, of the instructional program your child will receive during his/her tenure at Ortega School.

ENGLISH/LANGUAGE ARTS

The Ortega Elementary School staff shares the philosophy that listening, speaking, reading, and writing contain crucial skills that cannot be taught in isolation. Therefore, we focus on teaching these skills with an integrated and meaning-centered curriculum. Our responsibilities lie in teaching primary students how to read and write and in teaching intermediate students how to gain fluency and confidence in reading and writing so that they may become independent learners. Ortega staff members are active participants on the District Literacy Team, and are working cooperatively with staff throughout the District to achieve early literacy for all students. The Ortega staff will implement all aspects of Balanced Literacy and 21st Century learning skills. Classroom assessments defined in the Literacy Plan will be given three times a year, and will be discussed at the first parent/teacher conference.

Teachers enrich the State framework for language arts by using lessons and ideas gained from our balanced literacy program. We believe that students can be taught the various steps of writing and reading using a workshop approach that strives to instruct each student at their level. A wide variety of material is available at Ortega School: District's Core Language Arts Program, children's literature books, leveled books, news articles, and student stories. Throughout the grades we emphasize reading for meaning and for pleasure. Our well-stocked library is an integral part of a reading program.

MATHEMATICS

The goal of our mathematics program is for students to experience the enjoyment and fascination of mathematics as they gain confidence and skills. We believe every student should be exposed to all of the strands of mathematics – numbers, measurement, geometry, patterns and functions, logic, algebra, and statistics and probability on a regular basis.

At Ortega, we believe the early years of mathematics education are critical to children's later attitudes and achievement. Therefore, we incorporate many experiential activities with manipulative materials starting in kindergarten. Children work in small groups to solve problems and work with various materials such as pattern blocks, cubes, dice, geoboards, attribute blocks, number tiles, and calculators. The computer is also used to practice computation and develop more effective problem solving strategies. In addition, students explain their thinking, orally and in writing, and build their understanding of mathematics over a long period of time.

HISTORY/SOCIAL SCIENCE

Our history-social science program helps all students to develop their potential for personal, civic, and professional life. Goals of the curriculum include: 1) acquisition of basic knowledge and cultural understanding; 2) understanding democratic and civic values; and 3) skills attainment and social participation.

A variety of materials, resources, strategies, and technologies are used to engage students. Much of the literature used to enhance the curriculum emphasizes heroes, adventure, moral challenges, faraway places and distant times so that students' imaginations are captivated. The elementary program encompasses numerous opportunities for interdisciplinary studies. We augment the history-social science program at all levels with field trips, assemblies, docent visits, projects, artifacts, children's literature, and community projects.

SCIENCE

Our science program is designed to offer students a variety of experiences at all levels. The curriculum becomes more specialized as children progress through the grade levels. Throughout the K-5 program, each student is exposed to life, physical, and earth sciences. California's Science Framework recommends that 40 percent of the total time spent on learning science should be in hands-on lessons. We are most fortunate at Ortega in that our students have the opportunity to work in our large science lab and garden/greenhouse area. Science Kits are used at every grade level to provide hands-on learning.

VISUAL AND PERFORMING ARTS

The essence of our school site is visible in our student-produced art. Artistic and dramatic products are extensions of teaching experiences in social science, language arts and reading, and science. Hallway exhibits highlight student achievement throughout the year, demonstrating lessons in use of materials, form and function, texture, perspective, and artistic style.

Our Parent-Teacher Organization supports the curriculum with assemblies presented by actors, musicians, and storytellers. As well, students are involved in drama plays both in classroom and as participants in after-school clubs. Staff recognizes that artistic achievement is an expressive and imaginative outlet for many children. This curriculum area provides experiences in communicating with media, role-playing, and dance.

PHYSICAL EDUCATION/HEALTH EDUCATION

Motor skills, fitness, and sportsmanship are emphasized. This program gives young children additional experience with balance, hand-eye coordination, games, and dance that results in enhanced skills and self-confidence. Students in the upper grades take part in a regularly scheduled PE. Stamina, flexibility, muscle strengthening, game skills, and dance are components of the PE curriculum at Ortega School. Activities de-emphasize winning and losing and stress the importance of self-improvement and activity participation.

SPECIAL EDUCATION

Ortega Elementary School proudly hosts a Special Education program for students with special needs. Supports include teacher specialists and instructional assistants, supplemental materials, computer-assisted learning, and tutoring. Special Education students participate in all school activities and are enrolled in Special Day classes or general education classes.

ORTEGA ELEMENTARY SCHOOL CALENDAR
Early Out Days and **Holidays** (Wednesdays are all early out)

2017 - 2018

August

- 24 School Begins! (*Early Out*)
- 25 Minimum Day
- 30 Back to School Night (*Minimum Day*)

September

- 04 **Labor Day Holiday**
- 26 Fall Pictures

October

- 31 Halloween (Minimum Day)

November

- 08 Picture Make-Up Day
- 10 **Veteran's Day School Holiday Observed**
- 13-17 Parent Conferences (Early Out Days) 4 plus Wed.
- 20-24 **Thanksgiving Recess**

December

- 21 Minimum Day
- 22-05 **Winter Recess**

January

- 08 School Resumes
- 15 **School Holiday MLK Day**

February

- 16 Minimum Day
- 19-23 **Presidents Week**

March

01 Spring Pictures
15-20 Parent Conferences (Early Out Days)
30 Minimum Day

April

02 Holiday
09-13 **Spring Recess**

May

01-22 Grade 3-5 State Testing
24 Open House
25 Minimum Day
28 **School Holiday Memorial Day**

June

14 Minimum Day
15 Last Day of School (Early Out)

Bell Schedule

TK/Kindergarten:

8:30 AM— 12:30 PM	All year
10:30AM---10:50 AM	Morning Break
12:30 PM --1:30 PM	One Day A Week (12/05/17 through 5/25/18) Kinder Only

Grades 1st and 2nd

Regular Schedule	8:30 AM—2:35 PM
Lunch:	11:45 AM-12:25 PM
<i>Every Wednesday:</i>	<i>8:30 AM—1:35 PM</i>

Grades 3rd through 5th

Regular Schedule	8:30 AM—2:55 PM (2:35 PM <i>for 3rd</i>)
Lunch:	12:30 PM-1:10 pm
<i>Every Wednesday:</i>	<i>8:30 AM—1:35 PM</i>