

Welcome Back to School Packet Orchard STEM

Mrs. Kathryn Haneline, Principal

Mrs. Michelle Barnes-Riley , Assistant Principal

Welcome Back!

Hello and welcome to the 2018-2019 school year! It is hard to believe the summer has come to an end. My administrative team and I look forward to working with your children. I am honored to serve as the principal of Orchard for my 5th year. Attached you will find some information regarding NEW school policies and procedures. Students begin school on Monday, August 12th for grades 1-8. Kindergarten will phase in the 15th and 16th. (You will be contacted by your child's teacher) Pre-Kindergarten parent meetings will be held on August 14th, 15th and 16th, phase-in day will be August 19th, and students will begin Tuesday August 20, 2019.

Breakfast begins at 8:30 am, and class begins at 9:10.

I hope this letter provides you with the information needed for the start of this school year. If you need more information, please do not hesitate to call us at (216) 838-7350. Thank you for your attention and unconditional cooperation with our school.

Our Vision

To transform teaching and learning through technology integration and providing the highest quality education experience that ensures creative and inventive thinking with a STEM (Science Technology Engineering and Math) focus in-student centered classrooms.

Our Mission

To nurture scholars to become lifelong learners that provide solutions to the many needs of a global society through scientific reasoning, innovation, and leadership.

Our Goals

Orchard STEM is working to improve our state report card in the following ways:

- Raising student literacy in Reading and Math

- Improving climate and culture through PBIS
- Incorporating technology and STEM practice in daily lessons



School Hours

The school instructional day begins at 9:10 a.m. and it ends at 3:40 p.m. Breakfast is served from 8:30 a.m. to 9:05 a.m. for all students. Breakfast will end each morning at 9:05 a.m. promptly. Students in 4-8th grade will first eat breakfast in the cafeteria and move to the gym. **STUDENTS MAY NOT GO TO THE GYM FIRST AND EAT LATER IN THE MORNING. Parents, it is important that you do not drop off your child at school prior to 8:30 a.m.** There is **NO** adult supervision. Also, students are not allowed to be in the playground areas before school. Your cooperation is greatly appreciated.

Attendance and Tardiness

If your child will be absent, tardy, or picked up early, please call (216) 838-7350 in order to notify us of his/her absence. Please provide your child's name, room number, and the reason for their absence. Also, please send a note the next day your child comes to school excusing him/her for the absence. Please note that instruction begins at 9:10 promptly. Please ensure your child is not tardy. Chronic absences and tardy arrivals will be reported to the attendance department and in some cases social services on the basis of educational neglect. It is imperative that your child is in school everyday in order to learn everything they need for the upcoming school year.

Early Pick-Up & Dismissal

If your child will be picked up early from school, please call school and/or send a note with your child in order to have them ready in the office at the specified time. **PLEASE NOTE that students will not be released after 3:00 p.m.** to alleviate interruptions to the educational process of the students. Also, school dismissal is at 3:40 p.m. promptly. Please make every effort to pick up students on time at their designated areas. Students that are not picked up by 4:00 pm may be sent to Max S. Hayes High School for late pick up. Max Hayes can be reached at 216-838-9400. Parents will not be admitted into the hallways during dismissal, all pickups

must occur outside of the building to maintain student safety. Your assistance is greatly appreciated.

Parent / Teacher Conferences

In an effort to dedicate as much time to working with your children, it is important not to interrupt the educational process. As a school we understand that parent/teacher communication is extremely important for the educational development of students. If a conference is needed with your child's teacher, please call the school and schedule an appointment with the teacher in order to dedicate the quality of time and attention to the conference requested. Office hours are being established and will be shared for each teacher. Each parent is required to attend one parent event or conference by law within the school year. The school phone number is (216) 838-7350.

Emergency Forms

On the first day of school your child will bring home various types of information. ***Parents, please complete all forms and return them with your child the next day.*** It is imperative that these forms reach us as soon as possible. Also, if your address or phone number changes, please contact us in order to update your information as soon as possible.

Uniform / Dress Code

ALL STUDENTS MUST BE IN PROPER UNIFORM ON THE FIRST DAY OF SCHOOL!

Orchard School strictly adheres to the dress code policy set forth by the Cleveland Metropolitan School District. Please see attached dress code/uniform policy. There will be **NO** exceptions to this policy. If a child attends school without uniform appropriate attire will be provided and returned on the same day.

Visitors

At Orchard STEM School your child's safety comes first. Please report to the office when entering the building. You will be asked to sign in the visitors log and given a visitors pass. Please note that parents will not be able to go directly into classrooms without a scheduled meeting. Thank you for your cooperation and understanding.

Cell Phone Policy

At Orchard STEM we understand that cellular phones for children is a safety precaution. Students will be allowed to bring their cellular phones into the school building, but may not utilize them at any point during the school day. All cell phones **MUST** be turned off during the school day and stored. Students in grades PK-4 will keep cell phones inside their books bags at their classroom cubicles and students in grades 5-8 will keep their cell phones inside their lockers. There will be **NO** exceptions to this policy. Please see the student handbook for more information on the cellphone policy. Thank you for your understanding

Family & School Commitment Letter

Our philosophy for all of our students is for all of them to be successful in their educational journeys. Please see attached commitment letter and return it to your child's teacher.

Thank You

Again, we would like to thank you all for your support and partnership. Remember that Together We Will Succeed!

Orchard School Information

Main Line: (216) 838-7350

Website: www.clevelandmetroschools.org/Orchard

Follow us on Facebook: Orchard S.T.E.M

