Orchard Ridge
Elementary School
School Supplement to the District Policy Guide

2018-2019
School Overview

Welcome to Orchard Ridge! We are a neighborhood school serving the Orchard Ridge and Meadowood neighborhoods. We are so excited to kick off an exciting educational year with your family. At Orchard Ridge we are focused on building meaningful relationships with all of our students to ensure they feel that they are cared for and belong. Your support of student learning is crucial for our students success. Our daily teaching is centered around the whole child, using both academic standards and social emotional learning standards to provide a well-rounded education. Our staff set high expectations for your child by having clear learning skills, planning engaging lessons, monitoring your child’s progress in learning and challenging them at their next level of learning. Your child’s growth is extremely important to us, so please help us in developing collaborative partnerships with you!

Our partnership in learning keeps your student at the center of all of our work, as you know them best. You are your child’s first teacher! We ask that you provide encouragement and support your child in their continuous learning, celebrate when they persevere in learning challenges both academically and socially. We want to engage in regular, two-way communication with you beyond conferences, so please communicate with us when you have questions and join us at Orchard Ridge when you are able.

Together We Will!

About Our School
Orchard Ridge Elementary, located on the Southwest side of Madison, is a neighborhood school with close ties to the surrounding community. Our unique school location and close proximity to the neighborhoods we serve provide opportunities for families and community members to access the many resources that our school offers. These resources include partnerships with MSCR, Meadowood Community Center, Good Shepherd Lutheran Church, High Point Church, and our strong PTO, to name a few.

Staff members at Orchard Ridge are committed to providing high quality instruction to meet the needs of the whole child. We believe that social and academic learning go hand-in-hand. This could be seen last year in our focus on building strong core literacy instruction through collaborative teaming. We are focused on building a thriving school where our students are provided with what they need to be college, career and community ready. Go Dolphins!

School mission statement
We believe that children are our future. They deserve to have strong relationships at school where they know they are valued, belong, loved so they can achieve their dreams. Students, staff and families are partners in creating a joyful and accepting learning environment where students are engaged in meaningful conversations about their learning, asking questions, sharing ideas and expressing curiosity. Staff will provide equitable opportunities to empower all students to become change agents within their own lives and their community.

School calendar
September 3- No School Labor Day
September 4- First Day of School Early Release at 1:55pm
September 5- Early Release for students at 1:55
Key Policies and Guidelines

Traffic safety, parking, pick up/drop off information
We are a neighborhood school. It is strongly encouraged that your students walk, bike or scoot to school. Students MUST use the crosswalks when crossing the street with crossing guards or safety patrol. We understand that some families choose to drive their child to school, you may drop off (starting at 8:15) and pick up (at 3:27) in the designated area on Gilbert. There is no parking on Russett Road, it is a loading zone for bus traffic.

Supervision of building / grounds
Supervision begins at 8:15 on the playground. We will enter the building at 8:20 to begin breakfast in our classrooms. On Mondays we dismiss at 1:55. Tuesday - Fridays, we have 3:27 dismissal and will have supervision on the playground until 3:37. Please ensure you pick up your student by 3:37.

Field trips
Field trips enhance our student’s educational experiences. Parents/legal guardians will receive written notification from their child’s teacher in advance about field trips. During the annual enrollment process, the district provides parents/guardians with the opportunity to grant permission for field trips throughout the year. Those that withhold permission may choose to grant permission for individual field trips. There are costs associated with most field trips. Typically payment, in the form of a check, is delivered to classroom teachers. Scholarship money is available if the payment for the field trip creates a hardship for the family. Families are encouraged to contribute what they can. Students are expected to obey the rules governing school bus transportation if a school bus is part of the field trip.

Family engagement
Teacher Newsletters/Classroom News:
Teachers communicate with families about classroom curriculum and activities through a variety of systems, weekly newsletters, phone calls and personal notes home.

Classroom Visits/School Tours:
We invite families and community members to come to school to hear about life and learning at Orchard Ridge Elementary and to take a tour of our school and classrooms. Please call the school office to schedule a tour or visit.

Orchard Ridge PTO:
We have a strong PTO that meets each month on the 3rd Tuesday of the month from 6:00 - 7:30. The PTO sponsors a 4K/K Meet and Greet, a dance, classroom grants and a spring Fundraising event to include a raffle and a meal. Additionally, the PTO supports other positive ways to help Orchard Ridge Elementary and all of its students.
Parent/teacher conferences
Parent/teacher conferences are a critical time to share how your student is progressing at Orchard Ridge. We offer two times for conferences: November and March.

Your student’s teacher will contact you to schedule your conference. However, if you feel a need to convene regarding your child’s progress at school, please contact your child’s teacher to schedule a time to meet. Our strong partnership with parents/guardians increases the success of each student.

Student personal property
It is very important that students bring to school only those things they need for learning. To avoid classroom disruption, theft and/or loss, items such as electronic devices, personal music players, trading cards, and toys should not be brought to school. All students’ property and any outdoor clothing should be labeled with their name. We have a Lost and Found center. Parents are encouraged to help their child keep track of their belongings and check the Lost and Found regularly. Items not claimed at the end of each quarter are donated to local charities.

School Improvement Planning
ORE staff design our School Improvement Plan (SIP) to guide our teaching and learning each year. This plan consists of goals for improvement and activities that will move us toward the accomplishment of these goals. Staff members work on teams to facilitate the successful implementation of the SIP and of other issues/needs that surface as we move through each school year. We look forward to making SIP a more collaborative process which includes staff, families, students and community members.

School support services
Nurse: Barbara Mulcahy 204-4759
Nurse Assistant: Julie Stala-Webber 204-4760
Psychologist: McKenzie Gobis 204-4765
Social Worker: Chelsea Ashland-Johnson 204-2333

Call the office 204-2320 for teaching staff
Bilingual Resource Teachers: Elizabeth Braun
English as a Second Language Teacher: Doug Haynes
Special Education Teachers: Cody Theel, AJ Dahl, Katie Treinen, Krista Wise
Advanced Learning: Greg Welles

Behavior
Orchard Ridge is committed to proactive and positive behavior supports. We know that for students to be successful, we need to ensure we are teaching our expectations and practicing them throughout the year. As a school we focus on a specific skill each month and acknowledge that skill during the month. We celebrate our success together and we reteach our expectations if we are not successful. A positive learning environment guarantees students the security, confidence, and opportunity to do their best and be their best at all times. Our school will work to help all of our students through building community in our classrooms and school, engaging learning experiences, and the relationships we foster each day. Our partnership with families is integral to student success!

At Orchard Ridge Elementary we are LEARNERS who are RESPECTFUL, RESPONSIBLE, and SAFE! We encourage children and families who have questions or concerns about situations to seek out and talk with an appropriate adult, such as a teacher or the principal.

Picking up your child during the school day
To ensure the safety of your child, please send a note in advance to your child’s teacher or the office. We require parents to come into our office and sign out the student. We will call the classroom to have the student sent down to the office to meet the parents. Please remember anyone picking up a student must be authorized and listed in Infinite Campus. Once school is in session, no non-school staff (including parents) will be allowed to go to a classroom unaccompanied and pick up a child.