

# Olinda Elementary School

## *School Handbook* *2019-2020*



3145 E. Birch Street  
Brea, CA 92821  
714-528-7475

Principal

Preetom Bhattacharya, Ed.D.

Website: [olinda.bousd.us](http://olinda.bousd.us)  
Instagram: @OlindaElementary

## Olinda Elementary School

Home of the Eagles

**Main Office Hours:** 7:30 AM to 4:00 PM

**Phone:** 714-528-7475

**Fax:** 714-528-7481

**After Hours Attendance:** 714-528-7475 Ext. 900

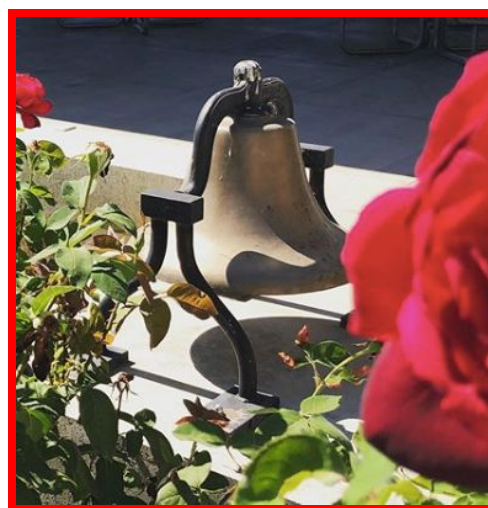
**Website:** [olinda.bousd.us](http://olinda.bousd.us)

**Instagram:** @OlindaElementary

**Extended Child Care Services:**

**Phone:** 714-528-1986

**Hours:** 7:00 AM to 6:00 PM



Welcome to Olinda School! We look forward to working with you and your children. We will provide your family with an outstanding educational program. We are very proud of our school's program as we work together to ensure your child receives the best educational program on a daily basis. Student attendance is the key to student success. Please read our weekly school newsletters on a regular basis to take note of the important people, dates and different ways that you can become involved in the children's education at Olinda School. Be sure to also check your child's teacher's website for important information and to also monitor the many other ways we communicate information. Please contact us if we can assist you or your child in any way possible or answer any questions that come to mind. Thanks for your support and go Eagles!

### **SCHOOL HOURS**

	<u>AM Kinder</u>	<u>PM Kinder</u>		<u>Grades 1 - 6</u>	
M/T/Th/F	8:00 - 11:30	M/T/Th/F	10:20 - 2:10	M/T/Th/F	8:00 - 2:10
Wednesday	8:00 - 11:15	Wednesday	9:50 - 1:25	Wednesday	8:00 - 1:25

### **ATTENDANCE**

Regular attendance is essential to school success. Students should attend school every day, except in the case of illness or emergency. All students arriving late are to report directly to the office to obtain a tardy slip for admittance to their classrooms. Students who are more than 30 minutes late to school are marked as truant for their attendance records. Students will not be permitted into classrooms without a tardy slip.

### **ABSENCES**

Please call the office before 8:30 AM to report an absence or leave a message on the after hour attendance hotline at (714) 528-7475 ext.900. A child who is absent must bring a note signed by a parent or doctor stating the date and reason for the absence when he/she returns to school.

### **ARRIVAL & DISMISSAL**

Students are not to arrive on campus before 7:45 AM. Supervision is not provided prior to that time. Extended child care is available on campus from 7:00 AM until 6:00 PM. Students are to go directly home/daycare after being dismissed by their teacher. For more information on child care, please call 714-990-7527. Please see the Drop-Off and Pick-Up rules at the end of this handbook for more information.

### **CONTROLLED ACCESS**

Before school, parents and other adults will not be allowed beyond the main black gates to walk their children to class. Any parents and other adults with school business or an appointment with a teacher MUST enter the school office doors on the east side of campus, present a valid ID card to office staff for Raptor registration, and wear a visitor's sticker while on campus. Please return your ID sticker to office staff as you exit campus.

### **LUNCH PROGRAM**

Students may bring lunch from home or buy lunch from the cafeteria. Lunch credits may be purchased on the district website through Titan School Solutions:

<https://family.titank12.com/>

The cafeteria will not loan lunch/snack money; therefore, please plan ahead. Students may also buy milk on a daily basis. Free and reduced meals are available to those who qualify. The cost for a hot lunch is currently \$2.75 (Revised 6/16).

### **STUDENT RELEASE**

Students will only be released to their parents or a designated guardian. All students who are released during the day must be signed out through the office. Please make every attempt to schedule doctor/dentist appointments after the school day. The office staff may request identification from adults picking students up early from school.

### **COMMUNICATION**

Please follow the school's Instagram account @OlindaElementary for the latest updates. The "Screamin' Eagle" newsletter will be e-mailed home and posted on our school's website every week. Olinda Elementary School's website address is [olinda.bousd.us/](http://olinda.bousd.us/) and includes links to classroom teachers, our school district, PTO and City of Brea resources/information. The School Messenger phone system provides notification for school activities, emergency

broadcasts, and other communications for education. Please keep your contact information current through the front office. We want you fully informed about your child's education, school activities, and special events. Please call the school office at 714-528-7475 from 7:30 AM to 4:00 PM if you have any questions.

### **MEDICATION**

Medication cannot be dispensed to students unless the appropriate forms have been completed. Forms must be signed by the physician and the parent before medication can be brought to school. The forms may be obtained from the office.

### **ILLNESS OR INJURY**

If a student becomes ill or suffers a serious injury, we will contact the parent immediately. If the parent cannot be reached, we will attempt to notify the person listed on the child's emergency card who is authorized to care for the child in an emergency. It is absolutely imperative that parents keep the school office informed when emergency telephone numbers change.

### **PARENT TEACHER ORGANIZATION**

Be a part of the Olinda team! We have a dynamic Parent Teacher Organization (PTO) at Olinda who supports the school tremendously. Through the partnership with the PTO, many successful projects and programs have been implemented for the benefit of students. This is a great way to get involved at your child's school.

### **VOLUNTEERS**

We encourage parents to volunteer at Olinda School. Would you like to help in the classroom, work in the library, or in the office? There are lots of ways for you to get involved. There is a volunteer sign-up sheet in the PTO packet. When reporting to volunteer in classrooms, present a valid ID card to office staff for Raptor registration and wear a visitor's sticker while on campus. Please return your ID sticker to office staff as you exit school campus. Adult restroom facilities are available in the office. Do not use student restrooms.

### **TECHNOLOGY**

School Board Policy 6163.4 on Student Use of Technology is followed in regards to Online Services, Internet Access, and User Obligations and Responsibilities. The school will not be responsible for personal property. No electronic devices (ex: iPhones, Apple Watch, iPad, etc.) are permitted at school without proper permission. Students who choose to bring cell phones to school must keep them turned off and in their backpacks unless they are given permission by a staff member. If classroom projects allow and empower students to bring their own technology to complete their assignments, this must be approved by the teacher. To ensure safety for all students, and appropriate usage, these electronic devices are not to be used at recess or lunch and must be kept in the classroom.

### **USE OF CLASSROOM TELEPHONE**

In order to avoid classroom and office interruptions, students may use the telephone only in an emergency. We ask that messages from home be kept to an absolute minimum and limited to true emergencies.

### **HOMEWORK**

The purpose of homework is to reinforce and extend what your child has learned in class and to develop a sense of self-discipline, personal responsibility, and the ability to study independently. Any requests for homework may be made by 10:00 a.m. on the second day of absence. It will be available for pickup between 2:10 and 4:00 p.m. in the office or can be sent home with a sibling.

### **DISASTER PREPAREDNESS**

Drills are necessary for the safety of students and staff and are held throughout the year.

### **DONATIONS AND CONTRIBUTIONS**

Due to reductions in funding for schools, BOUSD wishes to maintain the high level of programs expected by our schools and community through the solicitation of donations. These contributions are requested to help defer, or offset, the additional costs of providing our exceptional programs and activities at their current high level. Education Code does require that all students be allowed to participate in core curricular and co-curricular activities without limitations. Without your support of these programs through your donations, we may need to redesign or reduce programs to match the limited funding provided by the State. Please be assured that we appreciate your support in order to make these experiences more meaningful for all students.

### **STUDENT DRESS CODE**

Student dress should indicate respect for the educational environment and should be suitable for an active schedule. If a student comes to school and because of his/her dress, hair, or makeup is a distraction to others, parents will be notified. Several examples of inappropriate attire include:

- Revealing clothing
- Open-toed or backless shoes, like flip flops and sandals
- Hats are not allowed inside buildings
- No displays of obscenity, drugs, alcohol, sex, and/or violence are permitted on clothing, jewelry or other apparel

The Olinda School staff wants all students to have a safe and wholesome environment in which they can learn and grow. Variances in student dress code only include whole school sponsored spirit days/ and or activities, per the principal's discretion.

### **STUDENT'S RIGHTS AND RESPONSIBILITIES**

All students have the right to be safe at school, free from harassment of any kind. No student should harass another student for any reason, whether it be for personal habits, appearance, sex, race, color, religion, ancestry, or origin. Harassment through actions or words is a major offense which will result in serious disciplinary action.

### **OLINDA SCHOOL RULES**

In order to maintain high academic standards and allow our students to become self-disciplined, we have developed a set of school rules and support procedures. Students are expected to be on time to school, be prepared to complete assignments, be courteous, and follow school rules. The school rules are to protect the safety and health of all students and staff. By setting firm and consistent guidelines, students will interact in a positive and productive environment conducive to learning.

### **STUDENT BEHAVIOR EXPECTATIONS**

Each classroom teacher and the principal have a discipline plan that incorporates consequences and positive reinforcement for behavior. Students should be held accountable for their behavior inside and outside of their classroom. Parents should be involved in the process to ensure communication and home cooperation.

### **EAGLE AWARDS**

This program promotes social responsibility and courtesy. Students will be recognized at monthly Flag Assemblies for student achievement and demonstrating responsibility and kindness towards others.

### **STUDENT OF THE MONTH**

Each month one student from each class will be recognized for their outstanding accomplishments and contributions to Olinda School. Each of the students honored will receive recognition at our monthly flag assembly.

### **BIRTHDAYS**

Birthday invitations are not allowed to be distributed to students on campus. Class treats must be approved with your child's teacher well in advance. Treats may only be store bought with all ingredients listed. A healthy alternative must also be provided. We are strongly encouraging that student birthdays be celebrated outside of the school environment.

## **SCHOOL WIDE RULES**

1. Students are to stay within proper boundaries during school hours.
2. Students will place trash in the proper containers to help keep Olinda clean and safe.
3. Students must use appropriate language at school.
4. Gum is not allowed at school.
5. Students may not bring the following items to school: skateboards, roller blades, scooters, or hee-lies.
6. Students are not allowed in classrooms unsupervised.
7. Upon dismissal, students are to leave the school grounds (unless attending After School Program.)
8. Students are to observe all cafeteria, lunch shelter, playground, and classroom rules.
9. Listen and follow directions of all staff members.

## **CAFETERIA/LUNCH RULES**

1. Follow directions of staff.
2. Use your "inside voice."
3. Do not throw food.
4. Clean up your space after eating.
5. Wait to be excused for recess.

## **PLAYGROUND RULES**

1. Follow directions of adults and be courteous. Appropriate games only.
2. Use equipment properly.
3. No teasing or harassing others. No profanity – use appropriate language.
4. Keep hands, feet, and other objects to yourself. No throwing objects or roughhousing, and no fighting.
5. Students will walk on campus. Running is only allowed on grass areas and basketball courts.
6. Please be responsible for returning all playground balls to the cart on the main playground.

## **BUS RULES**

1. Respect and obey your bus driver.
2. Use your "inside voice." Do not yell out of the bus windows.
3. Remain in your seat at all times with seat belt on.
4. No eating, drinking or gum chewing.
5. Fighting and profanity are prohibited.
6. The bus driver may assign seating.

## OLINDA SCHOOL SONG

Olinda...Olinda  
Home of the red, white, and blue

Olinda...Olinda  
Eagles we are proud of you!

The classes will come and the classes will go  
but in our hearts forever we will know

Olinda...Olinda  
Home of the red, white, and blue

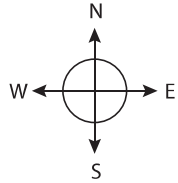
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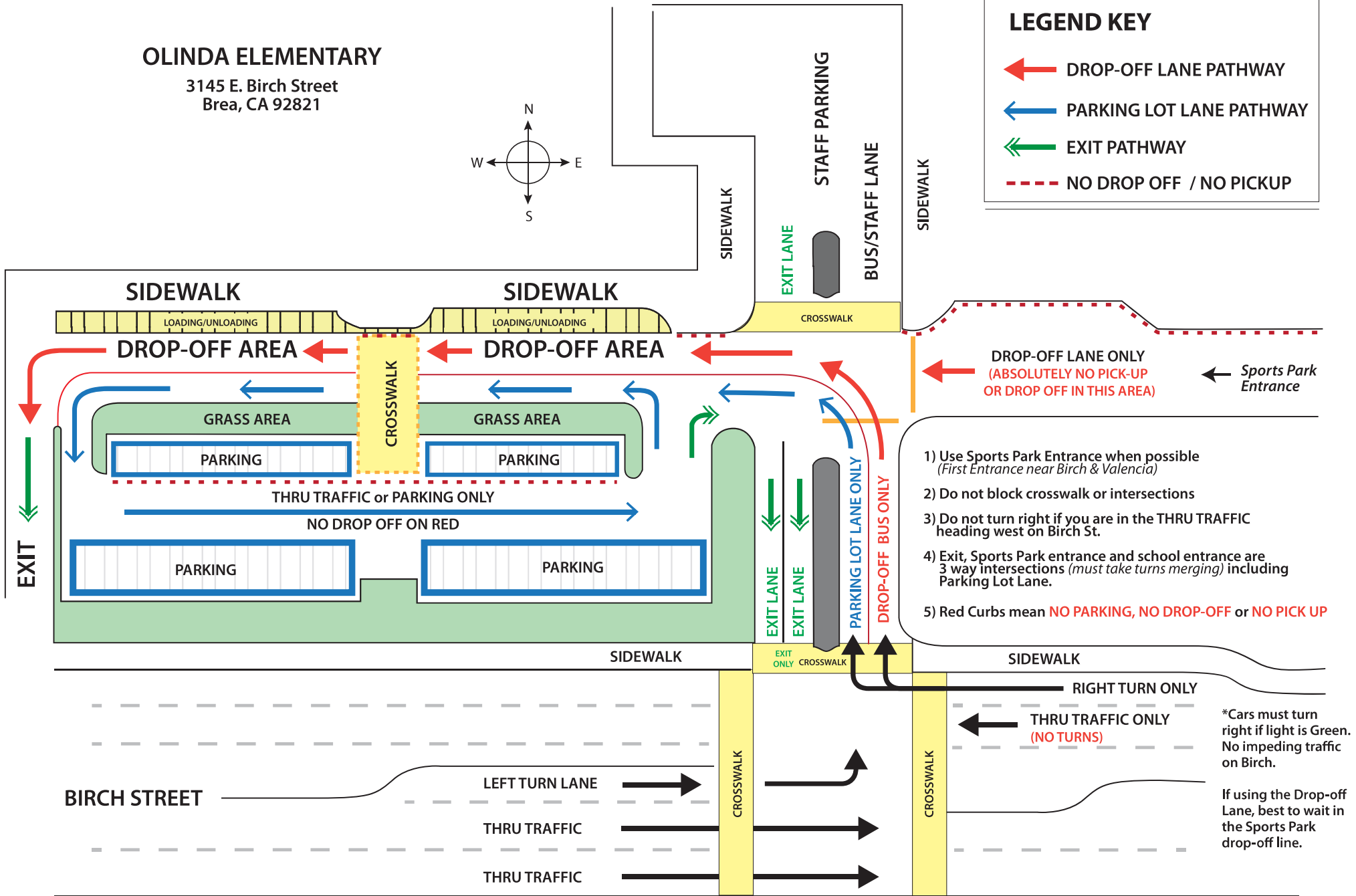
# OLINDA ELEMENTARY

3145 E. Birch Street  
Brea, CA 92821



### LEGEND KEY

- DROP-OFF LANE PATHWAY
- PARKING LOT LANE PATHWAY
- EXIT PATHWAY
- NO DROP OFF / NO PICKUP



**DROP-OFF LANE ONLY**  
(ABSOLUTELY NO PICK-UP OR DROP OFF IN THIS AREA)

← Sports Park Entrance

- 1) Use Sports Park Entrance when possible (First Entrance near Birch & Valencia)
- 2) Do not block crosswalk or intersections
- 3) Do not turn right if you are in the THRU TRAFFIC heading west on Birch St.
- 4) Exit, Sports Park entrance and school entrance are 3 way intersections (must take turns merging) including Parking Lot Lane.
- 5) Red Curbs mean **NO PARKING, NO DROP-OFF or NO PICK UP**

**RIGHT TURN ONLY**

← **THRU TRAFFIC ONLY (NO TURNS)**

\*Cars must turn right if light is Green. No impeding traffic on Birch.

If using the Drop-off Lane, best to wait in the Sports Park drop-off line.