



**2019 - 2020 SCHOOL HANDBOOK**  
**BREA COUNTRY HILLS ELEMENTARY SCHOOL**  
150 North Associated Road, Brea, CA 92821

**SCHOOL OFFICE HOURS** 7:30am to 4:00pm  
**OFFICE DIRECT** 714-990-3221  
**FAX** 714-990-3222  
**ATTENDANCE LINE** 714-990-7592  
**SCHOOL WEBSITE** <http://countryhills.bousd.us>  
**FOLLOW US ON INSTAGRAM + TWITTER** @cougarsofbchs

**CHILD DEVELOPMENT SERVICES**  
7:00am - 6:00pm Child Care Room 714-990-7538  
Main Office (Located at Arovista Campus) 714-990-7527

### **SCHOOL HOURS**

<u>Grades 1 - 6</u>		<u>TK - Kinder AM Group</u>		<u>TK - Kinder PM Group</u>	
M / T / TH / F	8:30 - 2:40	M / T / TH / F	8:30 - 12:00	M / T / TH / F	10:50
- 2:40					
ER Wednesdays	8:30 – 1:55	ER Wednesdays	8:30 – 11:45	ER Wednesdays	10:20 – 1:55

### **WELCOME TO COUNTRY HILLS ELEMENTARY SCHOOL**

We are happy you are a part of our Cougar family. The staff of Country Hills Elementary School are committed to providing all of our students with a quality education. We are very proud of our school as we work together to ensure your child learns and grows in the best educational environment on a daily basis. We want our students to make good choices, work hard and show that kindness matters. Effort, care and good attendance are the keys to success. Be sure your child is in school and on time everyday to ensure a successful school year. Please read the "Cougar News," our weekly school newsletter to take note of important information. Be sure to also check our school website and BOUSD app for everything you need to know. Country Hills Cougars ROAR!

Thank you for your support,  
Mrs. Walsh, Principal

### **VISION STATEMENT**

Country Hills Elementary School is a community of lifelong learners who see education as the foundation for developing productive, responsible, resilient citizens focused on bright futures in the 21st century.

### **MISSION STATEMENT**

Country Hills Elementary School provides a nurturing environment that supports students while growing strong in character and striving to reach their full potential. Country Hills Cougars ROAR - show RESPECT for themselves and others, OWN their actions & attitude, ACHIEVE academic & personal goals, and are RESPONSIBLE for making positive, safe choices.

### **ARRIVAL AND DEPARTURE**

Supervision on campus begins at 8:15am. No child is to be on campus before 8:15am, unless they are attending before-school care. If students should happen to arrive before supervision, they must remain seated at the lunch tables. The first bell rings at 8:25am. Students not physically in their classroom when the 8:30am. bell rings are tardy and must go to the office for a tardy slip. Students are to exit campus immediately after dismissal and go straight home, except for those children enrolled in our after school child care program. Please communicate after school arrangements with your child in advance. Children are encouraged to use sidewalks and crosswalks, and stay out of streets and off grass areas. Please check the safest route to school and encourage your children to use the crossing guards/signal if possible and extreme safety always when crossing streets.

### **ATTENDANCE**

**Absences:** Should your child be absent for any reason, please report your child's absence on our attendance hotline at (714) 990-7592. You may also request makeup homework while leaving your message. We discourage absences for any reason except illness. If a non-medical reason forces an absence from school for 5 or more days, you may request an Independent Study Contract. Contact the office right away for the Independent Study paperwork. All completed work and a log of study hours must be turned in when the student returns to school. The classroom teacher will assign a grade for the completed

work before credit for independent study will be given. If the contract is not fulfilled, the student will receive unexcused absences for the time away from school. The Brea Olinda Unified School District works in cooperation with the Orange County District Attorney to assist with special circumstances involving student attendance issues. Students who accumulate excessive absences risk being retained for the next school year. Parents of students with excessive absences may be reported to the district School Attendance Review Board for legal action. If a student is absent, the teacher will gladly provide work missed during the period of absence. Please allow the teacher time to gather that work. When you leave a message about an absence on the attendance phone, please request homework. Keep in mind that homework is follow-up or unguided practice for the learning that has taken place in the classroom. If your child was not in the class when new material was presented, it may not be appropriate to give him homework based on the day's learning until after he returns and has been taught that particular lesson.

**Illnesses:** There is no nurse on duty at the school; we have an office Health Clerk. When a child is sick and/or running a temperature, parents will be called to come pick up their child. The office staff has been trained in basic first aid practices, but if a child is seriously injured, the parents will be called immediately, and 911 if necessary. If your child has been ill, please do not send them back to school until he/she is completely well. If your child has been running a temperature or has vomited, do not send them back to school until the temperature has been normal and vomiting has stopped for at least 24 hours. See guideline sheet on website or available in the front office.

**Tardies:** Please make it a habit to be on time to school! Students must be in school for a minimum amount of time set by the state to be counted as present. While we understand family situations may occasionally cause students to be tardy, it is important that we all strive for punctuality. Students must report to the office for a tardy slip in order to be admitted to class after the 8:30am bell rings. Please work hard to be on time so instructional minutes are not missed.

### **BUS TRANSPORTATION**

Please contact the BOUSD Transportation Department to obtain a bus pass for transportation to and from school. While most of the Brea school buses have seat belts, not all charter bus companies in Southern California are equipped with seat belts. Evidence shows that riding on a bus without a seat belt is just as safe as riding in a car with a seat belt because of the design of the seats on the bus. Please refer to the Transportation Department rules for bus behavior.

**OTHER MODES OF TRANSPORTATION (Bicycles/Skateboards/Roller Skates/Inline Skates/Hover Boards)** For the safety of all students and staff in and out of classrooms we ask that all skateboards, skates, scooters, etc., be left at home. Such equipment will be confiscated and brought to the office unless prearranged with teacher due to transportation. Students may ride their bicycles to school and racks are provided for parking. Students should lock their bicycles to the rack with their own locks and **MUST** wear a helmet. Students are required to walk bikes or any other form of transportation when on campus.

### **COMMUNICATION**

Country Hills Elementary School and the Brea Olinda Unified School District are committed to keeping students and parents informed of all facets of school life. Please be sure the school has current contact information, including current email addresses and cell phone numbers. Expect to receive messages via email and phone. Please check the school website for important dates and information. Download the BOUSD app to keep up to date with everything District-wide.

### **DRESS CODE**

Student dress should indicate respect for the educational setting and should be modest, comfortable, clothing that is appropriate for the learning environment. If a student comes to school and because of his/her dress, hair, or other grooming is a distraction to others, parents will be notified to bring a change of clothing, make corrections or the student will be removed from class. Students may borrow clothing from the office to correct offense as well. Variances in student dress code only include school sponsored spirit days/and or activities, per the principal's direction.

- ✓ Closed-toe shoes only. No open-toed or backless shoes, like flip flops.
- ✓ Hats should be worn OUTSIDE only.
- ✓ Shorts should be at least fingertip length.
- ✓ No midriff baring, strapless or backless tops. "Spaghetti straps" are discouraged.
- ✓ Make-up, cosmetics, perfumes or other personal grooming items are not suitable for an elementary school campus.
- ✓ Students hair must be a natural hair color, and style or cut should not be disruptive (this includes mohawks, stripes or other exaggerated haircuts).
- ✓ No displays of rude language/obscenity/drugs/alcohol and/or violence are permitted on apparel.
- ✓ No clothing that is ripped, torn, or dirty or considered to be not appropriate for an elementary school

learning environment.

### **EATING AREAS**

Students may eat only in the lunch table area. Recess snacks may be eaten by bike racks. Students must clean up after themselves on a daily basis. Failure to do so will result in school service (trash detail). Everyone must help to keep our campus beautiful!

### **EMERGENCY CARDS**

Please help us keep our contacts and emergency file complete and up-to-date through the Aeries Parent Portal. If there are any changes in your information during the school year, please log in to the portal or contact our office so that our records will be accurate. In the event of an emergency or for alternate pick up from school, we must have a number at which someone can be reached.

### **EMERGENCY PLAN**

In case of a disaster, all attempts will be made to contact families via phone and email. The campus will have our operational emergency center set up. However, if we have to evacuate campus and making contact is impossible, we have two off campus locations to check: the Birch Hills Golf Course parking area, the Kaiser Permanente parking area or Olinda Elementary School depending on available route. Our school is a designated disaster center and will be staffed by the Red Cross after 72 hours. For the first 72 hours after a disaster, children will be cared for by school personnel. Children will be released only to persons designated on the emergency card. Disaster information can be obtained from the Emergency Broadcast System: KWIZ 1489 AM, KEZY 1190 AM and/or Channel 3. Please use the above media for information, and pick your children up from school as soon as possible.

### **FOOD SERVICE**

The BOUSD Food Services Department utilizes Titan School Solutions to pay for school meals. A nutritious lunch which includes milk is served daily for \$2.75\*. Milk may be purchased separately for \$0.50\*. Cookies and juice bars are also sold.. You may purchase lunches via [family.titank12.com](http://family.titank12.com) or you may send a check to school made payable to "BOUSD." Cash is also accepted. \*Prices subject to change

### **INSURANCE**

The student accident insurance information is online and available during data confirmation. The school district does not carry medical insurance for student injuries.

### **MEDICATION**

MEDICATION CANNOT BE ADMINISTERED BY SCHOOL PERSONNEL unless the required parent permission and doctors orders forms have been completed and filed in the office.

### **MOBILE PHONES/WATCHES**

For safety purposes, cell phones & watches are allowed to be brought onto campus, but certain practices and procedures must be followed. **Students who choose to bring cell phones/watches to school must keep them turned off and in their back packs while on campus, unless permission is given by your child's teacher to be used in class as a learning tool. There is to be no texting or phone calls during the school day.** Phones/devices that are confiscated for rules violations will be available for parent pick up from the school office.

### **OFF LIMITS AREAS**

During the school day, students may not pass beyond the sidewalk surrounding the field or beyond any other boundary set by the school. Any part of the field/park beyond our sidewalk is off limits. Students may not enter school rooms without a teacher or other adult. This rule is in effect before and after school and during all recesses. This includes the tennis courts and blue playground. The shed and the roof are off limits all all times. If you lose a ball or other object on the roof, please report it to the school office.

### **PERSONAL PROPERTY & EQUIPMENT**

The school is not responsible for personal property. No unapproved electronic devices / equipment / games, toys, valuables, collectables etc., are permitted at school without proper permission. We ask that students not bring valuable items or large sums of money to school. Please place the full name of your child on all of his/her belongings. This is very important if you want the articles returned if found. Lost articles are kept in the Lost & Found Box near the office or in the office. This box is overflowing throughout the year with jackets, sweaters and other items. The unclaimed articles are donated to charity during breaks and/or at the end of each trimester. Parents and students are encouraged to check the Lost & Found on a regular basis.

All equipment used at recess is provided by the school. Bringing balls from home is discouraged but should be marked with name. No toys of any kind, bats, etc., are to be brought from home.

### **REPORT CARDS, PROGRESS REPORTS AND CONFERENCES**

Report cards are issued three times during the school year. During the first trimester, parents will be requested to attend a conference with the teacher regarding the progress of their child. At times during the year, teachers and/or parents may have concerns they wish to express regarding progress in school. It is recommended that parents contact their child's teacher to alleviate any concerns at an early stage.

### **SCHOOL CALENDAR & EVENTS**

Academic year and school event calendars are sent home at the start of the year and are always available in a variety of locations. Please consult the school website and/or BOUSD app for calendars and information on upcoming events at our school. The master calendar is always available on website, and important dates are listed in Cougar News. Dates/events are subject to change.

### **STUDENT RELEASE**

Students are not allowed to leave the school grounds during the school day. Should you wish to pick your child up before the regular dismissal time, please come to the office to sign your child out. We will call him/her from class when you arrive on campus. Only those persons identified in Aeries Parent Portal Contacts may pick up a child, and then only with proper identification.

### **USING THE TELEPHONE**

The telephones in the office and classrooms are to be used for emergencies only. Students are not allowed to call home to make personal arrangements; families should make arrangements prior to the school day.

### **VOLUNTEERS AND VISITORS**

Parents are vital to the success of our programs. Many volunteer opportunities are available at our school. If you wish to volunteer, contact your student's teacher or our PTA. All visitors and volunteers must check in with the Raptor system in the office to obtain a Visitor sticker when entering campus during instructional times. Visitors/volunteers must check out in the office when leaving campus. Classroom volunteers must complete a volunteer information sheet as well, available in office or from teacher. Please do not enter a classroom without clearance from the office, and wear your Visitor sticker at all times. For the safety of all our students, adults are not allowed to use restrooms designated for student use; please use the restrooms in the office.

### **STUDENT EXPECTATIONS**

All students have the right to be safe at school, free from harassment of any kind. Teasing, name calling, bullying, threats and discrimination are NOT TOLERATED under any circumstance. This includes words, drawings, physical gestures and cyberbullying. No student should harass another for any reason whatsoever, be it for personal habits, appearance, sex, race, religion, ancestry, or origin. Harassment through actions or words is a major offense which will result in serious disciplinary action. Students need to tell a staff member if they are being harassed in any way. Weapons (or look alike) of any kind are not tolerated under any circumstance. The following are not acceptable at school at any time: Hoesplay, disruptive behavior, unsportsmanlike conduct, profanity (rude language/cuss words), chewing gum.

We use Positive Behavior Interventions and Supports, Social Thinking, restorative practices and other behavior management to teach, model and support kind, respectful, appropriate behavior on campus, in class and in life! Positive, pro-social behavior is awarded with Cougariffics, smiles, intrinsic satisfaction and more! Students who violate classroom and/or school rules will be counseled and move through progressive discipline as appropriate.

### **PLAYGROUND CODE OF CONDUCT**

The playground should be a safe, fun place for all students. These rules are designed for the safety of everyone. Students are always encouraged to be calm, flexible and to use good judgement with all areas of the playground and equipment. Students should always defer to Playground Supervisors' rules.

- **PLAY FAIRLY:** follow game rules, take turns and wait your turn, game will be cancelled if rules are not followed
- **BE A GOOD SPORT:** be kind, no name calling, don't be a sore loser, stay calm
- **BE SAFE:** no throwing objects other than appropriate equipment, no throwing pinecones, no spitting

- No profanity: no rude language or cuss words
- Eat snacks at designated area near bike rack
- Respect field and game boundaries
- Solve problems together
- Talk to Playground Supervisors to help; listen to Playground Supervisors instructions
- Hold the ball in line; no playing in line
- Remember, recess is to have fun & relax with a game; getting upset about a game is not an option!
- You may NOT get balls that go over fence or on the roof; tell a staff member, and they will help
- See teacher, Playground Supervisors or PE team for specific game rules. Clarify rules before games begin in order to avoid problems!

### **STUDENT BILL OF RIGHTS**

The students in our school deserve to learn and grow in the best environment we can provide. Accordingly, all staff and students will make every effort to observe the following:

#### ***RIGHTS***

- Learn in a disruption free environment
- Know what is expected of you at all times in all areas of school
- Have positive behavior recognized
- Have concerns heard and addressed
- Enjoy a healthy, safe environment
- Be protected from physical harm & verbal abuse
- Be treated with kindness & caring
- Express yourself and develop independence

#### ***RESPONSIBILITIES***

- To respect yourself, others and school property
- To take ownership of your actions and attitude
- To make safe choices
- To be responsible citizens
- To work hard and always try your best
- To be courteous and kind and a friend to fellow Cougars
- To avoid teasing or hurting others in any way
- To help solve problems
- To keep campus clean

**COUNTRY HILLS COUGARS** are a family of scholars who strive for academic and personal growth. At Country Hills, we ROAR!

**R**espect - we respect ourselves, others and our school

**O**wnership - we own our actions and attitude

**A**chievement - we achieve our goals

**R**esponsibility - we make responsible and safe choices

**The Big 3 School Rules:** *THE GOLDEN RULE* = Treat Others the Way You Want to Be Treated!

1. Respect yourself, other people and property.
2. Keep hands, feet and objects to yourself.
3. Listen & follow directions of teachers and staff members.