

## Olinda Elementary School

### Home of the Eagles

**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:** <http://olinda.bousd.us>

Twitter: @olindaeagles

Hashtag: #olindaeagles



### **Extended Child Care Services:**

Phone: (714) 528-1986

Hours: 7:00 AM to 6:00 PM

### **WELCOME**

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!

Mr. Robert Rendon

Principal

### **SCHOOL HOURS**

AM TK – AM Kinder		PM TK – PM Kinder		Grades 1 - 6	
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 a 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.

### **EARLY RELEASE WEDNESDAY**

Every Wednesday students are dismissed early from school for teacher meetings and grade level planning.

## **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**

Olinda Elementary School's website address is <http://olinda.bousd.us> and includes links to classroom teachers, our school district, PTO and City of Brea resources/information.

The "Eagle Newsletter" will be emailed home and posted on our school's website every week, along with flyers and permission slips. We want you fully informed about your child's education, school activities, and special events. Don't hesitate to call the school office at (714) 528-7475 from 7:30 a.m. to 4:00 p.m. with questions.

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.

## **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 and must be left on file in the office as well.

## **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.

## **DISASTER PREPAREDNESS**

Fire and earthquake drills are necessary for the safety of students and staff. Drills are held throughout the school year.

## **USE OF 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.

## **LUNCH PROGRAM**

Students may bring lunch from home or buy lunch from the cafeteria. Lunch tickets may be purchased on a daily, weekly, or monthly basis (checks made payable to B.O.U.S.D.) or purchased on the district website through Titan School Solutions.

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).

## **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.

## **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: iPod players, iTouch, 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.

## **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 to bring a change of clothing or the student will be removed from class. Several examples of inappropriate attire include:

- Midriff baring, strapless, or backless tops
- Short shorts and overly baggy pants and shirts
- 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
- Students' hair must be a naturally occurring hair color and the style should not be disruptive. Make-up or cosmetics are not suitable

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 a discipline procedure, which will be enforced.

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.

## **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, razor scooters, or heelies.
6. Students are not allowed in classrooms unsupervised.
7. Upon dismissal, students are to leave the school grounds (unless attending in the Child Care Services 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.

## **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 / VERY IMPORTANT PUPIL**

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.

## **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.

## **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 a certificate at our monthly flag assembly.

## **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.

## **PARENT TEACHER ORGANIZATION**

Be a part of the Olinda team! We have a dynamic Parent Teacher Organization (PTO) at Olinda. This is a great way to get involved at your child's school and meet new friends.

Please stop by the office to sign the volunteer/visitor badge before entering a classroom. Adult restroom facilities are available in the office. Do not use student restrooms.

### **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**

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



## OLINDA ELEMENTARY SCHOOL VEHICLE TRAFFIC PATTERNS/STUDENT DROP OFF

In order to insure student safety, we need your help regarding Olinda's campus vehicle traffic patterns. **We ask that reduced speeds and caution be exercised when approaching the school entrance and within the parking area.**

There is no student pickup or drop off in the bus circle. This parking lot is for school buses only. No cars are allowed to drive or park in this area/bus circle. Buses have the priority and "right of way" at all times. Please allow the school buses to enter and exit the parking lot easily and in a timely manner.

If you are dropping off or picking up your child at the front of the school please adhere to the following:

- Remember, 500 feet on either side of the school is a "SCHOOL ZONE." The speed limit in a "SCHOOL ZONE" when children are present is 25 MPH.
- Please watch your speed.
- When pulling into the parking lot, the main street is a one-way direction only, please stay to the right edge of the pavement and pull into the cut-out driveways to drop off students.
- Only drop off and pick up students along the sidewalk (curb side) next to the classrooms.
- Do not leave your car in the drop off area to pick up or escort your child to or from the classroom.
- Students should not stand to the rear of vehicles for any reason.
- If items need to be retrieved from the trunk area of the car, an adult should do this for the student.
- Do not Double Park. Students should only be picked up and dropped off in the cut-out driveways on the right-hand side.
- If you park in the parking lot, students need to be escorted across the yellow, striped crosswalk by an adult.
- Think safety and drive safely!

Please drive safely and observe the traffic pattern arrows, as noted on the map below.

