



School Handbook for 2022-2023

Olga Reed School

480 Centennial Street
P.O. Box 318
Los Alamos, CA 93440
(805) 960-5530

Jared Banks, Principal
Kathleen Stevenson, Office Manager
Brenda Galvez, Community Liaison

School Schedule

Daily Schedule:

- Grades TK & K: 8:00 a.m.-1:00 p.m., every school day
- Grades 1-8: 8:00 a.m.-2:15 p.m., M-Tu-Th-F; 8:00 a.m.-1:00 p.m, W

Office Schedule: 7:30 a.m.-4:00 p.m., every school day

Minimum Day Schedule:

- Grades TK-8: 8:00-12:25 p.m.

Regular Day Agenda:

- 8:00 – School begins
- 10:00-10:15 – Recess for Grades TK-3
- 10:15-10:30 – Recess for Grades 4-8
- 11:35-12:15 – Lunch for Grades TK-2
- 12:00-12:40 – Lunch for Grades 3-5
- 12:25-1:05 – Lunch for grades 6-8
- 1:00 – Dismissal for TK
- 2:15 – Dismissal for Grades K-8

Please refer to Orcutt Union School District TK-8 School Calendar for specific dates for minimum days and holidays.

GENERAL CAMPUS RULES

Olga Reed School and Orcutt Academy K-8 have adopted school-wide behavioral expectations to help provide instruction and learning opportunities regarding positive behavior and social development while at school and within the world around them. The behavior expectations center around the theme of “REACH High and Be Kind.” The following are the behavior expectations and matrix which is utilized in teaching them across campus.



“Reach high,
and be kind.”

Remain Respectful
Engage in empathy
Assume responsibility
Continue to persevere
Have integrity



Behavior Matrix for Los Alamos: Olga Reed and Orcutt Academy K-8



Expectations	Classroom	Playground/ Outdoor Spaces	Library	Lunch Areas	Bathrooms
Remain Respectful	<ul style="list-style-type: none"> Value the work and opinions of others Respect others personal space Listen actively to adults and peers 	<ul style="list-style-type: none"> Respect personal space Stop, look, listen Be kind in what you say and do 	<ul style="list-style-type: none"> Speak quietly Use books and equipment with care Demonstrate good digital citizenship 	<ul style="list-style-type: none"> Follow directions of noon duty supervisor and kitchen staff (adults), support staff Stop, look, listen Practice line etiquette and table manners 	<ul style="list-style-type: none"> Value privacy Speak with a quiet voice Use facilities as intended
Engage in Empathy	<ul style="list-style-type: none"> Encourage and include others See others points of view Be understanding and honor differences 	<ul style="list-style-type: none"> Play fair and share Be kind Include or invite others 	<ul style="list-style-type: none"> Use quiet voices Be flexible about using facilities; everyone is doing something important Treat materials kindly for future use 	<ul style="list-style-type: none"> Use inside voices Include others, invite others 	<ul style="list-style-type: none"> Be considerate Wait patiently Respect privacy
Assume Responsibility	<ul style="list-style-type: none"> Leave no trace; make it a better space Be an engaged learner Be accountable 	<ul style="list-style-type: none"> Leave no trace; make it a better space Follow playground rules and report issues Stop, look, listen 	<ul style="list-style-type: none"> Leave no trace; make it a better space Use good digital citizenship Report Issues 	<ul style="list-style-type: none"> Leave no trace; make it a better space Eat lunch daily Lights off, sound off 	<ul style="list-style-type: none"> Leave no trace; make it a better space Use it, flush it, wash it Report issues
Continue to Persevere	<ul style="list-style-type: none"> Have a growth mindset Build academic stamina Stay calm, ask for help, and move on 	<ul style="list-style-type: none"> Stay positive Learn new skills/games Stay calm, ask for help, and move on 	<ul style="list-style-type: none"> Stay positive Challenge yourself Set goals 	<ul style="list-style-type: none"> Stay positive Practice Patience 	<ul style="list-style-type: none"> Practice Patience
Have Integrity	<ul style="list-style-type: none"> Tell the truth Be accountable Do it without expectation or reward 	<ul style="list-style-type: none"> Follow rules even if no one is watching Exhibit good sportsmanship 	<ul style="list-style-type: none"> Self-control Practice digital and book citizenship Honor other’s work (prevent plagiarism) 	<ul style="list-style-type: none"> Be honest 	<ul style="list-style-type: none"> Get in, get out

The following general rules should be followed at all times:

1. Students are to show respect to adults, including the property of adults.
2. Students are to show respect to fellow students, including the property of fellow students.
3. Students are to show respect to their school, including all school property. School property includes buildings, classrooms, restrooms, classroom furniture, textbooks, library books, school supplies, plants, and playground equipment.
4. Once on the school grounds, students may not leave campus without authorization from the office.
5. Once in the classroom, students may not leave the classroom without authorization from the teacher.
6. The following are **not** permissible:
 - Profanity and bad language
 - Verbal or physical harassment
 - Pushing or shoving
 - Fighting
 - Pre-fight behavior (e.g., threats and taunts)
 - Play-fighting or wrestling
 - Spitting or biting
 - Throwing rocks, dirt, or other objects
 - Weapons or other dangerous objects
 - Stealing
 - Yelling in hallways while class is in session
 - Climbing on trees, fences, roofs, etc.
 - Playing in or near restrooms
 - Littering
 - Gum
 - Electronic toys and devices
 - Cellphone use of any kind, during school hours

Student Dress

Students attending school must be clean and presentable. All clothing must fit; shall be neat, clean, and acceptable in repair and appearance; and shall be worn within the bounds of decency and good taste as appropriate for school. Clothes shall be sufficient to conceal undergarments at all times. The school principal reserves the right to determine and enforce appropriate dress at school and at school sponsored events. The principal or designees may prohibit any apparel, accessory, hairstyle, or cosmetic, even if not specifically mentioned below, that

1. Creates a safety concern
2. Draws undue attention to the wearer
3. Detracts from the learning process
4. Causes disturbances among other students
5. Is considered gang-related
6. Includes hate speech or vulgarity
7. Promotes illegal activity including drug, alcohol, and tobacco use

The dress guidelines may be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the school administrator. In addition, the school principal may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

Bona fide religious objections or medical reasons, when verified, may be grounds for an exemption to a specific portion of the dress guidelines. A written request for an exemption from enforcement of a specified portion of the district's dress guidelines must be submitted to the school principal.

Please note: The State of California has determined that "A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the classroom before entering." (California Administrative Code, Title V, Section 302, 1994.)

Specific Dress Guidelines

Clothing:

- Students must wear appropriately sized clothing that protects and covers personal body parts including midriff
- Sleeveless shirts are permitted provided that they have straps of at least 1 inch
- Students' lower garment (pants, shorts, skirts, dress) must be worn at the waist and extend to mid-thigh
- Lower garment should feature no rips above mid-thigh area

Shoes/footwear:

- Students should wear closed-toe footwear with closed heel or strap (grades TK-8); slippers are not permitted
- For physical education activities, students must wear appropriate shoes for their safety and comfort

Hats/headwear:

- Students may wear hats, including religious headwear
- Helmets, hoods or other headgear that obscures a student's identity (except as a religious observance) may not be worn; hoods that obscure a student's ears may not be worn in class
- For identification purposes, a student's face must be clearly visible, including when taking school photos; this may require removal of a hood and/or hat

Hair:

- Hair must be clean and show evidence of having been neatly groomed for school

- Hair may not be sprayed by any temporary hair dye or coloring that would drip when wet

Student Responsibility

Students are responsible for their behavior to and from school, at school and while attending school events.

Playground Rules

Students are expected to adhere to the general rules above while playing on the playground. Following are guidelines for play as well as guidelines for some specific areas and games:

- While playing, students must stay within the fenced area that includes play structures, blacktop, field, and track. Students may not play in areas outside of the large playground area.
- Students must have adult permission and adult supervision in order to play in the gym.
- Students may not eat or drink while playing; snacks or meals must be consumed prior to going out on the playground.
- When the whistle is blown, students need to stop playing and begin walking to where their class lines up.
- No chasing or tag unless the game is organized and supervised by an adult.
- On the play structure:
 - No jumping off the play structure
 - No running on the structure
 - Students must remain seated when going down the slide
 - No climbing up the slide
- On the swings:
 - Students must remain seated while on the swings
 - Students should swing forward; no spinning or swinging to the side
 - Students swing under their own power; no pushing
 - No jumping off swings
 - If there is a wait, students can remain on the swing for a count of 25 (forward swings) before letting the next person go on
- In games:
 - No throwing at the head
 - No chasing or tag
 - No unsafe balls or sports equipment (i.e., baseballs or hard rubber balls)
 - No tackle football
 - Basketball games are limited to six-on-six for full court or four-on-four for half-court; if there are more players than the limit, players can rotate in
 - No more than four students playing tennis at one time

Lunchtime Rules

All students are expected to have lunch – whether school lunch or cold lunch – each day. Other lunchtime rules are as follows:

- In line for hot lunch, students need to stay in line with their class.
- For health and hygienic reasons, no trading or giving away food.
- Lunch items brought from home are not to include energy drinks, bags of candy, or large bags of chips.
- All trash needs to be picked up before students go out to recess.
- Students need to follow the directions of noon duty supervisors.

Snacks

Students who bring snacks to school are strongly encouraged to bring nutritious snacks and are not to include energy drinks, bags of candy, or large bags of chips.

Responsibility for School Property

Except when caused by accident, students are to be held liable for damage to or loss of school property. Parents are liable for willful damage and for property loaned to pupils as set forth in California Education Code Section 10606.

Article 5, Section 44, Title 5 of the California Education Code provides for the governing board of each school district to prescribe and enforce rules for the care of textbooks, library books, electronic devices and the collection of money in payment of “willful or negligent damage to or loss of state textbooks.”

Cell Phones/Electronic Devices

Students are discouraged from bringing cellphones to school and students are not permitted to use cell phones in any way on campus, during school hours. This applies to all cellphone functions, including photos, video, music, texting, email, social media and applications. If a student needs to have a cell phone to contact parents after school, the cell phone must remain “off” and in the student’s backpack during school hours. Violations of the above policies will result in confiscation of the cell phone, with parents requested to pick up their child’s cell phone in the office. Students are not required and not encouraged to bring personal electronic devices to school. If students do bring such devices to school, they are bringing them at their own risk. The school is not responsible for personal equipment.

Detentions

Students with minor disciplinary infractions may be given detentions at recess or after school. Parents will be notified prior to a student being kept after school. Parents are responsible for transportation home following an after-school detention.

Grounds for Suspension or Expulsion

Students may be suspended or expelled based on causes stipulated in the California Education Code. These include the following:

- Causing or attempting to cause physical injury to another person
- Possession of a firearm, knife, explosive or other dangerous object
- Possession of an imitation firearm
- Possession, use, or sale of alcohol, tobacco, or other controlled substance
- Causing or attempting to cause damage to school property or private property
- Theft of school property or private property
- Commission of an obscene act or habitual profanity or vulgarity
- Disruption of school activities or willful defiance of authority school staff
- Bullying, including bullying by an “electronic act” such as a phone call, text, email, social media post, or transmission of photographs
- Sexual harassment
- Threats or intimidation

Confidentiality

School disciplinary matters, including consequences administered, are kept confidential by school staff. They are not considered public information.

STUDENT SAFETY

Parents often ask about various issues concerning student safety. Here are some often-discussed topics:

Bullying and Threats

Mr. Banks and classroom teachers are firm and direct in handling bullying, threats, intimidation, and/or verbal harassment. They are very diligent about involving parents and applying appropriate consequences. They often remind students to let teachers or the supervising adult (i.e., noon duty supervisors or ASES personnel) **know immediately** about any problems with threats or bullying.

Emergency Drills

Each month, the school conducts a fire drill. Earthquake drills are held four times a year. At a minimum of three times a year, the school practices shelter-in-place or lockdown procedures. Once a year, the district runs a school evacuation drill.

Transportation to/from School

Many parents/guardians choose to transport their children to school by car. If so, please remember to follow the speed limit on surrounding streets and to drive slowly and carefully in our parking lot when dropping off or picking up students. As we did last year, we will be asking the California Highway Patrol to help us encourage drivers to follow the rules of the road during drop-off and pick-up times.

If parents approve, children are invited to walk to campus. For safety, we emphasize the following rules:

- When walking to/from school, students should stay on sidewalks if at all possible.
- When crossing streets, students should use crosswalks.
- It is best for students to walk to/from school with at least one other student.

Students in grades 3-8 who wish to ride a bicycle or scooter to school are permitted to do so. Younger students may ride a bicycle or scooter to school with an older sibling. For your child's safety, please be sure that your child understands and can follow these bicycle/scooter rules:

- All students must wear helmets.
- Bicycles/scooters must be walked on the school campus.
- Bicycles/scooters must be kept off the playground.
- Bicycles/scooters must be parked in the racks.

SCHOOL PROGRAMS

ASES Program

The After School Education and Safety (ASES) Program provides free childcare to students in grades TK-8 from school dismissal until 6:00 p.m. The program includes homework support, academic enrichment, recreational and fitness activities, and afterschool snacks. The program is funded by a grant from the California Department of Education.

Space is limited in the ASES Program. Sign-ups are held on designated days in the spring and on an ongoing basis thereafter. In filling available seats, the program will follow the order of students on the wait list and cannot make exceptions. For more information on the ASES Program, please contact ASES Director Reena Castro by phone at (805) 344-2401 or by email at rcaastro@orcutt-schools.net.

Parents in Action

Parents in Action is a group of parents for whom English is a second language. The group meets on Friday mornings at 9:00 in Room 2 for parent education, discussion of school-related and other pertinent topics, and fellowship. Community Liaison Brenda Galvez facilitates the group. For more information, please contact Mrs. Galvez by phone at (805) 344-2401 or by email at bgalvez@orcutt-schools.net.

Migrant Education

Agricultural workers: If you have arrived in the area during the last three years, your children may be eligible for free educational support services or free social support referral services through the Santa Barbara County Migrant Education Program. For more information on the program, please phone 922-0788 or the national hotline at (800) 234-8848. Spanish translation is available.

School Site Council

The School Site Council is a committee of elected staff members and parents that provides leadership and input regarding all school programs and initiatives. Its chief duty is to write a School Plan for Student Achievement and to monitor students' progress toward plan goals. It also writes a Safe Schools Plan for the campus. Meeting agendas and minutes are sent home to parents serving on the council, however, all parents are invited to attend.

STUDENT ACTIVITIES

Associated Student Body (ASB)

Olga Reed has a student government in the form of an Associated Student Body (ASB). The government includes a president, vice-president, treasurer, secretary, and classroom representatives. ASB students are involved in spirit-building activities such as putting on dances for grades 6-8, promoting school spirit days, and encouraging students to wear college attire on Thursdays and Bronco Blue on Fridays.

Science Camp

Sixth graders attend Science Camp at the Catalina Island Marine Institute each fall. This is a three-day, two-night experience that teaches students about marine biology, geology, and much more.

Through school fundraisers and events with community partners, Students and their families do considerable fund-raising to defray the cost of Science Camp. Families are encouraged to make financial preparations early to prepare for the remaining per student cost.

Athletics

Olga Reed and the Orcutt Academy's K-8 campus combine to field boys' and girls' teams in a local junior high school volleyball league. The league runs from September through November. Olga Reed competes in a local Small Schools Basketball League for grades 6-8. The league runs from January through early April. Students in grades 6-8 are invited to try out for the boys' and girls' teams. Olga Reed also participates in a springtime track meet for grades 6-8.

Students in grades 5-8 have the opportunity to play in a lunchtime sports leagues. The leagues are organized by Principal Jared Banks throughout the year.

Band

Students in grades 3-8 may participate in Band. Band students can learn to play a brass, woodwind, or percussion instrument under the direction of the school's music teacher. Sign-ups occur at the beginning of the school year.

STUDENT SUPPORT PROGRAMS

Student Success Team

The Student Success Team is available to help students with any kind of issue or challenge: academic, behavioral, emotional, social, physical, or medical. Parents and/or teachers may refer a student to the team for discussion after interventions have already been utilized with no success or desired growth. Team members – who include Mr. Banks, the district psychologist, the Resource Specialist, the referring teacher, and other staff as needed – examine each student’s situation, brainstorm ideas, and recommend next steps. Parents of referred students are invited to attend.

Psychological Services

Our district psychologist is available on campus two days a week and is on-call all week to provide consultation and/or direct service as required. They attend Student Success Team meetings and is available to talk with parents about situations regarding their children.

Counseling Services

An on-staff counselor, Yana Washington, is available to meet with students on campus two days a week. Ms. Washington’s focus is on social/emotional issues that have direct bearing on a student’s ability to succeed in school. Students see Ms. Washington for a defined period, as the program is not intended to provide yearlong counseling and does not target severe issues that may merit more intensive counseling. Students are referred to counseling through Mr. Banks.

Speech Therapy

A speech therapist, is on campus during the week to provide services to identified Speech students as determined by their IEPs. They work closely with teachers to screen students for speech issues. Parents and/or teachers also may request a speech assessment for students.

Resource Specialist

Students requiring special academic assistance may become eligible for our Resource program. Our Resource Specialist works with parents and teachers to assist students in overcoming learning challenges.

English Learners Program

English Language Development (ELD) resources are available to help students who are English Learners. Teachers on staff operate an ELD rotation for English Learners in need of specific help with English language acquisition.

Community Liaison

The school's community liaison, Brenda Galvez, engages and involves non-English-speaking families in their children's education and in school activities. She translates at school events, at parent-teacher conferences, and at a variety of meetings.

District Nurse

The district nurse is on campus two afternoons a week and also is on call for emergencies. The nurse maintains all school health records and oversees health screenings. All students in grades K, 2, 5, and 8 are tested for hearing and vision. Parents are notified when a possible vision or hearing problem is detected. Parents and teachers may also request vision and hearing tests for students.

COMMUNITY SUPPORT

People Helping People

So everyone knows, the People Helping People nonprofit foundation has a Family Resource Center available on our Los Alamos campus. Jennifer Garcia of People Helping People is available Mondays, Wednesdays, and Fridays to assist local families in need with basic needs and support services. Her office is located adjacent to our gym. Ms. Garcia can be contacted at 686-0295 or 588-5019 or jenniferg@sypvphp.org.

Los Alamos Community Library

The Los Alamos Community Library is open to all members of the community. The library is located on campus at the corner of Shaw and Helena streets. Hours are Monday through Friday, 2:00-6:00 p.m. Books and videos can be checked out; computers are available; and the library will have full access to the Black Gold Cooperative Library System in which books from other libraries can be transported to Los Alamos and checked out here.

Community Health Centers

Monday through Friday, 9:00am – 6:00pm, the Community Health Centers (CHC) health clinic is open for primary and pediatric care. Dental services are available on Thursdays from 8:00am - 5:00pm. For more information, phone 344-4994.

PARENT/FAMILY INVOLVEMENT

Parent Teacher Student Association (PTSA)

All parents, students, staff, family members, and community members are invited to join the Olga Reed Parent Teacher Student Association (PTSA), an affiliate of the state and national PTA organizations. The PTSA plans school events such as the Harvest Festival and Cinco de Mayo Celebration, provides support to the school and its families, and does fund-raising in support of the school. For information on joining the PTSA, please contact the school office.

Classroom Visits/Observations

To ensure the safety of students and staff and minimize interruption of the instructional program, the following procedures facilitate visits/observations during regular school days. These procedures do not apply to parent volunteers in classrooms where the volunteer has been accepted by the teacher to assist within the classroom.

- a. All classroom visits will be arranged with the teacher and principal/designee
- b. Time and date of the visit will be mutually agreed to by the parties involved in advance of the visit
- c. A classroom visitation requires a minimum 24-hour notice to the office
- d. Classroom visits are to be no longer than 30 minutes unless mutually agreed to by all parties involved
- e. There will be no more than two classroom visits per year
- f. Visitors must register in the office prior to any visit and wear a visitor's badge and sign-out in the office when departing the campus
- g. The principal/designee may refuse to register any outsider or ask a visitor to leave (BP/AR 3515.2 – Disruptions)
- h. Principal/designee will accompany the visitor to the classroom and stay during the visit
- i. No electric listening or recording device may be used by students or visitors in a classroom without the teacher and principal/designee's permission
- j. Student visitors are not allowed on campus during school hours
- k. Visitors for K-8 schools are not permitted at school events restricted to current eligible students (i.e. school dances)
- l. Visitors for high school events restricted to current eligible students must submit a completed School Dance Authorization Form and receive approval by the principal/designee
- m. Visitors are asked not to interact with students and to refrain from the use of cell phones, tablets, computers, or any other electronic device while in the classroom as it can disrupt the instructional program

- n. Visitors are asked not to bring small children to the classroom as they can disrupt the instructional program