

## 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

Child Development Services Main Office (Located at Arovista Campus) 714-990-7527

### SCHOOL HOURS

Grades 1 - 6

M / T / TH / F 8:30 - 2:40

- 2:40

ER Wednesdays 8:30 – 1:55

TK - Kinder / AM Group

M / T / TH / F 8:30 - 12:00

ER Wednesdays 8:30 – 11:45

TK - Kinder / PM Group

M / T / TH / F 10:50

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 your family with an outstanding educational experience. 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. Student attendance is the key to student success. Be sure your child is in school and on time everyday to ensure a successful school year. If you miss school, you miss out! 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.

Thank you for your support and go Cougars!

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, as there is no supervision before that time. If students should happen to arrive before supervision, they must remain seated at the lunch tables. The first bell rings at 8:25 a.m. Students not physically in their classroom when the 8:30 a.m. 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.

### SCHOOL WIDE 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.

### GENERAL INFORMATION

**Emergency Card:** In order for our telephone and emergency file to be complete and always up-to-date, we ask that you fill out an emergency card for each child each year. If there are any changes in this information during the school year, please contact our office so that our records will be accurate. In the event of an

emergency, we must have a number at which someone can be reached.

**Off Campus Trip Permission Card:** This card is kept with your child's teacher. When students leave campus for any reason, the class set of cards accompanies them. This enables the teacher to have emergency contact numbers, should the need arise.

**Riding the Bus:** 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.

**Insurance:** Student insurance is offered one time each year at the beginning of school. The application form is in the packet of information sent home the first day of school. If you feel this would benefit you, we encourage you to purchase it. The school district does not carry medical insurance for student injuries.

**Illness:** 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 him/her back to school until he/she is completely well. If your child has been running a temperature or has vomited, do not send him/her back to school until the temperature has been normal/vomiting has stopped for at least 24 hours. See guideline sheet on website or available in the front office.

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

**Personal Property:** The school is not responsible for personal property. No iPod players, electronic devices/equipment/games, 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 and Found Box near the office. This box is overflowing each year with jackets, sweaters, sweatshirts, etc. The unclaimed articles are donated to charity at the end of each trimester. Parents and students are encouraged to check the Lost and Found on a regular basis.

**Cell Phones:** For safety purposes, cell phones are allowed to be brought onto campus, but certain practices and procedures must be followed. **Students who choose to bring cell phones 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.

**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 Principal's office. 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 their bikes when on campus.

**Equipment:** All equipment used at recess will be provided by the school. No toys of any kind, balls, bats, etc., are to be brought from home unless they are donated to the classroom.

**Cafeteria 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

**Eating Areas:** Students may eat only in the lunch bench areas. 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!

**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.

**Off Limits Areas:** 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.

**Walking to School:** 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.

**Releasing Children from School:** 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 on the emergency card may pick up a child, and then only with proper identification.

**Pupil 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 ample time to gather that work. You should allow the teacher a minimum of 30 minutes after the students have been dismissed to prepare the assignments. 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.

**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 8:30 bell rings. Please work hard to be on time so instructional minutes are not missed.

#### **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.

#### **DISASTER 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 and 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.

#### **DRESS CODE**

Student dress should indicate respect for the educational environment 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.

### **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 volunteers and visitors must complete a volunteer information sheet and sign in at the office to obtain a Visitor sticker when entering campus during instructional times. 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'S RIGHTS AND RESPONSIBILITIES**

All students have the right to be safe at school, free from harassment of any kind. Teasing, 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, whether it be 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 of any kind are not tolerated under any circumstance.

### **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.