



School Handbook for 2026-2027

Olga Reed School

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Dear Students and Families,

Welcome to Olga Reed School. We are happy and excited to have you as a member of the Orcutt Union School District family. Whether you are a first-time TK student, veteran 8th grader, or new to our school at any grade level, we want you to have a positive, successful, and memorable school year. As an Olga Reed Bronco, students will be expected to attend school daily with school spirit, having pride in the assignments completed, and actively participating in positive decision-making and behavior.

One reason Olga Reed School is so special is due to the dedicated teachers and staff who believe all students perform best when they feel confident about themselves and connected to a positive school environment. We will work hard to guide our school toward continued academic success and further foster a supportive learning environment for all students.

Additionally, Olga Reed School is special because of the partnerships shared between the school and the community we serve. We truly look forward to working with Bronco families and staff members to provide the best possible educational program for our students.

This handbook is a guide to our expectations for success. It will answer many questions you may have about programs, rules, policies, and services offered. All students and parents are responsible for knowing the contents of this handbook. It has been organized alphabetically for your convenience.

We believe that your time spent at Olga Reed School can be successful and rewarding. Together, we can make this an awesome year.

Once a Bronco, Always a Bronco.

Cher Manich
Principal

Olga Reed School Behavior Matrix



Achieving Excellence Through Character



	LOCATION(S)						
	Bathrooms	Playground Areas	Eating Areas	Outdoor Learning Areas	Assemblies and Drills	Hallways	Bus
 Safe	- One person per stall - Walk	- Stay in designated play areas - Use equipment as designed	- Stay seated when eating - Only eat the food you brought or were served	Stay in front of your classroom	Walk to your destination	- Walk forward, look where you are going - Keep your hands and body to yourself	- Keep hands inside the bus - Wear your seat belt
Responsible	- Use materials appropriately - Go, flush, wash leave	- Throw trash in garbage cans - Stop playing and line up when the whistle blows	- Clean up your mess - Follow meal guidelines	- Leave the area clean - Stay on Task	Be in control of your actions	- Go straight to your destination. - Only touch your belongings	Remove all your belongings from the bus
Kind	- Wait your turn - Use only what you need - Keep it clean	- Include others - Use appropriate language - Apologize for accidents	- Invite others to sit - Be courteous of others' food choices	- Use appropriate language. - Support others in their learning	- Give full attention to teachers and the presenter - Help when asked	- Smile - Help others in need	- Use inside voices - Be welcoming, don't turn others away
Respectful	- Give others privacy - Socialize outside	- Play fair and by the rules - Listen to yard supervisors	- Use table manners - Listen to lunch area supervisors	- Work Quietly - Follow teacher directions	Allow others to listen without distraction	- Use quiet voices - Stay on the sidewalks	- Only touch your belongings - Follow the bus drivers directions

Attendance

Consistent school attendance is absolutely essential for your child's success at school. Attendance problems hinder your child's progress and teach them that school is not important. The following are guidelines and information regarding attendance:

- It is the parents' responsibility to call the school and state the reason for a student's absence. The school attendance phone number is **(805) 960-5532**.
- Walking into class late interrupts teachers and students. Make sure students are on campus before 8:00 a.m. to avoid tardiness
- Tardy students must check into the office for a pass before going to class.
- Excused absences include: personal illness, medical appointments, dental appointments, optometric appointments, chiropractic appointments, religious holidays, religious retreat attendance, court appearances, quarantine, or funerals.
- All other absences, including tardiness over 30 minutes, are considered unexcused unless the student has signed an independent study agreement.
- An absence without parental permission is classified as truancy. For truancy, a student receives no credit for the work missed that day.
- **Failure to notify the school within three (3) days about any absence will result in your child being marked as unexcused on the date(s) in question. Three unexcused absences will result in truancy, triggering truancy letters and other protocols related to truancy. Continued truancy will be reported to the District Superintendent and the District Attorney's Office.**
- Students absent from school may not participate in extracurricular activities outside of regular school hours occurring on the day of the absence.
- For one or two-day absences, students and/or parents may request missed work from their teachers upon return.
- If a student **plans** to be away from school for **one or more days**, parents may request an Independent Study Agreement (ISA). Parents are to come to school at least one week in advance of the absence to request the ISA. The work will be assigned to the student before the anticipated absence. All work is due the day the student returns to school, or risk being marked as an unexcused absence for all days the work was not completed.

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 after-school 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 email at rcaastro@orcutt-schools.net.

Awards

Many awards are given throughout the year for exemplary performance by students. Students may receive awards in any of the categories below, some of which are specific to 8th-grade promotion ceremonies.

- Citizenship
- Attendance
- Honor Roll
- Core Subject Performance, Essential Standards
- Community Service
- Athletics

Bus Transportation

Though bus transportation to and from school is not provided, occasional student bus transportation will be provided for field trips and school events. When such transportation is provided, the following policies, rules, and procedures will be in effect.

Students on the bus are under the authority of, and directly responsible to, the driver of the bus. Permission to ride the bus to school and on field trips is a privilege and not a right. This privilege may be revoked if a student displays poor behavior while boarding, riding, or leaving the bus. All school rules apply, including being respectful and acting responsibly. Repeated bus citations will result in temporary and/or permanent suspension from the bus.

Cellular Devices

District policy is: **Off and Out of Sight (in backpacks).**

- Devices such as cellphones and smartwatches are not allowed during school hours and must be turned off and stored in their backpacks.
- All device functions, such as photos, video, music, texting, email, social media, and applications, are not allowed.
- **School is not responsible for damaged, lost, or stolen devices during the school day.**
- The office phone and classroom phones are available for student use with permission from the office staff or teachers.
- Please communicate with the student BEFORE school if end-of-day dismissal procedures change (ie., going to ASES or walking home, etc.)

Consequences:

- **First Offense:** Warning - parent/guardian on record MUST pick up the device from the front office. Before 4 pm.
- **Second Offense:** Detention - students will be issued a detention; the parent/guardian on record MUST pick up the device from the front office before 4 pm.
- **Third Offense and beyond:** Detention is issued, and the parent/guardian picks up the

device. The administrator may request to meet and discuss further consequences or procedures if there continues to be an issue.

In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's cellular device, including, but not limited to, reviewing messages or viewing pictures. If students do bring such devices to school, they are bringing them at their own risk. The school is not responsible for personal equipment.

Closed Campus

All students are expected to stay within the school boundaries at all times.

- Students are not permitted to leave school grounds except when properly signed out through the office.
- Students are to come to school directly from home with no detours or unauthorized stops.
- After students arrive at school, they are to stay on campus until released at the end of the day. Upon dismissal, students are to go directly home or to a parent-approved location without detours or unauthorized stops.
- School dances: once a student is dropped off at a school dance, they are to remain in the gym until dismissed. They will not be permitted to leave the dance unless a parent arrives for pick up.
- All persons coming on campus must be approved/arranged with the teacher and principal/designee. Friends and relatives of students are not to come to "visit". Those coming on campus must check in through the office, showing proper identification and receiving a pass of clearance to be worn while on campus.

Community Support

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 in Orcutt/Santa Maria can be transported to Los Alamos and checked out here.

Community Health Centers (CHC) are located at 490 Bell Street and are open Monday through Friday, 9:00 am – 6:00 pm. The CHC health clinic is open for primary and pediatric care. Dental services are available on Tuesdays and Wednesdays from 8:30 am - 5:30 pm. For more information, phone 805-344-4994.

Confidentiality

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

Detention

Students with minor disciplinary infractions may be given detentions 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.

Distance/Blended Learning

In the event that schools need to be closed for an extended period of time for the health and/or safety of our students, we may continue instruction utilizing a distance or blended learning model. With this model, many school rules will still apply. Attire must be school-appropriate and adhere to the dress code. This holds true for anything on the walls behind a student or in their background while they are in a virtual meeting (ie. Zoom, Google Meet). For example, students are not allowed to wear shirts/sweatshirts with weapons (guns, knives, etc.) on them. The same holds true for anything in or on a student's background. It must be school-appropriate as students are considered to be in school even if they are remote. Students are expected to be on time for their virtual meetings and stay until they are dismissed by their teachers. Students are expected to be ready with their materials and devices charged. Behavior expectations are the same as they are when students are on campus. Students will be held accountable for their behavior during virtual meetings, in chats, and in break-out rooms. Not only are students responsible for their work on their core class days, but they are also responsible for any asynchronous assignments assigned by their core teachers.

Dress Code

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:

- Creates a safety concern
- Draws undue attention to the wearer
- Detracts from the learning process
- Causes disturbances among other students
- Is considered gang-related
- Includes hate speech or vulgarity
- Promotes illegal activity, including drug, alcohol, tobacco, vape, and/or any other substance 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 co-curricular 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 the 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 the 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 the mid-thigh area
- Pajamas are not permitted (TK-8)

Shoes/footwear:

- Students should wear closed-toe footwear with a closed heel or strap; **Soft-soled shoes (such as Crocs and 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 with any temporary hair dye or coloring that would drip when wet

Any questionable grooming or dress that affects the learning process, could be a distraction to the learning of others, or endangers student safety, will be dealt with by the administration. Consequences for not following the dress code include, but are not limited to, changing into office-provided attire or calling home if there aren't any suitable replacements at

school.

Emergency Drills

In the case of a school emergency, we want students and staff to be prepared and familiar with school safety procedures. 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. The school utilizes Standards Response Protocols when communicating and coordinating drills.

Grades/Report Cards

All students, from TK to 8th grade, will be evaluated through our standards-based assessment program. Additionally, as a measure for report cards, we assess students with diagnostic tools as indicators of overall progress. Students in grades TK-6 will receive report cards on the trimester system, three times a year. Students in grades 7-8 will receive report cards on the quarterly system, four times a year. Student grades can be seen throughout the school year through the Aeries parent portal.

Home Communication

At Olga Reed School, we enjoy the fact that our parent community is very involved and enjoys being informed of school news and events. Our school uses **Parent Square** as its primary source of communication for both school-wide information and information coming directly from your student's teacher. In addition, events at the school can be seen posted on the school district's Facebook account. Calendars listing upcoming events and important dates will be maintained on Parent Square and our school website.

Lost and Found

Students who find lost articles are asked to take them to the office. Lost articles will be kept for a reasonable time period. When appropriate, or at the end of the year, the unclaimed items will be given to charity. If you lose something, check with the office and/or the custodian immediately before or after school. Students are responsible for their own belongings and all school property that is issued to them.

Parent Involvement

English Learner Advisory Council (ELAC): The ELAC is a school-based committee of staff, parents, and community members that meet to learn more about the programs being offered to their students and provide input to school officials on programs and services for English learners

Parents in Action: Parents in Action is a group of parents for whom English is a second language. The group meets regularly for parent education, discussion of school-related and other pertinent topics, and fellowship. Our Community Liaison, Brenda Galvez, facilitates the group. For more information, please contact Mrs. Galvez by email at

bgalvez@orcutt-schools.net.

Parent Teacher Student Association (PTSA): The PTSA is the largest and most visible parent group at Olga Reed. All parents, students, staff, family members, and community members are invited to join the PTSA and help. Through special events and fundraisers, the PTSA contributes a great deal to Olga Reed students' education. For information on joining the PTSA, please contact the school office.

School Site Council (SSC): The SSC is a committee of elected staff members and parents that provides leadership and input regarding school programs and initiatives. Meeting agendas and minutes are sent home to parents serving on the council; however, all parents are invited to attend.

Volunteers: PTSA, your student's teacher, and the office regularly seek assistance. Please contact them if you wish to volunteer. The scheduling of volunteers (time and length) is determined by need and at the discretion of the teacher and principal. A volunteer form and valid ID must be submitted to the office a minimum of 48 hours before you volunteer in a classroom or go on a field trip.

Parking Lot/Back Gate Safety

We have many families driving into our front parking lot each day, and it takes nothing less than a team effort by both parents and staff to maintain the parking lot as a safe, orderly place for dropping off and picking up students. We have developed some guidelines for parents that promote both safety and a good flow of traffic:

- The unloading zone (the lane that pulls up to the curb in front of the office) is for dropping off students. Please do not park or leave your car unattended in this area at any time.
- When you drive into the parking lot, please continue to pull forward and wait until you are at the curb before having students exit the car. Have students exit on the curbside of the car.
- **Students are not to cross the parking lot by themselves.** If not using the unloading zone, please park your car in a designated space and walk your student/students to the front gate.
- When picking up at the back gate, please keep the area in front of the exit and drive gates clear. Students are never to enter a car stopped on the street. Please park along the fence or in the back parking lot and walk over to pick up your student.
- Please be courteous to our neighbors and do not block their driveways.

Promotion Requirements

For 8th-grade students, the formal exercise of being promoted on stage and participating in the promotion ceremony is an honor and privilege. To earn this privilege, a student must meet the following criteria:

- At least a "D" or 1.0 grade point average in all classes taken over four quarters in the eighth-grade year

- No academic “F” grade or citizenship “U” mark in the fourth quarter of the eighth-grade year
- An attendance rate of 80% or higher must be met by the day of the promotion ceremony.
- No more than 24 demerits in their 8th-grade school year.
 - Each day of suspension counts as three demerits.
 - Each office managed major discipline referral counts as one demerit.
 - Three teacher-issued minor discipline referrals count as one demerit.

School Hours

Daily Schedule:

- Transitional Kindergarten (TK): 8:00 a.m.-1:00 p.m., every school day
- Grades K-8: 8:00 a.m. - 2:15 p.m. (Wednesdays dismiss at 1:00 p.m.)

Minimum Day Schedule:

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

Students are not allowed on campus before 7:30 a.m.

From 7:30-7:45 a.m., students are only allowed in the cafeteria for breakfast. There is no playground supervision until 7:45 a.m. For safety reasons, students are not to be anywhere other than the cafeteria prior to 7:45 a.m.

At dismissal, students should not loiter on campus. Students attending the ASES program should check in immediately with ASES staff at their appropriate locations. Students who are being picked up by parents are to be picked up no later than 15 minutes after dismissal.

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

School Property

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 for “willful or negligent damage to or loss of state textbooks.”

School Rules / Conduct / Discipline

Proper behavior and discipline are necessary for the safe and efficient operation of a school as well as to protect the rights of all students and staff on campus. Students are expected to follow school and classroom rules at all times. Parents may be contacted at any time for infractions of the rules.

- Don’t engage in “gossip”, “messaging around”, “horseplay”, or other inappropriate

behavior. Keep your hands and feet to yourself.

- Gang-related material and behavior are prohibited at Olga Reed School. “Throwing signs” or any gang-related gesture, posturing, or other behavior that intimidates, poses a threat to others, causes or attempts to cause physical harm to others, or disrupts the educational process are prohibited. Any student in violation of these rules will be referred to the principal or designee for appropriate action, which may include suspension or expulsion from school.
- Students are not allowed in classrooms without adult supervision.
- Gum is prohibited at all times.
- Food and drinks may be consumed only in the designated eating areas. Food and drinks (except for water) are not allowed in the classroom.
- Nutritious snacks (i.e., fruit, pretzels, yogurt, raw vegetables, juice, crackers, etc.) are encouraged. Chips and candy larger than a single serving size, and energy drinks, are not to be brought to school.
- Incendiaries and weapons: matches, lighters, fireworks, laser pointers, knives, chains, and other weapons are not allowed at school. State law prohibits them. Possession, even concealed, will result in disciplinary action, including suspension or expulsion. **Do not bring these items to school at any time.**
- Any item that distracts from the learning process or is a possible danger, distraction, or invasion of the privacy of others may be confiscated, and the parent/guardian will have to claim it. Laser pens, aerosol sprays or body sprays of any kind, Sharpie-type markers, electronic equipment, toys, and blankets are to be left at home. They are not allowed on campus.
- Lunchtime conduct – Each pupil is expected to maintain good eating habits. Students may be asked to raise their hands to be dismissed by a noon-time supervisor. Individuals must pick up all dropped or leftover paper, food particles, etc., when finished eating, and place items in the trash cans. Food may not be thrown. Students may be asked to assist in table clean-up as needed. For various reasons, food may not be shared with another student. Breakfast, lunch, and supper (for those staying in ASes) are provided for all students; therefore, students should be able to receive nutrition without borrowing from others.
- Bikes, skates, skateboards, or scooters are allowed on campus but must be locked up in the bike rack area upon entering campus and may not be ridden on campus. According to Board Policy 5142.1(a), electric scooters, e-bikes, and other electric mobility devices are not allowed on campus at any time.
- Public Displays of Affection (P.D.A.) – includes, but is not limited to, hugging, embracing other students, kissing, holding hands, and other displays of affection that are not connected directly to the instruction of curriculum, are prohibited at all times between students. Appropriate dancing at organized events is an exception.
- Maintaining or posting material to a website, app, or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other

students to participate fully in school or extracurricular activities, is a violation of the student disciplinary code and is subject to appropriate penalties herein.

- Harassment of students or staff, such as bullying, including cyberbullying, intimidation, extortion, or any verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering, is prohibited. Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic accounts and assuming that person's identity so as to damage that person's reputation or friendships.
- Electronic toys and music devices (video games, tablets, MP3 players, etc.) may not be used on campus. They must be turned off and placed out of view during the school day. The only exceptions are for students who are using them during child care under ASES guidelines, with the specific permission of teachers for a specific time period, or on the bus with specific permission from the administrator and bus driver. Students who bring such devices are doing so at their own risk. Inappropriate use of electronic devices will result in the student not being allowed to bring the device to school.
- Invitations for non-school events are not to be distributed at school.
- Deliveries such as balloons, flowers, etc., are not allowed to go to the classroom and will be kept in the office.
- Cutting other students' hair at school/on campus is not allowed.

The following table includes most of the infractions and possible consequences, but is not all-inclusive:

Minor Infractions Include:	Consequences in No Particular Order
Cell Phone Violation	Alternate placement (temporary)
Computer violation	Exclusion from Extra-curricular activities/events
Defiance	Conference with student
Disrespect towards others	Confiscation
Disruption of class or school activities	Detention
Dress code violation	Loss of privileges
Forgery	Parent contact
Inappropriate language/behavior	Reflection Sheet
Inappropriate location	Restitution
Inappropriate PDA	Turn-around card
Lying	Time in office

Cheating	Suspension
Physical aggression	Counseling (referral)
Physical contact	Bus suspension
Property misuse	
Theft	
Inappropriate bus behavior	

Major Infractions Include:	Consequences in No Particular Order
Any of the above-mentioned minors with repeated occurrence or significant severity	Any of the consequences listed in the above section.
Alcohol, tobacco, vape, drug use, etc.	In-school suspension
Elopement from campus	Recommendation for expulsion
False alarm (fire, 9-1-1, etc.)	Sheriff: notified/investigation/arrest
Fighting and/or attempting to harm others	Suspension of bus privileges
Harassment/Threaten	Suspension
Sexual harassment	
Threatened to cause, attempted to cause, caused, or participated in an act of hate violence	
As well as any of the reasons listed in 48900 of the California Education Code (See the Annual Notification of Parent & Student Rights & Responsibilities of O.U.S.D.)	

Offenses related to a school activity or attendance may occur at any time, including, but not limited to: 1) While on school grounds, 2) While going to/coming from school (door to door), 3) During lunch and/or recess periods, 4) During, or while going to or coming from a school co-curricular or extra-curricular activity.

Loss of privileges – A demerit system is used to track and collect data on discipline.

- One demerit is assigned for every three **minor** infractions received
- One demerit for each **major** infraction received

- 3 demerits for **each day** of suspension received (ie. 3 days of suspension = 9 demerits).

Students in grades K–6th grade will lose privileges for the remainder of the trimester if limits are reached below:

- **1st Trimester: Cumulative total of 7 or more demerits**
- **2nd Trimester: Cumulative total of 14**
- **3rd Trimester: Cumulative total of 21**

Students in 7th and 8th grade who receive 5 or more demerits in any quarter will lose their privileges for the remainder of that quarter. Students will be placed on a “No Fly” list when they reach 5 demerits in a single quarter, or when their accumulated total reaches the limits below:

- **1st Quarter: Cumulative total of 5**
- **2nd Quarter: Cumulative total of 10**
- **3rd Quarter: Cumulative total of 15**
- **4th Quarter: Cumulative total of 20**

The loss of privileges includes, but is not limited to, the loss of dances, games, assemblies, special activities, etc. In addition, students who earn 24 or more demerits at any time will have ALL privileges removed for the remainder of the school year, INCLUDING PROMOTION and all related activities for eighth-graders.

The principal may, at their discretion, add, delete, or modify any school rule when necessary.

Sports/Extracurricular 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 fundraising 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 leagues.

Volleyball league: September through November

Basketball League for grades 6-8: January through early March

Soccer League for grades 6-8: March through April

Track meet for grades 6-8: Spring

Band: Students in grades 5-8 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.

The opportunity to represent your school, whether as an athlete or as part of a student organization, is a rewarding and exciting experience. The camaraderie formed with other students and teachers/coaches will build memories and strengthen your character. It is a special privilege that brings lasting rewards from your hard work and dedication. The following conditions are set forth to help you represent yourself and your school with honor and build upon all aspects of your academic and social experience as a student on the Los Alamos campus.

- **Academic eligibility requirements for tryouts are as follows:**

- If a student has an "F" on their qualifying grade check, they are **not** eligible to try out.
- If a student has more than one "D" on their qualifying grade check, they are **not** eligible to try out.
- If a student has less than a 2.0 overall GPA on their qualifying grade check, they are **not** eligible to try out.

- **Academic eligibility requirements to remain on the team are as follows:**

- A student may not have more than one D in any class.
- A student may not have an F in any class.
- A student must maintain a C average (2.0 GPA).

Grade checks will be conducted every week to determine eligibility for the following week. Students found ineligible due to academic performance will be placed on probation for one week. Students receiving more than two disqualifying grade checks will be removed from the activity at that time.

- **Behavioral eligibility requirements to remain on the team are as follows:**

- Students in 7th and 8th grade must not accumulate more than **five** demerits per quarter, and students in 4th – 6th grade must not accumulate more than **seven** demerits per trimester.
- Attendance at school on the day of a school event outside of regular school hours is required in order to participate. So if they are absent, they do not get to play that day.
- Any suspension for a serious school offense will be grounds for removal from an activity.

The teacher/coach of any sports/extracurricular activity may impose more stringent rules and/or regulations in the form of a contract that the student and parent will sign. Administration reserves the right, in consultation with the teacher/coach, to make final determinations regarding ineligibility or removal from an activity.

Student Support Services

Community Liaison: The school's community liaison engages and involves non-English-speaking families in their children's education and in school activities. They translate at school events, at parent-teacher conferences, and at a variety of meetings.

Counseling Services: An on-site counselor is available to meet with students on campus two days a week. The focus is on social/emotional issues that have a direct bearing on a student's ability to succeed in school. Students see the school counselor 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 the school principal.

School Nurse: The school nurse is on campus daily and is also 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.

English Learners Program: English Language Development (ELD) resources are available to help students who are English Learners. Teachers on staff provide designated and integrated ELD support for English Learners in need of specific help with English language acquisition.

Psychological Services: Our district psychologist is available on campus to provide consultation and/or direct service as required. They participate in IEP and Student Success Team meetings (SSTs). They are available to talk with parents about specific situations regarding their children.

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.

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 may also request a speech assessment for students.

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 the principal, 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

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.

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.

- All classroom visits will be arranged with the teacher and principal/designee
- Time and date of the visit will be mutually agreed upon by the parties involved in advance of the visit
- A classroom visit requires a minimum of 24 hours' notice to the office
- Classroom visits are to be no longer than 30 minutes unless mutually agreed to by all parties involved
- There will be no more than two classroom visits per year
- 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
- The principal/designee may refuse to register any outsider or ask a visitor to leave (BP/AR 3515.2 – Disruptions)
- Principal/designee will accompany the visitor to the classroom and stay during the visit
- No electric listening or recording device may be used by students or visitors in a classroom without the teacher's and principal/designee's permission
- Student visitors are not allowed on campus during school hours
- Visitors for K-8 schools are not permitted at school events restricted to current eligible

students (i.e., school dances)

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

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or association with a person or group with one or more of these actual or perceived characteristics.