

ORCUTT UNION SCHOOL DISTRICT

***Ralph Dunlap
School***

***Parent/Student
Handbook***



School Information You Can Use

Message from the Principal

Dear Dunlap Families,

Welcome to the 2026-2027 school year at Ralph Dunlap Elementary School! Let me start by saying how honored I am to lead this outstanding school, and to work with the staff and community to create an unmatched education for our students. The entire staff at Dunlap is ready and excited to embark on another year of academic success with your children.

At Dunlap we believe all children can achieve high levels of learning. We also believe that students perform best when they feel confident about themselves and connected to a positive school environment. I will work tirelessly to guide our school toward continued academic success and further foster a supportive learning environment for all of our students.

One reason Ralph Dunlap has been successful for many years is due to the strong partnerships shared between the school and the community it serves. I am truly looking forward to working with the Dunlap families and staff members to provide the best possible educational program for our students.

This handbook has been developed to help you get acquainted with the services, policies, and procedures of our school. We ask that you keep it handy and use it as a reference throughout the year.

As the year progresses and questions arise, please feel free to call the school and talk with those who may be able to help. Thank you for all your support in making Ralph Dunlap a place where students flourish.

Working Together,

Jonathan Dollahite
Principal
Ralph Dunlap Elementary

School Hours

Ralph Dunlap Elementary School
1220 Oak Knoll Road
Santa Maria, CA 93455

Main Line: (805) 938-8500
Fax Line (805) 938-8549

School Bell Schedule

Office Hours: 7:30 – 4:00

Grades K – 6	8:30 – 2:45 (Wednesdays 8:30 – 1:30)
TK	8:30 – 12:00 (Wednesday 8:30 – 11:30)

Lunch Schedule:	Kindergarten	11:10 - 11:50
	Grades 1 – 2	11:30 – 12:10
	Grades 3 – 4	12:00 – 12:40
	Grades 5 – 6	12:30 – 1:10

Recess Schedule:	Before School	8:15 – 8:28
	TK	10:00 – 10:15
	Kindergarten	9:45 - 10:00 & 1:00 - 1:15
	Grades 1 & 2	10:15 – 10:30 & 1:30 – 1:40 (2nd) / 1:40 - 1:50 (2nd)
	Grade 3	10:45 – 11:00
	Grades 4 – 6	10:47 – 11:00

Rainy Day Schedule:	Kindergarten	11:10 – 11:40
	Grades 1 -2	11:30 – 12:00
	Grades 3 -4	12:05 – 12:35
	Grades 5 – 6	12:40 – 1:10

Minimum Day: 8:30 – 1:00 (TK released @ 12:00)

Minimum Day Lunch Schedule:	Kindergarten	10:35 – 11:05
	Grades 1 -2	11:10 – 11:40
	Grades 3 -4	11:45 – 12:15
	Grades 5 – 6	12:20 – 12:50

***Recess and lunch times are subject to change**

** For safety reasons, children are **NOT allowed on campus before 8:15 a.m.****

Schoolwide Behavior Expectations

Positive Behavioral Interventions and Supports (PBIS)

Dunlap will continue implementing PBIS as our school wide behavioral system. After getting input from students, the community, and teachers our expected student behaviors will be respectful, responsible, value everyone, and engage in learning. Below is the matrix of what that will look like in different areas on campus.

**We Are
Respectful**

**Act
Responsibly**

**Value
Everyone**

**Engage in
Learning**

Multi Use Room	Hallways	Playground	Bathroom	Arrival and Dismissal
-Keep hands, feet, and objects to self. -use polite manners	-Walk at all times -Keep hands and feet to self	-Listen to supervisors -Use appropriate language -Play safely	-Keep it clean	-Keep hands and feet to self -Wait calmly in designated areas
-Clean up after yourself -Follow directions -Enjoy your own food	-Walk directly to destination -Stay on sidewalk -If you drop it, pick it up	-Eat snacks at table -Pick up trash -Stop playing at the whistle and walk to destination	-Go, flush, wash, and leave	-Walk scooters and bicycles while on campus -Hang up backpacks and exit the Learning Zone.
-Honor Personal Space -Listen attentively	-Be aware of others -Smile	-Help others when needed -Be inclusive	-Give others privacy	- Friendly greetings -Be Positive
-Listen to adults -Be mindful of others	-Yield to others -Walk in the Learning Zone	-Active problem solving -Apologize when appropriate -Practice good sportsmanship	-Play outside	-Arrive on time -Go directly to your destination after school

ANIMALS:

For the safety of children and adults, animals may not be brought to school without the permission of the teachers. Dogs can create a hazard on the school grounds. Even dogs that are normally very friendly can become frightened and act out of character when surrounded by large numbers of noisy, active people. Please help us ensure the safety of the students by keeping pets at home. If you walk your pet to school with your child, please remain off school grounds with your pet.

ATTENDANCE and ABSENCES:

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

1. Walking into class late interrupts teachers and students. Make sure students are on campus before 8:30 a.m. to avoid tardiness.
2. If you are tardy, you must check into the office before going to class for a pass.
3. Kindly schedule appointments, vacations, extra activities, etc. after school hours.
4. If an absence is absolutely necessary, please call the school office by phone at (805) 938-8500 or via Parent Square as soon as possible. If you do not call within 3 business days of the absence, it will automatically be marked as unexcused. You can also leave a message after hours.
5. A tardy more than 30 minutes, unexcused absences, or absences that are not for a medical reason, bereavement, or court appointments (that cannot be avoided during school hours) will count towards truancy.

If you know in advance that your child will be absent, please inform the teacher or call the office and we can arrange for assignments. If your child will be absent from school for three or more days, we will arrange for an Independent Study Agreement. **PLEASE REQUEST FOR AN INDEPENDENT STUDY AGREEMENT AT LEAST ONE WEEK IN ADVANCE** to give the teacher adequate time to prepare assignments. If your child completes the work assigned by the teacher, he/she will receive credit for the days missed.

CHILD CARE PROGRAM - Orcutt Expanded Learning :

The Orcutt Union School District's Orcutt Expanded Learning Childcare Program offers quality before- and after-school childcare to Ralph Dunlap students in grades TK-6 each school day. The program provides academic support, recreation, enrichment, and nutrition to participating students. Staff are dedicated, caring, and student- centered. Before school, hours are from 6:30 a.m. until before-school recess begins at 8:15 a.m. After school, hours run from dismissal until 6:00 p.m. Students in transitional kindergarten (TK) are able to participate in childcare during the school day while their TK session is not in class. Most childcare is fee-based, but due to state Expanded Learning Opportunities Program (ELOP) funding, the program offers free afterschool childcare to low-income students, English Learners, foster youth, and students experiencing

homelessness. For more information, including fees and how to enroll, visit the OUSD web page or phone Orcutt Expanded Learning Program's main office at 805-938-8950.

Change of Address – Telephone – Emergency Contact Information:

If you move or if contact information changes at any time during the school year, please notify the office as soon as possible so school records can be corrected. It is imperative all records be current in case of an emergency.

CHILD NUTRITION PROGRAM/FOOD:

Breakfast and lunch are available to students every school day. In 2021, the California Universal Meals Program was implemented in all public schools throughout the entire state. Therefore, all breakfast and lunch meals are now offered at "no cost" (free) for all Orcutt Union School District students. Each student can receive one free breakfast and one free lunch daily, when school is in session. All school menus are posted on the district's website. All parents/guardians are encouraged to complete a school meal application, as this does provide for more funding in a variety of areas for all students. If you have any questions or need assistance, you can contact the Child Nutrition Department at 805-938-8926.

If bringing food from home, students are invited to bring a nutritious snack (i.e.; fruit, pretzels, yogurt, raw vegetables, juice, graham crackers, etc.) to school each day to eat at the mid-morning recess. Due to health reasons, food is for the individual student and not to be shared with others.

Gum and/or candy is not allowed at school.

Any food brought in for classroom activities must meet the District's Wellness Policy. Noncompliant food will not be allowed in the classrooms.

Closed Campus:

Ralph Dunlap is a closed campus. Once students arrive on campus, students are not allowed to leave unless they are personally checked out by a parent, guardian, or someone listed on their emergency card or by administrator approval. Be sure contact numbers are correct on the emergency card, as a call for verification of the request may be made. Students can begin to go onto campus at 8:15 a.m. Students who arrive before 8:15 a.m. should wait at the front of the school until the 8:15 a.m. bell rings. Students attending Orcutt Expanded Learning Child Care may check in at 6:30 a.m. At dismissal, students should NOT loiter on campus. Bussed students should go to the bus stop, Orcutt Expanded Learning Child Care students should go directly to their facility, and participants in after school programs should go to the appropriate location. Students who walk home with their parents are to meet parents at the front of the school. Students who are driven to and from school are to be picked up **NO LATER THAN 15 MINUTES AFTER DISMISSAL.**

COMMUNICATION SCHOOL/HOME:

At Ralph Dunlap Elementary School, we enjoy the fact that our parent community is very involved and enjoys being informed of school news and events. Updates and important information are sent via Parent Square regularly. We also invite communication from parents. Parents should feel free to contact their child's teacher or the principal with any questions, ideas or concerns. Classroom phones do not ring during the school day. If you have an important time sensitive message for your child, please call the school office. You can also contact teachers and office personnel via email or Parent Square.

Invitations for non-school events (such as birthday parties) are not to be distributed at school unless the entire class is invited. Parent Square is to be used only for school purposes.

Dress Code (Ed. Code 35183 and Board Policy 5132):

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. Each school principal reserves the right to determine and enforce appropriate dress at school and at school sponsored events. School principals 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
- Pajamas are not permitted (grades TK-8)

Shoes/footwear:

- Students should wear closed-toe footwear with closed heel or strap and a hard sole that covers the entire foot (grades TK-8); soft-soled shoes (such as Crocs) are not permitted (grades TK-8); 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. If a staff member asks a student to remove a hat/headwear, students are to comply with the request.
- 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

Personal Grooming:

- 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

Electronics (Cell Phones, Smart Watches, etc.):

All electronics must be turned off and out of sight in backpacks, not on the person, before the student enters the school campus and not turned on again until school ends. The use of any outside electronic devices, (ie. cell phones, smart watches, AirPods, ear buds, headphones, etc.) during school hours is prohibited unless under the strict supervision of a teacher in the classroom for a school related activity. Cell phone use in bathrooms is strictly prohibited. It is the responsibility of the student to keep track of his/hers electronic devices. The school is not responsible for damaged, lost, or stolen devices. The office phone is available for student use with office staff approval. If you need to reach your son/daughter during school hours please call the office. Calls should be made for 'emergency' situations. Failure to follow the cell phone/electronics policy results in the following:

- a. First Offense – Student will be given the device back at the end of the day after parents are contacted.

- b. Second Offense – Parent/guardian on record has to retrieve the device from office
- c. Third Offense – Parent/Guardian on record has to retrieve it and meet with Administration. Inappropriate use of cell phones at school will result in the student not being allowed to have a cell phone at school.

Heath Services:

The school nurse and aides are in the school for health supervision and consultation. When not on campus a health professional is on call for emergencies.

Medication (prescription or over-the-counter) is given at school ONLY upon receiving the written authorization of the parent/guardian AND with a statement from the child's physician detailing the method, consent, and time schedules when medication is to be taken. Forms are available in the office or on line at our district website.

If your child has a fever or is vomiting, please do not send your child to school until they have been fever free or the child has not vomited for a minimum of 24 hours. If your child goes home from school with a fever or vomiting, they cannot return until they are symptom free for 24-hours without the use of any medications.

When a child becomes ill at school or is involved in an accident, he/she is sent to the office for minor first aide. If the injury or illness warrants, the parent is called and requested to take the child home for further care.

If you discover that your child has head lice, do not send them to school. Head lice must be treated BEFORE the child returns to school. Your child must also be cleared through the office before he/she returns to class. Please have your child stop at the office to be checked. The office staff is discrete and **ALL MEDICAL CONDITIONS AND CONCERNS ARE CONFIDENTIAL.**

Items Brought From Home:

Students are responsible for items brought to school, as the school cannot assume responsibility. It is the preference of the school that such items be left at home to avoid loss.

Lost and Found:

Each year, many coats, jackets, sweatshirts, and other clothing items are lost or misplaced at school. Writing your child's name on his/her clothing, on an inside tag or label, or elsewhere, makes it much easier for all of us to locate a missing clothing item and return it to your child. Lost items will be stored in the cafeteria. Lost clothing is donated to local charities periodically throughout the year. Donations will be announced via Parent Square posts prior to donating the items.

PARENT/TEACHER CONFERENCES:

The most significant means of communication between teachers and parents is the parent/teacher conference. At the first parent/teacher conference, teachers and parents will go over the academic standards for the grade level, review assessment data for each child, and collaborate on individualized goals for each child for the upcoming school year. Teachers and parents also will sign a school Compact formalizing their pledge to work together. At a subsequent parent/teacher conference, teachers and parents can review students' progress with the goals that were established in the fall. If the need arises, teachers or parents can ask for a conference any time during the school year.

PARENT VOLUNTEERS / INVOLVEMENT:

Ralph Dunlap Elementary School would not be the school it is without the strong support it receives from parents. Parents are involved in every facet of our school, from volunteering in classrooms to serving on the School Site Council to organizing special events.

The PTA is the largest and most visible parent group at Dunlap. Through special events and fundraisers, the PTA contributes a great deal to Dunlap students' education and all parents are invited to help! If you would like to be involved with our PTA, please contact the office or visit our website.

Another very important group is the School Site Council, an elected group of parents and school staff that meets monthly to discuss and review school programs. Parents are invited to attend School Site Council meetings; please read Parent Square posts for more information.

HOW TO VOLUNTEER: PTA, your child'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. Volunteers must check in at the office with a valid ID the day of the visit or field trip in order to volunteer in a classroom or go on a field trip.

VOLUNTEER LOG: There is a Volunteer Log in the front office. Please sign in when you arrive and when you leave, and record the time that you spent volunteering. The PTA keeps track of hours volunteered.

RELEASE OF STUDENTS:

Students must be released by the office prior to leaving campus. When parents need to take a student from school for part of the day, the parents must sign the students out in the office. The child **MUST** check-in at the office upon returning to campus. During the school day, we will only release students to adults who are on the child's release list. It is **VERY IMPORTANT** that parents notify our office personnel when changes need to be made on student emergency cards.

REPORT CARDS:

You will receive a list of grade level standards for your child's grade level in the fall. All students, transitional kindergarten through sixth grade, will be evaluated through our standard-based assessment program and receive report cards on the trimester system, three times a year. As a measure for report cards, we assess students with diagnostic tools as indicators of overall progress. For more information on tests that are used at your child's grade level, please ask your child's teacher.

RETENTION/PROMOTION POLICY:

During the 1999 California legislative session, Assembly Bills 1626 and 1639 were passed into law. These companion bills require school districts to implement retention and promotion guidelines for students transitioning from Grades 2 -8. Students who are identified as being at risk for being retained or who are performing below standard in key academic areas are to be offered additional support. The Orcutt Union School District has adopted a program that meets the guidelines established by the legislation. Students are identified as "at risk of being retained" in grades 2 and 3 for academic deficits in reading. Students in grades 4- 8 can be considered as "at risk of being retained" for academic deficits in reading, language arts, and/or math. Intervention services are offered to identify students. At the conclusion of the school year, teachers and parents will review the progress of identified students. Students who do not meet promotion requirements may be recommended by their classroom teacher for retention at their current grade level. Students who have Individual Education Plans (IEPs) and/or Section 504 accommodation plans will be evaluated based upon the goals/guidelines in their plans. English Learners will be evaluated based upon their overall progress, not solely upon English proficiency. Parents who have questions about the district's retention/promotion program should contact the principal.

School Rules and Conduct:

Be safe, responsible, and respectful! School rules are necessary to provide a safe environment for learning and to protect each student's right to attend school without being threatened injured or deprived of an education. School rules are to be followed by all students at all times. While not an exhaustive list, here are a few school rules:

1. Keep the school neat and clean both indoors and out at all times. Trash goes in the trashcans. Recyclables go in the recycle bins.
2. Walk at all times on campus, except when in assigned areas for physical education.
3. Show courtesy and respect for all students and adults at all times. Do not touch other people or their property to cause harm.
4. Language should be appropriate for a professional setting.
5. Feet and chair legs on the floor at all times.
6. Be on time and ready to work when the tardy bell rings.
7. Keep restrooms neat and clean. No food or drink in the restrooms.
8. Use the bicycle lanes when entering or leaving campus. Walk the bike out to the bicycle lane. Do not ride in the parking lot or on campus other than in designated areas. Bicycle helmets are a state law.

9. Inappropriate bus behavior will result in loss of bus privilege and possible disciplinary action at school.
10. Eating or drinking is allowed only in designated areas. Gum, candy and sunflower seeds are not allowed at any time on campus.
11. Before going to play at recess, all food and drink should be thrown away into the trash cans.
12. Body contact such as, but not limited to, wrestling, plays fighting, shoving, biting, tackling is not allowed on campus at any time. "Pantsing" another student will result in an immediate suspension.
13. Safekeeping of anything personal from home is the student's responsibility and should remain at home. Toys, collectible cards, games, or electronic devices should never be brought to school.
14. 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.
15. No markers or other products whose fumes are labeled toxic or have other warning labeling are allowed on campus. Aerosol containers are not allowed at school.
16. No glass or metal containers for food or drink may be brought on campus.
17. Cell phones must be off before a student enters campus. They may be turned on only after school is dismissed. Text messaging or use of Social Media during school hours and picture taking is never allowed. Using a cell phone while in a bathroom can result in an automatic suspension. Any cell phone confiscated will be sent to the office.
 - a. First Offense – Student will be given the device back at the end of the day after parents are contacted.
 - b. Second Offense – Parent/guardian on record has to retrieve the device from office
 - c. Third Offense – Parent/Guardian on record has to retrieve it and meet with Administration. Inappropriate use of cell phones at school will result in the student not being allowed to have a cell phone at school.
18. Students are not allowed in classrooms without adult supervision.
19. Maintaining or posting material to a Web site 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 subject to appropriate penalties.

STUDENT SAFETY:

The safety and security of our students is our highest priority, thus the Orcutt Union School District utilizes Standard Response Protocols on each of our campuses. Student safety is the first consideration for everyone. Students at Ralph Dunlap Elementary School are expected to always show respect and consideration for fellow students and adults. They must also respect property, buildings, and school grounds. Parents often ask about various issues concerning student safety. Here are some often discussed topics:

- **Bullying and Threats:** Bullying and harassment will not be tolerated. Ralph Dunlap staff

members are firm and direct in handling bullying, threats, intimidation, and/or verbal harassment and are very careful to involve parents and apply consequences as appropriate. We often remind students of the importance of letting parents, teachers, the principal, and/or other trusted adults know about any ongoing problems with threats or harassment. Parents are encouraged to contact teachers and/or the principal if students let them know of a problem. If adults are unaware of problems, they are powerless to stop them!

- Emergency Drills: Each month, the school conducts a fire drill. Also, all classrooms are required to conduct a disaster drill every other month. A disaster drill is a duck-and-cover drill that prepares students for earthquakes, explosions, or other potential disasters. The school also conducts lockdown drills designed to prepare for a dangerous intruder on campus.
- Adults on Campus, Field Trip Chaperones and Volunteers: ALL visitors, field trip chaperones and volunteers, must check in at the office with a valid identification to receive a visitors' badge. During school hours visitors are not allowed to go directly to a classroom without checking in at the office.

STUDENT TESTING:

The Smarter Balanced assessments are VERY important tests that students take during the year. Students in Grades 3-6 participate in the tests which assess the students' comprehension and mastery of the Common Core State Standards.

Testing for Grades 3-6 is typically scheduled to take place in April & May. We ask that parents do whatever they can to avoid medical appointments, dental appointments, or any other engagements during school hours during testing days. Students will do much better when they take the tests with their peers in the regular classroom setting.

Transportation To/From School:

By Car: Parents who drive their children to/from school are asked to drop off and pick up their children on Oak Knoll Road, below the school parking lot. For safety reasons, the school driveway and parking lot need to be reserved before and after school for school buses. This area is not to be used as a drop-off/pick-up zone. Because so many parents use Oak Knoll Road in the mornings and afternoons, parents are reminded to obey the rules of the road. The California Highway Patrol would like to emphasize the following rules:

1. Drivers should not drop off or pick up students while in the roadway – even in heavy traffic. Drivers must pull over to the side of the road to let out or collect their children.
2. Drivers may not park in the middle of a crosswalk to drop off or pick up students.
3. Drivers may not let out or pick up students at a stop sign.
4. Drivers may not stop – even momentarily – in any red zones.
5. ***As per state law, drivers may not use handheld cellphone devices while operating a motor vehicle.***
6. After school, **all students should be picked up no later than 15 minutes after dismissal.**

School personnel are able to supervise children waiting for rides for 15 after dismissal, but not after. IF YOUR CHILD IS NOT PICKED UP WITHIN 15 MINUTES OF DISMISSAL, YOU MUST PICK THEM UP IN THE OFFICE. NO EXCEPTIONS.

7. Only those with valid certifications by the Department of Motor Vehicles may park in the marked handicapped parking spaces.

To help keep traffic moving, the school's curb on Oak Knoll Road between the two parking lot driveways has been designated by Santa Barbara County as an official loading zone during school hours. No drivers will be allowed to park in this area between 7:00 a.m. and 3:00 p.m. each weekday.

By Bus: As per policy of the Orcutt Union School District, bus transportation will be provided to students who live beyond one mile from either the Dunlap campus or the nearest bus stop. Bus stops information is located on the District's website under the Transportation Department menu. Parents with any questions regarding bus transportation may call the Orcutt Union School District Transportation Department at 938-8978.

If your child will be going home on the bus and is NOT a bus rider, you MUST send a written note to the office so, we can provide your child with a bus pass.

Students are expected to follow school rules on school buses and field trips. Students transported to and/or from school on a school bus will be under the authority of, and responsible directly to, the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver will be sufficient reason for a student to be denied transportation.

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

1. When walking to/from school, students should stay on sidewalks.
2. When crossing streets, students should look both ways before using crosswalks.
3. It is best for students to walk to/from school with at least one other student.

By Bicycle/Skateboard: To maintain safety during busy arrival and dismissal times, Orcutt Union School District (OUSD) strictly prohibits students from possessing or operating e-bikes, e-motos, and powered mobility devices (such as e-scooters and e-boards) on school property. Instead, students are highly encouraged to ride traditional bicycles, which must be parked in designated areas and always ridden with a helmet. Riding any motorized device on school grounds is completely forbidden for everyone, and site administrators will regularly monitor campuses for compliance. Finally, please note that OUSD is not liable for the security of personal property or for student safety once off school grounds. For your child's safety, please be sure that your child understands and can follow these bicycle/scooter rules:

1. All students must wear helmets.

2. Bicycles must be walked on the school campus.
3. Bicycles must be kept off the playground/blacktop.
4. Bicycles must be parked in the racks and must be locked.
5. Every bike must have its own individual lock.

An area is provided for the parking of student bicycles. ***The school is not responsible for damage or theft of any bicycle brought to school.***

TRUANCY:

Documentation and report of truancy is mandated by California law. Any student who is absent from school without a valid excuse for three full days, or who is tardy 30 minutes or later on three occasions, or who has any combination of three or more unexcused absences or over-thirty-minute tardies, is considered truant (Section 48260 of the California Education Code). In this case, parents will receive a letter from the principal. A copy of this letter is also placed in the child's permanent record file. If truancy continues, then referrals will be made to the School Attendance Review Board and the Santa Barbara County District Attorney.

Working in the Classroom:

BE PROMPT AND DEPENDABLE: The teachers count on you, and appreciate your promptness and reliability. If you know in advance that you will not be able to make it during your designated volunteer time, please try to make arrangements to have another parent cover for you. If it's at the last minute and you can't arrange coverage, please leave a voicemail for the teacher so he/she can make necessary accommodations.

BE FLEXIBLE: Be willing to do what the teacher asks of you. There may be times that you will not directly work with the children, but instead the teacher needs you to staple papers for an hour. Sometimes, a job that seems tedious to you is a big timesaver for the teacher and allows her to get more effective teaching time in. Please be open and flexible about whatever the teacher requests.

BE SURE YOU UNDERSTAND WHAT THE TEACHER NEEDS YOU TO DO: If you aren't sure, feel free to ask for more clarification.

NO CELL INTERRUPTIONS: Turn off your cell phone. It would be inappropriate and disruptive to make or receive phone calls during your classroom volunteer time.

HOLD OFF ON CONVERSATIONS WITH OTHER PARENTS: Please do not socialize with other parents in the classroom during your volunteer time. There may be other parents present or volunteering in the classroom during your time; it would be disruptive to the class if the parents socialize or during class time.

BE CONFIDENTIAL: Confidentiality is crucial and is the cornerstone of a successful classroom volunteer program. Information about every child is **CONFIDENTIAL**. All conversations with

teachers and staff, test scores, behavior, etc. must remain within the classroom. For example, if you are working with a child on spelling words, and that child is struggling and not doing well, it would be wrong for you to report that later to the child's parent. Comments about children's progress (or lack of) and behavior in class should be addressed by the teacher. Please give each child the same respect you would want shown to your child by others. Never discuss a child's behavior, academic performance, or other student information outside the classroom or school. Because confidential issues are sometimes discussed in our "Eagles Nest" (Staff Lounge), we ask that parent volunteers not use the room during staff break and lunch periods.

BE POSITIVE: Make specific, positive comments about the children ("Johnny, you worked really hard on that math problem!"). Catch the child doing something good and then praise it. Student discipline is the responsibility of the teacher. It can put a volunteer in an uncomfortable position to become involved in disciplining a child in any fashion. If you observe student behavior that concerns you please inform the teacher. Do not confront students (e.g. talk with a student about how they are treating your own child, etc.) or attempt to discipline.

DRESS APPROPRIATELY: The classroom isn't the place for skimpy or distracting clothing, or outfits that draw the children's attention to you rather than to the teacher.

USE THESE TECHNIQUES WHEN WORKING WITH THE CHILDREN:

- Use a quiet and controlled voice that will encourage and help children feel confident.
- Avoid comparing children and their work.
- State directions in a positive tone.
- Be sure a child understands what you are saying.
- Reward good behavior with a smile or compliment.
- In small groups, offer each child a chance to participate; quiet children can sometimes be overlooked.
- Try to be consistent in helping all of the children.
- Let children try to do as much as possible without your help; children learn by doing.
- Respect children's differences and personalities.
- Remember that you are an example of appropriate behavior

VISITING GUIDELINES:

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. Classroom visits are to be no longer than 30 minutes unless mutually agreed to by all parties involved
- d. There will be no more than two classroom visits per year
- e. Visitors must register in the office with a valid form of identification prior to any visit. All visitors must wear a visitor's badge while on campus and sign-out in the office when departing the campus
- f. The principal/designee may refuse to register any outsider or ask a visitor to leave (BP/AR 3515.2 – Disruptions)
- g. Principal/designee will accompany the visitor to the classroom and stay during the visit
- h. No electric listening or recording device may be used by students or visitors in a classroom without the teacher and principal/designee's permission
- i. Student visitors are not allowed on campus during school hours
- j. Visitors for K-8 schools are not permitted at school events restricted to current eligible students (i.e. school dances)
- k. 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
- l. 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
- m. Visitors are asked not to bring small children to the classroom as they can disrupt the instructional program

Assertive Discipline/Suspension

A student may be suspended or recommended for expulsion for any reason stated in Ed Code 48900. A pupil in violation of Ed Code 48900 may be suspended or recommended for expulsion while on school grounds, while going to or coming from school, during the lunch period, whether on or off campus, and during or while going to or coming from a school sponsored activity. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance .

- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or

mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.