

***Ralph Dunlap School  
Parent/Student  
Handbook***



***School Information  
You Can Use***



## Message from the Principal

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Dear Dunlap Families,

Welcome to the 2023-2024 school year at Ralph Dunlap Elementary School! Let me start by saying how honored I am to be a part of 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 Facts

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

Main Line: (805) 938-8500  
Attendance Line: (805) 938-8545  
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                        10:15 – 10:30  
                              Kindergarten            10:10 – 10:15 & 1:45 – 2:00  
                              Grades 1 & 2            10:15 – 10:30 & 1:30 – 1:45  
                              Grade 3                    10:30 – 10:45 & 1:30 – 1:45  
                              Grades 4 – 6            10:45 – 10:58

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

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.

# School Rules

## 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.

	Multi Use Room	Hallways	Playground	Bathroom	Arrival and Dismissal
<b>We Are Respectful</b>	-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
<b>Act Responsibly</b>	-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.
<b>Value Everyone</b>	-Honor Personal Space -Listen attentively	-Be aware of others -Smile	-Help others when needed -Be inclusive	-Give others privacy	- Friendly greetings -Be Positive
<b>Engage in Learning</b>	-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

## Responsibility for School Property

Except when caused by accident, students are held liable for damage or loss to 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, and the collection of money in payment of "willful or negligent damage to or loss of state textbooks."

## Arrival Time

Students are allowed on the school grounds **no earlier than 8:10 a.m.** Students need to wait in designated areas until before-school recess begins at 8:15. If your child needs supervision before that time, on-campus childcare is offered through the district's Campus Connection Program.

### **Bus Conduct**

Pupils transported in 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 pupil to be denied transportation.

### **Detentions**

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

### **Grounds for Suspension or Expulsion**

Students may be suspended or expelled based on causes stipulated in the California Education Code. These include "continued willful disobedience or open and persistent defiance of the authority of the teacher."

### **Confidentiality**

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

## **Student Safety**

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

### **Bullying and Threats**

Mr. Dollahite and Dunlap's classroom teachers are firm and direct in handling bullying, threats, intimidation, and/or verbal harassment. They are very diligent about involving parents and applying appropriate consequences. They often remind students to let teachers or the supervising adult (i.e. Noon Duty) **know immediately** about any problems with threats or bullying.

### **Emergency Drills**

Each month, the school conducts a fire drill. Earthquake drills are held four times a year. At least three times a year, the school practices lockdown procedures. Once a year, the district runs a school evacuation drill.

### **Animals on School Grounds**

For the safety of children and adults, dogs and other family pets should not be brought onto the school grounds or into the school office. Parents should **not** walk or bring their dogs or pets to school when picking up their children. Students who wish to "share" pets with their class must seek special permission from Mr. Dollahite.

### **Closed Campus**

During school hours, from approximately 8:45 a.m. to approximately 2:25 p.m., gates on the perimeter of the school will be locked. All visitors need to enter the campus through the office, where they must check in with the office (see policy on "Visitation"). Gates are locked to protect the campus from unauthorized visitors or intruders.

## **Transportation to/from School**

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### **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.***

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 will be provided at the following locations during the 2017-2018 school year:

- 8:10 – South Telephone Road
- 8:12 – Clark Ave @ South Telephone (south west corner)
- 8:15 – Lake Marie Drive and Mead Lane
- 8:10 – Morning Ridge @ the park

Parents with any questions regarding bus transportation may call the Orcutt Union School District Transportation Department at 938-8978.

### **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 use crosswalks.
3. It is best for students to walk to/from school with at least one other student.

### **By Bicycle or Scooter**

Students in grades 3-6 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:

1. All students must wear helmets.
2. Bicycles/scooters must be walked on the school campus.
3. Bicycles/scooters must be kept off the playground.
4. Bicycles/scooters must be parked in the racks and must be locked.
5. Every bike/scooter must have its own individual lock.

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

### **Skateboards and Skates**

For your child's safety, students are not allowed to ride skateboards, skates, or "shoe skates" ("heelies") on school grounds.

## **School Attendance**

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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:

### **Absences**

If your child is absent, please phone the office (**938-8545**) each morning your child is not at school. Please give a reason for the absence, as we must list it for state auditors. The only **excused absences** are for illness, medical appointment, quarantine, attendance at a funeral of one's immediate family, or a religious service. If you know in advance that your child will be absent for **any amount of time**, please phone the office and send your child's teacher a note asking for school work for your child. We can arrange for your child to receive assignments for the day(s) that he/she will be missing. If your child will be absent from school for five or more days, we will arrange an Independent Study Agreement.

## **Truancy**

State law requires us to report truancy. 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-30-minute tardies, is considered **truant** (Section 48260 of the California Education Code). In this case, parents will receive a letter from Mr. Schmidt that is inserted in the child's permanent record. If truancy continues, then referrals may be made to the School Attendance Review Board and the Santa Barbara County District Attorney.

## **Excessive Absences for Illness**

When a student has been absent from school 10% or more of the total days enrolled due to illness, any further absences for illness need to be verified by a physician (Orcutt Union School District Board Policy 5113).

## **Tardiness**

Getting to school **on time** is an important responsibility of parents and students, and at our school tardiness is regarded as a serious problem. Our teachers use the first few minutes of every day to complete necessary routines (attendance, lunch count, homework collection, and announcements) and to go over the day's schedule. Missing this time can leave your child uninformed, confused, or out-of-step with classmates. Moreover, many teachers use this time early in the day for review and practice exercises to activate thinking and creativity. **All** of our students need to participate in these valuable experiences! Please make sure your children arrive at school on time – and ideally, well ahead of our 8:35 a.m. start. If you transport your child to school each day, you may consider dropping off your child 10-15 minutes early.

Again this year, if a student has a pattern of habitual tardiness we will be contacting parents via phone calls, letters and District Truancy meetings. We have found in the past that being proactive encourages a better effort for the student to be at school on time. Students who are tardy to school must check in at the office before going to class.

## **Release of Students to Parents**

Prior to leaving campus during the school day, students must be released by the office. When parents need to take a student from school for part of the day, the parents must sign the student out in the office and then sign the student back in upon returning. Please do not disturb the classroom; the office will send for the student.

# **School-Home Communication**

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## **Communication to Parents**

At Dunlap, we work hard to be as communicative as possible with parents. Most school information will be sent via ParentSquare. Other forms of communication are The Dolphin Digest and the PTA newsletter. Finally, teachers may distribute notes, letters, printed newsletters, and e-mail newsletters to inform parents about classroom news.

## **Communication from Parents**

We also invite communication **from** parents. Parents should feel free to contact your child's teacher or Mr. Dollahite with any questions, ideas, or concerns that they have. Our phone system has been set up to include classroom phone numbers with voice mail for teachers, and our teachers have their own e-mail addresses, all of which helps greatly with parent-teacher communication.

## **Report Cards**

Kindergarten through sixth grade teachers use district, standards-based report cards to inform parents about their child's progress. These report cards are sent home three times a year – at the end of each trimester. Parents who have any questions about how their child is doing should contact the teacher to request a conference.

## **School Web Site**

A variety of information about our school is available on our school web site. The site can be accessed by going to the Orcutt Union School District web site, [www.orcutt-schools.net](http://www.orcutt-schools.net), and clicking on "Schools".



# School Policies

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## *Campus Visitors*

### **Visitation**

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

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

### **PTA and Parent Volunteers**

Many classes, the office, library, and special events use volunteers. Please indicate your interest on the parent volunteer letter sent home or talk to a teacher, the librarian, office staff, or a PTA board member. Volunteer hours are logged in the office and used for PTA records. Please be sure to sign in at the office and note time donated.

**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.

**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.

## *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 asks you to do.

**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 Phone Interruptions:** Turn off your cell phone. It would be inappropriate and disruptive to make or receive phone calls during your classroom volunteer time.

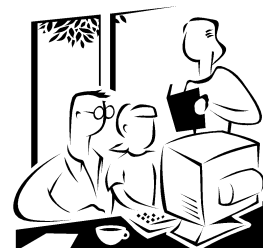
**Hold off on conversations with other parents:** Please do not socialize with other parents in the classroom during your volunteer time. There may be other parents present or volunteering in the classroom during your time; it would be disruptive to the class if the parents socialize or during class 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 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.

#### **Use These Techniques When Working With 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 such as sharing, not talking when the teacher is talking, showing respect, talking quietly and taking turns.



### *School Records*

#### **Student Information Cards**

During the school day, students will be released only to parents or those parties listed as emergency contacts on the student information card kept on file in the office. Parents are asked to keep the student information card up to date.

#### **Change of Address and Phone Numbers**

It is imperative in case of an emergency that we can reach parents. Please notify the office of any changes in address or telephone numbers as soon as possible.

#### **Cumulative Record**

Information concerning a student's progress is recorded in their cumulative record each year. This record is available for review by parents, and Mr. Dollahite can help interpret this information for parents upon request.

## *Health Information*

### **Communicable Diseases**

Please notify the school immediately in case of contagious conditions such as measles, mumps, chicken pox, lice, etc.

### **Medication**

When absolutely necessary, medicine will be dispensed to students with written authorization and explicit direction from parent and physician. Forms can be picked up from the school nurse. Parents should note that most antibiotics on a three-dose-per-day schedule can be administered upon the student's return home from school and parents should check with their physician or pharmacist about doing so.

## *Other Policies*

### **Adults on Campus for Student Dismissal**

To minimize interruptions on campus and distractions to classrooms, parents and other adults picking up students at the 2:45 p.m. dismissal time should remain off the school playground, blacktop, and common areas until **2:45**. At that time, parents and adults can enter the grounds.

### **Messages for Students**

Please do not call the office and leave messages for students unless the message is critical. We have an interest in keeping classroom interruptions to a minimum.

### **Student 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. 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

**Shoes/footwear:**

- Students should wear closed-toe footwear with closed heel or strap and a hard sole that covers the entire foot ; soft-soled shoes (such as Crocs) are not permitted; 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
- Students should remove their hats upon request from staff member.

**Hair:**

- Hair must be clean and show evidence of having been neatly groomed for school
- Hair may not be sprayed by any temporary hair dye or coloring that would drip when wet

**Party Invitations**

Invitations to parties are not to be distributed during school hours. Class rosters with phone numbers and addresses are not distributed so as to maintain confidentiality.

**Cell Phones/Electronic Devices**

Cell Phones, electronic toys, and music devices 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 Campus Connection guidelines or with the specific permission of teachers for a specific time period. Students who bring such devices are doing so at their own risk. The school is not liable for any loss or damage that may occur. Inappropriate use of electronic devices will result in the student not being allowed to bring the device to school.

## School Programs

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### *Educational Programs*

**Academic Standards**

Students at Dunlap are expected to master the academic standards for their respective grade levels. The California Department of Education and the State Board of Education have adopted the Common Core standards and current work with our district is providing teacher training to transition to those standards.

**Character Education**

Educators at Dunlap work to develop integrity and citizenship skills in their students. Throughout the school year monthly character "themes" will be emphasized.

**Art and Music Programs**

The arts are a vital part of Dunlap's educational program. Students will receive music instruction from a credentialed music teacher. The Orcutt Children's Arts Foundation will be supporting the Arts Attack visual arts curriculum/program of lessons to be taught in grades K-6<sup>th</sup> by a trained adult.

**Band**

Students in Grades 4 through 6 have the opportunity to participate in the Orcutt Union School District's Band Program. In Band, students can learn a musical instrument in the brass, percussion, or woodwind families.

**Internet Use**

The Internet is an educational resource that is used by teachers to support the curriculum. Before students access the Internet at school, students and parents need to sign a district Acceptable Use Agreement. Teachers closely supervise all student Internet use.

### **Field Trips**

Field trips are an important part of a child's educational program. Teachers schedule field trips in support of the classroom curriculum. As needed, parents may be asked to provide a donation to help defray transportation costs or the cost of the trip. No student will be turned away due to financial need. Also, parents who choose to transport their children home from field trips must fill out a Field Trip Responsibility Waiver form beforehand. This form is available from the bus driver. Siblings are not allowed to attend field trips.

### **Outdoor School**

Sixth graders participate in Outdoor School, a four-day camping experience held at the Camp Whittier camp near Lake Cachuma. The cost is paid by the parents. Parents of fifth graders are encouraged to begin to make payments for camp. Fund-raising opportunities are available to fifth and sixth graders.

### **Student Testing**

Students in Grades 3-6 will participate in the Smarter Balanced California Assessment of Student Performance and Progress (CAASPP) in the areas of English/language arts, mathematics, and science (for fifth grade students). Parents are asked to do whatever they can to avoid medical appointments, dental appointments, or any other engagements during school hours on or before these days. Students in 1<sup>st</sup> – 6<sup>th</sup> grade will continue to take the Northwest Evaluation Association (NWEA) assessments to document student achievement of standards on report cards. The test is given three times a year. We employ other tests throughout the year as diagnostic tools and as indicators of overall progress. For more information on tests that are used in your child's classroom, please ask your child's teacher.

## *Student Nutrition*

### **Lunch Program**

Nutritious breakfasts and lunches are served in the cafeteria each day free of charge.

Student meals are tracked by a computerized accounting system. Each student has his/her own code number to enter on a keypad before each meal.

Each day's lunch count is based on a morning lunch count taken by classroom teachers. Once they have indicated whether they will be having hot or cold lunch, students may not change their lunch preference.

### **Snacks**

Students are invited to bring a nutritious snack, which may be eaten at the mid-morning recess. In order to encourage students to control litter, snacks are to be eaten at the outside eating areas. Students may not play or participate in games while eating a snack.

### **Cold Lunches**

Students are invited to bring a lunch from home to be eaten at school. Parents are asked to avoid the distraction of dropping off fast-food lunches for their children.

## *Student Support Programs*

### **Student Success Team**

The Student Success Team is available to help students with any kind of issue or challenge: academic, behavioral, emotional, social, physical, or medical. Parents and/or teachers may refer a student to the team for discussion after interventions have already been utilized with no success or desired growth. Team members Mr. Dollahite, the District Psychologist, Resource Specialist, and classroom teachers – examine each student's situation, brainstorm ideas, and recommend next steps. Parents of referred students are invited to attend.

### **Psychological Services**

Our Psychologist is available on campus one day a week and is on-call all week to provide consultation and/or direct service as required. He attends Student Success Team meetings and is available to talk with parents about situations regarding their children.

### **Counseling Services**

A school-based counselor is available on campus to meet with students. Students are referred for counseling through the Student Success Team or through Mr. Dollahite.

### **Speech Therapy**

A speech therapist is on campus during the week. The speech therapist works closely with teachers to screen students for speech issues. Parents and/or teachers may request a speech assessment for students.

### **Resource Specialist**

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

### **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. The Orcutt Union School District has a Retention/Promotion 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 transitioning from grades 4-8 can be considered as "at risk of being retained" for academic deficits in reading, language arts, and/or math. The school will attempt to provide intervention support and services to identified 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. 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.

### **English Learners' Program**

English Language Development resources are available to help students who are English Learners. These resources include special English Language Development instruction in reading and language arts. When needed bilingual interpreters are available through the district.

### **Santa Barbara County Education Office Deaf/ Hard of Hearing Regional Program**

Ralph Dunlap School has two county deaf/hard of hearing (DHH) classes housed on campus. Students from these classes are mainstreamed into general education classes at Dunlap. This has many benefits for general education students, as deaf/hard of hearing teachers and interpreters lower the teacher-student ratio, collaborate with classroom teachers, and occasionally offer special opportunities such as sign language classes.

### **District Nurse**

A district nurse is available at a scheduled time at school and is on call for emergencies. The nurse maintains all school health records and oversees health screenings. All students in grades K, 3, and 5 are tested for vision, and all students in grades K, 2, and 5 are tested for hearing. Parents are notified when a possible vision or hearing problem is detected. Parents and teachers may also request vision and hearing tests for students.

## *Student Involvement*

### **Student Council**

Students in Grades 4-6 are invited to participate in Student Council. The purpose of Student Council is for its members to give back to their school and community through various charitable endeavors. Student Council promotes school spirit by organizing special days and taking a leadership role in school events.

## *Student Recognition*

### **Student Recognition**

Once a month, usually on the last Friday, students from each class in Grades K-6 are selected as Students of the Month based on our *character* theme for that month. The purpose for the recognition is to validate students for good work, citizenship and character. Students of the Month are honored with a ceremony in their respective classrooms followed by a cafeteria reception with Mr. Dollahite. Parents will be notified if their child is to be honored as a Student of the Month so they can attend. The PTA contributes awards for this program.

## *Other Programs*

### **Campus Connection Childcare Program**

On-campus childcare is offered before school from 6:30-8:30 a.m. and after school from 2:50-6:00 p.m. Space is

limited in Campus Connection, therefore early registration is encouraged. Tuition in the Campus Connection Child Care Program is \$3.00 per hour, \$2.50 per hour for any siblings in the family. Annual registration fees are \$35 for the first child in the family, \$30 for the second child, \$20 for each child thereafter. Children must be enrolled for a minimum of five hours per week. Campus Connection also offers “camp” programs during Winter Break, Spring Break, and summer. For more information, phone the Campus Connection main office at 938-8950.

### **Room Parents**

Room parents are selected by each teacher. Responsibilities vary from teacher to teacher, but generally Room Parents are responsible for organizing classroom parties and activities, and are involved in the PTA's Fall Festival and Jog-A-Thon.

### **School Site Council**

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

### **School Donations**

Ralph Dunlap staff is very appreciative of parents and community members who donate items to either individual classrooms or the school as a whole. For questions about “how and what” to donate, contact the school office.

### **Tooth Holders**

Students who lose a tooth are invited to ask for a tooth holder from the office.

### **Yearbooks**

The PTA publishes a school yearbook each spring. Parents are encouraged to order yearbooks early to ensure availability. The yearbook is distributed during the last week of school.

### **Orcutt Children's Arts Foundation**

Parents are invited to join the Orcutt Children's Arts Foundation, which supports the arts at Dunlap and in the Orcutt Union School District. Annual membership fees are as follows: \$5 for students, \$10 for individuals, \$20 for families, \$100 for community groups, and \$500 for corporate memberships. You can join online by going to the district web site ([www.orcutt-schools.net](http://www.orcutt-schools.net)) and clicking on “OCAF”; you also can join by phoning 938-8966.

## *Special Events*

### **Back to School Night**

Held early in the school year, this evening gives parents the opportunity to visit classrooms, meet their children's teachers, and hear firsthand the teachers' emphasis and priorities for the year. **This night is for parents only.**

### **Book Fair**

In partnership with Scholastic Books, the PTA organizes a Book Fair as a service to students and families.

### **Box Tops for Education**

The PTA collects Box Tops for Education coupons clipped from General Mills products to redeem funds for school use.

### **Fall Festival**

This is a PTA-sponsored family night held in the fall that features games and prizes in a carnival atmosphere.

### **Family Nights**

Occurring throughout the year and sponsored by the PTA, these evenings include activities like Movie Night and Bingo with the intent of bringing our families together, and strengthening our sense of community.

### **Open House**

Held on an evening in the spring, students have an opportunity to share their class activities with parents. A fun and pride filled night!

### **Parent Education Nights**

These are opportunities for parents to learn from a guest presenter about important topics in parenting and education. Free childcare is provided to make attendance more convenient for parents.

### **PTA Jog-A-Thon**

Run in the spring, the PTA Jog-A-Thon not only is an important fund-raiser, it is a school wide unity-builder that involves students, staff, and scores of parents.

### **Red Ribbon Week**

This community-wide celebration of a drug-free lifestyle comes to campus with in-class discussions and symbolic red ribbons.

### **Reflections**

This is the National PTA's cultural arts project that offers a showcase for the creative efforts of children and young people in art, literature, music, photography, film and dance. Information is disseminated in the fall, and all interested students are encouraged to participate.

### **Restaurant Family Nights**

Dunlap families can support their school by dining in or ordering take-out at selected local restaurants on selected nights. These nights are fund-raisers for the school; they also are fun get-togethers for families and staff.

### **Science Fair**

All students are eligible to participate in the Science Fair. Held in the late winter or early spring, students are encouraged to display the results of a scientific exploration from a project of their choice. Guidelines and entrance forms are distributed to students. This event is sponsored by the PTA.

### **Sixth Grade Celebration**

Held at the end of the school year, this is an opportunity for sixth graders, their parents and other family members, along with school staff to celebrate a great time at a great school!

### **Spirit Days**

On Fridays, students are encouraged to wear their Dunlap T-shirts or blue, the school color.

### **“Stuff the Bus”**

Scheduled throughout the year, this event enables Dunlap families and the community at large to “stuff” an entire school bus with donations for a designated charity.

### **Walk to School Day**

This is a day when the school and PTA promote walking to school, specifically pedestrian safety and safe routes to school.

## **Dunlap PTA (Parent Teacher Association)**

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All parents and teachers are welcome to join and become active in the Dunlap PTA (Parent Teacher Association). Dunlap PTA membership dues for the 2022-2023 school year are \$9.00/person and includes a membership in the national PTA. The membership drive is held early in the fall. Numerous programs supported by the Dunlap PTA include music instruction, student awards, enrichment assemblies, classroom supplies, the Science Fair, and much more.

The Dunlap PTA general membership meetings will be held on Back to School Night and Family Nights in February and April. Everyone is invited to attend. Parents are also invited to attend Dunlap PTA Executive Board meetings held on the first Tuesday of each month at 6:30 p.m. in the staff lounge. Your participation is vital to the programs that PTA provides to Ralph Dunlap. You are always welcome to contact any member of the Dunlap PTA board to discuss a specific interest or concern, or volunteer a talent or idea.

### **SUSPENSION OR EXPULSION (Ed Code 48900)**

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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.