

# **Alice Shaw Elementary School**



## **Parent and Student Handbook 2023-2024**

**759 Dahlia Place  
Santa Maria, CA 93455  
(805) 938-8850**

Dear Students and Parents,

Welcome to the 2023-2024 school year at Alice Shaw Elementary School! The entire staff at Shaw is ready and excited to embark on another year of academic success with your children.

At Shaw 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. We will work hard to guide our school toward continued academic success and further foster a supportive learning environment for our students.

One reason Alice Shaw has been successful for many years is due to the strong partnerships shared between the school and the community it serves. We are truly looking forward to working with the Alice Shaw 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 Alice Shaw a fantastic place for students to flourish.

Alice Shaw Elementary School  
(805)938-8850

<https://www.orcuttschools.net/aliceshawelementary/>

<https://www.orcuttschools.net/parents/>

# Alice Shaw School Hours/Schedules

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## Schedule:

### Monday, Tuesday, Thursday, Friday

Transitional Kindergarten (TK) AM Session	Warning Bell	8:28 AM
	Class Begins	8:30 AM
	Dismissal	11:30 PM**
Grades K-6	Warning Bell	8:28 AM
	Class Begins	8:30 AM
	Dismissal	2:45 PM**

### Wednesday Schedule:

Transitional Kindergarten (TK)	Warning Bell	8:28 AM
	Class Begins	8:30 AM
	Dismissal	11:30 PM**
Grades K-6	Warning Bell	8:28 AM
	Class Begins	8:30 AM
	Dismissal	1:30 PM**

### Minimum Day Schedule:

**8/10-11, 9/25-29, 3/6-8, 6/5**

Transitional Kindergarten (TK)	Warning Bell	8:28 AM
	Class Begins	8:30 AM
	Dismissal	11:30 PM**
Grades K-6	Warning Bell	8:28 AM
	Class Begins	8:30 AM
	<b>Dismissal</b>	<b>1:00 PM**</b>

\*\*Students must be picked up **NO LATER THAN 15 minutes AFTER DISMISSAL**\*\*

# School Rules

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With input from all students and staff, Shaw families and the surrounding community, Alice Shaw has adopted school-wide behavioral expectations to help provide instruction and learning opportunities regarding positive behavior and social development while at school and within the world around them. The behavior expectations center around the theme of “Shaw Eagles S.O.A.R.” The following are the behavior expectations upheld at Shaw and utilized across campus.

**S**TAY ENGAGED

**O**FFER KINDNESS

**A**CT RESPONSIBLY

**R**ESPECTFUL ALWAYS

Student safety is the first consideration for everyone. Students at Alice Shaw Elementary School are expected to always show respect and consideration for fellow students and adults.

The following are NOT permissible at Alice Shaw Elementary School:

- Inappropriate language
- Verbal/Physical/Cyber Harassment
- Fighting
- Play Fighting or Wrestling (rough play)
- Spitting or Biting
- Tackle Football
- Weapons or other dangerous objects
- Climbing trees, on roofs, fences, etc.
- Playing in or near the restrooms
- Littering
- Skates, shoe skates (without the wheels removed)
- Throwing rocks, dirt, or any other objects

## Electronic Devices

Cell Phones, electronic toys, musical devices/watches with internet access, and/or electronic devices of any kind may not be used on campus. Electronic devices must be turned off (not on vibrate) and stored in a backpack during the school day. The only exceptions are for students who are using them as needed for a medical device or with permission and supervision of teachers or child care providers for a specific time period. **Students who bring such devices are doing so at their own risk. The school will not be responsible for investigating missing electronic items. Alice Shaw is not liable for any loss or damages that occur to personal items.** Inappropriate use of electronic devices will result in the student not being allowed to bring the device to school and possible discipline.

# **OUSD Student Dress Guidelines**

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**

- For physical education activities, students must wear appropriate shoes for their safety and comfort
  - Students should wear closed-toe footwear with a closed heel or strap and a hard sole. Soft-soled/open shoes (such as Crocs and slippers) are NOT permitted

## OUSD Student Dress Guidelines (continued)

### Hats/headwear

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

### Hair/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
- Make-up is not allowed at elementary schools.

## 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."

## Student Safety

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

### Bullying and Threats

Shaw Staff 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.

### 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.

## Student Safety (continued)

### Closed Campus

During school hours, the gates on the perimeter of the school will be locked. All visitors must sign in with the office (see policy on “Visitation”). Gates are locked to protect the campus from unauthorized visitors or intruders.

### Adults on Campus

**ALL** visitors, including parents, must check in the office and receive a visitors’ badge. Visitors, including parents, may not go directly to the classroom without checking in at the office.

The Orcutt School District has implemented a Volunteer Screening Program. **Any adult who will be working with students at school is required to register in the office as a school volunteer.** This includes any parent who is volunteering to attend field trips off campus with our students.

## 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 (805-938-8886) 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 (for the student), medical appointment (for the student), quarantine, attendance at a funeral of one’s immediate family, or a religious service. If your child will be out of school ill for 3 or more days, please provide a doctor’s note.

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

If your child will be absent from school for three or more days for unexcused absences, you may request an Independent Study Agreement. This request must be submitted at least 5 days prior to the first date of absence.

### Truancy

State law requires us to report truancy. Any student who is absent from school without a valid excuse (see excused absences above) for three days, 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 which is also placed 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, which may result in penalty or fine.

## School Attendance (continued)

### Tardiness

Getting to school **on time** is an important responsibility of parents and students. At our school tardiness is regarded as a serious problem. Even being just 5 minutes late causes your child to miss pertinent information, be out-of-step with their classmates, and causes a disruption to their learning and the learning of others! Please make sure your child arrives at school on time – and ideally, well ahead of our 8:30 a.m. start. If you transport your child to school each day, you may consider dropping off your child 10-15 minutes early.

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

If a student needs to attend an appointment during the school day the parents must sign the student out in the office. Students may not leave school campus prior to dismissal without being signed out. Students will only be released to adults listed on the student's emergency card. To ensure the safety of all students, a picture ID will be required from the adult signing the student out. Please do not disturb the classroom; the office will send for the student.

## Arrival/Dismissal Information

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- Once on school grounds, students may NOT leave campus without authorization from the office.
- Students are allowed on the school grounds **no earlier than 8:15 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 child care is offered through the district's Campus Connection Program.
- Students and Parents must use designated crosswalks to cross the street. Please do not call your child across the street or encourage them to cross outside of the crosswalk.

## Student Health/Medication At School

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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, without the need of medication. If your child goes home from school with a fever or vomiting, **they cannot return the next day.**

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

Medication (prescription or over-the-counter) is given at school ONLY upon receiving the completed medical authorization form from the child's physician detailing the method, consent, and time schedules by which medication is to be taken. Forms are available in the office or on line at our district website. **All medical conditions and concerns are confidential!**



# Transportation to/from School

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Kindergarten through 3rd grade will enter/exit school from the double gate entrance facing Hillview.  
4th-6th graders will enter/exit school using the large double gate on Dahlia.

## By Car

Parents may use the left lane through the parking lot on Hillview to drop students off in the morning. Please do not park or exit your vehicle in a non designated parking place. For safety reasons, the parking lot facing Hillview will be closed at dismissal. Alice Shaw has multiple buses come in and out in the loading zone. Please do not park or load your children in the bus zone on Dahlia.

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. Drivers must pull over to the curb to let out or collect their children.
2. Drivers may not park/stop 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.**

## 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 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.

## Skateboards and Skates

Students in 4-6 grade are allowed to ride skateboards to school. A helmet **IS REQUIRED**.

Students of any grade may not ride skates, or “shoe skates” (“heelies”) on school grounds.

**The school is not responsible for damage or theft of any bicycle, scooter, or skateboard brought to school.**

## **Transportation to/from School (continued)**

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### **By Bus**

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 respond 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 to be denied transportation.

Parents with any questions regarding bus transportation may call the Orcutt Union School District Transportation Department at (805) 938-8978. Bus schedules are posted on the district website.

## **Child Nutrition Program**

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### **Child Nutrition Program**

Breakfast and lunch are available to students every school day. Breakfast is served in the cafeteria from 8:05-8:30 am.

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. When school is in session, each student can receive one free breakfast and one free lunch daily.

All school menus are posted on the district’s website. <https://www.orcuttschools.net/>  
If you have any questions or need assistance, you can contact The Child Nutrition Department at 805-938-8926.

### **Cold/Sack Lunch and Snacks**

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. Students are invited to bring a nutritious snack, which may be eaten at the mid-morning recess. Students will eat their snack in a designated outside eating area.

Healthy snacks and lunches should not include food high in sugar, salt, or caffeine. Foods and treats to avoid sending to school include (but not limited to): candy, soda, energy drinks, and large servings of chips.

For more information about our district’s smart snack guidelines, visit the OUSD Child Nutrition website at: <https://www.orcuttschools.net/child-nutrition/>.

# Home-School Communication

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At Alice Shaw School, we enjoy the fact our parent community is very involved and enjoys being informed of school news and events. Parents are informed of school happenings by our Parent Square communication system. **To receive these important updates, please make sure to keep the school office up-to-date with your most current phone number and email address.** Teachers distribute notes, letters, and newsletters to inform parents about classroom news. Please check Parent Square and your child's backpack regularly for this information.

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 they have. Our phone system has been set up to include classroom phone numbers with voicemail for teachers. Please be aware that teachers will not receive voicemails until the end of the school day. If you have an important time sensitive message for your child, please call the school office. You may also contact teachers and office personnel via email.

## Parent Teacher Conferences

Communication between parents and teachers is valuable. One of the most significant means of communication between teachers and parents is the parent-teacher conference.

At the first parent teacher conference, held early in the school year, teachers and parents will go over the academic standards for the grade level, review assessment data for each child, and collaborate on goals for each child for the upcoming school year.

At a subsequent parent-teacher conference, held later in the year, either in person or by phone, 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 anytime during the school year.

## Parent Involvement / Volunteers

Alice Shaw 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 Parent Teacher Association (PTA), English Learner Advisory Committee (ELAC), and the School Site Council (SSC), to organizing and supporting special events.

Through volunteering time as well as participating in special events and fundraisers, the PTA greatly enriches Alice Shaw students' education, and all parents are invited to help! If you would like to be involved with our PTA, please contact our school office at 805-938-8850.

**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. A valid ID must be submitted to the office BEFORE you 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.

## Home-School Communication (continued)

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

## **Retention/Promotion Policy**

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Students who are identified as being at risk for being retained or who are performing below standard in key academic areas are offered additional support.

Teachers with concerns to parents/guardians during the school year as soon as possible and a Student Success Team, IEP meeting, or parent-teacher conference will be held to discuss the concerns. Parents/guardians with concerns about their child's readiness for the next grade level should contact their child's teacher so a Student Success Team, IEP meeting, or parent-teacher conference can be scheduled to discuss the concerns.

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 for retention at their current grade level. Decisions on retention and acceleration need to be mutually agreed on by parents/guardians and school.

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.

## **Lost and Found**

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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 twice a year. Donations will be announced prior to donating the items.

## **Campus Connections Child Care Program**

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The Orcutt Union School District's Campus Connection Child Care Program offers quality child care to Alice Shaw students in grades K-6. Alice Shaw's Campus Connection facility operates from 6:30 a.m. to 6:00 p.m. For more information, including the cost, call Campus Connection's main office at (805) 938-8952.