

Alice Shaw Elementary School



Parent and Student Handbook 2022-2023

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

Dear Students and Parents,

Welcome to the 2022-2023 school year at Alice Shaw Elementary School! I am honored to lead this outstanding school, and to continue working with the staff and community to create an unmatched education for our students. The entire staff at Shaw is ready and excited to embark on another year of academic success with your children. **Please be aware the daily start and end time for Alice Shaw has been changed beginning the 2022-2023 school year. Alice Shaw will begin school at 8:30 and dismiss at 2:45. Wednesday dismissal will be at 1:30.**

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.

Sincerely,

Helena Avedikian
Principal
havedikian@orcutt-schols.net
(805)938-8891



Alice Shaw School Hours/Schedules

Start/Dismissal Schedule

Warning Bell	8:28 AM
Class Begins	8:30 AM
Dismissal	2:45 PM*
*Wednesday Dismissal 1:30PM	

Recess/Lunch Schedule

*Recess and Lunch times are subject to change.

Kindergarten	10:00-10:15 11:25-12:05 (11:25-11:45 eat, 11:45-12:05 play)
Grades 1 & 2	10:10-10:25 AM 11:10-11:50 AM (11:10-11:30 1 st eat, 2nd play) 11:30-11:50 2nd eat, 1st play 1:45-1:55 PM
Grades 3 & 4	10:10-10:25 AM 11:55-12:35 PM (11:55-12:15 3rd eat, 4th play) 12:15-12:35 4th eat, 3rd play)
Grades 5 & 6	10:25-10:40 AM 12:35-1:15 PM (12:35-12:55 - 5th eat, 6th play) (12:55-1:15 - 6th eat, 5th play)

Minimum Day Schedule:

8/11/22, 8/12/22, 9/26-9/30/2022

3/8-3/10/2023, 6/7/23

Grades K-6	Warning Bell	8:32 AM
	Class Begins	8:35 AM
	Dismissal	1:00 PM

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

School Rules

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.

STAY ENGAGED

OFFER KINDNESS

ACT RESPONSIBLY

RESPECTFUL ALWAYS

Student safety is the first consideration for everyone. Also, students at Alice Shaw Elementary School are expected to always show respect and consideration for fellow students and adults. They must also respect property, buildings, and school grounds.

The following are NOT permissible at Alice Shaw Elementary School:

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

Electronic Devices

Cell Phones, electronic toys, musical devices (Ipods, etc), electronic devices of any kind may not be used on campus. Electronic devices must be turned off (not on vibrate) and stored in their backpack 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 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.

Dress Code

Students should dress appropriately for school:

- Bare-midriff tops, excessively baggy clothes, long belts or chains, and tank tops with "spaghetti straps" are not allowed at school. The straps on tank tops must be at least two inches in width. Undergarments need to be covered at all times.

- Shorts and skirts (without leggings) need to be as long as or longer than fingertips when arms are resting at the side of the body.
- It is encouraged to wear shorts or tights under skirts and dresses to feel comfortable when participating in all activities.
- Students must wear shoes that are comfortable and appropriate for recess and PE activities every day. **All shoes must be closed-toe and have backs.**
- Pictures and wording on clothing need to be appropriate for school. Weapons violence, or other inappropriate images are not allowed. (A good indicator is, "Is what is written on your shirt something that would be appropriate to say to your teacher?")
- Temporary tattoos and temporary hair dye are not allowed at school (unless it has been noted as a Shaw Crazy Hair Day)
- Acrylic or artificial nails that extend over the fingertip are not allowed due to safety.

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

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

Bullying and Threats

Ms. Avedikian and 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.

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

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 absent from school for five or more days, 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 from Mrs. Avedikian 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.

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 will 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. 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 8:35 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 and then sign the student back in upon returning. (If a student is habitually being signed out early Alice Shaw School has the right to request proof of appointment prior to the student being released.) 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 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

1. Once on school grounds, students may NOT leave campus without authorization from the office.
2. 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 8:20. If your child needs supervision before that time, on-campus child care is offered through the district's Campus Connection Program.
3. 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

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 aide. 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 written authorization of the parent/guardian **AND** with a statement 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

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 – even in heavy traffic. 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 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 Alice Shaw campus or the nearest bus stop.

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.

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.

Child Nutrition Program

Nutritious breakfast and lunch is available to students every school day. Breakfast is served in the cafeteria from 8:05a.m. - 8:30 a.m. Students preferring to bring a sack lunch from home may purchase milk or juice for \$0.35. The cost for breakfast is \$ 2.00. The cost for lunch is \$2.75. The lunch menu is posted on the District website. Child Nutrition questions can be directed to (805) 938-8926.

Parents can pay for meals ahead of time. Information on free and reduced price meals is available in the school office.

Cold/Sack Lunch

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.

Snacks

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.

Home-School Communication/Information

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 sometimes phone messages don't appear immediately in our system. 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 e mail.

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

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) 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 805-938-8891.

Teachers and children enjoy the value the help parents provide as they volunteer in the classrooms. If you would like to help in this way, let your child's teachers know. **You will need to complete volunteer paperwork in the school office before spending time in the classroom or volunteering for school events.**

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

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

Campus Connections Child Care Program

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) 938-8950.