

PANAMA ELEMENTARY SCHOOL



PARENT/STUDENT HANDBOOK
2022-2023

PANAMA ELEMENTARY SCHOOL
9400 Stine Road
Bakersfield, CA 93313
661.831.1741

Dear Parents and Students,

Welcome to the 2022-2023 school year. Panama was established in 1875 and was the first school in our district. We will build upon our strong tradition of excellence in academics, sports, and music and we will maintain a strong sense of school spirit and loyalty within the Panama community.

Our goal is to prepare every student for the challenges that he/she will face in junior high school, high school and beyond. We will equip them with the knowledge and skills to be a creative and productive member of society. To achieve that goal, every student will be challenged by a standards based curriculum that is enriched through exposure to the arts and extra-curricular activities.

The information contained in this handbook will help you become familiar with programs, policies, and procedures at Panama Elementary School. Please keep it as a handy reference guide to use throughout the year. You are also welcome to call us at any time with questions.

The Panama Staff looks forward to working with you and your child. A strong parent/school partnership is very important to a child's success in school. I encourage you to become actively involved in the classroom and/or the Parent Club. There are many opportunities throughout the year for your participation and help.

Sincerely,

Brian Malavar
Principal

A California Distinguished School

Purpose Statement

At Panama Elementary our purpose is to ignite imaginations and fuel minds.

Beliefs Statements

Collaboration of all stakeholders is essential in creating a learning community that supports success for every student.

Diversity and individuality are valued and respected.

Self-esteem is the byproduct of success and positive feedback.

Assessment drives curriculum, instruction, and professional development.

Curriculum and instruction must be rigorous, research based, standards-aligned and accessible to all students.

Professional development enhances student learning and is most effective when based on assessed student needs.

Vision and Goals

We will work together as a learning community to accomplish the following:

- All students will develop a strong foundation of academic and higher order thinking skills.
- Staff, students and their families, and the broader community will be involved as partners to promote the social, emotional, and academic success of students.
- The school will provide a safe and nurturing learning environment in which students develop positive character traits, a sense of responsibility, and effective decision-making skills.
- Students will leave Panama with the knowledge and understanding to work collaboratively with others and respect individual differences, the ability to communicate effectively, and the necessary skills to be contributing member of society.

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT

**4200 Ashe Road
Bakersfield, CA 93313
661.831.8331
www.pbvusd.k12.ca.us**

BOARD OF TRUSTEES

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DISTRICT ADMINISTRATION

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Glenn Imke	Assistant Superintendent, Business Services
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Darryl Johnson	Assistant Superintendent, Human Resources
Dr. Denita Maughan	Assistant Superintendent, Special Services
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Dr. Valerie Park	Director, Assessment, Curriculum and Tech.
Melissa Brown	Director, Human Resources
Lisa Ewing	Director, Consolidated Programs
Pam Somes	Director, Day Care Services
Greg Adkins	Director, Innovation and Improvement

PANAMA SCHOOL BELL SCHEDULE

2022/23



TK

7:38 School Starts
9:00-9:13 Recess
10:40-11:25 Lunch
12:50-1:05 Recess
2:00 Dismissal
Every Wednesday - Dismissal at 12:30

Kindergarten

7:38 School Starts
9:15-9:27 Recess
11:00-11:45 Lunch
1:10-1:19 Recess
2:00 Dismissal
Every Wednesday - Dismissal at 12:30

Grades 1-2

7:38 School Starts
9:33-9:50 Recess
11:25-12:14 Lunch
12:30
2:00 Dismissal
Every Wednesday - Dismissal at 12:30

Grade 3

7:38 School Starts
9:33-9:50 Recess
12:00-12:49 Lunch (Wed. lunch ends at
2:00 Dismissal
Every Wednesday - Dismissal at 12:30

Grade 4

7:38 School Starts
9:58-10:15 Recess
11:50-12:49 Lunch
1:00
2:30 Dismissal
Every Wednesday - Dismissal at 1:00

Grades 5-6

7:38 School Starts
9:58-10:15 Recess
12:19-1:18 Lunch (Wed. lunch ends at
2:30 Dismissal
Every Wednesday - Dismissal at 1:00

***** GATES OPEN AT 7:15 a.m. *****

Panama School Staffing

2022-2023

Grade	Rm.	Teacher	Grade	Rm.	Teacher
TK	K108	Anu Venkataram	5th	F102	Kalina Flores
TK	K102	Crystal Johnson-Esparza	5th	F103	Alfonso Servin
TK	K106	Rebecca McClain	5th	E104	Lisa Reyna
K	K103	Lisa Huffman	6th	E101	Amy Osborne
K	K104	Teresa Puentes	6th	E102	Nicole Richards
K	K107	Joni Wattenbarger	6th	E103	Oscar Garcia-Hernandez
K	K105	Becky Alvarez	SDC TK-1	H105	Magdalena Barajas
1st	H101	Rob Misono	SDC 1-3	H106	Ronald Hernandez
1st	H102	Lisa Ramos-Miranda	SDC 4-6	D102	Patricia Marquez
1st	H207	Debra O'Dell	IIC	H202	Olga Velez-Lopez
1st	H208	Nicole Cleveland	IIC	F104	Irene Reyna
2nd	H103	Kacee Johnson	SPEECH	H203	Sandra Patrick
2nd	H104	Ann Light	SPEECH	H203	Chea Aguirre
2nd	H107	Luisa Clark	PSYCH	OFFICE	Brandon Burrow
2nd	H108	Joyce Cisneros	VM	I102	Teresa Wright
3rd	H201	Ronnie Dulan	IM	I101	Andrew Ollivier
3rd	H205	Elizabeth Giannelli	TITLE 1	G104	Deanna Sheats
3rd	H206	Tiffany Funkhouser	Ac. Coach	G104	Kim Brown
4th	D104	Ingrid Schaffer			
4th	F101	Kendall Salters			
4th	D103	Angie Knutson			
4th	D101	Brenda Lopez			

Calendar of Events

MONTH	DATE	EVENT
August	17	First day of instruction
	TBA	Parent Club Membership Drive
September	2	Picture Day
	5	Labor Day Holiday
	8	Luigi's Pick Up
	8	Back-to-School Night (MINIMUM DAY)
	TBA	Spirit Gear Sales
	TBA	Bus evacuation drill
October	12	Make up Pictures
	TBA	Movie Night
	21	End of 1st Quarter
	28	Honor Hour/AR Pizza/Report Cards Go Home
	28	Fall Fiesta (Panama Carnival)
	31-Nov. 4	Parent Conferences (MINIMUM DAYS)
November	4	4-6 Awards Assemblies
	4-16	Canned Food Drive
	11	Veterans' Day Holiday
	18	2 HOUR MINIMUM DAY
	21-25	Thanksgiving Holiday
December	2	Ridgeview Drama at Panama
	12-16	Santa Shop at Panama
	23	2 HOUR MINIMUM DAY
	26-Jan.	Winter Recess
January	9	Instruction resumes
	13	End of 1st semester
	16	Martin Luther King Jr. Holiday
	20	Report Cards Go Home/Honor Hour/AR Pizza
	27	Awards Assemblies
	February	10
13		Lincoln's Birthday Holiday
TBA		Panama Track Meet (Tentative)
20		Presidents' Day Holiday
TBA		District Disaster Drill
21-24		Camp KEEP
March	2	Dr. Seuss' Birthday
	17	End of 3rd Quarter
	24	Report Cards Go Home/Honor Hour/AR Pizza
	28	Spring Pictures
	31	2 HOUR MINIMUM DAY
	31	Awards Assemblies
April	3-10	Spring Recess
	TBA	APEX Fun Run
	TBA	District Track Preliminaries
	TBA	District Track Meet
	TBA	SBAC Testing Window (3rd - 6th Grade)
May	TBA	Battle of the Books Competition (Grades 4-6)
	TBA	Battle of the Books Competition (Grade 3)
	18	Open House/Family Day (MINIMUM DAY)
	26	Honor Hour/AR Pizza
	31	4-5 Awards Assembly
June	1	6th Grade Awards Assembly
	1	Last day of Instruction and 3 hr. early out for all grades!

GENERAL INFORMATION

ACADEMIC RESPONSIBILITIES OF STUDENTS

To develop the skills necessary to be successful at Panama Elementary School and to become a lifelong learner, every student will be expected to:

- Take the responsibility to develop good work and study habits.
- Clarify with the teacher, at the appropriate time, any questions pertaining to the instructions for assignments or homework.
- Take home all materials and information needed to complete homework.
- Learn to budget his/her time.
- Take advantage of student time provided during the day.
- Take responsibility to return all work, completed and checked, to the teacher on time.
- Make up work missed during absences.

ACES

ACES, which stands for All Children Must Excel in School, is an after school program designed to help children in all academic areas. This program will support the involvement of 80-90 students, grades 2-6, in a safe, nurturing after school setting. There is no cost to the students or their families; however, participation is limited. Students currently enrolled in ACES will have the first priority. Approximately one-third of the enrollment will come from staff recommendations, with the remaining openings to be offered on a first come, first served basis. ACES will provide the following components on a daily basis; homework help, physical education, enrichment activities, snack time and activities in math or reading.

ARRIVAL & DEPARTURE FROM CAMPUS

Playground supervision begins at 7:15 AM. For their safety, students ***will not be allowed*** on school grounds prior to that time. Students arriving late, other than on a late bus, are to report to the office to pick up an "Admit to Class" slip before reporting to class. All children are encouraged to arrive at school on time. Students with an unexcused tardy will be required to sit out their first recess.

All students are expected to depart for home upon dismissal from school unless they are participating in a scheduled after school activity (dismissal times: 2:00- Transitional Kindergarten, Kindergarten, and Primary; 2:30- Intermediate). Students are not allowed to go home with another student without written permission from their parents. Such arrangements shall be made with office staff prior to dismissal times.

Students not riding the bus are to be picked up within 10 minutes of their dismissal time (2:10 for kindergarten and primary and 2:40 pm for intermediate). Students riding a bike to school must follow all safety laws, wear a helmet, and must walk their bike once on school property.

Once on campus, students may not leave without getting permission from the office. Students leaving early must be signed out under the following Board Policy.

Release of Student to Adult

Students shall be released during the school day to the custody of an adult only if:

1. The adult is the student's parent/legal guardian with custody.
2. The adult has appropriate identification and the verified authorization of the student's parent/legal guardian with custody.

ATTENDANCE/TARDIES

We ask for your cooperation in seeing that your child attends school each day. Any absences from school places a hardship on the student and hinders learning. If your child is absent from school for any reason, ***please call the school to report the absence and the reason for the absence.*** The office number is 661.831.1741 and you may call between 7:15 AM and 3:45 PM. After school hours you may leave a message on extension 1102. If you are unable to call, please send a note to school explaining the absence. **An absence must be cleared within 48 hours or it will be considered unexcused.**

Unexcused absences, including family trips for pleasure/recreation and business purposes or failing to provide proper verification for an absence for more than five consecutive days can result in the student being dropped from the class and risk of the student not returning to the same class or school.

California law required children to attend school and to be on time every day. Please refer to the "Student Attendance & Truancy" brochure you received in the mail from the District Office (a copy is also included in this handbook). Absence from school for three or more days per year for unexcused reasons will result in a child being declared legally truant from school. Excessive tardiness can also lead to being declared truant. ***School begins each day at 7:38 AM.*** Gates are locked at 7:35 when the warning bell rings. The District Parent Information Booklet states that students who are late for school may lose recess time. **Students arriving late, without a valid excuse, will sit on the bench during the morning recess.**

If your child is absent and you wish for homework, please call the school office and allow the teacher 24 hours to compile the work. Homework may be picked up in the office.

AWARDS PROGRAM

Students in grades 4-6 have the opportunity to earn a school letter by participating in various school activities. Points are cumulative from the fourth grade and are given for such activities as student government, scholarship, athletics, and music.

BEHAVIOR STANDARDS

Panama students are expected to be courteous and respectful to their peers and to all adults. Behavior that is considered dangerous, disrespectful, or disruptive to the learning process will be handled according to the School-Wide Discipline Plan. Students who demonstrate good citizenship will be appropriately recognized.

Please note the information with regard to suspensions and expulsions in the District Parent Information Booklet. This information was sent home the first week of school and is available online. This is important information for you and your student to understand.

BICYCLES AND WALKING

Students are allowed to ride bicycles to Panama School. Students are required to follow all safety laws and they shall lock their bike upon arriving at school. The school is not responsible for lost, damaged or stolen property.

BIRTHDAY CELEBRATIONS and BALLOON BOUQUETS

Learning at Panama is our priority. Disruptions and/or distractions to the instructional program need to be kept to a minimum. The Panama School Staff appreciates your cooperation in keeping birthday celebrations a family event, and not a school event. Please do not send or bring your child a balloon bouquet or other gift. Any balloons or gifts coming to the office will remain there until

the end of the day at which time the student may pick them up. Balloons are not allowed on our school buses for safety reasons. If you decide to send treats, please send enough for all students; and remember, we require all treats be store bought because of allergies. Treats must be individually wrapped. Do not bring treats with colored frosting. Parties and treats should be reserved for you and your family at home.

BOOKS

All necessary books are furnished by the school district. Books should be taken care of in a reasonable manner and students will be charged for lost or damaged textbooks and library books. The replacement cost for textbooks ranges from approximately \$30.00 to \$75.00.

BUS TRANSPORTATION

Students riding the bus are expected to follow the rules and procedures established by the district. Please refer to the District Parent Information Booklet for details. Failure to do so may result in a bus referral and denial of transportation. Students are also expected to behave appropriately while traveling to and from the bus stop and while waiting for the bus. Students will be expected to:

- Board and get off the bus at designated stops only (students need a note from a parent or guardian signed by the Principal to ride a different bus or get off at a different stop).
- Wait at the bus stop in a safe and orderly manner and respect other people's property.
- Arrive at the bus stop 5 minutes prior to the scheduled pick-up time.

CAFETERIA PROGRAM

Breakfast is provided before school and is free for all students. Breakfast is served from 7:15 to 7:30 am. Hot lunches (including milk) are free for all students as well. Milk may be purchased separately for \$.50. Monthly menus for breakfast and lunch will be sent home with each student. Adults may purchase breakfast for \$3.50 and lunch for \$4.50.

CLASS PLACEMENT

Each spring, the teachers and principal carefully develop class lists. The process continues in August as new students enroll. It is a process that is not done randomly, and careful thought is given to the placement of each child and to the composition of every class.

Unfortunately, it is not always possible to place each student with the teacher of his/her parents' choice. **If you, as a parent, feel that your child has special needs, and your feelings can be educationally justified, please submit a letter to the principal before May 1st.** Final determination of class placement is made by the principal.

CLASSROOM STANDARDS

It is expected that Panama students will enter class in an orderly manner. They will be seated, quiet, and ready for work when the teacher calls the class to order. Rules of courtesy to teachers and fellow classmates will be followed at all times. Students are expected to meet each teacher's standards concerning class procedures.

COLOR DAY

To promote school spirit, the last Friday of each month is designated "Color Day." All Panama students and staff are encouraged to wear school colors (blue and gold), a school T-shirt, sweatshirt, or jacket. Every Thursday will be designated AVID/College dress.

COMMUNICATION WITH TEACHERS

Good communication between parents and the teacher is an important part of your child's education. Should you desire a conference with your child's teacher, please call the school office. The teacher will contact you so set up the date and time for the conference.

Please do not go to the classroom to have a "pop-in" conference. During the instructional day, teachers cannot remove their attention from their students. All visitors must sign in at the office.

COMMUNITY EVENTS

Occasionally, Panama School will notify parents of an opportunity for their children to participate in a vendor sponsored fundraising event. One example is the Skateland skating parties. Our school appreciates the donations and recognizes the entertainment that these events provide the families in our school community. However, these are designed and held as non-chaperoned events. It is strongly urged that parents chaperone or arrange for another trusted adult to chaperone their children should they choose to participate.

DRESS CODE

Students attending schools in the Panama-Buena Vista Union School District are expected to dress appropriately. The district is not interested in restricting dress beyond what is necessary to provide a quality educational program and a safe school environment. "Reasonable" dress is acceptable for all students in grades TK-6. If students are dressed in an unacceptable manner, parents will be notified and asked to provide appropriate clothing before the student will be allowed to return to class. Final determination of unacceptable clothing will be made by the school administration. A copy of the district dress code may be found at the end of this handbook and in the District Parent Information Booklet located on the district's website.

EMERGENCIES/DISASTER/EVACUATION

In the event of serious accidents or injuries at school, students are given first aid, and every effort is made to contact parents immediately. It is **very important** that we have **current home, work, and emergency contact phone numbers**. Please call the office whenever there is a need to update this information.

Contingency plans and supplies are in place to deal with any emergency or disaster situation that may arise. Students regularly participate in fire and earthquake drills. In the event of a major disaster, students will be held at the school in a safe location until picked up by a parent or other designated adult.

If there is a need to evacuate the students from this campus, they will be transported to a site designated and publicized by the Panama-Buena Vista district office. Students will be chaperoned and will remain at that site until picked up by a parent or other designated adult.

FIELD TRIPS

Field trips are arranged to extend and enhance the curriculum, and you will be advised in advance of these trips. Your written permission is required before your child can participate. You are encouraged to return permission slips promptly since district policy does not allow us to accept verbal consent.

FOG DELAYS

In the event of fog, you are advised to tune into local radio and television stations for information on fog delays. Local stations will broadcast the names of districts on a fog delay. Any announcement that there is a 2-hour delay for the **Panama-Buena Vista School District** includes Panama School. The 2-hour delay refers to transportation only. Buses run exactly two hours later than normal. However, if you transport your child to school, he/she may be on campus at 7:15 AM. **Please do not call the radio or television stations, the Highway Patrol, or the school to request fog delay information.** Instead, please dial 661.831.8331 ext. 364 (FOG) to hear recorded information on fog delays for the district. You may also check the district website, www.pbvUSD.k12.ca.us or www.alertline.kern.gov.

HOME TEACHING

Parents may request a home teacher if a student will be out of school for a period of three weeks or longer for medical reasons. The request must be in writing and accompanied by a signed note from the physician before a home teacher can be assigned. Home instruction is limited to five hours per week. If your child is going to be out between 5 and 20 days, you may request independent study. Your request must be at least a week in advance.

HOMEWORK

Homework offers valuable opportunities for teachers to meet the individual needs of your child. Assignments vary from grade to grade and from class to class according to the interest, skills and maturity level of the child. Little homework is assigned in grades one and two. Beginning with grade three, assignments are given in key subjects twice a week and frequency increases as the child moves through the upper grades. Study habits are formed during your child's elementary school years. Students who develop good study habits will have a distinct advantage as they move into junior high and high school. As a parent, you can help your student by:

- Providing a regular study time on those days that homework is given.
- Providing a quiet place for study, free from interruptions or distractions.
- Giving help and encouragement whenever needed.
- Encouraging your child to read every night.

HONOR HOUR

Students have the opportunity to participate in Honor Hour activities. These activities are a reward for students who have exhibited good behavior and citizenship. The Parent Club sells a nutritious snack, and the activities are coordinated and supervised by the teachers.

HONOR ROLL AND PRINCIPAL'S LIST

Students in grades 4-6 are eligible for the Honor Roll and Principal's List. Students are recognized at the end of each quarter. Honor Roll recognition is given to those students who have maintained a "B" (3.0) average in all academic subjects. Principal's List recognition is given to those students who have received all "A" or "A-" grades during the quarter. A student is disqualified from Honor Roll or Principal's List if:

- two or more N's in Other Subjects/Work Habits are marked on the report card,
- the Conduct grade is a "D" or "F",
- any "Below Grade Level" or "Modified Assignment" comment is designated.

Students on the Honor Roll or Principal's List all four quarters will receive special recognition.

LOST AND FOUND

Students may inquire about lost articles during recess and before or after school. The “Lost and Found” box is located in the hallway next to the cafeteria. To avoid confusion, coats, sweaters, hats, lunch boxes, etc. should be clearly marked with a student’s first and last name.

Students, not the school, are responsible for the items they bring. Personal items such as sports equipment, toys, or any other item of significant cost, should not be brought to school. Items that are not claimed will be donated to charitable organizations.

MEDICATION AT SCHOOL

State laws and district policies govern the taking of medication by students while at school. Before school staff can administer any medication (prescription and/or non-prescription), the form “Pupil Medication to be Administered at School” must be completed and on file. The form must be signed by the parent/guardian **AND** the physician.

Students are not allowed to self-medicate. This includes headache remedies, cough drops, throat lozenges, and the like. However harmless these items may seem, they are still subject to the same procedures as above. Detailed procedures for bringing medication to school are outlined in the district Parent Information Booklet. The medication form is also included in this booklet.

MINIMUM DAYS

Minimum days are scheduled periodically throughout the school year. On a regular minimum day, **dismissal times are one hour earlier than the regular schedule.** Grades TK-3 are dismissed at 1:00 pm while grades 4-6 are dismissed at 1:30 pm. The following days have been designated as **one hour** minimum days for the 2022-2023 school year:

- **September 8, 2022** **Back-to-School Night**
- **October 28, 2022** **School Carnival**
- **October 30-November 4, 2022** **Parent Conferences (TK-6)**
- **May 18, 2023** **Open House**

Prior to Thanksgiving, Winter Break, and Spring Break, a two hour minimum day schedule is in effect. The following days have been designated as 2 hour early out days:

- **November 18, 2022** **Thanksgiving Holiday**
- **December 23, 2022** **Winter Break**
- **March 31, 2023** **Spring Break**

In addition, the Board of Trustees has designated **PREP (Professional Readiness & Education Program)** days every Wednesday of the school year to provide an opportunity for teachers to focus on school improvement by examining student assessment data, using the data to plan instruction, and receiving training on new programs, curriculum and instructional strategies. On these days, kindergarten and grades 1-3 will begin at 7:38 and be dismissed at 12:30. Fourth through sixth grades will begin at 7:38 and be dismissed at 1:00.

MUSIC

Vocal and instrumental music is an integral part of our curriculum. In the primary grades, music is taught by the classroom teacher. The Vocal Music Specialist spends one period each week with every 3rd, 4th, 5th, and 6th grade class. Interested 5th and 6th grade students may also participate in chorus or instrumental music instruction.

PARENT CLUB

We have a very active parent organization at Panama School. The Parent Club sponsors several fundraisers and other activities during the school year. All funds that are generated directly benefit our school and its students. If you would like to become actively involved in the Parent Club, please call the school office for additional information.

PARENT CONFERENCES AND VISITS

Parent/Teacher conferences are an essential part of each child's education. Grades TK-6 have scheduled conferences at the end of the first quarter. You are encouraged to contact your child's teacher at any time to arrange for a conference.

Parents are welcome to visit Panama School. If you would like to visit the classroom, please check with the teacher in advance, especially if you wish to see a particular subject being taught. Classroom visits are not an appropriate time to talk with the teacher. Teachers are not able to remove their attention from the class in order to conference during class time.

Communication between home and school is vital. Please call us with any questions or concerns.

CLASSROOM VISITATION PROCEDURES

(Observation of Instructional Program by Parents)

The following procedures are intended to strike a balance between (1) the legal rights of parents to be present in the classroom and observe instruction that involves their child, and (2) the need to minimize interruptions and distractions during classroom instruction.

Who May Visit: The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers as defined in Family Code Sections 6550-6552. A grandparent, close relative, or caregiver may schedule a classroom visit if a parent has provided written permission and the classroom teacher consents. Visits by grandparents, close relatives, or caregivers must be scheduled through the Principal rather than the classroom teacher.

Scheduling: Visits shall be scheduled by the classroom teacher for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance.

Frequency and Duration: To minimize interruptions and distractions during valuable classroom time, parental classroom observations are limited to two visits per month per related student with a maximum duration of one hour per visit. If there is a need for more parental observation, additional visits may be scheduled through the Principal.

Parental Conduct During Classroom Visitation: Parents may enter and exit the classroom only once during each visit. Parents shall remain in the back of the classroom and may not interact with students or the teacher unless the interaction is initiated by the classroom teacher. Unnecessary noise and/or movement must be kept to a minimum.

The classroom teacher may direct a parent to leave the room if the parent's presence or conduct unduly interferes with the instructional program, and the parent must leave the classroom if directed to do so. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

Violation of Classroom Visitation Rules: A violation of the classroom visitation rules may be resolved by the classroom teacher through counseling the offending parent privately. If this form of correction is not effective, the Principal may, as necessary, temporarily preclude a parent from visiting his/her child's classroom during regular school hours for a period of time not to exceed 14 continuous days.

When a parent has been precluded by the Principal from visiting his/her child's classroom, the parent may appeal the decision to the District's Assistant Superintendent in charge of Educational Services who will investigate and consider the matter in a timely fashion.

Notification of Classroom Visitation Procedures: Parents shall receive notification of classroom visitation procedures. The notification used should be substantially as follows:

"Parents are encouraged to visit their child's classroom and observe the instructional program. Visits must be scheduled directly with the classroom teacher and, generally, at least 48 hours in advance.

"Distractions and interruptions seriously impair the educational process. To minimize distractions during valuable classroom time, parental visits are limited to twice per month for a maximum of one hour per visit. Additional visits may be scheduled through the Principal if more observation time is needed.

"While visiting, parents are generally required to remain quiet and in the back of the room in order to minimize the classroom interruption which a visitor's presence typically causes.

"Copies of the school's classroom observation procedures are available upon request."

REPORT CARDS

Report cards will be issued once per quarter. Report Cards will be issued on the following dates:

- | | |
|---------------|------------------|
| ➤ 1st Quarter | October 28, 2022 |
| ➤ 2nd Quarter | January 20, 2023 |
| ➤ 3rd Quarter | March 24, 2023 |
| ➤ 4th Quarter | June 1, 2023 |

SPECIAL SERVICES

Panama School has several special programs available to students. Speech therapy is provided to students identified by our Speech Pathologist. We have a Resource Specialist Program, a Primary Special Day Class and Intermediate Special Day Class to serve the needs of special education students. An academic coach and two intervention teachers are available to help students whose primary language is other than English. Psychological and nursing services are provided through the district's

Special Services Center. The district also provides two Music Specialists to work with students. Vision screening is provided to children in specified grades and parents are notified if any abnormality is indicated.

SPORTS PROGRAMS

All students in grades 4-6 are eligible to participate in our intramural sports program during the lunch period when funding allows. Schedules and sign-up dates are announced at the beginning of each season. Students may participate in football, volleyball and basketball.

In addition to the intramural program, Panama-Buena Vista schools participate in an after school program that is sponsored by the district if funding is available. Competition is among teams from the various elementary schools and is limited to students in grades 5 and 6. Information regarding the after school teams will be provided by the coaches prior to each season.

STUDENT GOVERNMENT

Student government is a program in which participating students learn the elements of the democratic process by discussing issues and ideas that come before the Student Council. The Student council consists of the elected Student Body Officers and representatives from each of the intermediate classrooms. Student Body Officers are President, Vice-President, Secretary, Treasurer, Director of Safety, and Superintendent of Grounds. Elections for Student Body Officers are held at the beginning of the school year.

TECHNOLOGY

Each classroom at Panama School is equipped with multimedia computers and access to the Internet. Student use of computers and related technology is directly related to the curriculum and closely supervised by teachers. The use of this technology carries with it certain obligations and responsibilities for students. Board policy requires that each parent and student sign an "Electronic On-line Services Student User Agreement" in order for a student to use the Internet. Students who fail to abide by the obligations and responsibilities in the agreement are subject to disciplinary action, revocation of use of on-line services, and legal action as appropriate.

TELEPHONE SYSTEM AND VOICE MAIL

It is necessary that our school telephones remain free for conducting school business. Students who ask to use the phone will be granted that privilege only for emergencies and special situations. Please make sure your child understands your daily schedule prior to coming to school. This will minimize the need for students to make calls during the school day. If you need to get a message to your child, please call the office.

We have a voice mail system at Panama School. Below are the options available to you when you call in.

1. You may leave a message regarding an absence by dialing 831.1741 ext. 1102 (before 7:15 AM or after 3:45 PM).
2. You may leave a voicemail message for your child's teacher. If you call in during the day, our secretaries will ask if you want to be put into voicemail, or if they need to take a message for the teacher. Please do not use voicemail for messages that need to reach the teacher before the end of the school day. Each teacher will provide his/her voice mail extension to you at the beginning of the year.

3. From 7:15 am to 3:45pm, all calls will come into the office as usual. Before and after those hours, you may leave messages in the general school mailbox (831.7141 ext. 1101), or for individual teachers if you know their voicemail extension.

TOYS AT SCHOOL

Students may not bring toys to school due to the possibility of loss, theft, breakage and the distraction from class work. Items such as cameras, electronic games, CD players, and similar types of equipment are not allowed at school or on the school bus. Items will be confiscated and held in the office for a parent/guardian to pick up.

TRAFFIC CONGESTION

We ask your cooperation to make sure safety is maximized as students enter and leave the school grounds. As the school grows, traffic congestion increases. Please use courtesy and common sense when driving and parking around the school. The west side of Stine Road directly across from the school and the area north of the office along Stine Road are designated as “No Parking” areas. All students should be dropped off using the valet system that has been provided. There is no crosswalk in front of the school.

VISITORS ON CAMPUS

For the safety of all students, it is important that we know who is on campus at all times. We ask that visitors check in through the office to get a visitor’s badge. After school, please wait for your child by the crosswalk. All children are escorted to the bus area each day.

WEBSITE

The Panama School website can be reached at <http://www.pbvUSD.k12.ca.us/Domain/19>. You can access staff, schedules, cafeteria, and programs. Through the Programs button, you can access Accelerated Reader Information.

Parent and Family Engagement Policy

2022-2023



Principal: Brian Malavar
Address: 9400 Stine Road
Bakersfield, CA 93313
Phone: (661) 831-1741
E-mail Address: bmalavar@pbvUSD.k12.ca.us
Website: www.pbvUSD.k12.ca.us

Panama Elementary School provides opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), which includes providing information and school reports, in a format and, to the extent practicable, in a language such parents understand.

The Parent and Family Engagement Policy is available on the school website and ParentSquare. In addition, paper copies of the Policy can be found at the school office, free of charge. Parents and families wishing to provide ongoing support and input into the Policy can participate through the School Site Council, the Title I Subcommittee, the District Advisory Committee, and other committees. Lastly, parents and families can provide input by completing the parent surveys distributed throughout the school year.

Title I, Part A School-Parent Compact

The Panama Elementary School, and the parents of the students participating in activities, services and programs funded by Title 1, Part A, agree that the School-Parent Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (ESSA Section 1116[d]).

Describe how the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; and participating, as appropriate, in decisions relating to the education of their children and positive use of extra-curricular time (ESSA Section 1116[d][1]):

Panama School is committed to the following in order to provide a superior educational opportunity for all students:

- Challenge and support all students with a rigorous, research-based, well-rounded academic program in order to develop lifelong learners.
- Involve staff, students, and families to promote social, emotional, and academic success.
- Strive to develop students who have positive character traits, a sense of responsibility, effective decision making skills, and the ability to collaborate with others.
- Support all students in a systematic and differentiated manner.
- Encourage good citizenship in the home, school, and community both digitally as well as in person.
- Support and encourage parent involvement in the school community

In order to develop a productive educational community, Panama parents are:

- given multiple opportunities to participate in the decision-making process for their student as well as for the school community at large.
- encouraged to attend all parent engagement opportunities held throughout the year and given time to ask questions and give feedback.
- encouraged to participate in our English Language Advisory Council meetings, and Parent Club meetings, as well as run for the School Site Council or attend as a visitor at any of these meetings.
- given a bi-yearly survey in order to gather feedback on their child's experience at Panama School.
- requested to read and respond to all notices regarding their child's schooling,

In order to promote a positive learning culture within our school community, Panama asks parents/guardians to:

- communicate the importance of education and learning with their child.
- follow and reinforce school rules and policies as an example of their support for their child.
- ensure that their child receives adequate rest and proper nutrition so they will be able to learn at their very best each day. support their child in attending to every learning opportunity available to them such as attending school
- daily on time and providing a quiet, supportive place so they can be successful in their school work.

Describe how the importance of communication between teachers and parents on an ongoing basis through, at a minimum the following means (ESSA sections 1116[d][2][A-D]):

(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;

(B) frequent reports to parents on their children's progress;

(C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities, and

(D) ensuring regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that the family members can understand.

The Panama School community puts a high emphasis on providing an ongoing and positive communication environment for all its participants. We encourage and support parents/guardians in participating in all opportunities to see how their child is progressing in their learning:

- review weekly, mid-quarter, quarterly reports, and grades with their child
- sign up for online and phone communication notifications
- read and respond to notifications and requests
- attend as many in-person or virtual school events as they can

Panama teachers will provide a parent/teacher conference to review the first quarter grades. Grades will be updated on a regular basis and available for parents to review online. Mid-quarter progress reports will be sent to any student not making adequate progress.

Panama teachers will be available for parent questions during their posted office hours or also by phone during the school day as the parent requests.

Student Success Team meetings can be called by staff or by parents if either determines that the child isn't progressing as anticipated.

Panama teachers and parents are encouraged to maintain ongoing communication through our school's chosen online platforms.

Parents are encouraged to volunteer as a room parent, and can also request to observe in their child's classroom at a time that is convenient for the parent and teacher.

Panama teachers and parents are encouraged to maintain ongoing communication through our school's chosen online platform as well as through daily/weekly messages via written notification, text, email, and/or ParentSquare.

This Compact was established by Panama Elementary School on April 26, 2022, and will be in effect for the period of the 2022- 2023 school year. The school will distribute the Compact annually to all parents and family members of students participating in the Title I, Part A program on, or before: September 30, 2022.

Signature Page

Brian Malavar

Name and Title of Authorized Official

Signature of Authorized Official

April 26, 2022

Date

Panama Elementary School

Parent Involvement Policy

Staff members at Panama Elementary School believe that a successful educational experience for each student results from parents, students and staff working together. The Parent Involvement Policy describes the school's commitment to parent involvement and ways in which parents may become active participants in their child's education.

Parent Involvement

Panama School supports parental involvement in all school activities and programs by emphasizing communication between the school and home. Special programs, notes, the school's website and Twitter feed, bulletins, parent handbooks, telephone calls, parent/teacher conferences, the School Accountability Report Card (SARC), and meetings form the basis of communication between the school and parents. Parents are encouraged to present ideas and suggestions at meetings, on an individual basis, or by written communication. Parents are also encouraged to visit and volunteer in classrooms, attend assemblies and programs, participate in field trips, and work as volunteers for various activities and committees.

Parent Committees and Councils

The Parent Club, English Learners Advisory Committee, and the School Site Council (SSC) offer opportunities for parents to be actively involved at Panama School. The Parent Club, a volunteer group of parents, raises funds and works to provide special materials, equipment, and services for students and staff. The SSC, an elected group of parents and school staff, gives guidance in the budgeting, operation, and evaluation of specially funded or categorical programs at Panama School. The English Learners Advisory Committee gives input at the school site and district level regarding the English Language Development Program.

Title I

Title I is a specially funded program through which students in kindergarten through sixth grade can receive supplemental services to help improve academic achievement in reading and language arts. Parent involvement in this program is important and highly encouraged. In the fall, an annual meeting is held for all parents of students who are eligible to participate in the program. At this meeting, information is given about the procedures used to place students in the program, how students are assessed, and how school funds are used to support student learning. Throughout the school year, additional activities are scheduled to inform and assist parents in helping their child to be successful in school. A Title I annual review is held each year to evaluate the program and gain input from parents and staff on the effectiveness of the current program. At this review, recommendations can be made to modify or adjust aspects of the program as needed.

Curriculum and Assessment

All students are taught the district core curriculum which includes the books and materials adopted by the Panama-Buena Vista Union School District. A description and explanation of the curriculum, district adopted content standards, and the forms of assessment used to measure student progress are given to parents at Back-to-School Night at the beginning of the year. Student assessment results are explained at parent conferences in the fall. Student progress is assessed and reported quarterly.

Information for Parents

Parents are provided with a Panama School parent/Student Handbook and a Panama-Buena Vista District Parent Information Booklet. These documents contain information for parents on school and district rules, regulations, and programs, including parents' rights and responsibilities. The information is designed to keep parents informed of programs, policies, and procedures pertaining to their child. Parents are encouraged to read these documents and ask questions.

School-Parent Compact

Maximizing each child's success at Panama School takes teamwork. The School-Parent Compact, a written document completed annually, outlines specific expectations for students, parents, and teachers. By meeting these expectations, each team member is doing his or her part to ensure student success.

Panama Elementary School School-Wide Discipline Plan

Organized supervision of students is provided each school day at the following times:

TK/Kindergarten	7:15 to 2:10
First - Third Grade	7:15 to 2:10
Fourth - Sixth Grade	7:15 to 2:40

Students are not allowed on campus prior to or subsequent to the stated times unless involved in after school sports, the after school ACES program or attending the Day Care Center. To increase student safety, access to campus is restricted before and after school. Students may not be dropped off prior to the stated times above, and must be picked up within 10 minutes of dismissal.

EVERY STUDENT AT PANAMA ELEMENTARY SCHOOL WILL:

- Be accountable for his/her behavior at all times
- Be respectful of staff members, fellow students, school rules, and property
- Be prepared for all school activities
- Refrain from aggressive physical contact of any kind

Students who demonstrate self-discipline will be rewarded with:

- Verbal praise
- Special privileges or recognition
- Certificates or awards
- Good grades in Conduct
- Participation in Honor Hour

Students who choose inappropriate behaviors will be subject to:

- Verbal warnings
- Poor grades in Conduct
- Loss of recess or other privileges
- Detention
- Referral to Principal and/or parent contact
- Suspension or expulsion

CLASSROOM RULES

Each teacher has an individual plan for classroom behavior with appropriate rewards and consequences. This plan is communicated to both students and parents. All students are expected to be prepared for class, to follow classroom rules, and to turn in all assignments on time.

GENERAL SCHOOL RULES

Students are expected to:

1. Utilize only designated playground areas.
2. Stay out of hallways and away from classrooms except when putting away backpacks or lunches.
3. Walk in the hallways and around the restrooms.

4. Use playground and athletic equipment properly and safely.
5. Use recess as the primary time to get drinks and go to the restroom. Line up immediately and properly when the bell rings.
6. Carry balls to the classroom and while standing in line.
7. Enter the classroom in a quiet and orderly manner.
8. Refrain from chewing gum, spitting, or littering on campus.
9. Use appropriate language at all times.
10. Enter the school office with a note or pass, unless reporting late for school.

CAFETERIA RULES

Students are expected to:

1. Wait in line without talking.
2. Sit and eat properly, using appropriate manners.
3. Clean up their area before being dismissed.
4. Leave only when dismissed by an adult.
5. Refrain from talking during dismissal and exit safely.
6. Refrain from trading or giving away food.
7. Stay seated and raise their hand if they need assistance.

GENERAL PLAYGROUND RULES

1. Balls, jump ropes, and other equipment will be used only in designated areas away from hallways and buildings.
2. Rocks, sticks, sand, etc. will not be thrown.
3. Students will stay out of trees.
4. Students will not climb fences for any reason.
5. Toys and balls brought from home are not allowed on the playground and will be confiscated.
6. Students will have one hand on the bars at all times.
7. Students will not stand on the bars.
8. Students will not run, roughhouse, or play tag around the play equipment or tables.
9. Students will get permission from an adult before retrieving balls that have gone over the fence.
10. Students will refrain from aggressive physical contact.
11. Students will treat each other with courtesy and respect.

HONOR HOUR

Eligible students may participate in Honor Hour activities which will be scheduled 4 times during the year. All students are automatically eligible to participate in the planned activities and the Snack Sale unless they have been excluded for the following reasons:

- Teacher judgement based on persistent problems in the classroom.
- Cafeteria or playground referrals.
- Behavior that has resulted in noon detention.
- Referrals to the principal.

Students excluded from Honor Hour will spend time in behavior intervention.

DRESS AND GROOMING

In cooperation with teachers, students, and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board of Trustees policy and administrative regulations. These school dress codes shall be regularly reviewed. Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

Conditions of dress and appearance are:

1. Excessively large trousers, pants, and overalls may not be worn. All trousers and pants must be worn at the waist. Belt ends may not hang down. Overalls must be worn with straps on the shoulders, not hanging loose.
2. Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is appropriate for school. No clothing may be personalized other than with a given name. Any personalized printing or writing on clothing, backpacks, binders, etc. is not acceptable, nor is writing on the hands or other parts of the body.
3. Pants, shorts, or skirts with holes or heavy fraying above the knee are not acceptable.
4. Clothing that is excessively revealing is unacceptable. This includes:
 - a. Backless halter tops or dresses; tube tops; tops cut low at armpits or neckline.
 - b. Clothing that shows bare midriffs.
 - c. Shorts and skirts the length of which are shorter than mid-thigh.
 - d. Clothing that is transparent or revealing.
5. Suggestive clothing or objects may not be worn which are libelous, obscene, or depict illegal or gang-related activity. This includes buttons, arm bands, shirts, insignias, etc. Clothing with crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages or clothing that is sexually suggestive or disruptive is not acceptable.
6. Shoes must be worn at all times.
 - a. At elementary school sites, students may be restricted to wear footwear that has a strap or are completely enclosed. During Physical Education (P.E.), Intramurals, or any other designated physical activity, athletic shoes or completely enclosed shoes should be worn unless other arrangements have been made.
 - b. At junior high school sites, students may wear shoes or sandals without heel straps that do not present a safety concern. During Physical Education (P.E.), Intramurals, or any other designated physical activity, athletic shoes or completely enclosed shoes should be worn unless other arrangements have been made.
 - c. Modifications will be at the discretion of the site principal or designee.
7. Cosmetics to the face and hair that distract from the educational process are unacceptable.

The Board and administration reserve the right to declare any mode of dress that in their estimation inhibits the educational process or threatens the safety and protection of all students as unacceptable. If students are dressed in an unacceptable manner, parents will be notified and corrective measures must be taken before the student will be allowed to return to class.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

The principal, staff, students and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

UNIFORM COMPLAINT PROCEDURE PROCESS

The Panama-Buena Vista Union School District has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and shall investigate complaints alleging failure to comply with those regulations alleging discrimination, harassment, intimidation, or bullying, including cyberbullying, and unauthorized charging of pupil fees for educational activities. The District shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. The Governing Board designates the Assistant Superintendent of Educational Services as its compliance officer to receive and investigate complaints and ensure district compliance with the law. Please return the completed complaint form to the Assistant Superintendent of Educational Services at 4200 Ashe Road, Bakersfield, California 93313. The contact telephone number is (661) 831-8331 ext. 6132.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district. Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. Complaints shall be filed no later than six months from the date of the alleged discrimination, harassment, intimidation, or bullying, including cyberbullying, occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying including cyberbullying. (5 CCR 4630) Any person with a disability who is unable to prepare a written complaint can receive assistance from the site administrator/designee or by calling Educational Services at (661) 831-8331 ext. 6132. (5 CCR 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint. The use of mediation shall not extend the district's time lines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint

Complainant and/or his/her representative and the district's representatives shall have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstructions of the investigation, may result in the dismissal of the complaint because of lack of evidence to support the allegations. Refusal by the District to provide the investigator with access to records and/or information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Step 4: Response

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 5. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final. If the Board hears the complaint, the compliance office shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant.

Step 5: Final Written Decision

The District complaint will be investigated and a written report issued to the complainant within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time. (5 CCR 4631) The report shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. (5 CCR 4652) The California Department of Education may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

Civil Law Remedies

A complainant has the right to pursue available civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with Title 5 California Code of Regulations 4622.

Copies of the P-BVUSD **UNIFORM COMPLAINT POLICY AND COMPLAINT PROCEDURES (UCP) AND FORMS SHALL BE AVAILABLE FREE OF CHARGE** and obtained by downloading from the district website at www.pbvUSD.net or contacting the office of the Assistant Superintendent of Educational Services. (5 CCR 4622)

CELLULAR PHONES AND OTHER ELECTRONIC SIGNALING DEVICES

Students will have limited use of electronic signaling devices, including, but not limited to, cell phones, pagers, and beepers. To avoid disruption of the instructional process, students shall not display, use, activate, or permit electronic signaling devices to be activated during the school day. For purposes of this policy and procedure, the school day is described as the moment a student enters the school grounds until the student exits the school grounds following the final dismissal bell. The school day also includes, but is not limited to, study hall, lunch break, class changes and any other structured or unstructured instructional activity that occurs during the normal school day.

It is the student's responsibility to ensure that his/her electronic signaling communication devices are turned off and secured at all times. Students who violate the rules and regulations concerning electronic signaling communication devices are subject to having the device confiscated and to disciplinary action. (Board Policy 5131)

In accordance with the Board's policy and administrative procedure on search and seizure, a school official may search a student's mobile communications device. Including, but not limited to, reviewing messages or viewing pictures.

The district is not responsible for retrieval, replacement, or any charges incurred as a result of lost, stolen or damaged electronic communication devices.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5) If a student wishes to use an electronic communication device at an unauthorized time for medical purposes, his/her parent or guardian must submit a written request for permission to the school principal or his/her designee to determine the validity of the request.

Authorization for Student Cell Phone/Electronic Signaling Device Use

By signing below, you acknowledge that you have read and have a clear understanding of policy and procedure relating to cellular phones and other electronic signaling devices stated above. Your signature further authorizes your child to possess a cell phone or other electronic signaling device while at school.

Please return this to your child's school principal.

Child's Name _____

Parent's Signature _____

School _____

