

LOUISE SANDRINI ELEMENTARY
PARENT HANDBOOK
2022 - 2023



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Morgan Hicks, Principal

LOUISE SANDRINI ELEMENTARY SCHOOL

4100 Alum Avenue
Bakersfield, California 93309
(661) 397-1515/Fax: (661) 397-3817

Dear Parents and Students,

Welcome to Sandrini Elementary School. I invite you to become a full partner in your child's education by participating in the programs and activities that support our students.

The information in this handbook was assembled in order to help you become better acquainted with Sandrini School. It contains important information regarding school and District policies and procedures. Please read it carefully and keep it as a handy reference throughout the year.

Sandrini School enjoys a history of parent/student/faculty cooperation. We welcome you and your family to our school community and look forward to the partnership that is developed as we work together to provide excellence in education for all our students.

The staff and I look forward to a successful school year with your child. If you have any questions or suggestions about this information, we would appreciate hearing from you.

Sincerely,

Morgan Hicks
Principal

SCHOOL BOARD MEMBERS

Keith Wolaridge, President
John P. Lake, Vice President
Bryan Easter, Clerk
Elynor Cherie Olgin, Trustee
Paula Van Auken, Trustee

DISTRICT OFFICE ADMINISTRATION

Katie Russell, District Superintendent
Brandie Dye, Assistant Superintendent, Curriculum/Instruction
Glenn Imke, Assistant Superintendent, Business Services
Jennifer Irvin, Assistant Superintendent, Educational Services
Darryl Johnson, Assistant Superintendent, Human Resources

LOUISE SANDRINI ELEMENTARY SCHOOL

2022-2023 BELL SCHEDULE

7:15.....	Campus Opens
7:33.....	Warning Bell
7:38.....	Instruction Begins
9:30.....	Kindergarten Recess
9:45.....	End of Kindergarten Recess
9:50.....	Primary Recess
10:05.....	End of Primary Recess
10:10.....	Intermediate Recess
10:25.....	End of Intermediate Recess
10:45.....	Kindergarten Lunch Begins
11:15.....	1 st Grade Lunch Begins
11:20.....	2 nd Grade Lunch Begins
11:30.....	Kindergarten Lunch Ends
11:50.....	3 rd Lunch Begins
11:50.....	4 th Lunch Begins
12:00.....	End of 1 st Grade Lunch
12:05.....	End of 2 nd Grade Lunch
12:20.....	5 th & 6 th Grade Lunch Begins
12:35.....	End of 3 rd & 4 th Grade Lunch
1:05.....	End of 5 th & 6 th Grade Lunch
2:00.....	Primary (K-3) Dismissal
2:30.....	Intermediate (4-6) Dismissal

Wednesday are 90 minute early dismissal:

TK-3rd Grade dismissal 12:30 p.m.; 4th-6th Grade dismissal 1:00 p.m.

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PARENT INFORMATION

ACCIDENTS AND SAFETY

We urge all children to use crosswalks and sidewalks, where available, coming to and from school. Please help your child choose the safest route possible.

In case of a severe accident at school, a child is given first aid. Every effort is then made to contact a parent for additional instructions. For this reason **it is vital that changes in telephone numbers, addresses and emergency contacts be reported to the school office promptly.** In case a parent cannot be reached, we will call the people you have named on the emergency card to act on your behalf.

For safety purposes, children are not allowed to bring skateboards, scooters, rollerblades, bats, and/or spiked shoes to school.

ACADEMIC ACHIEVEMENT AWARDS (Intermediate)

- Students in intermediate grades earning straight A's (4.0 GPA) receive Principal's List honors.
- Earning a "B" average (3.0 GPA) in the academic subjects taught daily qualifies students for the Honor Roll. Conduct is also considered.
- Students must be performing at grade level expectations and may not be receiving a modified program in order to qualify for the Honor Roll or Principal's List.
- Any grade below a "C" in any subject disqualifies the student.
- Awards will be given for such achievements at quarterly awards assemblies

ATHLETIC PROGRAMS

At Sandrini School we offer participation in after school sports teams that compete against other District teams throughout the year. Our Fall sports are volleyball and flag-football. Winter sports include boys and girls basketball, and in the Spring, we offer track & field. The after school sports program is open to fourth (track only), fifth and sixth grade students only. Rosters are limited and are competitive in nature. All games are played after the end of the regular school day at district junior high schools and on possible weekend tournaments. Parents are responsible for transportation of their children to and from all sporting events.

ATTENDANCE

If your child is going to be absent from school, we would appreciate a telephone call, in the morning, reporting the cause of absence. **Parents have 3 days to clear an absence.** If you are unable to call the office, a note to the school office is required. Our telephone number is 661-397-1515.

Parents and school officials alike are sometimes uncertain as to the difference between an "excused absence" and an "unexcused absence". Perhaps a brief explanation of the laws and policies governing student absences will be helpful in this regard.

School districts receive the bulk of their funds from the state and the amount they receive is based on positive attendance. If a student is in school the district is paid for his/her attendance. If a student is absent from school the district receives no funding for that day. For permanent accounting purposes excused absences are as follows:

1. Personal illness.
2. Quarantine under the direction of a city or county health official.
3. Medical, dental, optometrical, or chiropractic appointments.
4. Attending the funeral of a member of the immediate family (mother, father, grandmother, grandfather, spouse, son, brother, sister, son-in-law, daughter-in-law, or any other relative living in the household.)
5. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Participation in religious instruction or exercises
 - (1) In such instances, the student shall attend at least the minimum school day.
 - (2) The student shall be excused for this purpose on no more than four school days per month.
 - f. When parents contemplate an absence for their child for personal reason, their parent/guardian should write to the principal to ask that the expected absence be excused. The principal or designee shall approve or disapprove the request pursuant to uniform district standards. The principal or designee may deny the request if he/she believes that the absence would be educationally harmful to the student or set a poor example in manners of school attendance for the student or other students. If the request is denied, reasons will be given.
6. Exclusion, for up to five school days, for failure to present evidence of immunization or for treatment of head lice.

The following are some examples of unexcused absences:

1. Oversleeping
2. Cutting/ditching school
3. Family trips for pleasure/recreation/business purposes
4. Vacations
5. Parent/guardian fails to provide proper verification regarding student absence

Unexcused absences, including family trips for pleasure/recreation and business purposes or failing to provide proper verification for an absence for more than ten (10) consecutive school days can result in the student being dropped from the class and the risk of the student not returning to the same class or school.

When students are picked up early from school, it can be disruptive to their learning and can be considered a factor of becoming truant. Please make every effort to schedule appointments outside of school hours and allow your child to participate in every minute of the school day.

BICYCLES

The Bakersfield Police Department has suggested to us that kindergarten, first and second graders do not yet have the proper physical coordination or judgment, in an emergency situation, to ride bicycles to school. Most bicycle accidents happen to children of this age. If you have a third, fourth, fifth or sixth grader, who wishes to ride a bicycle to school, please make sure you sign a bicycle permit for your student. Bicycle permits are available in the office at your request. To ride a bicycle to school, the following conditions must be met:

1. Has parent approval with a signed bicycle permit on file.
2. Bicycle is kept locked while on the school grounds.
3. Obey bicycle rules to and from school.
4. Wear a helmet.

BOOKS & CHROMEBOOKS

Books AND Chromebooks have become tremendously expensive. They should receive reasonable care in order to last as long as possible. Students are responsible for books and Chromebooks issued to them or checked out from the library and should not abuse them or mark in them. Books taken home regularly should be kept covered at all times with a paper or plastic cover of some sort. Students who lose, abuse or destroy books and/or Chromebook will be required to pay for them. The same is true of any other school property issued to them.

CAFETERIA PROCEDURE

Breakfast is served in the cafeteria from 7:15-7:33 am. If your child is planning on eating breakfast at school, please ensure that they are in the cafeteria in plenty of time to eat their meal and be ready to report to class on time at 7:38 am. The cafeteria doors close at 7:25 am. Due to COVID protocols, no parents and visitors are allowed to enter the cafeteria.

Our kitchen serves delicious and nutritious meals. We encourage every student to eat a hot lunch in the cafeteria. Lunch money account deposits must be made on-line, before school or during their morning recess.

CLASS PARTIES/BIRTHDAYS

In order to be fair to all children, classes are **not permitted** to have birthday parties. As we get closer to specific holidays, we will let you know if there will be any class celebrations. **In an effort to decrease the loss of valuable instructional time, please do not bring food items, balloons, etc. to school to celebrate student birthdays.** Items brought to the office will remain there until the student is dismissed and will be sent home with the child.

CLASSROOM STANDARDS

- Students shall enter the classroom in an orderly manner.
- They shall be seated, quiet and ready to work when the bell rings.
- They shall bring any necessary materials.
- Rules of courtesy to teachers and fellow classmates shall be followed at all times.
- Students shall meet each teacher's standards concerning class procedures, i.e. sharpening pencils, getting needed materials, staying in seats, etc.
- Each and every student shall be responsible for keeping the classroom neat and to see that things are picked-up from the floor.
- Any personal grooming shall be done outside of the classroom.
- Students shall leave the room in an orderly manner.
- Students shall not eat in the classroom unless permission is given by the teacher. Gum is not allowed at school at any time.

CONDUCT OF STUDENTS

There are many behavior expectations for students while they are on the Sandrini campus but please help reinforce the following important values at home:

- Attend school every day on time
- Be ready to learn each day with required materials and work completed
- Be respectful to classmates and adults
- Be responsible for your actions
- Keep hands, feet, and other objects to yourself
- Report behavior that is hurtful or dangerous
- Do a “Sainly Deed” every day!

In order to maintain safe and orderly schools, the State of California authorizes school districts to suspend or expel students for the commission of serious offenses. Suspension is defined as exclusion from school and all school activities for a period of one to five days. Expulsion is defined as removal of the students from all schools in the Panama-Buena Vista Union School District for an extended period of time. In some instances, the period of expulsion may cover one school year. Students considered for expulsion are brought before the District’s Administrative Hearing Panel where the facts of the cases are presented. The District’s Board of Trustees reviews the Panel’s findings and determines whether or not to issue an expulsion order.

In accordance with Education Code 48900, school districts are granted the authority to suspend or expel students who have committed any of the following acts:

- | | |
|-----------|--|
| 37639848. | Fighting/Assault |
| 37639849. | Bullying |
| 37639850. | Vandalism |
| 37639851. | Possession, sales or use of tobacco, alcohol, and/or illegal drugs |
| 37639852. | Theft |
| 37639853. | Weapons, possession or assault |
| 37639854. | Habitual profanity or vulgarity |
| 37639855. | Disrespect to school personnel |
| 37639936. | Defiance of school authority |
| 37639937. | Disruption of school activities |
| 37639938. | Sexual harassment |
| 37639939. | Hate violence |
| 37639940. | Harassment, threats, or intimidation |

The Panama-Buena Vista Union School District maintains that any knife, regardless of length, or any weapon is strictly prohibited at school or at any school sponsored activity. Students found to

be in possession of a knife or weapon will be subject to expulsion. State and Federal law requires the Superintendent or designee to immediately suspend and recommend for expulsion any student who brings a firearm to school.

COLOR DAY

"Color Day" is held every Friday. Our school colors are Columbia blue and royal blue. The Sandrini Saints are very proud of the conduct and spirit shown by our students. We feel Color Day is one of the contributing factors in building this atmosphere. We ask each student to participate in Color Day. A Sandrini shirt or sweatshirt will satisfy Color Day requirements. Your cooperation in helping your child dress for Color Day will aid greatly in the success of this activity.

HATS

Sandrini is a NO hat school except for the last Friday of the month. A school appropriate hat worn face forward is allowed on that specific day each month.

DISMISSAL

Students must leave the campus immediately upon dismissal unless they are involved in school sponsored after-school activities. **Primary grade students may not wait for an older or younger brother or sister.**

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.

(cf. 0420 - School Plans/Site Councils)

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.
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. And personalized printing or writing on clothing, 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 the length of which is shorter than mid-thigh.

- d. Clothing that is transparent or revealing
AR 5132(b)
- 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, do-rags, bandanas, 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 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.
- 8. Cosmetics to the face and hair that distract from the educational process are unacceptable.
- 9. Hats, caps, and other head coverings (sweatshirt hoods) shall not be worn indoors.

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.

ELECTRONIC DEVICES/CELL PHONES

Students are discouraged from bringing ANY electronic device/game to school, including cellular watches. However, if you allow your child to bring a cell phone to school, the following rules will be enforced:

- Phone is turned OFF during the school day (7:15am-2:30pm)
- Device is NOT used on campus at anytime
- Device is kept in a backpack, bag or purse in the student's classroom
- Device may not be used as a camera to take pictures on campus

Please refer to the cellular phone agreement at the back of this handbook for more information regarding District and Board Policy.

FOG DELAY

During the winter months, heavy fog may occasionally delay or even close some Kern County schools. If there is fog and you think school may be delayed or closed – **please watch your local television station for updates.** Information is made available to virtually all local stations.

Our procedure calls for our schools to be open at the normal time even though we may delay bus transportation for two (2) hours. Students who normally walk or are transported to school by their parents have the option of attending at the normal time. I want to stress that we are not encouraging parents to send their students out in unsafe conditions nor are we asking them to transport their children when they feel it is unsafe. Many parents must make provisions by taking their children somewhere; and in many cases the fog conditions, while extremely heavy in one area, may be spotty and permissible for students to walk in another. Our district policy is:

1. When fog delays are called, school bus schedules will run two (2) hours later than the regular time.
2. Schools will be open at the regular time to receive students who normally walk or are transported by their parents. Once again, parents are urged to consider the conditions on any given morning a delay is called before sending or bringing their child to school.
3. Decisions to call fog delays must be made by 6:15 a.m. each morning. On occasion, fog will come in after the buses have departed, and it is too late to get on the fog delays tape. When this happens or at any time in your judgment you feel it is unsafe or dangerous for your child to board the bus or to walk to school, we encourage you to keep your child at home. He or she will have the opportunity to make up any work missed. As has been the practice in the past, all fog delays will be announced on local radio and television stations. Do not call the Highway Patrol or school office.
4. School Closure - In the event of extremely hazardous fog conditions over a major part of the valley, the decision to close all schools will be made by a committee composed of representatives from districts in the central areas. If such an event should occur, a general announcement will be made of the complete closing of school the day before or on the evening before the closing of schools.
5. Bus Transportation Cancellation - In the event of a two (2) hour bus transportation delay and should conditions remain so severe that it would be deemed unsafe to send the buses on a delayed schedule, parents would be notified by radio and television at least one-half (1/2) hour prior to the bus pick up time. Therefore, it is important to stay tuned to your radio or television station for the latest information.

If bus transportation is completely canceled for the day, those students who have been transported by parents or have walked to school will be released at their normal time to either walk or be picked up. Parents should discuss this situation with their children.

HALO HEROES/SPIRIT DAY

Children need positive reinforcement frequently. One of the ways we like to reinforce outstanding students is by honoring the "Student of the Month" in each class during Spirit Day festivities. Spirit Day is the first Friday of every month. The "Student of the Month" students are called "Halo Heroes". To qualify for this honor, students must meet the following criteria:

1. Positive attitude toward school.
2. On time and ready for class.
3. Participate willingly in class.
4. No discipline problems.
5. Tries to the best of his/her ability.
6. Completes assignments.
7. Display the qualities for the Word of the Month.

Halo Heroes are chosen by their teacher and will be honored in the following ways:

1. The student will receive a packet that will include a certificate.
2. Parents will receive a letter of congratulations.

Encourage your child to strive for this worthwhile honor.

INDEPENDENT STUDY

Students who will be absent 10-20 days are eligible for Independent Study. Students with an IEP will require authorization through the IEP Process. Parents and student(s) will be required to sign an Independent Study Agreement. Parents should request Independent Study at least 5 days prior to the absence.

HOMEWORK AND STUDY HABITS

Homework is to provide reinforcement or to extend classroom learning experiences. It is work assigned to the student by his teacher to be completed outside of class time. Homework can include work not completed in class, independent practice of a skill, studying for a test, or completion of a long-term project.

The purposes of homework are as follows:

1. To extend the classroom learning into a richer understanding of the material presented.
2. To reinforce materials and drills presented in class.
3. To develop sound work-study habits in preparation for adult life.
4. To extend students' opportunities to do creative work and independent thinking.

The guidelines for homework are as follows:

1. Time necessary to complete homework assignment will be limited to the appropriate age group and ability.
2. Homework will be meaningful to the student. It will be collected and evaluated.
3. Homework may be used for reinforcement of materials already presented.
4. Parents should not do the students' homework, but they may supervise study.
5. Grade level projects (mission reports, state reports, science projects) will largely be developed in class as a teaching process at each grade level. Most work will be done in class under supervision. Completion of elements covered in classroom instruction may be used as homework (rewrites, revisions, and final drafts.)
6. Long-term assignments will have intermittent checks by the teacher.
7. Homework will not be given on weekends or holidays.
8. Homework is not required of students in grade K-2. The decision to give small amounts of homework is left to the discretion of the individual teacher. If homework is assigned, it will not exceed the guidelines for grade 3.

General guidelines for homework in grades 3-6 are as follows:

K - Second Grade	as needed
Third Grade	½ hour two times a week
Fourth Grade	½ hour three times a week
Fifth Grade	½ hour four times a week
Sixth Grade	1 hour three times a week

The time needed to complete homework will vary with each student depending on individual skills.

9. GATE students (who are away from school one day per week) will be given homework assignments that demonstrate mastery of the concept, not necessarily the total number of assignments missed in class.

Expectations for IIC students will be worked out on an individual basis depending upon the capability of the student.

LOST AND FOUND

Children are asked to turn over to a teacher or to the office anything of value that is found. It is best to put your child's name in any clothing that might be taken off at school, such as sweaters and jackets. Your child's name should also be put on lunch boxes, and sack lunches. Reminders will be given at various points throughout the year for students and parents to help clear out our lost and found bin. Items not claimed will be donated to local charities at winter break and at the end of the school year.

MEDICATION

The law requires schools to have a record of all students who take medication on a continuing basis for a non-episodic condition. If your child is taking medication on a regular basis, you are asked to notify the office and to fill out a "Pupil Medication to be Administered at School" form. Children who need to be medicated at school must have the proper physician's medical release on file in the office. The medication needs to be in the original container and will be kept in the office at all times. Please arrange to pick up any such medications prior to the last day of school. All unclaimed medication at the end of the school year will be properly disposed of.

MUSIC

Classroom Music - Children in the primary grades receive instruction from their classroom teacher. Intermediate children receive one period each week of instruction with a music specialist. Activities include singing, dancing, rhythm instrument experiences, the development of listening skills and music appreciation. Included in the fourth grade curriculum is a unit on basic recorder playing. The basic recorder unit leads to the possibility of being in an advanced recorder class which serves as an introductory pre-instrument course for students interested in beginning band or orchestra instruments in the fifth and sixth grades. The advanced recorder class is in addition to the regular classroom music. Fifth and sixth graders have the opportunity to audition for a grade level select chorus. These groups are primarily concerned with performances. In an attempt to stimulate a positive and pleasant attitude towards music, the music department also includes and encourages as many enrichment experiences in the fine arts as possible, such as Young People's Concerts (Kern Philharmonic) and Young Audience programs.

Instrumental Music - Instruction begins in the fourth grade with the advanced recorder pre-instrument course. Class instruction on the standard instruments of the band and orchestra is offered to all qualified fifth and sixth grade students on a "pull-out" basis twice a week, for a period of one-half hour per lesson. The school band and orchestra rehearse one-half hour per week. All students who attend Sandrini School, who are able to play the music, may audition to join.

Choral Music- The Sandrini Chorus is assembled by the music teacher and is optional to fifth and sixth grade students who demonstrate a sincere interest in choral music and demonstrate excellent behavior and the responsibility to make up work missed while at music.

We welcome all parents who would like to assist in some way in the music program, its activities and enrichment experiences.

PARENT CLUB

The Louise Sandrini Parent Club is an active group of parents who support our educational program and help with activities that enrich our total school program. The Parent Club alternates between day and evening meetings. Notices will be sent home stating times and dates. **We strongly encourage all parents to join and participate in the Parent Club activities.**

RELEASE OF STUDENT TO PARENT/GUARDIAN

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.

STUDENT GOVERNMENT

- The Sandrini School Student Council is made up of fourth, fifth and sixth grade students who represent the students in all grades.
- Participants will learn the basics of the democratic process and participate in fundraising events, community service projects and other fun activities.
- The Student Council is composed of the President, Vice President, Secretary, Treasurer, Director of Safety, Superintendent of the Grounds, and Director of Athletics.
- Election dates and further information concerning student government will be announced in early September.

TARDIES/LATES

In an effort to increase student achievement we highly encourage that your child is in class on time and ready to learn. The tardy bell rings every day at 7:38 am. If your child is late, they are required to enter through the office and be accounted for by the attendance clerk. If you encounter emergency circumstances that require your child to be late on numerous occasions, please contact the principal to discuss the attendance matter.

TELEPHONES (Office)

It is necessary that our school telephones remain free for conducting school business. Students who ask to use the telephone will be granted that privilege only for emergencies and extraordinary situations.

TOYS, SPORTS EQUIPMENT

Children often bring toys and/or sports equipment to school. Because of the danger of loss, theft and breakage, and also because of the distraction from schoolwork, we prefer that these items be left at home. Kindergarten may have special days when children bring a toy "to share".

TRANSPORTATION

The Panama-Buena Vista Union School District has an enviable record of safe transportation for our bus-riding students.

To safely transport your children, we have rules and regulations to assist students in understanding their responsibilities while riding school district buses. These rules will assure safe and proper travel to and from school, and are to be observed when riding the bus and while waiting at school bus stops.

The following list of student actions constitutes violations of the established rules and regulations:

- Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.) in or when loading or unloading the bus.
- Using profane language or obscene gestures.
- Putting any part of the body out of the bus window at any time.
- Any movement OUT of seats while bus is in motion.
- Creating excessive noise that distracts bus driver.
- Unauthorized opening, closing, or tampering of any kind, with bus doors, emergency exits and windows.
- Any type of damage or defacing of bus.
- Throwing any objects in, out of, or at the bus.
- Lighting of matches, cigarettes, smoking on bus.
- Transporting live animals, reptiles, or insects, on the school bus. Science specimens are to be encased in safe containers of plastic or cardboard.
- Glass containers will not be allowed on the bus.
- Eating, drinking, or chewing gum on bus.
- Failure to obey driver, or disrespect to the bus driver.
- Using other than the students regularly designated bus stop.
- Riding the bus after receiving a "no ride" penalty.
- Any improper bus stop procedures, i.e. not lined up properly at bus stop.
- Giving improper identification when requested by bus driver.
- Tampering with radio or bus controls.

Transportation to and from school by school bus is a privilege and not required by law. Minimum penalties, as listed below, shall be used as guidelines for infractions of established ruled:

First Citation - Warning or possible bus riding suspension. Letter to be signed, dated, and returned by parents.

Second Citation - Telephone call to parent followed up by a letter. Principal has the discretion to suspend up to three (3) days. Letter to be signed, dated, and returned by parent.

Third Citation - Five (5) day bus riding suspension. Letter to be signed, dated, and returned by parent.

Fourth Citation - Ten (10) day bus riding suspension. A conference with parent or guardian will be required during the ten (10) day suspension period before student can resume riding the bus. The principal may request the driver to be present, or the driver may request to be present at the conference. Letter to be signed, dated, and returned by parent.

Fifth Citation - Balance of school year bus riding suspension. Letter to be signed, dated, and returned by parent.

VISITATION PROCEDURE - CLASSROOM
Panama-Buena Vista Union School District
Sandrini Elementary School

CLASSROOM VISITATION PROCEDURES
(Observation of Instructional Program by Parents)
From Adopted District Administrative Procedures

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 of 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 schedule 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.”

REFERENCES:

Education Code Sections 32212, 35160, 49091.10, 51101
PBVUSD Board Policy 125

Requirement to Stock Menstrual Products

Sandrini Elementary

Notice to Parents, Guardians, Pupils, and Teachers 2022-2023

Section 35292.6 is added to the Education Code, to read:

- (a) On or before the start of the 2022–23 school year, a public school, including a school operated by a school district, county office of education, or charter school, maintaining any combination of classes from grades 6 to 12, inclusive, shall stock the school's restrooms at all times with an adequate supply of menstrual products, available and accessible, free of cost, in all women's restrooms and all-gender restrooms, and in at least one men's restroom.
- (b) A public school described in subdivision (a) shall not charge for any menstrual products provided to pupils.
- (c) A public school described in subdivision (a) shall post a notice regarding the requirements of this section in a prominent and conspicuous location in every restroom required to stock menstrual products, available and accessible, free of cost, pursuant to this section. This notice shall include the text of this section and contact information, including an email address and telephone number, for a designated individual responsible for maintaining the requisite supply of menstrual products.
- (d) For purposes of this section, "menstrual products" means menstrual pads and tampons for use in connection with the menstrual cycle.
- (e) This section shall become operative on July 1, 2022.

If this restroom needs to be replenished, please contact:

**mcruz@pbvusd.k12.ca.us or
661-397-1515**

CELLULAR PHONES AND OTHER ELECTRONIC SIGNALING DEVICE AGREEMENT

Students will have limited use of electronic signaling devices, including, but not limited to, cell phones, MP3 players, watches, and gaming devices. 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 non-structured 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 these devices are subject to having the device confiscated and to disciplinary action. (PBVUSD Board Policy 5131)

In accordance with the Board policy, and administrative procedure on search and seizure, a school official may search a student's mobile communication device, including, but limited to reviewing messages or viewing pictures.

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

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 are 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

By signing below, you acknowledge that you have read and have a clear understanding of the policy and procedure relating to cellular phone 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.

Student Name _____ Parent/Guardian _____

Date _____ Teacher _____

Louise Sandrini Elementary School



PARENT HANDBOOK

I am pleased to announce the Sandrini 2022-2023 Parent Handbook is available online through ParentSquare. Printed copies of the handbook are available at the school.

After your review, please sign and return the acknowledgement attached below, indicating you have received and reviewed these materials. Signed forms are to be returned to your child's teacher.

I have read the Sandrini 22-23 Parent Handbook and will contact the office if there are any further questions.

Student Name

Teacher's Name

Date

Parent/Guardian Signature