

Wayne Van Horn Elementary School
Student/Parent Handbook
2022-2023



Home of the Hornets

5501 Kleinpell Ave.
Bakersfield, CA. 93309
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Dear Van Horn Families:

Welcome to another exciting year of learning at Van Horn Elementary School! We look forward to partnering with you during the 2022-2023 school year. At Van Horn, our desire is to provide excellent learning experiences for all students.

The Van Horn Elementary School Handbook provides a great deal of important information regarding our policies and procedures. Please take time to read the handbook thoroughly and discuss this information with your child(ren). This relationship between home and school helps to promote the well-being of our children and their learning.

We strive to keep the lines of communication open between home and school. To do this, we will utilize ParentSquare, the website, and printed notices home.

Please feel free to contact any member of our school staff if you have any questions or concerns. We encourage a close proactive relationship with our parents and look forward to working with you. The Van Horn staff is devoted to developing young minds and we hope to create lasting memories for your child. Please remember that our door is always open for questions, comments or concerns.

Sincerely,

Trina Lovio

Wayne Van Horn Elementary School

Trina Lovio, Principal

Nicole Gutierrez, Assistant Principal

Panama-Buena Vista Union School District Board of Trustees

Elynor Cherie Olgin

Keith Wolaridge

John P. Lake

Bryan Easter

Paula Van Auken

Board of Trustee meetings are held the second and fourth Tuesday of each month at 7:00pm in the Board Room at the District Office, located at 4200 Ashe Rd.

Panama-Buena Vista Union School District Board of Trustee

Katie Russell, Superintendent

Brandie Dye, Assistant Superintendent, Instructional Services

Glenn Imke, Assistant Superintendent, Business Services

Jennifer Irvin, Assistant Superintendent, Educational Services

Darryl Johnson, Assistant Superintendent, Human Resources

Denita Maughan, Assistant Superintendent, Special Services



STAFF LIST

TK

Merickel, Heather

K

Eubanks, Ruth

Saucedo, Jazmin

Malavar, Jennifer

1st

Heinle, Jennifer

Lawrence, Lisa

Tucker, Apallonia

2nd

Raney, Leslie

Taylor, Robin

3rd

Borges, Lori

Horg, Jessica

4th

Bolanos, Anelle

Childress, Amanda

Sandoval, Celina

5th

Blanton, Jacob

Fulton, Camille

Valdez, Diane

6th

Cortes, Alma

Estrada, Andrea

IIC

Cunningham, Natalie

Randolph, Tracye

SDC

Castillo, Lillibeth

Manibusan, Jolene

Music

Adams, Lucy

Garza, Mary

Academic Coaches

Dominguez, Becky

Support

Castro-Rodriguez, Zayda School Psychologist

----- Behavioral Intervention Aide

Gonzalez, Angelina Behavioral Intervention Aide

----- Speech

----- Speech

Office Staff

Bonnar, Cathie

Carillo, Jessica

Rodriguez, Jennifer

Librarian

Colwell, Melissa

Head Custodian

Norris, Cathy

Cafeteria Manager

Rogers, Deidra

Daycare Manager

Alonso, Delaina

ACES Manager

Perez, Ricky

Administration

Lovio, Trina

Gutierrez, Nicole

ACADEMIC ACHIEVEMENT AWARDS

Academic success for all students is a priority for the staff of Van Horn. Recognition of academic excellence takes place each quarter for fourth, fifth and sixth graders who have met the criteria.

Honor Roll

Students with a 3.0 grade point average in their academic subjects are qualified for Honor Roll. These students will be recognized at the quarterly awards assemblies.

Principal's List

Students with a 4.0 grade point average in their academic subjects are qualified for Honor Roll. These students will be recognized at the quarterly awards assemblies.

ACADEMIC RESPONSIBILITIES OF STUDENTS

To develop the skills necessary to be successful at Van Horn School and beyond, every student will be expected to:

1. Take the responsibility to develop good work and study habits
2. Clarify with the teacher any questions regarding assignments, activities, or homework
3. Make up missed work when absent
4. Participate daily while at school

ACCIDENTS AND SAFETY

In order to ensure student safety, we ask that you utilize Van Horn's Student Valet Program. This program was developed in conjunction with the Bakersfield Police Department and helps to keep our students safe during the morning drop off time. The valet drop off location will be in front of the north side of the school and is indicated by signs. The student valets will be stationed on the front sidewalk behind the yellow painted line.

Vehicles may not double park, and please do not block any driveways when parking.

Please note that our buses utilize the bus loop in front of the school to unload students in the morning. **Please do not pull your vehicle into the bus drop off area for any reason.** We must leave this area open for buses to use. Please do not allow your students to walk through the parking lot unattended.

We urge all children, parents, and families to use crosswalks and sidewalks, where available, coming to and from school. Please use the safest route possible to get to and from school safely..

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 reasons, we have forbidden children to bring skateboards, bats, balls and spiked shoes to school.

ARRIVAL AND DISMISSAL FROM CAMPUS

Supervision at school begins at 7:15 am and students will not be allowed on the campus prior to that time. For their safety, students may not arrive at school before 7:15 am.

Students arriving late, other than late on the bus, are to report to the office/MPR to pick up a pass before reporting to class.

All students are expected to depart for home upon dismissal from school unless they are participating in a scheduled after school activity. A student must have a written note to the teacher signed by the parent to change transportation plans. Please call the office to change transportation plans in cases of emergency by lunch to allow time to relay the message to the teacher. Students may not go home with another student for any reason or get off at a bus stop other than their own unless the school has written permission.

Students leaving before dismissal time must be signed out by a parent in the office. Identification is required to check a student out early.

ATHLETIC PROGRAM

At Van Horn we have an after school sports program. We have after school competition in football, basketball, and track and field for the boys. Girls participate in volleyball, basketball, and track and field.

The after school program is open to fifth and sixth grade students only, with an exception for track and field which includes fourth grade. Rosters are limited. Teams compete against other schools in regular league play. All games are played after the end of the regular school day.

ATTENDANCE

We ask for your cooperation in seeing If your child is going to be absent from school, please call in the morning to report the absence to the office.. If you are unable to call the office, a note when the child returns to school is required in the office. Absences must be cleared within 72 hours. Our telephone number is 324-6538.

A doctor or dentist's note is required to excuse the following: (However, it is recommended that you obtain a note any time your student visits the doctor or dentist during the school day.)

1. Arriving late or leaving early for a doctor or dentist appointment.
2. Three or more consecutive days of absence for illness.
3. Ten or more days of absence for illness in any school year.

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. An appointment for medical, dental, chiropractic or eye care.
4. Attending the funeral of a member of the immediate family.
5. Exclusion from school due to lack of proper immunizations.
(Specified amount of time)
6. Participation in religious instruction or exercises in accordance with district policy.

Absences that may be recorded as “Personal” are as follows. A parent or guardian **must submit a written request to the office prior to the anticipated date of absence.**

1. Appearance in court.
2. Observation of a holiday or ceremony of his/her religion.
3. Attendance at religious retreats. (This can be for no more than four hours during a semester.)

All other absences are considered “unexcused.”

BEHAVIOR STANDARDS

Van Horn School has high expectations for student and staff behavior. The school has a standard of behavior expectations for all students to follow, the F.L.Y. expectations, which are Follow directions safely, Lead respectfully, and say Yes to responsibility. The specifics of what the F.L.Y. expectations look like in the classroom, cafeteria, hallway, and playground will be taught and explained to each student. Students will be recognized for their efforts in following these expectations all around campus with F.L.Y. tickets and prizes are awarded to those students who have earned F.L.Y. tickets.

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. 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. Parent approval with a signed bicycle permit on file.
2. Bicycle is securely locked while on school grounds.
3. Bicycle rules to and from school need to be followed.
4. A helmet must be worn whenever riding a bicycle to and from school.

CAFETERIA

A variety of good, wholesome, nutritional breakfasts and lunches are available to the students on a regular basis. We encourage every student to eat a hot breakfast and/or lunch in the cafeteria. Milk is included with these meals. Milk may be purchased separately.

Van Horn School is part of a Federal grant that enables every student to eat breakfast and lunch free of charge. Parents or guardians need to fill out the Education Benefit Form which is located in the front office.

State law requires children to eat lunch every day they are at school.

CARE OF SCHOOL PROPERTY

Books

Books checked out to students are expected to receive reasonable care in order for them to last as long as possible. Students are responsible for books issued to them 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, you will be asked to pay for them. The same is true of any other school property issued to them.

Laptops

The school issued Chromebooks are expected to be reasonably cared for. Teachers provide clear directions on handling procedures for the laptops and those are to be followed at all times. Food and drinks are not to be near the laptop. If a laptop is lost, abused, or destroyed you may be asked to pay to replace it.

CELL PHONES/ELECTRONIC SIGNALING DEVICES

To avoid disruption of the instructional process, students shall not display, use, or activate an electronic signaling device during the school day. It is the student's responsibility to ensure that his/her electronic signaling device is turned off and secure at all times. Students who violate the rules and regulations concerning electronic signaling devices are subject to having the device confiscated and to disciplinary action.

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.

CLASS PARTIES

Class parties are held for winter break, Valentine's Day, spring break, and the end of school. All treats and/or activities will be determined by the teacher and your assistance in helping with supplies/food items for the parties is greatly appreciated.

Birthday treats must be arranged between parent and teacher at least one day prior to the event. If items are brought to share for a birthday, it will be handed out the last ten minutes of the day to maximize instructional time.

Suggested items are as follows:

1. Cookies
2. Pre-bagged treats
3. Pencils, erasers, etc.

Please do not bring frosted cupcakes, cakes, or colored beverages. Additionally, we do not allow fruit, flower, or balloon bouquets to be delivered to students as it is a distraction that could keep children from learning. All items must be store-bought with ingredients listed.

COLOR DAY

Every Friday is "Color Day" at Van Horn. Color Day is an activity designated to build school spirit and pride. Our school colors are **GREEN** and **YELLOW**. We ask each student to participate in Color Day by wearing school colors.

COMMUNICATION WITH THE SCHOOL

Van Horn prioritizes regular two-way communication on an ongoing basis. Good communication between parents, teachers, and the school is an important part of your child's success and we provided meaningful communication in the following ways: school-parent compact, parent-teacher conferences at the end of the first quarter of instruction, use of ParentSquare, progress reports throughout the school year, emails/phone calls, and opportunities to volunteer and participate in classroom or school activities during the year.

DISCIPLINE/POSITIVE AND RESTORATIVE PRACTICES

The staff and administration of Van Horn have established expectations for all areas of the school in order to maintain a safe and welcoming environment by promoting positive school culture and maintaining positive behavioral supports for all students. These expectations are Follow directions safely, Lead respectfully, and say Yes to responsibility, or F.L.Y. Students are taught the expectations in all areas and all staff use the same language

to all kids throughout the various areas of the school. Students who are caught following the expectations earn a FLY ticket and can earn a prize. In instances where students are not following the expectations Van Horn staff follow a progressive system of discipline, utilizing restorative practices as well.

DRESS CODE

The Governing Board position respecting student dress is to be adhered to by all pupils attending schools of the Panama-Buena Vista Union School District. The purpose of the dress code is to help generate a positive learning situation and to guarantee the health and safety of all students.

Pupils attending the schools of the Panama-Buena Vista Union School District are expected to wear clothing that is appropriate for the promotion of an effective educational program. It is not the intent of the District to oppose the rights of students regarding dress, but rather to assure that the rights of all students are considered and upheld. It is the responsibility of the school to provide an atmosphere where all children will be able to learn; and it is the responsibility of the students and their parents to help create and maintain this atmosphere.

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. Excessively oversized shirts, including tee-shirts, worn outside pants are not allowed. Shirt length cannot extend beyond the tips of fingers when a student is standing with arms hanging down. Overalls must be worn with straps on the shoulders, not hanging loose.
3. All clothing must be neat in appearance. Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire. No clothing may be personalized other than with a given name. Jackets, backpacks, binders, etc. may bear the name of the owner in printed block letters. All other writing on clothing, backpacks, binder, etc., is unacceptable as is writing on the hands or other parts of the body. Clothing that is full of holes or frayed because of being cut off is not acceptable.
4. Clothing that is excessively revealing is unacceptable. "Excessively Revealing" Includes:
 - a. clothing that is extremely tight fitting
 - b. backless halter tops or dresses; tube tops; tank-top shirts or muscle shirts cut low at the armpits
 - c. clothing that shows bare midriffs

- d. shorts the length of which is shorter than halfway between mid-thigh and knee
 - e. clothing that is transparent or ripped/torn in a revealing manner
 - f. underwear being worn as an outer garment
5. Suggestive clothing or objects may not be worn which are libelous, obscene, or depict illegal activity. This includes buttons, arm bands, shirts, insignias, etc. Bandannas of any color or type are not to be worn. 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. Clothing that indicates the student's membership on community teams not affiliated with the school may not be worn. This is added to preclude the wearing of jerseys, uniforms, etc. of teams that are not associated with the school programs.
7. Shoes must be worn at all times. Sandals must have heel straps. Flip Flops or backless shoes or sandals are not acceptable.
8. Cosmetics to the face and hair that distracts from the educational process such as spray-painted hair, extreme painting of the face, glitter in the hair, etc. 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. (Administrative Procedure - AP 5132 (b)/5136)

EMERGENCIES/DISASTER/EVACUATIONS

In the event of serious accidents or injuries at Van Horn, students are given first aid and every effort is made to contact the parent immediately. **It is critical that we have current home, work, and cell phone numbers on the white emergency cards in the office.** Please call the office whenever there is a need to update this information.

Students and staff regularly practice fire and earthquake drills to ensure safety protocols are followed. In the event of a major disaster, students will be held 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 by the District office. Students will be chaperoned and remain at the alternate school site until picked up by a parent or other designated adult.

ENROLLMENT CARDS

Taking the time to update enrollment cards each year is imperative. The school needs to be kept up to date on the following items:

1. Home address
2. Home, cell phone, and work phone numbers
3. Emergency contacts
4. Any medical information

FIELD TRIPS

Field trips are arranged to extend and enrich the classroom curriculum. You will be notified in advance of any field trips and your written permission is required before your child can participate. If you want your child to participate, return the permission slip promptly since district policy does not allow us to accept a verbal consent.

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 LISTEN TO YOUR RADIO OR CHECK THE LOCAL NEWS.** Information is made available on 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. 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 for 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 ($\frac{1}{2}$) 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.

HOME TEACHER

When a student will be absent for longer than two weeks, due to illness, a parent may request the service of a home teacher. A written recommendation from a regular licensed physician and a written request from the parent or guardian are necessary before a home teacher may be assigned.

HOMEWORK

Homework assignments focus on giving the students an opportunity to practice skills they were taught in class. Nightly independent reading is an important part of homework too. You can help your child in establishing good routines for work time after school hours by reading with your child or listening to them read each night, set/provide a work space for your child to get their work done, and give help and encouragement to your child when needed.

LOST AND FOUND

Any clothing item that is found is placed in Van Horn's lost and found and other valuables, like glasses or jewelry, will be kept in the office. It is highly recommended that you put your child's name on any clothing that might be taken off at school, such as sweaters and jackets. Your child's name also needs to be put on their lunch boxes and sack lunches. The students, not the school, are responsible for the items they bring to school.

The lost and found will be cleaned out before winter break, spring break, and last week of school. All other unclaimed items will be donated to an appropriate agency.

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 "Health Collection" 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 and locked up 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. **DO NOT SEND ANY MEDICATION TO SCHOOL UNTIL THE PROPER PAPERWORK HAS BEEN FILLED OUT IN THE OFFICE.**

MINIMUM DAYS

There will be three two-hour minimum days during the school year that will affect grades TK-6 and on these days K-3rd grades are dismissed at 12:00 and 4th-6th grades are dismissed at 12:30.

Friday, November 18th (the day prior to the fall recess)

Friday, December 16th (the day prior to the beginning of winter recess)

Friday, March 31st (the day prior to the beginning of spring recess)

Wednesdays will be a 90 minute early release staff development day for grades TK-6. Every Wednesday K-3rd grades 12:30 and 4th-6th grades are dismissed at 1:00.

We will also participate in one-hour minimum days prior to special events, i.e. Back to School Night, Family Math & Literacy Night, and Parent Conference Week.

Information will be sent home prior to each of these days.

MUSIC

Classroom Music - Primary children receive instruction from their classroom teacher. Intermediate children receive instruction with a music specialist. Activities include singing, dancing, rhythm instrument experiences, the development of listening skills and music appreciation. Fifth and sixth graders have the opportunity to sing in a grade level chorus.

Instrumental Music - 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. The school band and orchestra rehearse each week. All 5th and 6th students who attend Van Horn School, who are able to play the music, may audition to join.

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

PARENT INVOLVEMENT

Parents are welcome at Van Horn Elementary. The staff works to provide a supportive learning environment and challenging curriculum for all students. We believe that a successful educational experience results from parents, students, and staff working together for the benefit of each child. **All parents wishing to volunteer in the classroom must participate in Van Horn's class hosted by the administrative team before working in the class.** Included in this section are several ways for parents to be involved at school. * *Also see Visiting During School Hours*

All visitors must sign in through the office and wear a visitor's pass while on campus. All visitors on campus are expected to model appropriate dress, language, and behavior to our students.

Parent Volunteers

Parents are encouraged to be visitors in the classroom and teachers actively seek parent participation and assistance. Van Horn invites parents to attend assemblies, parent and family night activities, watch programs, and to participate on field trips. If you would like to visit the classroom, you must arrange for a time with the teacher in advance. Classroom visits are not an appropriate time to talk or conference with the teacher.

Special programs, notes, telephone calls, parent/teacher conferences, bulletins, and monthly newsletters form the basis of communication between the school and parents. Parents are encouraged to present suggestions at meetings, on an individual basis, or by written communication.

Parent Committees and Councils

Parents are strongly encouraged to become an active part of the Van Horn Parent Club, English Learners Advisory Council (ELAC), and the School Site Council (SSC). The Parent Club is an active volunteer group of parents who support our educational program and help with activities to enrich our school program. The Parent Club meetings alternate between day and evening meetings. Notices will be sent home stating times and dates. ELAC is composed of parents of English learners who provide input and suggestions to the SSC or the principal concerning English learners. The SSC, an elected group of parents and school staff, work together to give guidance in budgeting, operation, and evaluation of any specially-funded or categorical programs here at Van Horn.

Parent/Teacher Conferences

Parent/teacher conferences are an essential part of each child's education. Grades TK through 6th have scheduled parent conferences after the first report card period. Please contact your child's teacher at any time throughout the year. Your participation in parent

conferences is an important way to stay informed about your child’s progress and their success in school.

PICKING UP STUDENTS FROM SCHOOL

During school hours (7:38-3:00), only authorized persons may pick up students by presenting proper ID and signing students out through the school office.

THERE IS NO SUPERVISION PRIOR TO OR AFTER LISTED SCHOOL HOURS. Authorized persons are required to pick up students promptly at their designated dismissal.

We will not call students out of class during the last 30 minutes of the day. Students being picked up for an appointment must provide documentation of the appointment to be considered cleared.

PROTECTED TEACHING TIME

Meeting the academic, social, and behavioral needs of your child is our priority here at Van Horn. The teachers maximize all instructional minutes and schedules are established to ensure your students’ receive the best possible learning experience. Please schedule appointments after school is dismissed if possible.

RETURNED MAIL

Returned mail that is received informs the school that you are no longer residing at that residence. If this happens, the school must be provided with a proof of residence, if that isn’t provided in a timely manner the District will inactivate your child and he/she will not be allowed to attend Van Horn without a new proof of residence.

SCHEDULES

			<u>M,T,T,H,F</u>	<u>WED.</u>
	School Opens/Bell Rings	Lunch	Dismissal Times	
Kindergarten	7:15am/7:38am	10:40am	2:00pm	12:30pm
1st/2nd Grades	7:15am/7:38am	11:10am	2:00pm	12:30pm
3rd Grade	7:15am/7:38am	11:40am	2:00pm	12:30pm
4th Grade	7:15am/7:38am	11:40am	2:30pm	1:00pm
5th/6th Grades	7:15am/7:38am	12:10pm	2:30pm	1:00pm

SPECIAL SERVICES

Van Horn has several special programs available to students. Speech therapy is provided to identified students by our Speech Pathologist. We have Intensive Intervention Classes and Special Day Classes to serve the needs of identified special education students. Daily ELD support is available to help students whose primary language is not 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 screenings are provided in specified grades and parents are notified if any abnormality is indicated.

STUDENT GOVERNMENT

The Van Horn Student Council is made up of fourth, fifth, and sixth grade students who represent the students in all grades. Students interested in student council go through the nomination process within their classroom, participate in the school wide campaign and election process and then the student council is established.

Student council members will learn the basics of democratic procedures in discussing and solving schoolwide problems and plan/support school events throughout the year. Elected officers will be the President, Vice President, Secretary, Treasurer, Director of Safety, Director of Activities and Superintendent of the Grounds.

Election dates and further information concerning student government will be announced in early September.

TOYS

Due to the danger of loss, theft and breakage, as well as the distraction from school work, toys need to be left at home. Some grade levels may have special days when children bring a toy "to share", that will be the only exception to this expectation.

TRAFFIC

Safety is our priority and we ask for your cooperation in ensuring safety is maximized as students enter and exit the school. Please be mindful of these things in order that all students are safe; use valet for drop off/pick up, only park along the curb, use the crosswalk when crossing the street, stay out of the bus loop.

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. Failure to follow the rules may result in a bus referral and denial of transportation.

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 the 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 a bus.

--Throwing any objects in, out of, or at the bus.

--Lighting of matches, cigarettes, smoking on the 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 the bus.

--Failure to obey the 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 the bus stop.

--Giving improper identification when requested by the 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 rules:

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.

VISITING DURING SCHOOL HOURS

For the safety of our students, Van Horn is a closed campus. If you wish to visit campus for any reason (classroom visit, volunteering, helping with a project, etc.), you must make arrangements to do so at least one day prior to your arrival and follow district observation/visitation policies.

ALL parents, visitors, and volunteers visiting campus during the school day must present ID at the office, sign-in, and receive a visitor's pass. All visitors must also check out and return their visitor's badge before leaving campus. *Anyone entering a class without permission will be asked to leave campus.*

Title I, Part A School Parent and Family Engagement Policy 2022-23

Wayne Van Horn Elementary School, with parents and family members, has jointly developed, mutually agreed upon, and distributed to, parents and family members of participating children in Title I, Part A programs the following requirements as outlined in ESSA sections 1116(b) and (c).

I. Describe how parents and family members of participating children in Title I, Part A programs are involved in jointly developing, distributing to, a written school parent and family engagement policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f) (ESSA Section 1116[b][1]):

Van Horn Elementary School has developed a written Title I School Parent and Family Engagement policy that was jointly developed with Title I stakeholders. These are some of the ways parents or family members were involved and ways it was distributed:

- Annual Title I Meeting- current year Parent and Family Engagement Policy (PFEP) is discussed
 - School Site Council Meetings
 - Parent Club Meetings
 - English Learner Advisory Committee
 - Title I Annual Review Meeting
 - PFEP is distributed via the Parent Handbook, which is available on the district website and in printed copy for parents and family members
 - Back to School Night- parents and family members are shown location of PFEP on district website
- The policy is available on the District Website:
https://www.pbvUSD.k12.ca.us/apps/pages/index.jsp?uREC_ID=1760535&type=d&pREC_ID=1942328

II. Describe how parents and family members of participating children in Title I, Part A programs, may amend a parent and family engagement school policy that applies to all parents and family members, if necessary, to meet the requirements (ESSA Section 1116[b][2]):

Parents and family members of participating children in Title I, Part A programs are provided multiple opportunities to provide input in developing the upcoming school year's Parent and Family Engagement Policy. These are some of the ways parents or family members may provide suggestions or comments, which allows for an amendment to a parent and family engagement policy if necessary, to meet requirements:

- Annual Title I Meeting- current year Parent and Family Engagement Policy is discussed
- Panorama: Title I Family- School Relationship Survey
- School Site Council Meetings
- Title I Parent and Family Engagement Activities
- English Learner Advisory Committee
- Title I Annual Review Meeting

III. Describe how the Local Educational Agency (LEA) involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, and how the LEA may amend that policy, if necessary to meet the requirements (ESSA Section 1116[b][3]):

The Panama-Buena Vista Union School District (PBVUSD) Parent and Family Engagement Policy (PFEP) is reviewed annually with the District Advisory Committee (DAC) and Title I Subcommittee (TIPS), which is made up of parents and guardians as well as site and district administrators. The District English Learner Advisory Committee (DELAC) is also provided an opportunity to review the PFEP. Based on the feedback, the policy is updated periodically to meet the parents' and schools' changing needs. Parent and family members with suggested amendments to the policy are welcomed throughout the school year as well as at the annual review meeting. Comments and suggestions on the

PBVUSD Parent and Family Engagement Policy can be directed to the Title I Program Specialist. The PBVUSD shall amend the Parent and Family Engagement policy if necessary to meet the requirements.

IV. Describe how parents and family members of children participating in Title I, Part A programs can, if they find that the plan under ESSA Section 1112 is not satisfactory to the parents and family members, and the LEA shall submit the parent comments with the plan when the LEA submits the plan to the State (ESSA Section 1116[b][4]):

Parents and Family members have multiple opportunities throughout the school year to provide the district with input during the development of the LCAP. The LEA provides parents and family members with surveys, meetings, and committees. The input of the educational partners is what helps with the development of the LCAP priorities. If parents are not satisfied with the draft LCAP, then they have the opportunity to submit comments during the LCAP development process, and the district responds to any written comments. Also, parents and family members may submit a public comment via email to theboard@pbvusd.k12.ca.us no later than 12:00 p.m. on the day of the Board of Trustees meeting. Parents and Family members may also contact the school and request a conference to discuss any concerns.

V. Describe how the school served by Title I, Part A funds holds an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain the requirements and the rights of the parents to be involved (ESSA Section 1116[c][1]):

Van Horn Elementary holds an annual meeting to inform parents of the following:

- Van Horn participates in the Title I program
- Meeting times are offered in the morning and evening to provide varying options for families to attend
- Parents and family members are invited to attend via flyer and Parent Square notification
- The criteria and requirements met to qualify the school for Title I funds
- The parents' rights to be involved and contribute to decisions regarding Title I programs at the school

VI. Describe the steps that the school takes to offer a flexible number of meetings, such as meetings in the morning, afternoon, evening or other ways and may provide, with funds provided under Title I, Part A, for transportation, child care, or home visits, as such services relate to parental involvement (ESSA Section 1116[c][2]):

Van Horn Elementary holds a flexible number of meetings at varying times, with child care provided, and/or home visits, paid for with Title I funding as long as these services are related to parental involvement. The flexible meetings offered throughout the year include:

- Annual Title I Meeting
- Back to School Night
- Parent Conferences at the end of the first quarter of instruction
- Parent meetings with the teachers as scheduled by parents or family members
- Student Success Team meetings
- District Title I Sub-Committee meetings twice a year
- Parent and family events offered throughout the year

Van Horn Elementary provides access to materials and training to help parents to work with their children to improve their children's achievement, as appropriate, to foster parental involvement by:

- holding parent meetings and events to discuss ways to support students at home, for example, Family Literacy Night

- inviting parents to Student Success Team meetings where strategies are discussed and resources shared for student success
- Parent-Teacher conferences are held and strategies and resources are shared during those meetings
- all digital logins to the curriculum are shared with parents; if a Chromebook is needed for an extended absence or for an identified intervention need, families may check one out

Van Horn Elementary educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by doing the following:

- regular staff meetings are used for professional development opportunities that include the importance of working with families
- parent surveys are shared with staff to understand the needs and benefits of including families in-school programs
- professional articles are shared with staff on the importance of including parents as equal partners
- training is given to new staff on how to communicate with parents; refreshers are given as needed

Van Horn Elementary encourages and supports parents by providing various resources, activities, and strategies to improve their ability to participate in their children's education by:

- Coffee with the Principal events are held throughout the year where parents learn about specific programs on campus
- Title 1 Family events are held to encourage families to partner in the education of their child on topics such as: Online Safety and Literacy
- Family members are invited to Student Success Team meetings
- Parent-Teacher conferences
- Regular communication via ParentSquare
- Back to School Night
- Open House Night

Van Horn Elementary ensures that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand by:

- Utilizing ParentSquare and assisting parents in setting their preference for language
- Providing all flyers in English and Spanish

- When phone calls are made, having a member of the staff call in the language needed

VII. Describe how parents and family members of participating children are involved, and in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of schoolwide program plan under ESSA Section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children (ESSA Section 1116[c][3]):

Van Horn Elementary will update periodically its Parent and Family Engagement Policy (PFEP) to meet the changing needs of parents, students, and the school. Parents and family members are involved in the joint planning and design of the school's program by:

- Reviewing the PFEP annually at School Site Council meetings and ELAC meetings
- Participating in parent surveys each year
- Participating in PBVUSD Title I Sub Committee meetings
- PFEP is reviewed and input is provided by parents at the Title I Annual Review meeting
- Student Success Team facilitators share the needs of parents as discussed in these meetings

VIII. Describe how the school is providing parents and family members of participating children of Title I, Part A programs: timely information about programs under Title I, Part A; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (ESSA sections 1116[c][4][A-C]):

Van Horn Elementary will provide timely information about Title I programs, curriculum, assessments, achievement levels, and opportunities to participate in decision making as it relates to parents of participating children by: • Sharing curriculum resources at Back to School Night

- Annual Title I meeting
- School Site Council Meetings
- English Learner Advisory Committee meetings
- Parent Conferences at the end of the first quarter of instruction
- State CAASPP testing results are available for families to view via the CA state portal website
- State ELPAC testing results are available for families to view via the CA state portal website • Notes, email, Parent Square messages, and phone calls are utilized to provide information to families

Van Horn Elementary provides such other reasonable support for parental involvement activities under this section as parents may request by:

- Sharing meeting minutes
- Conferencing with parents to share data
- Site Council Meetings

Van Horn Elementary will to the extent practicable inform parents and family members of opportunities to participate in parent and family engagement activities by:

- Sharing on ParentSquare
- Sending flyers home in English and Spanish
- Posting in the office

IX. Describe how the schoolwide program plan, ESSA Section 1114(b), is not satisfactory to the parents of participating children in Title I, Part A programs, submitting any parent comments on the plan when the school makes the plan available to the LEA (ESSA Section 1116[c][5]):

At this time, there have been no unsatisfactory comments made by parents or family members of participating children in Title I, Part A programs regarding the schoolwide program plan. However, should the parents or family members find the schoolwide program plan unsatisfactory, then the school site will take the following measures:

- The School Site Council (SSC) will review the comments submitted regarding the unsatisfactory areas located in the schoolwide program plan
- The School Site Council may make adjustments or corrections if the SSC determines that there is a need to amend a particular area of the schoolwide plan
- The School Site Council will approve any revisions to the schoolwide plan
- The revised schoolwide plan will be presented to the LEA board for approval

Wayne Van Horn Elementary School’s Title I, Part A School Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on **March 29, 2022**. The School will distribute the policy to all parents and family members of participating Title I, Part A students annually on or before **September 30, 2022**.

Signature Page

Trina Lovio, Principal

Signature of Authorized Official

3-29-22

Title I, Part A School-Parent Compact 2022-23

The Wayne Van Horn Elementary School, and the parents of the students participating in activities, services and programs funded by Title I, 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]):

Van Horn Elementary School is providing high-quality curriculum and instruction in a supportive and effective learning environment by:

- Having highly qualified teachers on staff
- Using state-approved and district adopted curriculum to meet the CA Common Core Standards
- Continually providing professional development opportunities for staff
- Providing and maintaining a safe, positive school climate
- Providing a comprehensive, well-rounded educational experience
- Providing social and emotional learning opportunities for students and staff

Parents and families of children attending Van Horn Elementary School will support their child's learning by:

- Communicating the importance of education and learning to their child
- Reinforcing the school F.L.Y. expectations and when necessary, supporting disciplinary actions
- Ensuring that their child arrives on time and attends school for the full day, every day
- Providing a quiet time and place for schoolwork and assisting your child as needed
- Ensuring that your child receives proper nutrition and adequate sleep

Parents and families of children attending Van Horn Elementary School will have opportunities to participate in decision making meetings and monitoring their child's use of extra-curricular time by:

- Checking Parent Square for messages from staff
- Participating in parent surveys/questionnaires that are sent out to families
- Attend decision-making group meetings when possible, such as; School Site Council, English Learner Advisory Committee, Parent Club, Student Success Team, and Informational Nights
- Have child participate in sports or intramural sports during school or after school offerings at the school when available

- Promote positive use of child's extra-curricular time
- Participate in field trips and learning opportunities provided by the school outside of the classroom when available

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.

Van Horn Elementary School prioritizes regular two-way meaningful communication between teachers and parents on an ongoing basis in the following ways:

- The School-Parent Compact will be communicated when scheduling parent-teacher conferences after the first quarter of instruction annually, allowing each parent time to meet with the teacher and discuss the progress of their student
- Frequent reports on student progress are shared with parents throughout the year
- Staff is available for consultation with parents via in-person conversation, email, phone call, or Parent Square message
- Reasonable access to parents is available to volunteer, participate or observe in classroom activities. Parents should follow the district process when requesting these opportunities.

This Compact was established by Wayne Van Horn Elementary School on **March 29, 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

Trina Lovio, Principal

Name and Title of Authorized Official



Signature of Authorized Official

March 29, 2022

