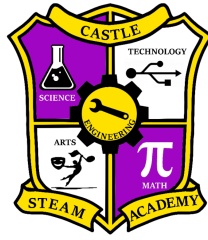


Charles H. Castle, a STEAM Academy

"Breaking Barriers, Building Futures"



Welcome to Charles H. Castle, a STEAM Academy! The information found in this handbook is very important. It is designed to help Castle students and parents become informed of school and district rules and policies, special programs such as student council, sports, award programs, and other expectations that will make your years at Castle School successful and rewarding. For your convenience, this handbook, and other resources are available on our school ParentSquare.

Castle Elementary, along with the entire Panama-Buena Vista Union School District, has a tradition of Excellence in Education. The staff at Castle is committed to continuing this tradition in academics, sports, music, science, and technology through research-based best practices. It is my belief that families, students, and staff working together will grow safe, respectful and responsible students who will be successful in any future endeavor.

Please sign and return the School and District Parent Acknowledgement forms found at the end of the handbook.

Sincerely,

Mr. Adam Straw, Principal

Charles H. Castle, a STEAM Academy

6001 Edgemont Drive. Bakersfield, California 93309

Telephone: (661) 834-5311 Fax: (661) 834-9422

Office Hours: 7:00 a.m.-3:30 p.m.

CHARLES H. CASTLE

Panama-Buena Vista Union School District

Family Handbook

2023-2024

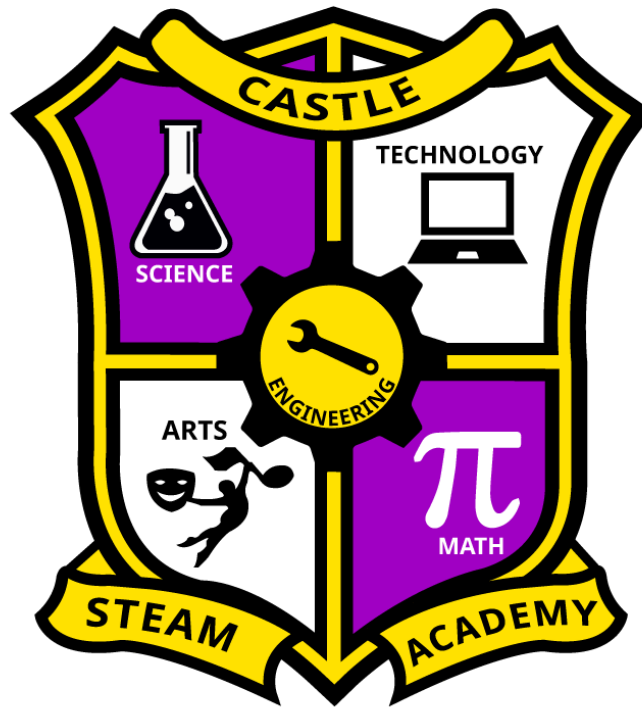


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Equal Employment Opportunity and Equal Education Under the Law Annual Notice for 2023/24

The Panama-Buena Vista Union School District (PBVUSD) is committed to ensuring equal, fair, and meaningful access to employment and education services. PBVUSD does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws, respectively. Not all bases of discrimination will apply to both education services and employment. The Assistant Superintendent of Educational Services is charged with overseeing, leading, and directing the PBVUSD's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in PBVUSD employment and delivery of education services.

PBVUSD prohibits discrimination and harassment, intimidation and bullying based on the characteristics set forth in the Penal Code Section 422.55 and Education Code 220. The policy applies to all acts related to school activity or school attendance within a school under the jurisdiction of the superintendent of the school district. In addition, the policy requires that school personnel take immediate steps to intervene when he or she witnesses an act of discrimination, harassment, intimidation or bullying and when it is safe to do so. (Education Code sections 201, 234.1[a] and 48900; California Code of Regulations, Title 5, [5 CCR] sections 4900, 4902, and 4950.)

PBVUSD has adopted curriculum, instructional methods and materials, and electronic communication that promote a safe environment free of discrimination and harassment. PBVUSD prohibits discrimination based on the characteristics set forth in the Penal Code Section 422.55 and Education Code 220 in all athletics and athletic competitions, course enrollment, programs, and activities; all are available and accessible to all students irrespective of protected group status.

Inquiries* regarding nondiscrimination, complaints of discrimination, harassment (including sexual), and bullying should be directed to:

Assistant Superintendent of Educational Services Panama-Buena Vista Union School District

4200 Ashe Road Bakersfield, CA 93313 661.831.8331

<http://www.pbvUSD.k12.ca.us/Page/2556>

Adopted Board Policies 0410; 1020;4119.11; 5145.3, .7; 6000; 6011; 6141; 6145; 6145.2, .5; 6164.2; 6173;

Full text of all Board Policies and Administrative Regulations are found on the district web page:

<http://www.pbvUSD.k12.ca.us/domain/44>

**Translation and Interpreting services available upon request*

Uniform Complaint Procedures Annual Notice for 2023/24

For stakeholders including students, employees, parents/guardians of its pupils, district advisory committees, school advisory committees, private school officials or representatives, and other interested parties.

The Panama-Buena Vista Union School District has the primary responsibility for compliance with federal and state laws and regulations. The District has established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

The District will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the District, which is funded directly by, or that receives or benefits from any state financial assistance. The district requires that school personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Educational Programs and Service covered by the UCP:
- After School Education and Safety (ACES)
- Child Care and Development (including state preschool)
- Child Nutrition
- Discrimination, harassment, intimidation, bullying, student lactation accommodations, and Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) resources
- Requirements related to the educational rights of Foster and Homeless students
- Local Control Funding Formula (LCFF) and Local Control and Accountability Plans (LCAP)
- No Child Left Behind Act (2001) programs (Titles I-VII) including improving academic achievement, compensatory education, English Learner programs, and migrant education (to be replace by the Every Student Succeeds Act [ESSA] beginning in 2016-17)
- Physical Education Instructional Minutes
- Pupil Instruction: Course Periods without Educational Content or Previously Completed Courses
- Special Education
- Tobacco Use Prevention Education
- Unlawful Pupil Fees

A pupil fees and/or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred. Foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the District Liaison for Foster and Homeless Youth to assist the student in ensuring proper transfer of credits, records, and grades when transfers occur between school or between districts

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints: Assistant Superintendent of Education Services 4200 Ashe Road, Bakersfield, CA 661.831.8331

- A pupil fees complaint is filed with the District and/or the principal of the school.
- Complaints alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.
- Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with sections 4680-4687 and in accordance with local procedures adopted under section 4621.
- The complainant has a right to appeal the decision regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the decision.
- The appeal must be accompanied by a copy of the originally-filed complaint and a copy of the decision.
- The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.
- A copy of the District's UCP policies and procedures is available free of charge at the District Office or on the District web site: www.pbvUSD.k12.ca.us.

Sexual Harassment Policy

SEXUAL HARASSMENT Students BP 5145.7(a) The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. Instruction/Information The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include: 1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence 2. A clear message that students do not have to endure sexual harassment under any circumstance 3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained BP 5145.7(b) 4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved 5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made. 6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable. Disciplinary Actions: Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Policy PANAMA-BUENA VISTA UNION SCHOOL DISTRICT adopted: September 8, 2015 Bakersfield, California

General School Policies

ARRIVAL TIME:

Staff supervision of the playground begins at 7:15 a.m. Students may not be on campus prior to 7:15am. If students report to camps prior to 7:15, parents/guardians will be contacted.

ARTICLES FROM HOME:

All personal property (backpacks, jackets, lunch boxes) should be labeled with your child's name. Toys, sports equipment, electronics or other personal items are not allowed, unless specifically requested by the classroom teacher . The school is not responsible for any loss of personal items brought by students from home. Items taken away from students may be returned to parents/guardians at the end of the semester.

ATTENDANCE AND STUDENT ABSENCES:

Students must be at school, on time, every day unless they are ill or have a doctor's appointment. It is important that students are at school every day to ensure that they have an opportunity to learn grade level skills and standards. If your child is going to be absent from school for any reason, **please call the school at 834-5311 within three days to report each absence and to give the reason for the absence.** When the school does not receive a call and/or note regarding the absence within three days, the absence is marked as unexcused. Excusable absences include illness, medical, dental or court ordered appointments for the student. Unexcused absences or failing to provide proper verification of an absence for more than 10 consecutive days can result in the student being dropped from class. If absences become excessive, administration will reach out to parents to schedule a meeting.

BACK TO SCHOOL and OPEN HOUSE:

Back to School Night, in September, is designed for parents to meet their child's teacher and learn classroom procedures and grade level expectations for academics and behavior. Teacher presentations are for parents only. In May, families are encouraged to attend Open House to celebrate academic growth over the year.

BELL SCHEDULE 2023-2024:

Charles H. Castle, A STEAM Academy

2023/2024 Bell Schedule

* 7:15	Campus Opens/TK-6
* 7:32	Warning Bell-Grades TK-6
* 7:38	Instruction Begins-Grades TK-6

Lunch

10:25 – Freeze Bell (*11:14) - 11:15	TK-K
10:55 – Freeze Bell (*11:44) - 11:45	1 st - 2 nd Grade
11:25 – Freeze Bell (*12:14) - 12:15	3 rd - 4 th Grade
11:55 – Freeze Bell (*12:44) - 12:45	5 th Grade
12:25 – Freeze Bell (*1:14) - 1:15	6 th Grade

Dismissal

* 2:00 (*12:30 Wednesdays)	TK – 3 rd Grade (Primary) Dismissal
* 2:30 (* 1:00 Wednesdays)	4 th – 6 th Grade (Intermediate) Dismissal

* Indicates a bell. 6/9/23

Every Wednesday is a 90 minute Early Dismissal TK-3rd @12:30 and 4th-6th @1:00

BICYCLES:

The Bakersfield Police Department suggests that kindergarteners, first and second graders **NOT** ride bicycles to school. Most bicycle accidents happen to children at this age. Therefore, we want to protect your child by limiting bicycle activity before the 3rd grade. **CHILDREN ARE REQUIRED BY LAW TO WEAR BICYCLE HELMETS.** The following conditions must be met before a child in the **third through sixth grade** may ride a bicycle to school:

1. Students must have parent approval to ride a bicycle to school.
2. Bicycles must be kept locked within areas designated for bicycles. The bicycle area will be locked from 8:30 A.M. until 2:00 P.M.
3. Students must walk bicycles while on school property and while crossing streets.
4. Students must obey all traffic and bicycle rules to and from school.

CAFETERIA BREAKFAST AND LUNCH:

Our nutrition services department offers a balanced nutritional breakfast and lunch program. For the 2023-2024 school year, all students will be eligible for free breakfast and lunch. In order to maintain our school funding,

families will be asked to complete an Education Benefit Form. State law requires children to eat lunch every day when they are at school.

CELL PHONES/DIGITAL CITIZENSHIP

A District Cell Phone Agreement (District Handbook page 62) must be on file before a student brings a cell phone to school. Phones must be in backpacks and powered off while on campus. Taking pictures or videos while on campus is prohibited, and will result in disciplinary action. Students must follow the District Acceptable Use Policy and classroom procedures when using any technology on campus. Students may not listen to music on school computers. Students may not access YouTube from school without Teacher Permission and direct supervision for each use. Students may not use the “chat” function, even if it is enabled. Students may only use school technology for learning purposes. Failure to do so will result in disciplinary action and possible suspension from technology use.

CLASSROOM PARTIES:

Classroom parties are allowed twice per year. Each grade level may also have a celebration at the end of the year. Food items brought to school for celebrations/parties must be commercially prepared and packaged. Foods prepared in a home are not allowed. PARTIES ARE HELD THE LAST HALF HOUR OF THE DAY. Individual birthday celebrations are not allowed, this includes treats, balloons, flowers, and gifts for children delivered to the classroom as it disrupts the learning environment. .

CLOSED CAMPUS:

To increase the safety and security of all students, we have adopted the following policies. Thank you in advance for your cooperation and support in creating a safe environment for all students!

- After the first day of school, parents with students in grades 1-6 are no longer able to walk students to class. After the first week of school, parents with students in grades TK-K are no longer allowed to walk their children to class.
- Parents are not allowed to eat breakfast or lunch with students on campus.
- Restrooms are not accessible to the public.
- Raptor ID Scan: In an effort to increase safety, all visitors will need to scan a valid ID in order to be allowed on campus or to pick up any students.

DISMISSAL:

Students must leave the Castle 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. Any primary student on campus after 2:10 p.m. or any intermediate student on campus after 2:40 p.m. must**

report to the office, so that parent contact can be made. After-school Day Care is available for a fee. Please call 397-2205. Students may not return to school to play on the grounds.

DRESS CODE:

Compliance: All Dress Code compliance issues are addressed in the District Handbook available online or by request in the school office. The District Board and administration reserves the right to declare any mode of dress that in their estimation inhibits the educational process or threatens the safety and protection of 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 or the playground.

EARLY PICK UP FROM SCHOOL:

At Castle, instruction is bell to bell. Our teachers teach until dismissal. Please try to schedule appointments after school. We understand that sometimes students must be picked up early. However, when students leave early, they miss out on valuable grade level skills and standards. That being said, we will not call students out of class the last 30 minutes of the day. Students being picked up for an appointment must provide documentation of the appointment to be considered cleared. Students who are picked up early more than 3 times during a month will be required to meet with administration. If your child needs to leave early from school, the adult's name must be on the white enrollment card and show proper identification.

***Please be prepared to show I.D. when removing a child from school.*

ENROLLMENT CARDS:

Updated contact information is essential. Changes can be made in the Office and with proper identification. Changes cannot be made over the phone. Please make sure our office has up to date contact information.

FOG DELAY:

Fog Delays are 2-Hour for Bus transportation only. If you transport your child to school, he/she may be on campus at 7:15 a.m. and supervised in the cafeteria. Attendance will be taken at 9:38 a.m. on these days. Local stations will broadcast "all schools in the Panama Buena Vista Union School District" to inform families of a fog delay.

MEDICATION:

Medication forms are available in the Office. No medications of any kind (including cough drops) will be administered without the proper documentation from the prescribing physician on file, per District Policy.

PHONE MESSAGES:

Please make any necessary arrangements (transportation, lunch, etc.) prior to school. We will not interrupt instruction to deliver a message to your child. For the safety of our students, any changes concerning pick up plans or dismissal must be made in person or in writing.

POSITIVE BEHAVIOR INTERVENTION SUPPORT and STUDENT DISCIPLINE:

Every student should have the opportunity to learn in a safe, orderly, and comfortable learning environment. No one has the right to keep others from learning because of their behavior. No one has the right to hurt or threaten others. The staff at Castle will do its utmost to keep the school safe and free from attitudes that interfere with learning. It is the responsibility of the student to respect the authority of all staff members, to behave in such a manner that does not disrupt the rights of others to learn, and to follow all school rules, attend all classes on time, and do all work assigned. It is the responsibility of the parents to reinforce proper behavior at school, review the school rules with your child(ren), cooperate with the school staff in carrying out appropriate consequences, and seek out guidance for assistance in correcting the misbehavior of a student.

A positive learning environment must exist in order to ensure student learning and we expect that students will follow a set of Behavior Expectations: Be Safe, Be Respectful, Be Responsible.

TIER 2 Behavioral Referral:

Students who struggle to meet Tier 1 Behavioral expectations may be “nominated” for Tier 2 supports. These supports are designed to promote positive behavior. If you have a concern about your child’s behavior, you may complete a Parent Nomination form. These are available at the front office.

STUDENT DROP-OFF AND PICK-UP FROM SCHOOL:

Student safety is our priority. During morning drop off, traffic backs up and can become dangerous. To address this issue, student valets, along with a supervising staff member, will be in front of the school every morning to provide assistance starting at 7:15am; please follow their hand-motion and directions as they guide you in. This also prevents traffic from backing up. It is important that parents not inhibit the flow of traffic by double parking, stopping, or parking in the valet zone. Do not pick-up or drop off students in the middle of the street; it is illegal and unsafe. Vehicles may not pull into the staff parking lot and may not park or double-park in the valet loop to drop off students or enter the office. All students 1st-6th grades enter through the main gate. TK and Kindergarteners enter through the Kindergarten gate. During dismissal, Kindergarten dismisses in the MPR. Grades 1-3 will exit from the front of the school, each in a designated waiting area. Grades 4th-6th will exit from the front of the school, each in a designated waiting area. **We ask that parents remain behind the orange cones to provide a barrier between students and adults. Students will sit on the curb until their teacher makes visual contact with the parent and releases them.** Kindergarten dismisses in the MPR. Grades 1-3 will exit from the front of the school, each in a designated waiting area. Grades 4th-6th will exit from the front of the school, each in a designated waiting area.

*****Thank you for driving slowly and keeping an eye out for all of our students!***

BUS TRANSPORTATION:

Bus pick-up and drop-off is located in the small parking lot west of the main parking lot. Children exit the bus, and follow the yellow line to either the MPR for breakfast or to the main gate if after 7:15am. At the end of the day, children should walk to the Bus pick-up area and wait quietly for the bus to arrive. Students are expected to enter the bus in an orderly fashion.

VISITING OUR SCHOOL:

Visitors: For the safety of our children, we require that all visitors (including parents/guardians) check in at the main office when visiting our school. This procedure allows us to carefully protect the safety of our school environment and to issue you a visitor's badge, a "signal" to our students that you have checked in with us. The playground is closed to visitors.

We encourage families to visit your child's classroom and be involved in their education. To visit the classroom during instructional time, parents must arrange with the teacher, 24 hours in advance. Teachers are not able to stop and discuss a student's progress during instructional time.

Volunteers: Parent and community volunteers provide critical support to the important work of learning that takes place in our school each day. Individual classroom teachers will share their specific classroom needs for volunteers with the parents/guardians of their students. In addition to your child's own classroom, we welcome volunteer support to our school in many capacities. See the District Handbook for further information regarding Visitors on Campus.

PARENT INVOLVEMENT:

Special programs, notes, telephone calls/texts, 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.

Parents are encouraged to become an active part of the Castle Parent Club and the School Site Council (SSC). The Parent Club, a volunteer group of parents, raises funds and works to provide special materials, services, and opportunities for Castle students and staff. The SSC, an elected group of parents and school staff, work together to give guidance in the budgeting, operation, and evaluation of any specially-funded or categorical program.

Parent Assistance Title I and ELAC (English Language Advisory Committee) parent involvement meetings are held at least three times a year to present parenting tips and resources to help your child succeed in school. Parents are encouraged to provide feedback and suggestions on strengthening the relationship between home and school, as well as desired programs.

PARENT/TEACHER CONFERENCES:

Parent/teacher conferences are an essential part of each child's education. Grades TK through 6th have mandatory parent conferences after the first report card period. Please contact your child's teacher if you would like to schedule a conference at any time throughout the school year.

SAFETY:

In case of accidents or injury at school, children are given first aid and every effort is made to contact the parent for instructions. In the event that the parent cannot be reached, we will call the person named on the emergency card to act on your behalf. Students must use crosswalks and sidewalks, where available, coming to and from school. Please help your child choose the safest route possible.

S.A.R.C.-SCHOOL ACCOUNTABILITY REPORT CARD:

A copy of the School Accountability Report Card is available for parents to read in the school office or on our website. <http://www.pbvusd.k12.ca.us>. It gives important statistics about the school, teachers, and students.

STEAM (Science, Technology, Engineering, Art, Math)

Castle Elementary, A STEAM Academy is focused on developing 21st century thinkers and learners. The elements of STEAM are integrated into the school day and all Castle students participate in this program and use our STEAM labs/Garden.

STUDENT AWARDS, SPORTS, and INVOLVEMENT:

Research indicates that the more active a student is in school the better he/she does in academics and behavior.

AWARDS/RECOGNITION:

- **Knight's Code Coupons/Castle Store:** Students receive the Knight's Code coupon for demonstrating positive behavior. Students may turn in the coupons throughout the week. These will be collected in the MPR. Once per month, a winning coupon from each class will be drawn. The winners will be called up to have a treat with the principal. Students may also save Knight's Codes coupons to purchase merchandise at the Castle Store. The Castle store is open once per month. Each grade level has a scheduled time slot.
- **Monthly Awards-Dog Tags:** Each month, Castle will conduct an awards assembly. Students will be recognized by their classroom teachers for the following areas: Character, Reading, Math, Writing, and Growth/Grit, and STEAM. Teachers are encouraged to invite parents to attend these assemblies.
- **Honor Roll and Principal's List:** Outstanding 4th, 5th, and 6th grade students are recognized on an Honor Roll each grading period. A "B" average in the academic subjects taught daily (Math, English, Reading, Spelling, Social Studies, Science and Health) qualifies students for Honor Roll. Straight A's qualifies students for Principal's List. Any grade below a "C" in any subject or conduct disqualifies the student for Honor Roll or Principal's List.
- **Accelerated Reader (AR):** Students meeting their AR goal will be eligible to participate in quarterly AR parties as well as the AR store.

AFTER-SCHOOL SPORTS PROGRAMS:

All after-school sports are recreational. Fall- Volleyball (5th and 6th grade girls) and Flag Football (5th and 6th grade boys and girls). Winter- Boys' Basketball and Girls' Basketball (5th and 6th grade boys and girls) Spring-Track and Field (4th-6th grade boys and girls). Information regarding the after-school programs will be announced after school begins. Parents or caretakers need to transport their student to and from **off-site games**. **All** participants

must have signed parent permission slips on file and maintain a 2.0 GPA or above, with no D's or F's in any subject and no suspensions during the season.

STUDENT COUNCIL:

Student Council is made up of student elected officers: President, Vice President, Secretary, Treasurer, Director of Safety, Superintendent of Grounds, and a representative from each 4th through 6th grade class. Elections are held in the fall.

STUDENT SUCCESS TEAM:

The purpose of the Student Success Team meeting is to find strategies for students who are having serious difficulties academically, socially, and/or behaviorally. The classroom teacher, parents, or administration are welcome to request a Student Success Team (SST) meeting. These meetings are held monthly.

TITLE 1 SCHOOLWIDE PROGRAM:

Castle is a Title 1 school-wide program. Title 1 is a federally funded program to help close the achievement gap in English/Language Arts and Math. A Title 1 Parent Involvement Policy and Parent/School Compact is included in this handbook.

VISITOR PARKING:

Parking is limited. Visitors coming on to campus may park in parking lot spaces, as available, or park on available side streets.

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]):

Teachers will provide a positive instructional community in their classrooms. They will foster a safe, productive classroom environment by teaching and reinforcing Castle's expectations for all students. Teachers will utilize research-based, high-quality curriculum purchased by the district, during both in-person and distance learning. Teachers will support learning through Tier I and Tier II interventions to ensure the learner's behavioral and academic success. Teachers will use supplemental material purchased through school site funds to meet the challenges of learners who are struggling with the rigor of CCSS.

Parents will do the following:

- Attend Parent/Teacher Conferences.
- Communicate the importance of education and learning to their children.
- Reinforce Castle rules: Be safe, Be respectful, and Be responsible.
- Ensure that children arrive on time and attend school for the full day, every day.
- Provide a quiet time and area for at home learning and homework.
- Promote positive use of extracurricular time, such as daily reading in the home and use of games that require academic skills. Limit unmonitored electronic time.
- Set a routine and ensure that students have the proper nutrition and adequate sleep.
- Participate in your child's educational decisions.
- Stay informed about your child's education by promptly reading all notices from the school and district.
- Communicate professionally with school staff
- Attend Parent Education events and Parent Club events when possible.
- Volunteer in the classroom when possible.

Parents will have the opportunity to participate in their child's educational decisions in the following ways:

- Title I Meetings
- Parent/Teacher Conferences
- Providing Input during school feedback surveys
- Providing recommendations to School Site Council and ELAC
- Attending Listening Post meetings through site and district

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.

Parent/Teacher Conferences: Parent/Teacher conferences are held each year in the Fall for all students. These help strengthen the home/school connection by providing parents with an update regarding their child's academic and behavioral strengths and challenges. During these meetings, parents will also learn about their responsibilities in

relation to Castle's academic expectations and ideas on how to assist students with at-home learning. The School-Parent Compact will be reviewed and discussed.

Reports to Parents: Teachers will provide regular communication with parents regarding student academic achievement. Progress reports are sent out mid-quarter and Report Cards are sent out at the end of each quarter. At any time during the year, parents can access updated student grades through ParentVUE. Parents can also request a Progress Report at any time or schedule a meeting with their child's teacher to discuss concerns.

Opportunities to Volunteer and Participate in Your Child's Education: Parents are able to volunteer, participate, and observe in the classroom (Depending on COVID restrictions). This may be scheduled by contacting your child's teacher.

Communication: Meaningful two-way communication occurs daily and weekly between teacher/parent, principal/parent, and district/parent through the Parent Square platform. Parent Square allows parents to set a preferred language, allowing all families to communicate no matter the difference in language. Schoolwide communication is distributed in English and Spanish.

This Compact was established by Charles H. Castle Elementary School on March 22, 2023, and will be in effect for the period of the 2023-2024 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, 2023.

Adam Straw, Principal

Name and Title of Authorized Official



Signature of Authorized Official

3-22-23

Date

Charles H. Castle, a STEAM Academy Parent/Family Engagement Policy

Charles H. Castle 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 and distributing 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]):

Castle School has developed the Parent and Family Engagement Policy through parent input at our Title I informational Meeting in the Fall and during the Title I Annual Review in the Spring. In addition, Parents review the policy in our English Learner Advisory Council and School Site Council. During these meetings, parents review the policy and make recommendations for updates. These recommendations are included in the revised policy yearly.

The Parent and Family Engagement Policy is distributed to parents through print and digital forms. It is included in our Castle Parent Handbook, which is distributed through Parent Square digitally every Fall. A Print version is also distributed in our Castle Back to School Parent Folders every Fall. Finally, 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 allow for an amendment to the Parent and Family Engagement Policy, if necessary, to meet requirements:

- Annual Title I Meeting- Current year Parent and Family Engagement Policy are 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 changing needs of parents and schools. Parents 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.

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)):

Castle School's Title I Informational Meeting is held annually, each Fall. This event is held in the evening to accommodate the schedules of our working families. Parents are notified about the date and time of the meeting through Parent Square's Smart Alert feature. At these meetings, parents receive information about Castle's Title I program and parent rights under the Title I program. The district hosts a Title I Subcommittee meeting biannually to discuss and make recommendations for the district Title I program.

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)):

1. Castle holds several meetings to accommodate parents and families. Meetings are held before school, during morning school hours, and after school hours. These meetings are intended to provide opportunities for parents to connect with campus resources, provide input regarding the school program, build community and learn strategies for supporting their child's education. Parent classes and workshops are offered virtually or "in-person." Some meetings include:

- Annual Title I Meeting
- School Site Council Meetings
- English Learner Advisory Committee
- Title I Annual Review Meeting
- Parent Club Meetings
- Family Engagement Events (STEAM Nights, Picnics, Dances, Pastries with Parents, Art Nights, Color Run, Game Nights, etc.)
- Parent Education events (PBIS at home, CAASPP/ELPAC Parent Training, Reading Nights, etc)
- Coffee with the Principal
- Parent-Teacher Conferences
- Back to School Night/Open House
- Meet the Teacher
- Camp KEEP Parent Meetings

During afternoon and evening meetings, childcare is provided at the school free of charge to parents.

Home visits are conducted to ensure students are attending school. During the home visits, parents are informed of the importance of school attendance and informed of their student's trends in regard to attendance.

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]):

1. Castle School involves parents in the process of program improvement and planning every Spring at Castle's Title I Annual Review meeting.
2. The ELAC Committee meets four times a year where participants give feedback and provide Title I recommendations through the School Site Council.
3. A Parent Input Survey is sent home annually in English and Spanish. This data is presented in the Title I Annual Review and is used to make decisions regarding Title I programs.
4. All data, parent surveys, written suggestions, feedback gathered at meetings, and other input is reviewed during the Title I Annual Review. This feedback is used to refine the Title I program.
5. The school will present its Title I Compact and Parent Involvement to a number of open forums for review each Spring. The input and suggestions come from School Site Council, ELAC Meetings, Parent Club Meetings, and Title I Family Nights.

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]):

1. Back to School Night provides parents with a review of the grade-level learning goals, expectations, and curriculum.
2. Parents are informed of their child's STAR Literacy Assessment Results 3 times per year in their child's Report Card.
3. Castle conducts CAASPP/ELPAC workshops for parents to inform them about our statewide assessment system
4. Castle conducts the Title I Annual Informational Meeting in the Fall for parents. In this meeting, standards, learning goals, interventions, and assessments are discussed
5. Castle conducts the Title I Annual Review where school goals and data are shared and reviewed with parents.
6. Parents are informed via Parent Square and phone calls regarding academic performances, academic opportunities, and events
7. Monthly "Coffee with the Principal" meetings are conducted to inform parents about academic and community events. During these meetings, upcoming assessments, site data, and goals are also shared.

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, and submit 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

X. Describe how the school provides assistance to parents of children served by the school or LEA, as appropriate, in understanding such topics as the challenging state academic standards, state and local academic assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 U.S.C. Section 6318[e][1])

1. Back to School Night provides parents with a review of the grade-level learning goals, expectations, and curriculum.
2. Parents are informed of their child's STAR Literacy Assessment Results 3 times per year in their child's Report Card.
3. Castle conducts CAASPP/ELPAC workshops for parents to inform them about our statewide assessment system
4. Castle conducts the Title I Annual Informational Meeting in the Fall for parents. In this meeting, standards, learning goals, interventions, and assessments are discussed
5. Castle conducts the Title I Annual Review where school goals and data are shared and reviewed with parents.
6. Parents are informed via Parent Square and phone calls regarding academic performances, academic opportunities, and events

XI. Describe how the school provides materials and training to help parents to work with their children to improve their children's achievement, as appropriate, to foster parental involvement.

Charles H. Castle Elementary provides access to materials and training by providing a variety of virtual and in-person events.

XII. Describe how the school educates teachers, specialized instructional support personnel, principals, 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.

Charles H. Castle Elementary educates staff regarding the value and utility of contributions of parents as well as 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: Reviewing the importance of parental involvement and teaching ways in which parents can be involved.

XIII. Describe how the school provides, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

Charles H. Castle Elementary encourages and supports parents by providing various resources, activities, and strategies to improve their ability to participate in their children's education by hosting events that teach parents explicit academic strategies.

XIV. Describe how the school 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.

Charles H. Castle 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 using Parent Square Smart Alert and posting applications in English and Spanish.

XV. Describe how the school provides such other reasonable support for parental involvement activities under this section as parents may request.

Charles H. Castle Elementary provides such other reasonable support for parental involvement activities under this section as parents may request by surveying parents regarding the skills they would like training in annually as well as during monthly Coffee with the Principal.


XVI. Describe how the school to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under Section 1111 of the ESEA, as amended by the ESSA, in a format and, to the extent practicable, in a language such parents understand.

Charles H. Castle Elementary will to the extent practicable inform parents and family members of opportunities to participate in parent and family engagement activities by using the Parent Square Smart alert application.

Charles H. Castle 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 22, 2023. 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, 2023.

Adam Straw, Principal

Name and Title of Authorized Official



Signature of Authorized Official

3-22-23

Date

Panama-Buena Vista Union School District
Charles H. Castle, A STEAM Academy

**ANNUAL NOTICE TO PARENTS/GUARDIANS
CONCERNING THEIR RIGHTS AND RESPONSIBILITIES**

*AVISO ANUAL PARA PADRES/TUTORES
SOBRE SUS DERECHOS Y RESPONSABILIDADES
2023-2024*

Student (Estudiante) _____ Teacher (Maestro/a) _____

PARENT HANDBOOKS/MANUAL DE PADRES: The 2023-2024 Parent Handbooks for Panama-Buena Vista Union School District and Castle Elementary are available for viewing online at the district website, www.pbvusd.k12.ca.us or through ParentSquare. Printed copies are available upon request. *(Los Manuales de Padres 2022-2023 para el Distrito y Castle están disponibles para su repaso en el sitio web del distrito, www.pbvusd.k12.ca.us o por ParentSquare (próximamente). Las copias impresas están disponibles a pedido.)*

Each school district must notify parents and guardians of their legal rights and obligations relating to specified programs and/or activities at the beginning of the first semester or quarter of the regular school year. The handbook summarizes those programs and activities. Note all references are to the California Education Code unless otherwise indicated. *(Cada distrito escolar debe notificar a los padres y tutores sobre sus derechos legales y obligaciones relacionadas a los programas y/o actividades específicas al principio del primer semestre o trimestre del año escolar regular. El manual resume estos programas y actividades. Tome en cuenta que todas las referencias son del código de educación de California a menos que se indique lo contrario.)*

After your review, please sign below and return to your child's teacher. *(Después de su revisión, firme a continuación y devuélvase al maestro de su hijo.)*

By signing below I am neither giving nor withholding my consent for my student(s) to participate in any program. I am merely indicating I have received and read both parent handbooks regarding my rights relating to activities which might affect my student(s). *(Al firmar a continuación ni doy ni retengo mi consentimiento para que mi(s) estudiante(s) participe(n) en cualquier programa. Simplemente estoy indicando que he recibido y leído ambos manuales de padres acerca de mis derechos relacionados a las actividades cuyo pueden afectar a mi(s) estudiante(s).)*

Date (fecha) _____

Signature of Parent (Firma de padre/madre)

Printed Name of Parent (Nombre de Padre/Madre-letra de molde)

LIBRARY/BIBLIOTECA: I request that my child be allowed to borrow materials from the school library. I promise to pay for any

damage or loss of library materials and any fines charged to my child. *(Solicito que le permitan a mi hijo(a) pedir prestados materiales en la biblioteca de la escuela. Me comprometo a pagar los cargos por daños o pérdida de materiales de la biblioteca y cualquier multa que se le cobre a mi hijo(a).)*

Date (fecha) _____

Signature of Parent (Firma de padre/madre)