

LEO B. HART SCHOOL

“Learning is our Future”



“A California Distinguished School”

PARENT/STUDENT HANDBOOK 2024-2025

Leo B. Hart Elementary School

9501 Ridge Oak Drive

Bakersfield, CA 93311

(661) 664-1296

August 2024

Dear Parents, Guardians, and Students,

Welcome to Leo B. Hart School for the 2024-2025 school year. We are pleased to offer an exceptional academic, athletic, and fine arts program for all our students. I encourage you to actively engage in your child's education by participating in the various programs and activities that support our students.

This handbook is designed to help you become familiar with Hart School's staff, programs, rules, and daily operations. Please take the time to read it thoroughly and keep it as a reference throughout the year. After reviewing the handbook, please sign the signature pages previously sent home—one for our school and the district office—and return them to your child's teacher.

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

Sincerely,

Rebekah Stambook
Principal

**Panama-Buena Vista Union School District
Leo B. Hart Elementary School
PARENT/STUDENT HANDBOOK
August 2024**

Please sign where indicated and return this form to your child's teacher.

- Please send hard copies of both Parent Handbooks home with my child.

I have read the **Hart School Parent/Student Handbook** and the **PBVUSD Parent Handbook**. Please call the office with any questions. **Your signature is required.**

_____ Student's Name	_____ Teacher's Name
_____ Parent/Guardian's Signature	_____ Date

Electronic On-Line/Internet Services Parent and Student User agreement

I have read and will abide by the following: Electronic On-line/Internet Services-Student Obligations and Responsibilities (This policy is located at the end of this Handbook). **Student's Signature is required.**

_____ Student's Signature	_____ Date
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I understand that student access may be withheld if the provisions of this agreement are violated. In addition, I request that my child be allowed to check-out books/materials from the *school library*. I promise to pay for any damage or loss of library materials and any fines charged to my child. Please note, if you wish your child not have permission to borrow materials from the library, you must contact the School Librarian.

Parent Signature is required.

_____ Parent/Guardian's Signature	_____ Date
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Authorization for Student Cell Phone/Electronic Signaling Device Use

By signing below, you acknowledge that you have read and have a clear understanding of the policy and procedure relating to cellular phones and other electronic signaling devices stated in the Hart School Parent/Student Handbook (The policy is near the end). Your signature further authorizes your child to possess a cell phone or other electronic signaling device while at school. **Parent Signature is not required.**

_____ Parent/Guardian's Signature	_____ Date
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Panama Buena Vista Union School District
4200 Ashe Road
Bakersfield, CA 93313
(661) 831-8331

Board of Trustees

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Linda Garcia, Trustee
Paula Van Auken, Vice President
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Shelly Tiffin.....Administrator of Opportunity Program
Renae RoundyPurchasing Manager

**LEO B. HART SCHOOL
9501 Ridge Oak Drive
Bakersfield, CA 93311
(661) 664-1296**

**STAFF
2024-2025**

Stambook, Rebekah	Principal
Root, Greg.....	Assistant Principal
Heasley, Amanda	Academic Coach
Wolff, Jo	Secretary
Villalobos, Elizabeth	Clerk
Alaniz, Maria	Clerk
Morris, Vanessa	Library Clerk
Limon, Adele.....	District School Nurse
Arteaga, Stacey	TK
Dobbs, Jeanette	TK
Darbee, Kelly	K
Hall, Jennifer.....	K
Hill, Michelle	K
Roberts, Kim.....	K
Celedon-Wilson, Carla	1
Cushman, Vicki	1
Rimmer, Tami	1/2
Skuba, Emily	1
Clerou, Laurie	2
Kloepper, Erin	2
Turner, Cildia	2
Marmolejo, Maria	3
Gonzalez, Shauna	3
Pola, Efrain	3
Fanucchi, Julie	4
Kaiser, Stacey	4
Taylor, Alaina.....	4
Elliott, Wendi	5
Aleman, Jennifer	5
Jordan, Jason	5
Vertiz, Desiree.....	5/6
Daniel, Sheryl	6
Tiner, Kim	6
Varela, Melissa	6
Tull, Kim	SDC MM TK/K
Villatoro, Carrie.....	SDC MM Primary
Snelling, Kristin	MTSS Teacher
Lambert, Richard	MTSS Teacher
Garb, Sarah	Intervention/EL Teacher
Garza, Mary	Music (Vocal)
Sproul, James	Music (Instrumental)
Anchordoquy, Elise	Speech Pathologist
Roam, Melissa	School Psychologist
Jones, Tiffany	Social Worker
Gomez, Yvonne	Cafeteria Manager
Borden, Sylvia	Cook/Baker

Royal Jeri.....	Cafeteria General Helper
Rojas, Cristina	Cafeteria General Helper
Bravo Reyes, Maria	Cafeteria General Helper
Williams, Patricia	Head Custodian
Jackson, Edward	Custodian
Rosales, Jose	Custodian
Slattery, Janelle	Custodian
Brown, Cindy	5.25 Hour Yard Aide
Torres, Diana	5 Hour Yard Aide
Estalio, Janell	5 Hour School Aide
Atkinson, Jorene	5 Hour School Aide
Coburn, Becky	5 Hour School Aide
Vasquez, Veronica	5 Hour School Aide
Baptiste, Michelle	TK Aide
Suggs, April	TK Aide
Aldrich, Christal	IIA
Hall, Amanda.....	IIA
Hernandez, Gricelda.....	IIA
Hillestad, Margarita.....	IIA
Holguin, Karla	IIA
Martinez, Karina.....	IIA
Reyes, Christina.....	IIA
Smith, Virginia.....	IIA
Ash, Amanda	Para-Educator II
Bowman, Penny.....	Para-Educator II
Diaz, Sandy	Para-Educator II
Zelaya Alaya Elmer.....	Para-Educator II
Gonzalez Garcia, Daniela	Para-Educator II
Flores, Kayla	Para-Educator II
Martinez, Sandra	Para-Educator I
Denike, Kerri	Para-Educator I
Viganas, Katie.....	Behavioral Intervention Aide
Guerra, Lisa	Day Care Manager
Mitchell, Joe.....	Day Care Supervision Aide
Paredes, Micaela.....	Day Care Supervision Aide
Cadena, Vianca	Day Care Supervision Aide
TBD.....	Day Care Supervision Aide

Purpose Statement

We will engage and support all students in the journey of becoming lifelong learners.

ATHLETIC PROGRAM

All students in grades four through six are eligible to participate in our intramural sports programs each day during the lunch period. Schedules and sign-up dates are announced at the beginning of each season. We have intramural competition in soccer, kickball, volleyball (girls), basketball and softball.

In addition to our intramural program, Panama-Buena Vista schools participate in an after-school program that is sponsored by the District. Competition in this program is between teams from the various schools within the district and is limited to students in grades five and six (4-6 for track). Information regarding the after-school teams will be announced by the coaches soon after school begins.

ARRIVAL & DISMISSAL

Supervision for our students is from 8:05 am until students are dismissed from school. Students may not be on campus before 8:05 am. Bicycle riders are asked to park and lock their bicycles and come to the area in front of the main entrance to the school. Parents picking up their children are asked to park your vehicles only in the areas designated for parking. Please note, due to safety concerns, the staff parking lot is not for drop off or pick up of students. Our children have a difficult time crossing the streets safely when you are parked illegally. Parking and speed areas are posted for the safety of your child. Let's make sure our children can travel to and from school in a safe manner.

Parents need to **promptly** pick up their children at the **2:50 pm and 3:00 pm (1:20 pm and 1:30 pm on Wednesdays)** dismissal times or make arrangements for their safe transportation home. Students will be sent to the Office to call for a ride once **15 minutes** have elapsed past their regular dismissal time. Parents picking up students at this point will be required to pick up their children from the Office and sign them out.

ARTICLES FROM HOME

All personal property (backpacks, jackets, lunch boxes) should be labeled with your child's name. Toys, electronics or other personal items are not allowed, unless specifically designated. 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

We ask for your cooperation in seeing that your child attends school each day. Absence from school places a hardship on the pupil. According to California School Law, an absence may be excused only for the following:

- Illness, Doctor's Appointment, Funeral in Immediate Family, Court, Religious Retreat, Victim Assistance (Support/Counseling)

If your child is absent from school for **any** reason, please call the school to report the absence and its cause. In the event you are unable to call, please send a note to school regarding the absence. If we do not receive appropriate communication within 72 hours, the absence will be marked **unexcused** and treated as a truancy.

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

If you wish homework, please call the office and allow the teacher 24 hours to compile the

homework. Homework may be picked up in the office.

AWARDS

Children need frequent positive reinforcement. To that end, we have several programs in place to celebrate growth and performance in academics, athletics, and behavior/social skills.

ACHIEVEMENT POINTS

Students in grades four through six have the opportunity to earn a Hart letter "H" or star by participating in various school activities. Points are cumulative from the fourth grade and are given for such activities as student government, athletics, music and scholastic achievement. Students achieving 1,000 points or more are recognized at the end of the year with a 1,000-point achievement award plaque.

HAWK HEROES

One of the ways we like to reinforce outstanding students is by having the "Student of the Month" in each class. These students are called "Hawk Heroes." To qualify for this honor, students must meet the following criteria:

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

Each Hawk Hero will receive a special recognition package and his/her photograph will be prominently displayed in our entryway display case in honor of this special achievement.

SOAR TICKETS

"**S**afe Actions, **O**n-task, **A**ct Responsible, **R**espectful (SOAR)." This acronym describes how students should conduct themselves in different areas across campus (Multi-Purpose Room, Playground, Hallways, etc.). Students who demonstrate these pre-identified behaviors (such as truthfulness, responsibility, kindness, respect, compassion, etc.) will receive the opportunity to earn a "SOAR" ticket to be placed in a weekly drawing. Each Monday, after the flag salute, names will be announced as "Winners." After the announcement, the winners will select their reward. All tickets will be included in a drawing at the monthly Hawk Heroes assembly for a greater reward such as free tickets to kid friendly activities throughout the community. Class and grade level privileges will be issued to students who collectively demonstrate excellent attendance and citizenship.

PRINCIPAL'S LIST & HONOR ROLL

Report cards will be issued at the end of all four quarters. Students in grades four through six are eligible for the Principal's List or Honor Roll. At the end of each grading period, those students who have obtained an "A" (4.0) average or those students who have obtained a "B" (3.0) average in all academic subjects for that quarter will be recognized. Please note, a grade below "C" in any subject will prevent a student from being on the Honor Roll.

BEHAVIOR STANDARDS

Hart students are expected to be courteous and respectful to their peers and to all adults who work on campus. Behavior that is deemed dangerous, disruptive to the learning process, disrespectful or vulgar will not be tolerated. As a parent, you will be notified if your child is consistently exhibiting unacceptable behavior so that we can work together to solve the problem.

BICYCLES & BICYCLE SAFETY

Bicycle Permits are available for students in grades 3-6 and must be on file prior to students riding their bicycles to school. Students must wear a helmet and should bring a chain/lock to secure their bike.

BELL SCHEDULE

8:05 AM	Teachers report for duty
8:05 AM	Campus open for students
8:05 AM	Breakfast Begins
8:25 AM	Breakfast Ends
8:25 AM	Teachers and students report to line up areas
8:28 AM	Teachers and students report to class
9:45-10:00 AM	Primary (1-3) Recess
10:05-10:20 AM	TK/K and Intermediate (4-6) Recess
11:15-11:45 AM	Kindergarten Lunch
11:45-12:00 PM	Kindergarten Recess
11:50-12:20 PM	Primary (1-3) Lunch
12:20-12:35 PM	Primary (1-3) Recess
12:30-1:00 PM	Intermediate (4-6) Lunch
1:00-1:15 PM	Intermediate (4-6) Recess
2:50 PM	Primary (K-3) – Dismissal – Home
3:00 PM	Intermediate (4-6) – Dismissal – Home
3:35 PM	Teachers off duty

CELL PHONES/DIGITAL CITIZENSHIP

A District Cell Phone Agreement must be on file before a student brings a cell phone to school. Phones must be turned off while on campus. Taking pictures or videos while on campus is prohibited. 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.

CLASSROOM PARTIES

Hart School policy encourages only having three parties a year: Winter break, Valentine’s Day, and End of the Year. Food items brought to school for celebrations/parties must be commercially prepared and packaged. Food prepared in a home is not allowed. Individual birthday celebrations are not allowed, this includes balloons, flowers, and gifts for children delivered to the classroom. You may acknowledge your student’s birthday with a “Message on the Marquee” or by donating a book or other school supplies to the classroom.

CLASS PLACEMENT

Classes are balanced each year to ensure the maximum educational potential for each student. The Principal will exercise prudent judgment to ensure each class is properly balanced based on intellectual, behavioral, social, emotional, physical, and other concerns. If specific educational needs of a student need to be requested, then please submit your request in writing to Mrs. Stambook **before** the close of the last day of the current school year. Again,

in an effort to maximize learning for all children, Leo B. Hart Elementary does **NOT** guarantee specific teacher placements.

COMMUNICATION

Parent Square is the most frequently used method of communication. When appropriate, physical notices will be sent home. Please create a routine with your child to check for notices sent home in backpacks. Additionally, please take care of your child's schedule changes (rides home, messages, appointments, etc) before school begins each day. Important emergency information will be taken and passed on; however, we aim to limit interruptions to important instructional time.

DRESS CODE

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

unacceptable.

The Board and administration reserve the right to declare any mode of dress, in their estimation, inhibits the educational process or threatens the safety and protection of all students as unacceptable. If students are dressed in an unacceptable manner, parents will be notified and corrective measures must be taken before the student will be allowed to return to class. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities. If your student is found to be out of compliance with the dress code, parents will be contacted with the request to bring your child a replacement clothes.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (E.C. section 32282) Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

EMERGENCY CONTACTS

In the event of serious accidents or injuries at school, students are given first aid; and every effort is made to contact the parents immediately. It is **EXTREMELY** important that we have current home and work emergency contact telephone numbers. Changes can be made in the Office with proper identification. Changes cannot be made over the phone.

EVACUATION PLAN

In the event the students of Hart School have to be evacuated from the school site, the following procedures will be used:

1. The Principal will notify the District Office. The District Office will put into effect, **at once**, The Hart School Evacuation Plan. If the District Office receives initial notification, they will notify the buses and then notify the Principal. The plan will secure buses from all over the District to proceed immediately and directly to Hart School and evacuate all students according to the "School Safety Plan" which is prepared by the Principal and reviewed with the teachers.

If a bus driver is delivering or picking up students at another school other than Hart and receives a call for evacuation assistance, they will drop any children they have on their bus off at the nearest District school, and proceed directly to Hart for student evacuation.

2. As soon as the buses arrive at Hart School, students will board the bus beginning with the lowest grade first, and will be taken from the Hart School site to Lum School, 4600 Chaney Lane, Bakersfield, CA 93311.
3. Students from Hart will remain at Lum until:
 - a. The Fire Department declares that the area is safe, and we can return to Hart.
 - b. Parents may pick up their children at Lum School if they so desire. Teachers will work on a "Buddy System"--two to a grade. One teacher will be available to help parents locate their children.

- c. If school dismissal time comes before the emergency is declared over, all Hart students will remain at Lum until their parents pick them up or the buses are allowed to take them home.

Hart School could be evacuated due to a chemical spill, earthquake or another natural disaster. In the event of a chemical spill, all students will remain in the classrooms with all windows, doors and vents closed. In the event of an earthquake, the Head Custodian and/or his/her designee will be prepared to shut off all power, electricity and gas to the plant. As soon as it is safe, students will assemble outside in their designated areas. When buses arrive, the students will board the buses in a safe, but expedient manner.

FIELD TRIPS

Our teachers frequently arrange field trips that are intended to extend and enhance the curriculum. You will be advised in advance of field trips. Your **written** permission will be required before your youngster will be allowed to participate. You are encouraged to return permission slips promptly as district policy will not allow us to accept verbal consent. If you wish to attend as a chaperone, depending on available space, then you must sign a chaperone agreement.

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." Please refrain from calling the school to ask if there is a fog delay.

HEALTH AND SAFETY

Staff and students should be free from a fever and/or diarrhea for at least 24 hours before returning to school.

HOME HEALTH INSTRUCTION

Parents may request a "Home Health teacher" if it has been determined that their child will be out of school for a period of three weeks or longer. A note from your physician to that effect and meeting with the school nurse is required before Home Health Instruction can be approved. Home Health instruction is limited to five hours per week

HOMEWORK & STUDY HABITS

Homework offers a valuable opportunity for the teacher to meet the individual needs of your child. Assignments vary from grade to grade and from class to class according to interests, skills and levels of maturity. The decision to give small amounts of homework to Kindergarten is left to the discretion of the individual teacher

General guidelines for homework in grades one to six are as follows:

Kindergarten	Teacher discretion-not to exceed first grade
First - Third	20 to 30 minutes three to four times a week
Fourth - Sixth	30 to 45 minutes three to four times a week

Should class assignments and/or homework not be completed, the student may be assigned to attend a session at lunch to complete their work (this takes place after the student has eaten lunch) at the teacher's discretion.

The time needed to complete homework will vary with each student depending on individual skills. Study habits, hopefully good ones, are formed during your child's elementary school years. Students who do develop good study habits will have a distinct advantage as they move into junior high and high school. As a parent, you can help your youngster in this regard

by:

1. Providing a regular study time on those days that homework is given.
2. Providing a quiet place for study--one that will be free from interruptions or the distraction of television.
3. Giving direction and encouragement whenever needed. There may be a need for clarification; however, guard against actually doing the assignment for the child.

LEAVING CAMPUS

Once on campus, students may not leave without permission from the Office. This includes:

- Leaving to go home when ill without permission from the Office.
- Going home for lunch without written parent permission on file. One note will last all year and permits you to go to your own home only. Students must sign out and in through the Office. Students may not go to a friend's house, the park, or to a nearby store or restaurant.

LIBRARY

The Leo B. Hart Library houses hundreds of books for all interests. Students are welcome to come to the Library during regular scheduled class time, or during recess with their teacher's permission. They may check in/out books, do research for school projects, take Accelerated Reader tests, or just read in a quiet environment. In order to borrow materials, each student is required to sign a Library card agreeing to pay fines or replacement fees for lost, stolen, or destroyed items.

LOSS OF PRIVILEGES

Students in grades one through six may lose privileges if the following behavioral expectations are not followed.

1. Violating any of the S.O.A.R. behavioral expectations across campus
2. Defiance/poor attitude
3. Technology Violations
4. Property Damage
5. Individual Acts of Bullying/Harassment

Parents will be notified of any behavior worthy of losing privileges. We desire to partner with parents in remediating unacceptable behaviors.

LOST & FOUND

Inquiries regarding lost articles may be made by our students during recesses and before and after school. A "Lost and Found" is located near the Multipurpose Room for articles of clothing that remain unclaimed. Clothing that may be removed during the day such as coats, sweaters, caps, etc., as well as lunch boxes, should be clearly marked with your child's **first and last names**. Information will be sent home three times throughout the year asking parents and students to claim their lost items. All unclaimed items will be donated to charity

MAINTAINING A SAFE SCHOOL

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

School districts are granted the authority to suspend or expel students who have committed any Education Code 48900 act which endangers the emotional, psychological, and physical safety of himself/herself, student(s), and/or staff member. Please reference Education Code 48900 for a list of behaviors that meet this criteria.

The Panama-Buena Vista Union School District maintains that any knife, regardless of length, or any weapon is strictly prohibited at school or at any school sponsored activity. Students found to be in possession of a knife or weapon will be subject to disciplinary action. State and Federal law requires the Superintendent or designee to immediately suspend and recommend for expulsion any student who brings a firearm to school.

We ask that all parents take time to review this important policy with their students so that we can work together to maintain safe and orderly school campuses.

MANNERS MATTER

Staff and parents share a common goal of helping students grow into capable, responsible, and respectful members of the community. To that end, all adults (staff, parents/guardians, and visitors) are expected to model speaking respectfully, using an appropriate tone, volume, and words while on campus or over the phone.

MEDICATION AT SCHOOL

Medication forms are available in the Office. Medications of any kind (including cough drops) are only administered with the proper documentation from the prescribing physician on file, per District Policy.

MINIMUM DAYS

There will be three (3) two-hour minimum days during the school year:

Friday, November 22 (the day prior to the Thanksgiving recess)

Friday, December 20 (the day prior to the beginning of winter recess)

Friday, April 11 (the day prior to the beginning of spring recess)

Every Wednesday there will be a 90 minute minimum day for Staff Development and/or teacher collaboration (primary students will be dismissed at 1:20pm and intermediate students will be dismissed at 1:30 pm).

Thursday, May 29 (primary students will be dismissed at 11:50am and intermediate students will be dismissed at 12:00pm)

We will also participate in one-hour minimum days prior to Back to School Night and Open House. Primary Conference Week (grades 1-6), will be 90 minutes long during the entire week (10/28-11/01). Information will be sent home prior to each of these days, (notices will **not** be sent home for every Wednesday minimum day).

MUSIC

Vocal and instrumental music is an integral part of our curriculum. The classroom music specialist spends one period each week with each fourth, fifth and sixth grade class. In the primary grades, the music specialist will teach each class for one quarter of the school year. Students who are interested may also participate in combined choruses in grades five and six. Our instrumental program consists of both beginning and advanced bands which are composed of both fifth and sixth graders. Students will receive information about band and have an opportunity to sign up for the activity immediately after school begins.

NUTRITION SERVICES

Breakfast and lunch (milk included) are free for all enrolled. Milk may also be purchased separately for 50 cents. Monthly menus will be sent home with each child. We have the "Point

of Sale” system at Hart School which means that each child at school has their own account for “extra” milk. You may deposit money into your child’s account to cover this cost daily, weekly, monthly or a specific sum of money. **It is your responsibility to make certain that your child has money in their account at all times.** Students putting money on their accounts must do so before the morning school bell rings. Students receiving a hot lunch may not bring other food or drink items, except water, through the lunch line, per district policy. Unless we have a note from the parent to the contrary, all children in grades kindergarten through sixth must eat lunch every day. Should there be any question as to your student's account, then please contact the Cafeteria Manager.

While in the cafeteria to eat, students are asked to cooperate with the following rules:

- Walk only
- Use small voices/talk quietly (follow the “Talk Light” Rules)
- Keep food on your own tray, with no food trading
- Keep hands and feet to yourself
- Respect and obey Noon Aides
- Clean up your mess
- Hats worn correctly

PARENT CLUB

We have a very active Parent Club at Hart School. Their meetings are held monthly on the third Tuesday of each month at 8:45 AM. They will sponsor several fundraisers and other activities during the school year. All funds that are generated as a result of their efforts remain here at Hart School and will directly benefit our school. If you would like to become actively involved in the Parent Club, please call the Office for additional information.

PHYSICAL EDUCATION

Students participate in physical education at a minimum of 200 minutes every 10 school days. Teachers are encouraged to follow their scope in sequence, which adheres to recommended state standards. P.E. times are scheduled within weekly planning books.

RELEASE OF STUDENT TO AN ADULT

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

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

SCHOOL/PLAYGROUND RULES

- Behavior in the classroom that interferes with your student’s (or another student’s) education will not be tolerated.
- Toys, etc. may only be brought to the classroom (items stay in classroom) with teacher permission. The school is not responsible for loss, damage, or stolen “toys” brought to school. Spinners, Pokemon cards, DS’s, IPOD’s, Nintendos, DVD’s, Heelys, scooters, skateboards and other items that interfere with education are also prohibited.
- Hats may be worn, but correctly (bill facing forward), inside the MPR and rules are at the teacher's discretion in the classroom.
- Gum is not permitted at any time. Food is not permitted on the playground except during noon sales on designated days.
- Grades 4-6 playground is to the west. Grades 1-3 playground is to the east.
- Games are open to all students. If you bring out equipment for a specific game and then decide to leave that game, the equipment stays with the game.
- During recesses and lunchtime, students are to remain on the playground. No playing in the amphitheater, halls, between classrooms, or around the drinking fountain. Students

- are to use the restroom and drinking fountain as necessary.
- Do not use bathroom walls or portables as a ball wall.
 - Keep your hands and feet to yourself at all times—no roughhouse games (wrestling, tackle football, etc.) **HANDS OFF!**
 - Playground equipment should be used in the manner for which it was designed following all rules of the games.
 - All kicking and throwing of balls is limited to the grass area only.
 - Playing stops when the bell rings--no bouncing, kicking, hitting, or throwing balls.
 - No using bathrooms or getting drinks of water after the bell rings.
 - After lunch, students walk from the cafeteria to the playground around the hallways by way of the blacktop.
 - Profanity or foul language is strictly forbidden at all times.

SCHOOL SITE COUNCIL

Leo B. Hart School values and supports the cooperative involvement of staff and parents in our school. One valuable way to contribute is through our School Site Council. Elected officials meet throughout the year to address the following issues:

- Recommend/review proposals for the SPSA (Site Plan).
- Develop and approve the plan and related expenditures in accordance with all state and federal laws and regulations.
- Recommend the plan and expenditures to the board for approval.
- Provide ongoing review of the implementation of the plan with the Principal, teachers, and other staff members.
- Make modifications to the plan whenever the need arises.
- Submit the modified plan for governing board approval whenever a material change is made in planned activities or related expenditures.
- Annually evaluate the progress made toward school goals to raise the academic achievement of all students.

Carry out all other duties assigned to the School Site Council by the District governing board and by state law.

SPECIAL EDUCATION SERVICES

An evaluation for Special Education services for a child can be initiated by parents or school staff. No assessments for Special Education can be done without written permission from a parent/guardian. If the child is found eligible, an Individualized Education Program (IEP) is developed to outline the specific services and supports needed.

STUDENT SUCCESS TEAM

Hart School is committed to providing the very best educational opportunities for your children. In order to support the development of the appropriate educational environment for your child, our school offers the added resources of a Student Success Team (SST). The SST is a school site team which reviews individual student strengths and problem areas. The SST develops strategies and organizes resources for addressing problems and concerns. This process is a function of regular education. See your child's teacher for more information.

STUDENT GOVERNMENT

Hart School has a well-defined student government program in which participants learn the elements of democratic procedure by discussing and attempting to resolve issues that come before the Student Council. The Student Council is made up of elected officers and representatives from each of the classes in grades four through six. The elected officers are: President, Vice President, Secretary, Treasurer, Director of Safety and Superintendent of Grounds.

STUDENT VALET PROGRAM

The Student Valet Program, which was implemented and sponsored by the Bakersfield Police Department, is a comprehensive safety program designed to improve safety around schools by providing a safe drop-off location for students. The pre-designated location is on Ridge Oak Drive in front of the school's Office. An additional benefit of this program is the improvement of the traffic flow in front of the school. If you are parking and entering the school campus, please do not use the Valet Parking area.

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.

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: Please note, the bus suspension days for each citation are district guidelines. For extreme cases, individual students' bus riding privileges may be revoked for the remainder of the school year.

TELEPHONES

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

VISITATION POLICY

Hart is a closed campus. ALL parents, visitors, and volunteers visiting classes during the school day (8:05 am – 3:00 pm) must check in at the Office, sign-in, and receive a visitor's pass. All visitors must also have a valid identification card. All visitors must check out before leaving campus. If you wish to visit your child's class, please make arrangements to do so prior to your arrival. Please refer to the District Visitation Policy and Procedures attached.

STUDENT ACHIEVEMENT AWARDS

The Panama-Buena Vista Union School District recognizes student achievement and strives to promote participation in all school activities. Each school awards 4th, 5th and 6th grade students who are active and successful in pursuing excellence by awarding block letters and stars.

BLOCK LETTER	250 Points
STAR	500 Points
EACH ADDITIONAL STAR	250 Points

Fifth grade students transferring from another district will automatically receive 50 points to be placed in the fifth grade cumulative total box. Sixth grade students transferring from another district will automatically receive 100 points to be placed in the sixth grade cumulative total box. All points are cumulative beginning in the fourth grade.

Scholarship

Honor Roll* (per quarter)	30 Points
All 4 Quarters (extra)	30 Points
Principal's List* (per quarter)	40 Points
All 4 Quarters (extra)	40 Points

*Note: Students may qualify for one or the other, not both.

Citizenship

Grade of A or A- (per quarter)	15 Points
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Student Government (yearly)

Student Body President	100 Points
Student Body Officer	75 Points
Candidate for Student Body Officer	25 Points
Campaign Manager	10 Points
Classroom Representative	25 Points

Student Service (quarterly)

Office, library, Student Valet, or other services (per service per quarter)	15 Points
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Athletics (Separate from Track)

Intramural Team Participant	15 Points
After School Sports Team Participant	25 Points
1 st Place After-school Sports Team Member	40 Points

Track (55 Points are most available)

Participant in School Track Meet Only	10 Points
1 st Place in School Meet, but not attending District Meet	15 Points
Participant in District Track Meet	40 Points
County Participant (extra)	15 Points

Music

Chorus (per quarter maximum)	25 Points
Band (per quarter maximum)	25 Points
Orchestra (per quarter maximum)	25 points
Drama (per year maximum)	25 Points

Academic Competition (Oral Language, Science Fair, etc.)

Battle of the Books Participant	100 Points
Grand Champion (Science Fair)	50 Points
1 st Place	50 Points
2 nd Place	35 Points
3 rd Place	20 Points
Contestant/Participant	15 Points
County Participant (extra)	15 Points

Leo B. Hart Elementary School
Calendar of Events
2024-2025

August	13.....	Teacher Meet & Greet
	14.....	Instruction Begins
September	2.....	Labor Day (No School)
	4.....	Back to School Night- 90 min. Minimum Day
October	01.....	School Picture Day
	11.....	Apex Fun Run
	20.....	End of <u>First</u> Quarter
	28.....	<u>First</u> Report Card Conferences for Parents- 1 Hr. Minimum Day
	28.....	Book Fair
November	1-2.....	<u>First</u> Report Card Conferences for Parents- 1 Hr. Minimum Day
	1-2.....	Book Fair
	11.....	Veteran’s Day Holiday (No School)
	22.....	2 Hr. Minimum Day
	25-29.....	Thanksgiving Recess (No School)
December	20.....	2 Hr. Minimum Day
	23.....	Winter Recess Begins
January	6.....	Instruction Resumes
	10.....	End of <u>Second</u> Quarter
	17.....	<u>Second</u> Report Card to Parents
	20.....	Dr. Martin Luther King, Jr. Holiday (No School)
February	10.....	Lincoln’s Day Holiday (No School)
	17.....	Presidents’ Day (No School)
March	10-14.....	Camp KEEP – Sixth Graders
	14.....	End of <u>Third</u> Quarter
	21.....	<u>Third</u> Report Card to Parents
April	11.....	2 Hr. Minimum Day
	14.....	Spring Recess begins
	22.....	Instruction Resumes
	22.....	SBAC Testing Window begins
May	15.....	Open House 1 Hr. Minimum Day
	16.....	SBAC Testing Window ends
	26.....	Memorial Day (No School)
	29.....	End of <u>Fourth</u> Quarter
	29.....	3 Hr. Minimum Day (Summer Recess)
	30.....	<u>Fourth</u> Report Card to Parents

Every Wednesday is a 90 Minute Minimum Day for Professional Learning Community Meetings

Panama-Buena Vista Union School District
CLASSROOM VISITATION PROCEDURES
(Observation of Instructional Program by Parents)
From Adopted District Administrative Procedures

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

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

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

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

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

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

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

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

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

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

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

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

CELLULAR PHONES AND OTHER ELECTRONIC SIGNALING DEVICES

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

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

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

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

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

Authorization for Student Cell Phone/Electronic Signaling Device Use

By signing the previously sent home signature page (or the second page of this packet), you acknowledge that you have read and have a clear understanding of policy and procedure relating to cellular phones and other electronic signaling devices stated in the Hart School Parent/Student Handbook. Your signature further authorizes your child to possess a cell phone or other electronic signaling device while at school. Parent/Guardian Signature: (Signature is actually on separate hand-out)

ELECTRONIC ON-LINE/INTERNET SERVICES STUDENT USER AGREEMENT

I understand that the school district will provide me access to electronic on-line/internet services for educational purposes only. This access is a privilege, not a right. I understand that my access will be withheld if I abuse this privilege, fail to adhere to the District's Electronic On-Line/Internet Services - Student Obligations and Responsibilities or engage in any activity prohibited by the District. I will not allow any other person to access electronic on-line services using my school account, and I will not access electronic on-line services using anyone else's school account.

I have read and will abide by the following:

- * Electronic On-Line/Internet Services - Student Obligations and Responsibilities

Student's Signature: (Signature is actually on separate hand-out)

PARENT AUTHORIZATION

I am the parent/guardian of the student named above. I request that he/she be given access to electronic on-line services for educational purposes. I have reviewed with my student the District's Electronic On-Line/Internet Services - Student Obligations and Responsibilities provided in the District Parent Information Booklet. I understand that student access may be withheld if the provisions of this agreement are violated. Parent/Guardian Signature: (Signature is actually on separate hand-out)

LIBRARY CARD APPLICATION

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. Parent/Guardian Signature:
(Signature is incorporated with the Electronic On-Line User Agreement on separate hand-out)

Katie Russell
District Superintendent

4200 Ashe Road
Bakersfield, CA 93313
(661) 831-8331 FAX (661) 398-2141



BOARD OF TRUSTEES
Keith Wolaridge
John P. Lake
Brian Easter
Paula Van Auken
Cherie Olgin

ANNUAL NOTICE TO PARENTS/GUARDIANS CONCERNING THEIR RIGHTS AND RESPONSIBILITIES 2024-2025

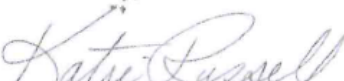
I am pleased to announce the 2024-2025 Parent Handbook is available for viewing online at the district website, www.pbvUSD.k12.ca.us and through ParentSquare. Printed copies of the District Handbook are available at any school site or the district office.

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.

After your review, please sign and return the acknowledgment attached below, indicating you have received and reviewed these materials. If you received this notice electronically, you may download/print and sign this page or sign the Parent Acknowledgement sheet sent home with your student. Signed forms are to be returned to your child's teacher.

If you have any questions, please contact the district office.

Sincerely,


District Superintendent

PARENTAL ACKNOWLEDGMENT

E.C section 48982 requires parents to sign and return this acknowledgment.

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 the parent handbook regarding my rights relating to activities which might affect my student(s).

Date: _____

(Signature is actually on separate hand-out)

Signature of Parent