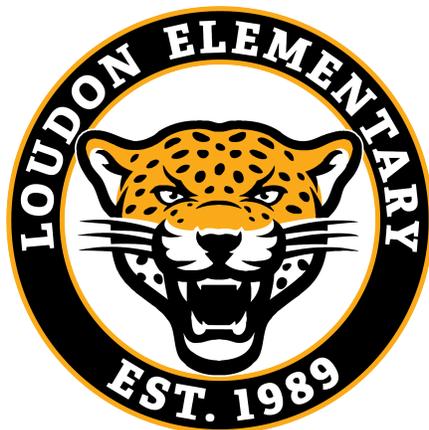


# Loudon Elementary School Family Handbook



2024-2025

4000 Loudon Street  
Bakersfield, California 93313  
(661) 398-3210

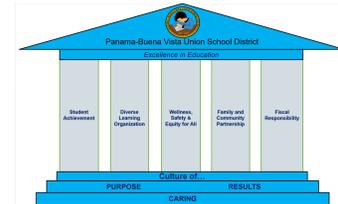
School Website: [loudon.pbvUSD.k12.ca.us](https://loudon.pbvUSD.k12.ca.us)   
School Twitter: [twitter.com/loudonleopards](https://twitter.com/loudonleopards)   
School Facebook: [facebook.com/LoudonLeopards](https://facebook.com/LoudonLeopards) 

# DISTRICT'S BELIEFS & VALUES

The Panama-Buena Vista Union School District learning community provides a safe, supportive environment where all students can ask questions, find answers, reach their full academic potential and become caring, responsible citizens.

Our beliefs and values are:

- All children can learn, we teach all children.
- All children deserve a quality education in a safe environment.
- All stake-holders are active listeners and learners.
- Everyone works collaboratively to attain maximum achievement.
- We build relationships on respect for others and self.
- We value our community's diversity and its differences while embracing our commonalities.
- We hold ourselves accountable to achieve high standards through research-based instruction.
- Education is a partnership between the school, family and our community.



# LOUDON'S VISION AND MISSION

*All* Our Vision students will achieve success both academically and in life.

*All* Our Mission school community members (administrators, teachers, staff, students, families, community members) will collaboratively equip students with the academic and social-emotional skills & tools they need to achieve academic and life success (i.e. college and/or career) in the 21st century.

EVERY STUDENT. EVERY DAY. NO MATTER WHAT.



## MEET THE LOUDON ADMINISTRATIVE AND SUPPORT STAFF

Title	Name	I can help you with...
Principal	Mr. Jared Coppolo <a href="mailto:jcoppolo@pbvusd.k12.ca.us">jcoppolo@pbvusd.k12.ca.us</a>	Questions and/or concerns about who to speak with for assistance, support, and/or resources, etc.
Assistant Principal	Mrs. Cynthia Gonzales <a href="mailto:cgonzales@pbvusd.k12.ca.us">cgonzales@pbvusd.k12.ca.us</a>	General questions and/or concerns; Questions and/or concerns regarding student discipline issues, attendance/truancy, student conflicts, etc.
Secretary	Leslie Holland <a href="mailto:lholland@pbvusd.k12.ca.us">lholland@pbvusd.k12.ca.us</a>	General questions and/or concerns about enrollment, attendance, students, teachers, staff, school events, health/wellness, etc. General questions about the School Site Council (SSC)
8-Hr School Clerk	Gloria Cruz <a href="mailto:gcruz2@pbvusd.k12.ca.us">gcruz2@pbvusd.k12.ca.us</a>	General questions and/or concerns about enrollment, attendance, students, teachers, staff, school events, health/wellness; General questions about the English Language Advisory Committee (ELAC), etc.
4-Hr School Clerk	Edreena Appodaca <a href="mailto:eappodaca@pbvusd.k12.ca.us">eappodaca@pbvusd.k12.ca.us</a>	General questions and/or concerns about attendance, students, teachers, staff, school events, health/wellness;
Academic Coach	Breanna Gipson <a href="mailto:bgipson@pbvusd.k12.ca.us">bgipson@pbvusd.k12.ca.us</a>	General questions and/or concerns about academics (example: Reading, Writing, Math, Language, etc.), testing/assessment, extra support, and/or short-term independent study for students in Grades TK-2, etc.
Academic Coach	Leticia Leyva <a href="mailto:lleyva@pbvusd.k12.ca.us">lleyva@pbvusd.k12.ca.us</a>	General questions and/or concerns about academics (example: Reading, Writing, Math, Language, etc.), testing/assessment, extra support, and/or short-term independent study for students in Grades 3-6, etc.
School Psychologist	Daisy Ramirez <a href="mailto:dramirez2@pbvusd.k12.ca.us">dramirez2@pbvusd.k12.ca.us</a>	General questions about available mental health support services, available school behavior-related interventions and support, referrals to community-based resources, Special Education Services, etc.
School Nurse	Kathryn Weirather <a href="mailto:kweirather@pbvusd.k12.ca.us">kweirather@pbvusd.k12.ca.us</a>	General questions about available health/wellness support services, support for school attendance, referrals to community-based resources, medical needs, etc.
Library Media Clerk	Lisa Isbell <a href="mailto:lisbell@pbvusd.k12.ca.us">lisbell@pbvusd.k12.ca.us</a>	General questions about the school library, and assists students with finding library materials. Helps students use resource searches and library materials to locate information of interest.

## MEET THE LOUDON TEACHING STAFF

<u>Transitional Kindergarten</u>	<u>Kindergarten</u>	<u>First Grade</u>	<u>Second Grade</u>
April Joy Garcera	Paige Graves	Taylor Collins	Yolanda Horne
Brooke Moga	Ashlee Killgo	Ashley Grimes	Rebekah Lopez
Samantha Pelletier	Vivian Narup	Morgan Patrick	Mary Mota
	Pam Van Skike	Tala Salaita	Mindy Pino Brown
<u>Third Grade</u>	<u>Fourth Grade</u>	<u>Fifth Grade</u>	<u>Sixth Grade</u>
Christina Camacho	Alexa Judd	James Ewing	Ever Campos
Jennifer Gonzalez	Tiffany Tosti	Vanessa Hockley	Jaime Dock
Maegan Woodward	Brett Womack	Dee Jae Holmes	Monica Imbelloni
	Kailee Yoshishige	Jaime Nelson	Nichole Martin
<u>SDC (Primary)</u>	<u>SDC (Primary)</u>	<u>SDC (Intermediate)</u>	<u>SDC (Intermediate)</u>
Maria Cardiel	Jesus Padilla	Penny Garcia Lopez	Jeffrey Buchanan
<u>IIC (Primary)</u>	<u>IIC (Intermediate)</u>	<u>Intervention Teacher</u>	<u>Speech Pathologist</u>
Taylor Medeiros	Giselle Polenz	Erika Raya	Rebecca Gavril
Instrumental Music	General Music	VAPA Instructor	Katelyn Cooper
Gail Strother	Tucker Ward	Nicole Grisso	

### ACCIDENTS

In case of accidents or injury at school, children are given first aid and every effort is made to contact the parent for instructions. As such, it is very important that changes in telephone numbers and addresses be reported to the school promptly. In the event the parent cannot be reached, we will call the person named on the emergency card to act on your behalf.

### ATTENDANCE AND STUDENT ABSENCES

Students are expected to be at school, on time, every day unless they are ill or have a doctor's appointment. Parents/Guardians should call the school office at 398-3210 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 **48 hours**, the absence is considered a "No Parent Response" and is unexcused. After 10 excused absences throughout the year, a doctor's note is required to excuse additional absences. California Law only allows us to excuse absences for illness, medical and dental appointments, and/or death in the family. Parents/Families will automatically receive attendance letters after 3 excused and unexcused absences.

If a child must be absent for more than five consecutive days, for reasons other than an excused absence, an Independent Study contract may be completed by contacting the school office. This will allow your child to complete work that is  
Rev. 8/8/2024 LH

assigned during the absence and credit can be given for attendance. Independent Study contracts should be arranged with the school office and the teacher **at least a week in advance of the absences**. Late independent study paperwork will result in no credit for student attendance or academic credit.

## ARRIVAL TIME AND BREAKFAST

Gates open at 8:05 a.m at which time students have the option to eat breakfast in the cafeteria or play on the playground. Please be aware the school can not take responsibility for the supervision of students who arrive early. **Breakfast service ends at 8:28 am**. School starts at 8:28 am.

## ARTICLES FROM HOME

Personal cell phones or other personal electronic items should not be brought from home and are not permitted to be used at school (see also: STUDENT CELL PHONES & PERSONAL ELECTRONICS ). Additionally, personal items including sports equipment, toys, etc. are not permitted at school, unless there is a special school event and/or activity in which students are invited to bring them. The school is **not responsible** for any loss or damage of personal items brought by students from home. If any of these items are brought to school and cause a disruption to the learning environment, the item will be held and returned to the parent/guardian.

## BICYCLES, SCOOTERS, SKATEBOARDS, AND ROLLER BLADES

Students in grades 3 - 6 may ride a bicycle, scooter, skateboard, or roller blades to and from school **with a signed permission form on file with the office**. These items may not be ridden on campus or on the sidewalks adjacent to the school. Bicycle riders should park their bicycles in the rack and lock them securely. Students must have permission from their teacher to store scooters, skateboards, or roller blades in the classroom. Otherwise, they must be locked in the rack. By law, bike riders **must wear an approved helmet** at all times when riding. Students are to be responsible for the care and storage of their helmets.

Students should keep in mind that riding such items to school is a privilege. A student who does not wear a helmet when riding a bike or fails to use good judgment when riding scooters, skateboards, or roller blades may lose the privilege to ride them.

## BIRTHDAYS

We love to celebrate our students' birthdays by announcing their names to our school community during our morning announcements. If you would prefer for your student's name **not** to be announced, please contact the school office. Additionally, you have the option to have your child's birthday displayed on the school marquee for the small fee of **\$5**, which serves as a fundraiser for the Parent Club. Unfortunately, for a number of reasons including (but not limited to) food allergies, health/wellness, property damage, and equity (some families do not have the ability to provide treats), we can not accept any birthday treats from home.

## COMMUNICATION

Parent Square is our school and district's primary method of communicating important information including updates, upcoming events, etc. There are mobile app versions of Parent Square for iPhones and Androids as well as a web version at [parentsquare.com/signin](https://parentsquare.com/signin). In addition to school and district posts, Parent Square provides an opportunity for parents/families to communicate with their child(ren)'s teacher as well as other staff using a text-like feature called "messages". All information on Parent Square is automatically translated into the language on file. Feel free to contact our office for more information. All school flyers sent home will be provided in both English and Spanish.

## DRESS CODE

In order to promote a school atmosphere where all children are able to learn, Loudon students are expected to dress appropriately. As such, the following dress code will be enforced:

- 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 both straps on the shoulders, not hanging loose.
- Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire.
- Clothing that is excessively revealing is unacceptable.
- "Excessively revealing" includes: backless halter tops or dresses; tube tops; tank-top shirts or shirts cut low at the armpits or neckline clothing that shows bare midriffs shorts worn shorter than mid-thigh clothing that is transparent or revealing excessively frayed pants
- Suggestive clothing or objects may not be worn which are libelous, obscene, or depicting illegal or gang-related activity. This includes buttons, armbands, 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.
- No bare feet. No unsafe or disruptive footwear shall be worn. Flip-flops/thongs are not permitted.
- Cosmetics to the face and hair that distract from the educational process such as spray painted hair, extreme painting of the face, glitter in the hair, etc. are unacceptable except on appropriate days declared by the administration.

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

### EARLY DISMISSAL FROM SCHOOL

Although discouraged, if your child needs to leave early from school, a parent/guardian must come to the school office and show proper ID to sign them out. We will call your child to the office for dismissal. When possible, advance notice of an early dismissal can help give teachers the opportunity to have your child ready and to prepare/gather any written work that your child may miss during his/her absence. **Please bring your photo ID at all times when checking out a student.**

Our school participates in Wednesday Early Dismissal days on a weekly basis. Please make arrangements to ensure that your child is picked up at the adjusted dismissal time every Wednesday. Grades TK through Grade 3 dismisses at 1:20 pm and Grades 4 through Grade 6 dismiss at 1:30 pm.

### FOOD/SNACKS/DRINKS

All food provided to students by teachers/staff must be in adherence to our District's health/wellness policy. If candy or chips are part of the student's cold lunch brought from home, **these items must be eaten in the cafeteria and will not be allowed to be taken on the playground.** No food or drinks are allowed on the playground in an effort to preserve and honor our beautiful school campus.

### LOST AND FOUND

Inquiries regarding lost articles may be made by our students during recesses, before school, and after school. A "Lost and Found" basket is maintained for articles of clothing that remain unclaimed. The basket is usually located outside the cafeteria. To avoid confusion, coats, sweaters, hats, lunch boxes, etc. should be clearly marked with a student's first and last name.

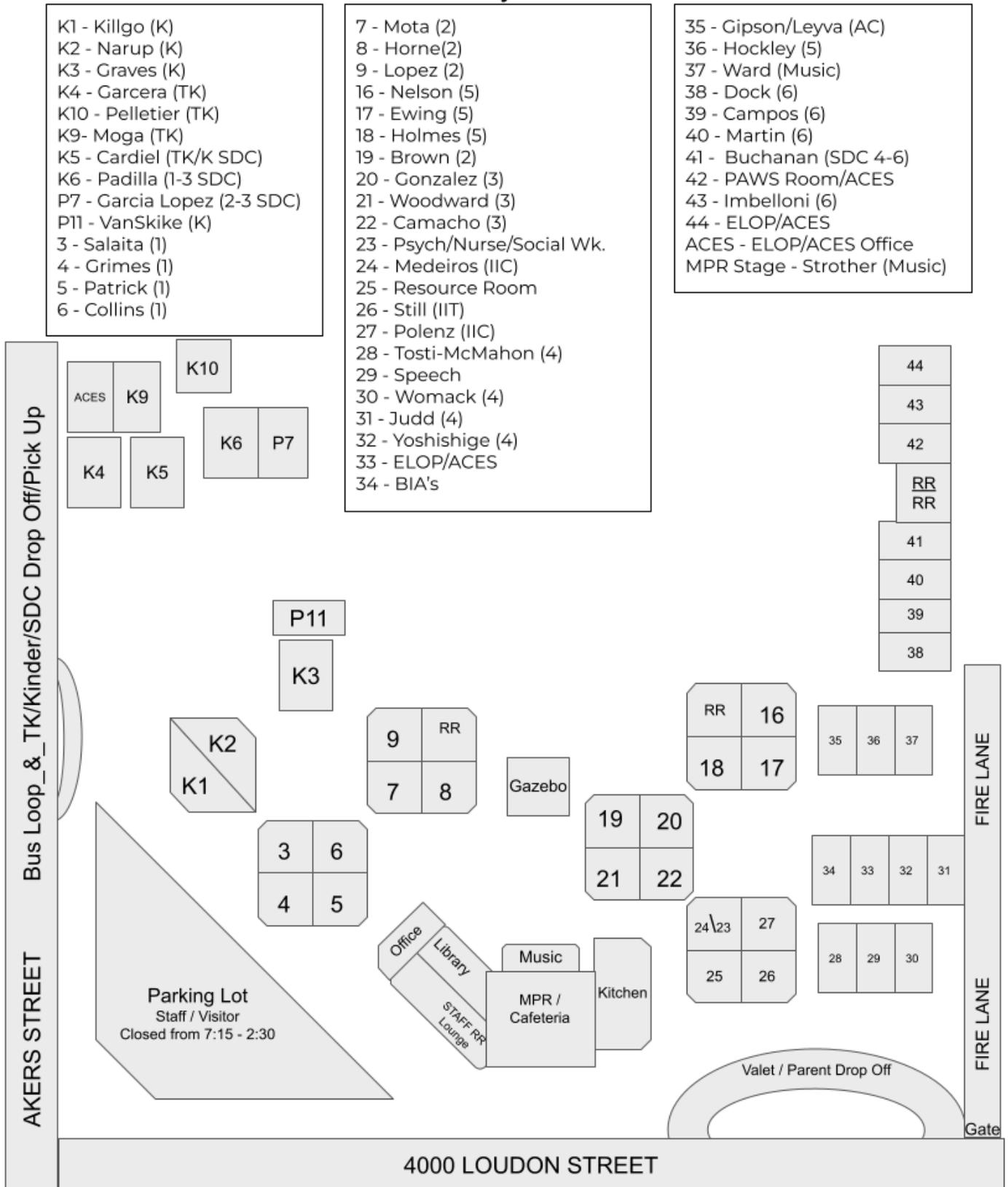
Students, not the school, are responsible for the items they bring to school. Personal items, especially valuable ones, should not be brought to school.

Rev. 8/8/2024 LH

MAP

See the 2024-2025 school map below:

## Loudon Elementary School 2024-2025



## MEDICATION

If children should require medication during school hours, parents/guardians must pick up a Physician's Authorization for Medication to be Taken at School form at the school office. Physician's Authorization for Medication to be Taken at School forms are to be filled out by a Physician or Licensed Health Care Provider. No medications of any kind (including cough drops) can be administered without prior doctor permission and completion of the Physician's Authorization for Medication to be Taken at School Form.

## PARENT AND FAMILY ENGAGEMENT

We value our partnership with parents and families at Loudon and seek to engage our families in a variety of ways including traditional school wide events such as Back to School Night and Open House, regular Loudon Family Gatherings in which parents/families are invited to have lunch with their child(ren) at school, awards assemblies, education nights and more. You can find out more about parent and family engagement events on ParentSquare on the Calendar feature..

## PHONE MESSAGES

Please make any necessary arrangements (transportation, lunch, etc.) prior to school. Office and classroom telephones are for emergency use only. Students will not be allowed to use the phones in the office or in the classrooms for personal calls. Phone messages are sent to your child's teacher via email, however, teachers cannot check their email on a regular basis during the instructional day. **We will not interrupt instruction to deliver a message to your child.**

## POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS) AND SCHOOL DISCIPLINE

At Loudon Elementary, we believe that a positive learning environment must exist in order to ensure student learning and we expect that students will learn and follow the schoolwide behavior expectations displayed below.

We will host events/activities focused on teaching all students our school wide expectations throughout the school year including weekly Positive Behavior focus expectations. Positive Behavior banners are displayed around our campus, as a reminder to students of our school wide expectations at all times as well as PBIS assemblies and walking tours for our youngest Leopards. Additionally, we will provide various opportunities for students to receive rewards for their positive behavior at school (examples: positive feedback/praise, positive phone calls to families, special events/activities, positive referrals, PAWS tickets, etc.). We encourage our parents/guardians to celebrate PBIS rewards received by your child at home. This joint celebration between school and home is a wonderful way to support your child's achievements as a school community. Additionally, we welcome all parents/guardians to use our schoolwide expectations as an additional reference and positive behavior support at home. We have worked with many families who have developed their own positively-stated home expectations which align with PAWS or even words of their own and experience great success with behavior at home.

When responding to behaviors which do not meet our school wide expectations, we utilize restorative practices. Restorative practices are a system of formal and informal processes that build a culture of kindness, respect, responsibility, and justice. We emphasize the importance of trusting relationships as central to cultivating a sense of community and repairing relationships when harm has occurred. Restorative practices promote inclusiveness, relationship-building, and problem solving through restorative methods including (but not limited to) community circles, restorative conferencing, conflict mediation, reflection, and plans to restore harm.

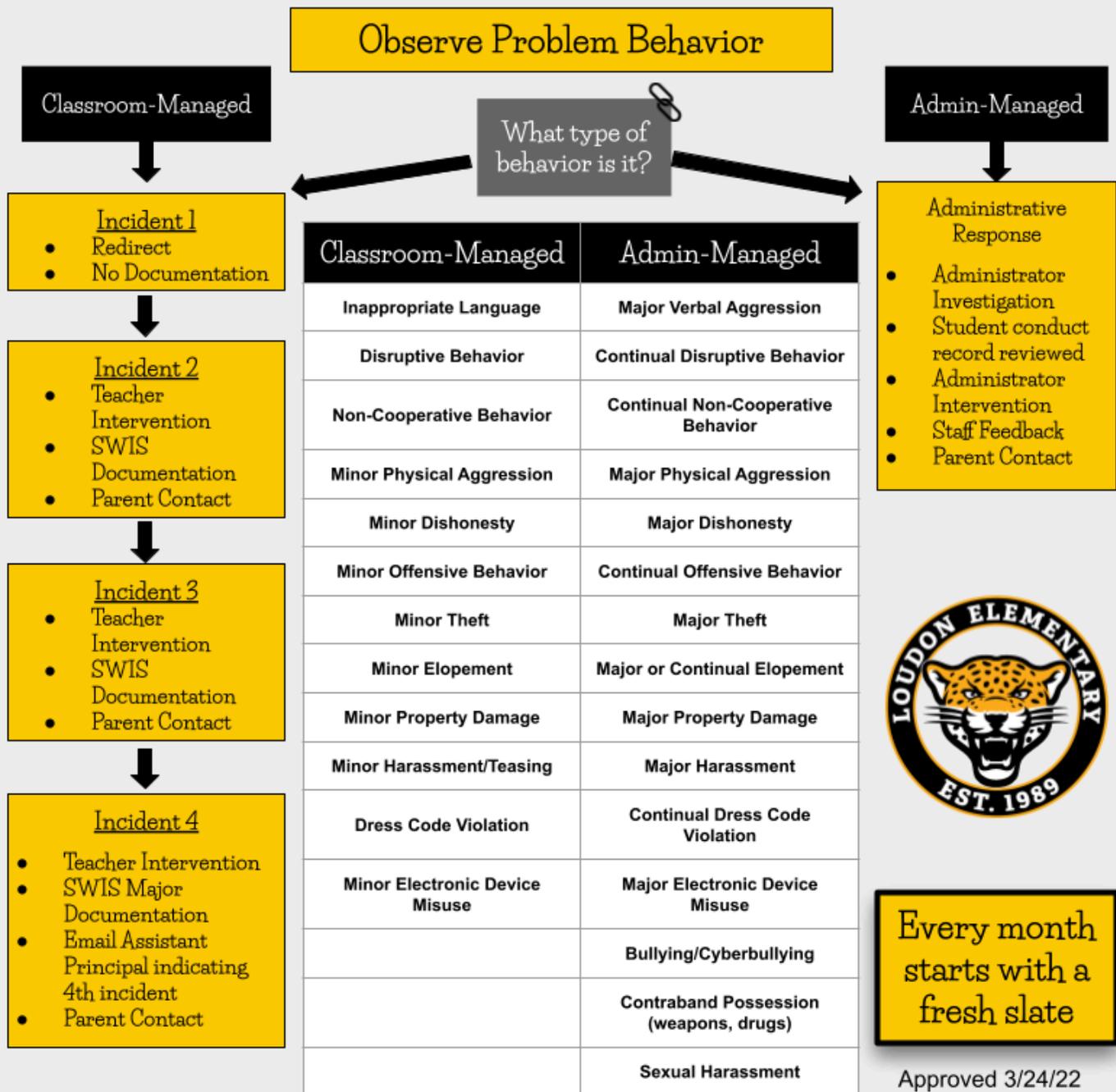
**Please note that parents/guardians are not allowed to approach other students about any discipline issues. All discipline concerns must be addressed by school administration. Additionally, confidentiality of parties outside of your children will be protected. School administrators are not authorized to provide information including names or disciplinary consequences to anyone other than one's own children.**



# Loudon Behavior Matrix

	Walkways	Playground	Cafeteria	Restroom	Library	Office	Classroom
<b>LOUDON LEOPARDS</b> <b>P</b> Practice Self Control	<ul style="list-style-type: none"> <li>Walk in a <b>4-S</b> line at all times</li> <li>Keep hands, feet, &amp; objects to self</li> <li>Respect <b>Quiet Zones</b></li> </ul>	<ul style="list-style-type: none"> <li>Walk at a <b>safe pace</b> on pavement</li> <li>Keep hands, feet, &amp; objects to self</li> <li>Seek an adult for help</li> <li>Respect <b>Quiet Zones</b></li> </ul>	<ul style="list-style-type: none"> <li>Walk in a <b>4-S</b> line at all times</li> <li>Keep hands, feet, &amp; objects to self</li> <li>Raise hand to seek an adult for help</li> <li>Respect <b>Quiet Zones</b></li> </ul>	<ul style="list-style-type: none"> <li>Walk at a <b>safe pace</b></li> <li>Keep hands, feet, &amp; objects to self</li> <li>Respect <b>Quiet Zones</b></li> </ul>	<ul style="list-style-type: none"> <li>Walk at a <b>safe pace</b></li> <li>Keep hands, feet, &amp; objects to self</li> <li>Raise hand to seek an adult for help</li> <li>Respect <b>Quiet Zones</b></li> </ul>	<ul style="list-style-type: none"> <li>Walk at a <b>safe pace</b></li> <li>Keep hands, feet, &amp; objects to self</li> <li>Seek an adult for help</li> <li>Respect <b>Quiet Zones</b></li> </ul>	<ul style="list-style-type: none"> <li>Walk at a <b>safe pace</b></li> <li>Keep hands, feet, &amp; objects to self</li> </ul>
<b>LOUDON LEOPARDS</b> <b>A</b> Achieve Goals	<ul style="list-style-type: none"> <li>Greet teachers &amp; staff</li> <li>Walk on pavement only</li> <li>Throw away litter</li> <li>Wear attire <b>appropriately</b></li> </ul>	<ul style="list-style-type: none"> <li>Greet teachers &amp; staff</li> <li>Engage in <b>positive play</b> with others</li> <li>Wear attire <b>appropriately</b></li> </ul>	<ul style="list-style-type: none"> <li>Greet &amp; thank cafeteria staff</li> <li>Have ID card ready</li> <li>Wear attire <b>appropriately</b></li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands for 20 seconds</li> <li>Wear attire <b>appropriately</b></li> </ul>	<ul style="list-style-type: none"> <li>Greet &amp; thank library staff</li> <li>Know your reading level</li> <li>Work toward AR goals</li> <li>Wear attire <b>appropriately</b></li> </ul>	<ul style="list-style-type: none"> <li>Greet &amp; thank office staff</li> <li>Wear attire <b>appropriately</b></li> </ul>	<ul style="list-style-type: none"> <li>Wear attire <b>appropriately</b></li> <li>Communicate needs to teacher</li> <li>Stay engaged in learning</li> <li>Keep materials organized</li> </ul>
<b>LOUDON LEOPARDS</b> <b>W</b> Will Be Respectful	<ul style="list-style-type: none"> <li>Whisper voice</li> <li>Use <b>kind</b> words and actions</li> <li>Follow directions the first time</li> <li>Be <b>mindful</b> of others</li> <li>Eat/drink in <b>designated areas</b> only</li> </ul>	<ul style="list-style-type: none"> <li>Use/return equipment <b>properly</b></li> <li>Use <b>kind</b> words and actions</li> <li>Follow directions the first time</li> <li>Be <b>mindful</b> of others</li> <li>Eat/drink in <b>designated areas</b> only</li> </ul>	<ul style="list-style-type: none"> <li>Whisper voice</li> <li>Use <b>kind</b> words and actions</li> <li>Follow directions the first time</li> <li>Keep your space clean/throw away trash</li> <li>Eat/drink in <b>designated areas</b> only</li> </ul>	<ul style="list-style-type: none"> <li>Whisper voice</li> <li>Use <b>kind</b> words and actions</li> <li>Use equipment properly</li> <li>Keep your space clean/throw away trash</li> <li>Be <b>mindful</b> of others</li> </ul>	<ul style="list-style-type: none"> <li>Whisper voice</li> <li>Use <b>kind</b> words and actions</li> <li>Use/return equipment properly</li> <li>Follow directions the first time</li> <li>Be <b>mindful</b> of others</li> </ul>	<ul style="list-style-type: none"> <li>Whisper voice</li> <li>Use <b>kind</b> words and actions</li> <li>Follow directions the first time</li> <li>Be <b>mindful</b> of others</li> <li>Eat/drink in <b>designated areas</b> only</li> </ul>	<ul style="list-style-type: none"> <li>Use <b>appropriate</b> voice levels</li> <li>Be <b>mindful</b> of others</li> <li>Use <b>kind</b> words and actions</li> <li>Follow directions the first time</li> </ul>
<b>LOUDON LEOPARDS</b> <b>S</b> Stay On Task	<ul style="list-style-type: none"> <li>Go directly to your destination</li> <li>Use a hall pass</li> <li>Keep cell phones off and out of sight</li> </ul>	<ul style="list-style-type: none"> <li>Line up when you hear the bell</li> <li>Remain in <b>4-S</b> line while waiting for teacher</li> <li>Keep cell phones off and out of sight</li> </ul>	<ul style="list-style-type: none"> <li>Wait <b>patiently</b> until dismissed</li> <li>Focus on eating lunch</li> <li>Keep cell phones off and out of sight</li> </ul>	<ul style="list-style-type: none"> <li>Wait <b>patiently</b> for your turn</li> <li>Use facility quickly</li> <li>Keep cellphones off and out of sight</li> </ul>	<ul style="list-style-type: none"> <li>Wait <b>patiently</b> until dismissed</li> <li>Choose books <b>wisely</b></li> <li>Read silently</li> <li>Keep cell phones off and out of sight</li> </ul>	<ul style="list-style-type: none"> <li>Wait <b>patiently</b> for help</li> <li>Keep cell phones off and out of sight</li> </ul>	<ul style="list-style-type: none"> <li>Keep cell phones off and out of sight</li> <li>Focus on the speaker</li> <li>Wait <b>patiently</b> for help</li> <li>Make your <b>best effort</b></li> </ul>

# PBIS Behavior Flowchart



Possible Interventions		
<a href="#">Time-out</a> within the classroom or in buddy room (Calm-down Techniques)	Private Conversation/ <a href="#">Feedback</a>	<a href="#">Reflection Form</a>
<a href="#">Logical Consequences</a>	<a href="#">Restorative Conference</a>	<a href="#">Conflict Mediation</a>
Verbal Warning/ <a href="#">Reteach Expectation</a>	<a href="#">Behavior Contract</a>	Apology Note/Journaling
Call/ <a href="#">Note to Parent</a>	<a href="#">Other Intervention</a>	<a href="#">Break Card</a> /Walk

## SCHEDULE

Below is the bell schedule for the 2024-2025 school year:

Grades TK-3		Grades 4-6	
Non-Bank Day Schedule (M, T, Th, F)		Non-Bank Day Schedule (M, T, Th, F)	
Breakfast Begins	8:05 am	Breakfast Begins	8:05 am
Breakfast Ends	8:28 am	Breakfast Ends	8:28 am
School Begins	8:28 am	School Begins	8:28 am
Dismissal	2:50 pm	Dismissal	3:00 pm
Wednesday Bank Day Schedule		Wednesday Bank Day Schedule	
Breakfast Begins	8:05 am	Breakfast Begins	8:05 am
Breakfast Ends	8:28 am	Breakfast Ends	8:28 am
School Begins	8:28 am	School Begins	8:28 am
Dismissal	1:20 pm	Dismissal	1:30 pm

## SOCIAL-EMOTIONAL LEARNING

In addition to instruction in positive behavior and traditional academic content areas (i.e. English-Language Arts, Mathematics, Science, Social Studies, etc.), Loudon makes efforts to equip students with the skills and tools they need to achieve both academic and life success. This includes Social Emotional Learning, often referred to as SEL. Social Emotional Learning (SEL) is the process of developing the self-awareness, self-control, and relationship skills that are essential for school, work, and life success. Continuing in the 2024-2025 school year, Loudon will participate in The Positivity Project, a program designed to empower students to build positive relationships and become the best version of themselves by learning about and practicing 24 character strengths. At least one time a day, students will have the opportunity to learn about a weekly character strength and related positive behavior expectation. This schoolwide weekly focus (see the calendar below) can be extended to home using Positivity Project parent/family resources including family discussion prompts and more at <https://posproject.org/p2-for-families/> or <https://posproject.org/p2-para-familias-espanol/> for Spanish using the password: P2

# 2024-25 P2/PBIS Calendar



[P2 Resource Guide](#)



Positivity Project (SEL)	DATES	Schoolwide PBIS
<a href="#">Intro Week – Other People Mindset (OPM)</a>	<b>AUG 19-23</b>	Walkways
<a href="#">Curiosity</a>	<b>AUG 26-30</b>	Playground
<a href="#">Teamwork</a>	<b>SEP 2-6</b>	Cafeteria
<a href="#">Open-Mindedness</a>	<b>SEP 9-13</b>	Restroom
<a href="#">OPM – Being present and giving others my attention</a>	<b>SEP 16-20</b>	Library
<a href="#">Perspective</a>	<b>SEP 23-27</b>	Office
<a href="#">Forgiveness</a>	<b>SEP 30-OCT 4</b>	Classroom
<b>Spiral Review</b>	<b>OCT 7-11</b>	<b>Review ALL Locations</b>
<a href="#">Integrity</a>	<b>OCT 14-18</b>	Walkways
<a href="#">Creativity</a>	<b>OCT 21-25</b>	Playground
<a href="#">OPM – Knowing my words and actions affect others</a>	<b>OCT 28-NOV 1</b>	Cafeteria
<a href="#">Bravery</a>	<b>NOV 4-8</b>	Restroom
<b>Spiral Review</b>	<b>NOV 11-15</b>	Library
<a href="#">Gratitude</a>	<b>NOV 18-22</b>	Office
<b>Fall Break</b>	<b>NOV 25-29</b>	<b>Fall Break</b>

<a href="#">Kindness</a>	<b>DEC 2-6</b>	Classroom
<a href="#">OPM – Supporting others when they struggle</a>	<b>DEC 9-13</b>	Walkways
<a href="#">Self-Control</a>	<b>DEC 16-20</b>	Playground
<a href="#">Optimism</a>	<b>JAN 6-10</b>	Cafeteria
<a href="#">Prudence</a>	<b>JAN 13-17</b>	Restroom
<a href="#">Perseverance</a>	<b>JAN 20-24</b>	Library
<a href="#">Social Intelligence</a>	<b>JAN 27-31</b>	Office
<b><u>P2 Exhibition Planning Week</u></b>	<b>FEB 3-7</b>	<b>Classroom</b>
<a href="#">Love</a>	<b>FEB 10-14</b>	Walkways
<a href="#">OPM – Cheering others’ success</a>	<b>FEB 17-21</b>	Playground
<a href="#">Humility</a>	<b>FEB 24-28</b>	Cafeteria
<a href="#">Love of Learning</a>	<b>MAR 3-7</b>	Restroom
<b><u>P2 Exhibition Week / P2 Review</u></b>	<b>MAR 10-14</b>	<b>Library</b>
<a href="#">OPM – Identifying &amp; appreciating the good in others</a>	<b>MAR 17-21</b>	Office
<b><u>Spirit Week</u></b>	<b>MAR 24-28</b>	Classroom
<a href="#">Humor</a>	<b>MAR 31-APR 4</b>	Walkways
<a href="#">Fairness</a>	<b>APR 7-11</b>	Playground
<b><u>Spring Break</u></b>	<b>APR 14-18</b>	<b>Spring Break</b>
<a href="#">Appreciation of Beauty &amp; Excellence</a>	<b>APR 21-25</b>	Cafeteria
<a href="#">Purpose</a>	<b>APR 28-MAY 2</b>	Restroom
<a href="#">Enthusiasm</a>	<b>MAY 5-9</b>	Library
<a href="#">Leadership</a>	<b>MAY 12-16</b>	Office
<b><u>Spiral Review</u></b>	<b>MAY 19-23</b>	Classroom
<a href="#">Outro Week – Other People Mindset</a>	<b>May 26-30</b>	<b>Schoolwide PBIS</b>

## **STUDENT CELL PHONES & PERSONAL ELECTRONICS**

Students shall not use cellular or mobile communications devices during the instructional day. Such devices shall be turned off during the instructional day. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person. When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time. (Board Policy 5131)

## **STUDENT DROP-OFF AND PICK-UP FROM SCHOOL**

Parents/guardians are responsible for getting children to school on time. It is important that parents not inhibit the flow of traffic by double parking, stopping, or parking in the drop/off zone. Students are permitted to enter campus through any gate which is most convenient.

At dismissal time, parents/guardians should report to their child's designated dismissal area including the TK/Kindergarten Gate, the First Grade Gate, the Valet Gate, or the Car Valet. Please direct your children to cross the street safely using designated crosswalks during pick-up or drop-off time.

## **STUDENT WELLNESS, CLASSROOM PARTIES**

We encourage parents/guardians or other volunteers to support our District's nutrition education program and Student Wellness policy by considering the nutritional quality when selecting any snacks which they may donate for class activities. Food items brought to school for celebrations/parties are to be commercially prepared and packaged. Foods prepared in a home may not be offered. There will be **TWO** classroom parties for the year including prior to winter vacation and the end of the year. It is important that food items not be shared with other students because many students have specific food allergies. Students are responsible for delivering food items directly to their classroom. Please note that the office staff is not able to receive food items for parties and/or disrupt instructional time to contact the teacher to pick up food items for parties.

## **VISITORS**

For the safety of our children, we require that all visitors (including parents/guardians) check-in at the main office with government issued ID 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 which is a "signal" to our students that you have checked in with us. We encourage families to be involved in their education including attendance at a wide variety of parent and family engagement events and/or activities. Additionally, there will be two schoolwide opportunities for all parents/families to visit their child's classroom including Back to School Night and Open House. Requests for additional visitation to the classroom must be scheduled directly with the classroom teacher and, generally, at least 48 hours in advance. Additionally, parents/guardians can request a parent-teacher conference at any time of the school year with advanced notice to the teacher.

The principal or designee may refuse to register any outsider if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance. The principal or designee or school security officer may revoke any outsider's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff. (Penal Code 627.4)

## **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. Government Issued ID will be required of all on-campus volunteers.

Prior to assuming a volunteer position working with students in a district-sponsored student activity program, a volunteer shall obtain fingerprint clearance through the Department of Justice and Federal Bureau of Investigation. (Education Code 49024)

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

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

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

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

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

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

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

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

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

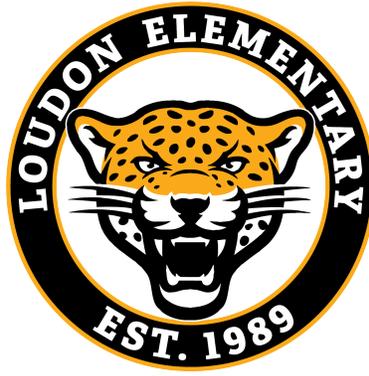
"Parents are encouraged to visit their child's classroom and observe the instructional program. Visits must be scheduled directly with the classroom teacher and, generally, at least 48 hours in advance.

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

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

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

**REFERENCES:**  
Education Code Sections 32212, 35160, 49091.10, 51101  
PBVUSD Board Policy 1250



Family Handbook  
Acknowledgement and Signature Page  
2024-2025

Please visit <https://loudon.pbvUSD.k12.ca.us/> or resources in the ParentSquare App to review the handbook and then sign & return this signature page to your child's teacher.

(Printed copy is available in the office upon request)

I have read and agree to support the rules and expectations outlined in the Loudon Elementary Family Handbook.

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Parent/Family Member Signature

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Date

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Student's Name

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Teacher