Panama-Buena Vista Union School District
Pre-Kindergarten Parent Handbook
2025-2026

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District Support Telephone Number
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Welcome to Panama-Buena Vista Union School District's Pre-Kindergarten Program. The program is staffed with highly trained personnel who provide a variety of readiness activities in a positive environment in order to establish a solid foundation for success in school. We look forward to engaging in a partnership with you to promote your child's cognitive, physical, and social/emotional development.

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Please read this handbook carefully and do not hesitate to contact your child's teacher with any questions or concerns.

PROGRAM PHILOSOPHY

It is the Panama-Buena Vista Union School District's (P-BVUSD) philosophy that all students are provided a caring, happy, and safe environment which fosters learning. A goal of the Pre-Kindergarten (Pre-K) Program is to build a strong foundation for future learning and offer a positive transition between home and school. Pre-K will promote social, emotional, physical, creative, and intellectual development through a rich, stimulating play environment and a developmentally appropriate curriculum. We recognize that each child is an individual with a unique personality and set of needs. With the guidance of a qualified staff that understands the developmental needs of children, each child will be nurtured to build a positive self-esteem and attitude toward learning and school. With staff and parents working together, each child will:

- Build a foundation for academic readiness
- Develop a positive self-concept as a learner
- Be encouraged to explore activities that promote effective social and interpersonal skills
- Be an active participant in the learning process
- Experience, practice, and conceptualize written and oral language
- Above all, develop a joy for learning

Our program recognizes parents as their children's first and most important teacher. We will support each family's values and culture by developing an understanding of every family unit. We encourage all parents to become actively involved in their children's education through the opportunity to work in the classroom and attend parent meetings. Parent meetings will offer families creative and exciting literacy ideas and activities in speaking, listening, reading, and writing skills that will promote and bridge literacy from school to home.

PROGRAM GOALS AND OBJECTIVES

To achieve optimal cognitive, social-emotional, language, and physical growth, our program has implemented the Desired Results Developmental Profile (DRDP) to assess student progress. The expected outcomes/components of the structure include:

- Children are personally and socially competent
- Children are effective learners
- Children show physical and motor competence
- Children are safe and healthy
- Families support their child's learning and development
- Families achieve their goals

Our program will provide instructional opportunities through play and learning centers. Developmental growth of each child will be enhanced through specific and appropriate activities supportive of skills in language arts, math, science, physical education, and social interaction.

PROGRAM INFORMATION

Our Pre-K program is administered by the Panama-Buena Vista Union School District and staffed by trained certificated and classified personnel. The program provides one site supervisor/lead teacher, two aides in the morning and afternoon, and one additional aide during lunch. Teachers hold permits issued by the California Commission on Teacher Credentialing. Trained classroom aides and parent volunteers assist in classrooms under the direction of teachers. Staff members must have a TB clearance on file prior to working in the Pre-K classroom.

The program includes various activities in the following developmental domains:

- Social-Emotional Development
- Language and Literacy
- English Language Development
- Mathematics
- Visual and Performing Arts
- Physical Development
- Health
- History-Social Science
- Science

The program complies with the State required components including:

- Assessment of the Child and Their Environment
- Parent/Community Involvement and Education
- Family Literacy Development
- Staff Development

Opportunities for parent involvement include:

- Parent Orientation
- Family Literacy Nights
- Teacher/Parent Conferences (at least 2 per year)
- Open Door Policy – Parents are always welcome!
- Involvement with the Parent Advisory Committee (PAC)
- Desired Results Developmental Profile (DRDP) and the Ages and Stages Questionnaire (ASQ) Assessment Input

ADMISSION PROCEDURES & PRIORITIES

Pre-K is a program specifically designed for students in need of kindergarten readiness. Therefore, the program is available to eligible children who are three and/or four years old on or before December 2 of a given year. A number of factors come into play when determining eligibility. Parents are required to provide accurate information regarding family size and income. Providing fraudulent information in order to ensure admission for a child in the Pre-K program will result in immediate termination. Documentation regarding the existence of an Individualized Education Plan (IEP) or 504 plan and/or a referral to Child Protective Services is also gathered. The data is analyzed and each application is ranked. Students are invited to participate in the program based on their ranking. The program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or

mental or physical disability. The program welcomes the enrollment of children with disabilities. Children will be accepted and retained after enrollment if it is determined that (a) the preschool is able to meet the individual needs of the child, and (b) there will be no adverse effect on the other children. After all available positions are filled, remaining students are placed on a waiting list in rank order.

Enrolling families must live within the Panama-Buena Vista Union School District boundaries. Neglected or abused children who are recipients of child protective services, or recipients who are at risk of being neglected or abused, upon written referral from a legal, medical or social service agency are to be served first. If service cannot be provided for a child who is in the first priority, the program will refer the child's parents or guardian to Community Connection for Child Care so that services for the child can be located.

Families with the lowest rank shall be admitted first. If ranking is the same, the following priorities will be given:

- CPS (Child Protective Services) or at-risk children (3 and 4 yrs) with documentation
- Children with IEP plan that are income eligible (3 and 4 yrs)
- Income Eligible 4-year olds
- Income Eligible 3-year olds
- Eligible children with IEP, who are over the income threshold (3 and 4 yrs), not to exceed 7.5% capacity
- Eligible children with families whose income is not more than 15% above the income threshold (3 and 4 yrs), not to exceed 15% capacity
- Children who are identified as limited English or non-English proficient
- Neighborhood school eligibility

STATE PRE-K REGISTRATION

Parents will register on-line at the district portal. Once registration is complete, you will then select an appointment time for completing the registration process.
The following documents are required when you arrive for your appointment:

- Child's immunization record
- Birth certificate for each child in the family under the age of 18.
- Residence verification/Proof of residence
- Pay stubs for the LAST 30 DAYS of employment for all Parents/guardians.
- Driver's License, California Identification Card, or Passport
- IEP Accommodations if applicable

- If all paperwork is not complete, they may be asked to reschedule their appointment.

PARENT APPEALS/GRIEVANCE POLICY

If you do not agree with the agency's action as stated on the Notice of Action (NOA), you may appeal the intended action by completing Step 1 on the NOA form and mailing or delivering the form to the appeals officer within 14 days of receipt of the NOA. The

appeals officer will notify you of the time and date of the hearing within ten calendar days of the receipt of the appeals request. You or an authorized representative must attend the appeal hearing or you will abandon the right to appeal. A written decision will be provided within ten calendar days of the hearing. If you disagree with the agency's written decision, you have nineteen days from the date on the written decision to file an appeal with the California Department of Education (CDE). Your appeal to CDE must include (1) a written statement specifying the reason you believe the agency's decision was incorrect, and (2) a copy of the agency's decision letter, and (3) a copy of both sides of the NOA. If needed, the correct addresses are shown below.

P-BVUSD Pre-Kindergarten
4200 Ashe Road
CA 93313

Attn: Appeals Officer

California Department of Education
Child Development DivisionBakersfield,
1430 N Street, Suite 3410
Sacramento, CA 95814
Attn: Appeals Coordinator

HEALTH REQUIREMENTS

Immunizations required by State law must be current. Prior to enrollment, the Parent/Guardian must provide proof of up-to-date immunizations for each child. Each child is also required to have a medical/physical examination within 30 days of enrollment.

All children must be **fully potty/toilet trained** to attend the Pre-K program. No diapers or pull-ups are accepted during the school day.

It is California State law that we give each child a daily health check upon arrival at the program. We are unable to accept children with communicable diseases or other serious health problems. Please allow a few minutes for this short examination and be prepared with alternate plans if we are unable to accept your child. It will be helpful if you check your child every morning before coming to school, since the following things may temporarily exclude him/her from participation at the preschool:

- Fever
- Injuries which could require medical care
- Head Lice
- Conjunctivitis (Pink Eye)
- Impetigo
- Ringworm
- Vomiting and/or diarrhea
- Rash that would indicate a communicable disease
- Runny nose with thick green or excessive mucus
- Any infection or open wound
- Covid-19 Symptoms

In case of emergency due to sudden illness, the parent/guardian will be notified. If the parent/guardian or the person designated on the emergency card cannot be reached, the child will be isolated from other children until someone arrives to take the child home. In the case of a serious accident 911 will be called and then parent/guardian will be contacted. If a parent/guardian cannot be reached, the child may be transported to an emergency hospital. If a child is excused from the program due to illness, they may not return to the program for 24 hours. Families are encouraged to wait until the child is symptom free for 24 hours. Pre-K staff members are C.P.R. and first aid certified.

MEDICATION POLICY

Pre-K operates only half-day programs (3 hours per day). Therefore, parents/guardians are expected to administer any needed medications before or after school. If your child has a medical condition that may require an unexpected dose of medication (such as an inhaler for asthma), we require the following procedures be followed

- Prior to accepting ANY medication the following procedures must be in place
    - Medication Form (one per medication)
    - Completed and signed by medical provider
    - Completed and signed by parent/caregiver
    - Completed annually or when there is a change in the medication order

- Parent/Guardian must deliver the medication (both prescription and nonprescription), in its original container, to the school office with all labeling intact.
- Prescribed and OTC medications that are not in their original container with an intact manufacture label may not be accepted.

ATTENDANCE POLICY

Per state requirements, sign in/out sheets/electronic sign in/out shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absence, including the child's name, date(s) of absence, specific reason for absence, and signature of parent/guardian or district representative.

It is the policy of our Pre-K program that in the event a child is absent, the parent/guardian must contact the school or fill out an absence form providing information regarding the reason for the absence.

Absences shall be excused for the following reasons:

- Illness or quarantine of the child or of the parent/guardian
- Child doctor/dental visits
- Family emergency
- Birth of a sibling (limit 3 days)
- Time spent with a parent/guardian or other relative as required by a court of law or which is clearly in the best interest of the child

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as:

- A natural disaster (earthquake, storm, flood)
- A member of the child's immediate family dies (limit 3 days)
- A member of the child's immediate family has state or county appointments (limit 3 days)
- A member of the child's immediate family has an accident
- A member of the child's immediate family is required to appear in court
- Incarceration of the child's immediate family (limit 3 days)
- The family has a sudden unexpected move (homeless)
- Transportation issues (limit 3 days)

The immediate family is defined as the parents/guardians, siblings, or grandparents with whom the child resides.

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the parent. Except for children who are recipients of protective services or at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the school year. When a child misses 5 consecutive program days for illness, a doctor's note will be required.

Any absence due to a reason other than the above, or without the required verification, shall be considered an unexcused absence. Children who have 3 unexcused absences may be removed from the program at the discretion of the program administrator in order to accommodate other families on the waiting list for admission. Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care.

TRANSPORTATION

Transportation is not provided for the Pre-K program.

DISCIPLINE POLICY

Discipline in the classroom is a procedure to teach children appropriate behavior with the goal for each child to develop self control. Staff members are trained to assist children through positive reinforcement and behavior management techniques. At no time will the child be isolated or left alone, nor will staff or parents in our program use any form of physical punishment. It is the philosophy of this program that children deserve respect. By setting clear and consistent rules in the classroom and playground, the child will have an opportunity to make appropriate choices. Most problem behaviors can be handled in the environment in which they occur, through natural and logical consequences of the behavior. When inappropriate behavior takes place, the child will be redirected or given a short time out and parents will be notified. If a child has continuing behavior issues that the preschool staff and the supervisor feel needs coordinated assistance at school and home, a conference will be held with the parent/guardian regarding the area of concern.

Working together in this manner is to support the child, not punish him or her. Serious or consistently inappropriate behavior will lead to stronger consequences. If necessary, a

child may be sent home for the day, placed on a minimized schedule, or dropped from the program. Behavior that poses serious danger to self, other children, and staff will not be tolerated. Such behavior will be assessed and it is the decision of the administrator to evaluate the appropriateness of a child's enrollment in the program. If a child is removed from the program, parents will be given referrals/contact information for programs that would better meet the child's special needs.

PROGRAM TERMINATION AND ABSENCES

Enrollment in this type of Pre-K program is terminated on the last day of the school year. Funding terms and conditions do not allow for re-enrollment. Other situations that may lead to termination of enrollment include:

- When a child or an adult associated with the child presents an immediate danger to others associated with the program, the agency has the right to terminate services immediately.
- A child may be dropped from the program after 3 unexcused absences except for children who are recipients of protective services or at risk of abuse or neglect. Excused absences in the best interest of the child shall be limited to 10 days during the contract period. Excused absences are those which occur because of illness, quarantine, doctor/dentist appointments or family crisis. It is the parent's responsibility to notify the teacher of the reason for the absence.
- Failure to pick-up children at designated times or excessive tardiness with regard to drop-off or pick-up may result in termination of services. After 3 late drop-offs or pick-ups the family will receive a warning letter. After 5 late drop-offs or pick-ups the child may be dropped from the program.

MANDATED REPORTING

State law requires that staff report incidents of apparent or suspected child abuse. Pre-K staff must report when they reasonably suspect a child to be a victim of child abuse.

Per P-BVUSD Board Policy, whenever any mandated reporter, in his/her professional capacity or within the scope of his/her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect, that mandated reporter shall report to any police department, sheriff's department, county probation department if designated by the county to receive such reports, or the county welfare department.

Upon request, the Superintendent or designee shall provide parents/guardians with procedures whereby they can report suspected child abuse occurring at a school site to appropriate agencies. Such procedures shall be in the primary language of the parent/guardian and, when communicating orally regarding those procedures, an interpreter shall be provided for parents/guardians whose primary language is other than English.

To file a complaint against a person suspected of child abuse or neglect at a school site, parent/guardians may file a report by telephone, in person or in writing with any appropriate agency identified under "Reporting Procedures." If a parent/guardian makes a complaint to any district employee, that employee shall notify the parent/guardian of procedures for filing a complaint with the appropriate agency and also is obligated to file a report himself/herself using the procedures described above for mandated reporters.

Any employee accused of abusing or neglecting a child may be subject to reassignment or a paid leave of absence pending the outcome of an investigation by the appropriate agency. If a determination is made that an employee has committed child abuse or neglect, the district may take disciplinary action, including suspension and dismissal, and reassignment.

CUSTODY DISPUTES

Occasionally problems arise between parents concerning the contact of a student at school, pick up, or days of attendance by one or the other parent involved in divorce disputes. Parents/guardians must understand that the school district will not be involved in divorce disputes or related issues. Questions, concerns, or information relating to custody matters should be directed to the school principal, the Pre-K program administrator, or the school district superintendent. Local law enforcement will be called in the event of a dispute that causes a threat to the Pre-K staff and students. Should an attorney who represents the minor child(ren) or either parent require information, the attorney will be directed to make initial contact through the school superintendent or school principal. No Pre-K employee will be required to talk to an attorney without an attorney for the district being present.

DAILY SCHEDULE

P-BVUSD Pre-K has two sessions, a morning session and an afternoon session.

Seibert:
AM Program – 8:00 a.m. to 11:00 a.m. PM Program – 12:00 p.m. to 3:00 p.m.
Miller:
AM Program – 8:00 a.m. to 11:00 a.m. PM Program – 12:00 p.m. to 3:00 p.m.

Lunch is included with both the morning and afternoon sessions.

*Children must attend the full program on a daily basis unless they are excused.

DAILY CHECK IN AND OUT

The California Department of Community Care Licensing requires a parent, guardian, or other person designated in writing by the parent or guardian, to sign the child in and out each day. **A full signature is required on the sign in/out document.** The signature on the sign in/out sheet must be someone who is at least 18 years old. Electronic devices may be utilized to collect e-signatures for these documents. Failure to sign in/out with a full signature/e-signature is a cause for services to be terminated.

PICK UP – RELEASE OF STUDENTS

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

- The adult is the student's parent/legal guardian and can show proper identification
- The adult has been authorized on the student's emergency card as someone to whom the student may be released when the parent/guardian cannot be reached, and the designee verifies the individual's identification
- The adult is a properly authorized law officer acting in accordance with the law
- The adult is taking the student to emergency medical care at the request of the principal or designee and can show proper identification

DAYS OF OPERATION

The Pre-K program follows the yearly P-BVUSD school calendar. A yearly calendar is provided.

CLOTHING

Children should be dressed in clean, comfortable, safe, and washable clothing at school. Play and learning at the preschool often involve materials such as paint, water, and glue which may get on the children's clothing. Sweaters, jackets, coats, backpacks must be **marked clearly with the child's name** to prevent loss or confusion over duplicates. Shoes are required and must fit so that children can participate in all program activities. **Shoes must have a back or a strap around the back of the foot**. Flip flops are not permitted. Each child needs to have a full change of clothing at school, labeled, for days when accidents occur.

FIELD TRIPS

Field trips away from the program may be periodically scheduled to support and enhance classroom curriculum topics of study. Parents must give written permission and release for children to be taken on field trips. A permission slip will be provided prior to each trip. Failure to sign and return the form will result in the child not being able to participate in the experience. The child would also not be able to attend Pre-K on that day because all staff members will go on the field trip. Safety precautions taken during field trips include the presence of a cell phone, a first aid kit, and a contact person in case of transportation difficulties. Additional staff members will be provided to assist with field trips. Staff members and parents will ensure an adult:child ratio of 1:5 when away from the program.

NUTRITIONAL MEALS

The P-BVUSD governing board recognizes that adequate nutrition is essential to child development and learning and that some families may be unable to provide lunch for their children.

The governing board recognizes that students need adequate, nourishing food in order to grow, learn, and maintain good health. Foods and beverages available throughout the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease
2. Meet or exceed nutritional standards specified in law and administrative regulation
3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habit
4. Be served in age-appropriate portions

Pre-K participates in the National School Lunch Program and will meet the nutritional standards, as well as the nutrient and calorie levels for students of each age or grade group.

Pre-K staff will:

1. Work with families to ensure that food from home meet the federal and state food guidelines
2. Ensure that food and beverages brought from home will be clearly marked with the child's name and date
3. Provide food to supplement what is brought from home as needed
4. Ensure that food from home that is to be shared among the children will consist of whole fruits or commercially prepared packaged foods in factory sealed containers. For birthdays and other celebrations, no cupcakes or other types of sweets will be allowed. Please speak to the teacher about alternate ways to celebrate birthdays.
5. Make sure that food requiring refrigeration stays cold until served
6. Discard food items with expired dates
7. Document compliance and corrections made in consideration of federal and other applicable food safety standards
8. Ensure that required documentation is completed and reports are kept on file

FOG DELAYS AND EXTREME WEATHER

The delay of school due to fog only pertains to students who ride the school bus. A school bus is not provided for Pre-K students. Therefore, all classes will begin at their regularly scheduled time. Weather permitting, children will have 30-45 minutes of designated outdoor play daily.

Cold Weather Policy for Outdoor Play: Preschool children should be dressed appropriately in warm clothing at all times during cold weather. Children will not be permitted outdoors when the weather is below 40 degrees or the playground has icy conditions that may be considered unsafe.

Hot Weather Policy for Outdoor Play: Preschool children will not go outside if the temperature reaches 95 degrees. When we do go out on hot days, teachers shall be mindful of the effect of the heat on children by providing opportunities for shade, allowing children more frequent trips to the water fountain, and limiting the amount of time the children are outdoors.

Poor Air Quality Policy: When adverse environmental conditions such as precipitation, smoke, wind, airborne dust, or nearby defoliation/aerial spraying of crops exist at a school or work site, the site administrator/supervisor shall take appropriate actions to minimize exposure. Individuals who have documented medical conditions that would be aggravated by such conditions should be allowed to remain indoors and/or avoid sustained rigorous activity causing an increased respiratory rate.

The decision to limit outdoor physical activity in such circumstances shall be determined by the on-duty site administrator/supervisor. In the event that an air pollution episode of any magnitude is declared by the Kern County Air Pollution Control District (KCAPCD) the KCAPCD will notify each school district Superintendent's office by fax or telephone. Notification of termination of an episode may also be provided by the KCAPCD. Upon notification, school district office personnel will telephone each school office and district work site to notify the administrator/supervisor.

SPECIAL OCCASIONS

Occasionally, activities will be planned around cultural events or holidays. If there are cultural or religious reasons that your child cannot participate in these activities, please notify your child's teacher.

WORSHIP AND TEACHING OF RELIGION

While we believe that it is important to model and to teach values such as concern and respect for all people, we feel that it is the parent/guardian's responsibility to provide religious instruction of their choice. Therefore, and in accordance with the Constitution of California Article XVI Section 5, religion is not taught in any state funded child development program.

FAMILY INVOLVEMENT

The program includes a strong emphasis on family involvement and education in all phases of the curriculum. We will continue to offer ways for you to be involved in your child's education outside of the classroom.

According to state guidelines, the agency is required to establish a Parent Advisory Committee (PAC) with members who may include parents, community representatives, and staff. The PAC meets quarterly. The committee discusses the preschool's objectives and activities, assists in planning meetings of interest to the parents, and makes suggestions for program improvement. The PAC participates in the yearly program review process.

Periodic parent educational events are provided as a resource for the families. These events provide parents opportunities to take an active part in their child's development.

In accordance with our program philosophy of valuing the family unit, every effort will be made to meet the needs of non-English speaking families and children within our program. Materials within the classroom (books, newsletters, parent resources) and that are representative of the program (flyers, handbooks, registration materials and program

information) will be made available in languages other than English that are representative of the families in the program. The program will make every effort to obtain a translator when needed for registration, parent-teacher conferences, and informal communication via telephone.

To maintain open communication with the families, two parent teacher conferences are held yearly in addition to daily informal communication at the time of drop off or pick up. Staff members share information regarding the child's development, interests, and areas of need while providing information on what is being done within the program and suggestions for home. Once per year parents are asked to complete a Parent Survey that helps to provide feedback and promotes ongoing program improvement.

Parent/guardian involvement is encouraged. A large variety of parent/guardian involvement activities are provided to help meet the needs of all of our families, including, but not limited to:

- Volunteering in the classroom
- Sharing a special talent or skill
- Completing family observations
- Reading with their child(ren) at home
- Assisting with program field trips
- Showing respect for the work completed each day- asking the child about his/her day and displaying children's art and writing.
- Assisting with special program events
- Assisting with special community events
- Assisting in the selection of and attending parent education events
- Assisting with classroom preparation work (cutting, sewing, copying, etc.)
- Participating in program social events
- Participating in parent/teacher conferences twice a year
- Participating on and/or attending Parent Advisory Committee meetings

All parents and guardians of enrolled children are encouraged to visit at any time. However, due to the maximum child capacity per center determined by Community Care Licensing, extra children are not allowed to attend at any time. **Please see volunteering guidelines below**.

Under SB 792, day care centers and family day care homes, as part of their licensure requirements, will have to maintain vaccination records for their employees and volunteers for influenza, pertussis, and measles.

ASSESSMENTS AND PARENT CONFERENCES

Assessments are completed based upon information gathered from classroom observations, family observations, checklists, and work samples using the Desired Results Developmental Profile (DRDP). An initial assessment is completed within 60 days of enrollment. Subsequent assessments are completed within 6 months of the initial assessment date. Assessments are used to identify needs and interests, describe

developmental progress, improve curriculum and adapt teaching practices, inform program evaluations and improvement, and communicate a developmental continuum and progress to families. The assessment process is discussed at the initial Parent Advisory Committee meeting each year and in informational meetings with families.

The DRDP form is completed at parent teacher conferences with input provided from the staff and families. A basic overview of the assessment process is discussed. Parents are encouraged to schedule a separate meeting to discuss the entire assessment process and to review the complete instrument, if interested. The assessments are directly related to and support the goals and philosophy of the program. Teachers are familiar with and understand the purpose and procedures for the assessment process.

OPEN DOOR POLICY

Parents/guardians are offered the opportunity to visit or inspect the preschool site unannounced.

VISITOR POLICY

Our Pre-K Program supports and encourages families, community members, and fellow educators to visit and/or observe our program. Prior notification of intent to visit the program for any reason is required, as is the date, time, and reason for the visit. Visitors must sign in upon arrival at the preschool site.

While parents, guardians, and community volunteers are invited to participate in our classrooms, Title 22 state guidelines require that no group of children shall be left without the supervision of a staff member at any time. Supervision shall include visual observation. At no time will a visitor be left alone with or question a child(ren). Staff members remain responsible to assist with personal care of children and any necessary discipline actions. Any visitor who behaves inappropriately will immediately be asked to leave and appropriate actions will be taken. Visitors are required to read through the Visitor Policy and sign in and out and state a reason for visit.

VOLUNTEERS

Volunteers working in the Pre-K program need to show proof of TB clearance and immunizations for pertussis, measles and influenza. Volunteers will work in the observation room, not the classroom.

CONFIDENTIALITY

All information gathered by the program, whether gathered informally or formally, is private and protected. This includes medical history, family status, financial information, and other personal data. The use or disclosure of any personal information concerning children or families will be limited to purposes directly connected with the administration of the Pre-K program. Parents shall have access to all information contained in their own child's individual file.

UNIFORM COMPLAINT PROCEDURES

The Panama-Buena Vista Union School District is primarily responsible for compliance with federal and state laws and regulations. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, special education programs, and federal school safety planning requirements. The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge.

The Governing Board designates the Assistant Superintendent/Educational Services as its compliance officer to receive and investigate complaints and ensure district compliance with law. A written complaint may be submitted to the Assistant Superintendent at 4200 Ashe Road, Bakersfield, California 93313. The contact telephone number is (661) 831-8331 ext. 6132.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint alleging noncompliance by the District. A complaint alleging discrimination must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, district staff shall help him/her to file the complaint.

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may discuss with the

complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process. Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint. The use of mediation shall not extend the district's time lines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint
The complainant and/or his/her representative and the district's representatives shall have an opportunity to present information relevant to the complaint.

Step 4: Response
Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step 5. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board. The Board may consider the matter at its next regular board meeting or at a special board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision is final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant.

Step 5: Final Written Decision
The report of the district's decision shall be in writing and sent to the complainant. The report of the district's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the district shall arrange a meeting at which a community member will interpret it for the complainant.

Appeals to the California Department of Education
If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE the complainant must specify the reason(s) for appealing the district's decision and must include a copy of the locally filed complaint and the district's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Title 5, Section 4650 exists. In addition, the CDE may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

Civil Law Remedies
A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium

does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprized the complainant of his/her right to file a complaint in accordance with Title 5, § 4622. 2-09

P-BVUSD Pre-Kindergarten
4200 Ashe Road
Bakersfield, CA 93313
Attn: Appeals Officer

California Department of Social Services
Community Care Licensing Division
CCLD Regional Office
1310 E. Shaw Avenue
Fresno, CA 93710

Panama-Buena Vista Union School District
School Annual Calendar – 2025-2026

JULY 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025						
S	M	T	W	T	F	S
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31						

SEPTEMBER 2025						
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28	29	30				

OCTOBER 2025						
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NOVEMBER 2025						
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DECEMBER 2025						
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JANUARY 2026						
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FEBRUARY 2026						
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MARCH 2026						
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29	30	31				

APRIL 2026						
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MAY 2026						
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JUNE 2026						
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21	22	23	24	25	26	27
28	29	30				

Instruction Resumes	Back to School Night/ Open House	Holiday	Not in Session	Last Day of Instruction

Board Approved February 11, 2025

IMPORTANT DATES	
First Day of Instruction	August 13, 2025
Back to School Night JHS	August 27, 2025
Back to School Night Elementary	September 3, 2025
Elementary Conference Week	October 27 – 31, 2025
Autumn Recess (School not in Session)	November 24 – 28, 2025
Instruction Resumes	December 1, 2025
Winter Recess (School not in Session)	December 22, 2025 – January 2, 2026
Instruction Resumes	January 5, 2026
Spring Recess (School not in Session)	March 30-April 6 2026
Instruction Resumes	April 7, 2026
Open House/Family-Community Engagement– Elementary Schools Only	May 14, 2026
Last Day of Instruction	May 28, 2026
HOLIDAYS	
Independence Day	July 4, 2025
Labor Day	September 1, 2025
Veteran's Day	November 11, 2025
Autumn Recess Holiday	November 27 & 28, 2025
Winter Recess Holiday	December 24 & 25, December 31 & January 1
Dr. Martin Luther King, Jr. Day	January 19, 2026
Lincoln's Day & President's Day	February 9 & 16, 2026
Spring Recess Holiday ***(Observed)***	April 6, 2026
Memorial Day	May 25, 2026
Juneteenth	June 19, 2026
PROGRESS & REPORTING	
End of First Quarter	Oct. 17, 2025 (47 Instructional Days)
End of Second Quarter	Jan. 9, 2026 (44 Instructional Days)
End of Third Quarter	Mar. 20, 2026 (47 Instructional Days)
End of Fourth Quarter	May 28, 2026 (42 Instructional Days)
SBAC Testing Window	TBD
Minimum Day Schedule	
Wednesday (All)	90 Minutes Early Out
November 21, 2025	2 Hour Minimum Day
December 19, 2025	2 Hour Minimum Day
March 27, 2026	2 Hour Minimum Day
Back to School Night (BTSN)	90 Minutes Minimum Day
Elementary Conference Week	90 Minutes Minimum Day
Open House/ Family-Community Engagement (Elementary only)	1 Hour Minimum Day
Last Day of School	3 Hour Minimum Day