

# DOLORES WHITLEY TK - 8

Panama-Buena Vista Union School District

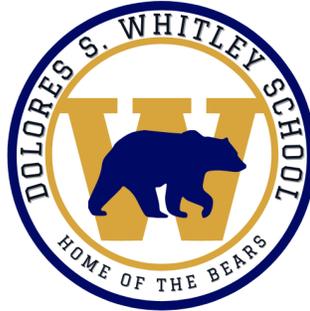
Family Handbook

2025 - 2026



# WE ARE WHITLEY

**Students. Staff. Families. Community.**  
**One purpose. One heart. One School**



Welcome to Dolores Whitley TK-8 family! The information found in this handbook is very important. It is designed to help Whitley students and parents become informed of school and district rules and policies, special programs such as student council, sports, award programs, and other expectations that will make your years at Whitley successful and rewarding. For your convenience, this handbook and other resources are available on our school ParentSquare.

Whitley TK - 8, along with the entire Panama-Buena Vista Union School District, has a tradition of Excellence in Education. The staff at Whitley is committed to continuing this tradition in academics, sports, music, science, and technology through research-based best practices. I believe that families, students, and staff working together will grow safe, respectful, and responsible students who will be successful in any future endeavor.

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

Sincerely,

*Joshua Porter*

Dr. Porter, Principal

**Whitley TK-8 School**

**2923 McKee Road, Bakersfield, California 93313**

**Telephone: (661) 885-6600**

**Office Hours: 7:30 a.m. – 4:00 p.m.**

## **Equal Employment Opportunity and Equal Education Under the Law Annual Notice for 2025 - 2026**

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

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

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

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

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

4200 Ashe Road Bakersfield, CA 93313 661.831.8331

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

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

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

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

*\*Translation and Interpreting services available upon request*

## **Uniform Complaint Procedures Annual Notice for 2025/26**

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

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

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

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

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

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

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

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

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

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

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

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

## GENERAL INFORMATION

### ARRIVAL & DISMISSAL

Breakfast supervision begins at 8:00 AM. All students must report to the cafeteria for supervision unless with a parent. Students will be dismissed to the playground at 8:10. Staff supervision of the playground begins at 8:10 a.m. Students may not be on campus prior to 8:00 am so that we may be sure to provide appropriate supervision for them. If students report to campus before this time, parents/guardians will be contacted. Students must leave the Whitley campus immediately upon dismissal unless they are involved in school sponsored after-school activities. Students may not return to school to play on the grounds.

### ARTICLES FROM HOME

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

### ATTENDANCE AND STUDENT ABSENCES

We ask for your cooperation in seeing that your child attends school each day. Any absence from school places a hardship on the student and hinders learning. It is important that students are at school every day to ensure that they have an opportunity to learn grade-level skills and standards. If your child is absent from school for ANY reason, **please call the school at 885-6600 within three days to report each absence and to give the reason for the absence.** When the school does not receive a call and/or note regarding the absence within three days, the absence is marked as unexcused and treated as truancy. California law requires children to attend school and to be on time every day. Absence from school for **three or more days per year** for unexcused reasons will result in a child being declared legally truant from school. Truant students are reported to the School Attendance Review Board and/or appropriate agencies such as Child Protective Services.

**Excusable absences include:** illness, medical, dental, death in the family, or student's court-ordered appointments. For the purpose of attending the funeral services or grieving the death of either a member of the pupil's immediate family, or of a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five days per incident.

For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district. Attendance at religious retreats shall not exceed one school-day per semester.

For the purpose of accessing services from a victim services organization or agency, accessing grief support services, or participating in a safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation if an immediate family member of the pupil, when a pupil is grieving the death of an immediate family member or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family.

Unexcused absences or failing to provide proper verification of an absence for more than 10 consecutive days can result in the student being dropped from class. If absences become excessive, the administration will reach out to parents to schedule a meeting.

If you know you're going to be gone for a period of days, contact the principal. Your child may be approved for Independent Study. Please call the office for more information 5 days in advance of the absence.

### **BACK TO SCHOOL and OPEN HOUSE**

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

### **BICYCLES**

The Bakersfield Police Department suggests that kindergarteners to 2nd graders **NOT** ride bicycles, scooters, skateboards, or rollerblades to school. Most of these accidents happen to children at this age. Students in grades 3-6 may ride a bicycle to and from school. To do so, a student must have a [Bicycle, Scooter, Skateboard, or Rollerblade Permit](#) filled out and on file. 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. **BY LAW, BICYCLE RIDERS MUST WEAR AN APPROVED HELMET AT ALL TIMES WHEN RIDING.** Students are 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 fails to use good judgment when riding a bicycle, scooter, skateboard, or rollerblade may lose the privilege of riding them.

### **CAFETERIA BREAKFAST AND LUNCH**

Our nutrition services department offers a balanced nutritional breakfast and lunch program. For the 2025-2026 school year, all students will be eligible for free breakfast and lunch. State law requires children to eat lunch every day when they are at school. Unless we have a note from the parent to the contrary, all children in grades PreK through 8th grade must eat lunch each day. Please contact the Cafeteria manager with any questions.

### **CELL PHONES/DIGITAL CITIZENSHIP**

A District Cell Phone Agreement (District Handbook page 96) must be on file before a student brings a cell phone to school. Phones must be in backpacks and powered off while on campus. Taking pictures or videos while on campus is prohibited and will result in disciplinary action. Students may wear smart watches, but the sound for notifications must be turned off, and the watch cannot be a distraction during the school day. For purposes of this policy and procedure, the "school day" is defined as the moment a student enters the school grounds until the student exits the school grounds following the final dismissal bell. In accordance with the Board's policy and administrative procedure on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

### **CLASS 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. To maximize learning for all children, Whitley TK-8 does **NOT** accept or guarantee specific teacher placements.

### **CLASSROOM PARTIES:**

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

### **CLOSED CAMPUS:**

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

- After the first day of school, parents with students in grades 1-8 are no longer able to walk students to class. After the first week of school, parents with students in grades PreK-K are no longer allowed to walk their children to class.
- Restrooms are not accessible to the public.
- Raptor ID Scan: In an effort to increase safety, all visitors will need to scan a valid ID to be allowed on campus or to pick up any students.

### **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 ensure that the rights of all students are considered and upheld. It is the responsibility of the school to provide an atmosphere where all children will be able to learn. 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.
2. Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is appropriate for school.
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 that 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.
7. Cosmetics to the face and hair that distract from the educational process are unacceptable.
8. Writing on the hands or other parts of the body is not acceptable.
9. Heads are to be uncovered in the classroom and cafeteria. (No hats or hoods)

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 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 of clothes.

### **EARLY PICK UP FROM SCHOOL:**

At Whitley, instruction is bell to bell. Our teachers teach until dismissal. Please try to schedule appointments after school. We understand that sometimes students must be picked up early. However, when students leave early, they miss out on valuable grade-level skills and standards. Students called out of class the last 30 minutes of the day will require a doctor's note to be considered cleared for an excused absence. Students who are picked up early more than 3 times during a month will be required to meet with the administration. If your child needs to leave early from school, the adult's name must be on the white enrollment card and show proper identification.

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

### **ELAC**

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

### **EMERGENCIES & 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. If the parent cannot be reached, we will call the person named on the emergency card to act on your behalf. It is **EXTREMELY** important that we have current home and work emergency contact telephone numbers. Please call us immediately if there is a need to update these numbers.

### **ENROLLMENT CARDS**

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

### **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 child 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 hours for Bus transportation only. If you transport your child to school, he/she may be on campus at 8:10 a.m. and supervised in the cafeteria. Attendance will be taken at 10:28 a.m. on these days. Local stations will broadcast "all schools in the Panama Buena Vista Union School District" to inform families of a fog delay. Please do not call the office.

### **HEALTH and SAFETY**

## Health Screening (H&S sections 124025–124110; E.C. section 49452.8)

Good health, including good oral health, is important to your child's learning and successful academic career. State law requires that students have a comprehensive health screening within 18 months prior to each child entering into the first grade or within 90 days thereafter. The parent must present evidence of the comprehensive health screening on the "Report of Health Examination for School Entry" certification form provided by the Department of Health Care Services, signed by the student's health examiner certifying that the student has completed a comprehensive health screening within 18 months prior to entry into first grade or within 90 days thereafter. Likewise, state law requires that by May 31 of your child's first school year in a public school, proof of an oral health assessment by a licensed dentist must be presented. You may file with the district a written objection or waiver stating the reasons if you are unable to obtain such services. Your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. You may find it convenient to have your child immunized at the same time that the comprehensive health screening is conducted. These services may be available to you at no cost with Children's Presumptive Eligibility through the Department of Health Care Services. To learn more visit <https://www.dhcs.ca.gov/> and search for "Children's Presumptive Eligibility".

## The Cancer Prevention Act (E.C. section 48980.4 and H&S Section 120336)

Students entering 6th grade are advised to adhere to current immunization guidelines regarding full human papillomavirus ("HPV") immunization before admission or advancement to the 8th grade of any private or public elementary or secondary school. Vaccination against HPV is recommended by the Federal Advisory Committee on Immunization Practices, the American Academy of Pediatrics and the American Academy of Family Physicians.

## INTER DISTRICT AND INTRA DISTRICT PERMITS

Inter District and Intra District Permits are a privilege and not a right. The District has the right to revoke or deny the permit if a reasonable determination is made that a student's continuing presence would interfere with the needs of the District. A permit may be revoked for failure to comply with academic, behavior, and attendance requirements of the District and any other terms and conditions set forth in the agreement or permit.

## JUNIOR HIGH SCHOOL GRADUATION REQUIREMENTS

During each year of junior high school, to be promoted from 7th to 8th grade or to graduate from 8th grade a student must:

1. Achieve at least two passing quarter grades each year for core language arts and mathematics.
2. Pass 10 out of 16 quarters of core curriculum classes (language arts, mathematics, social science, and science/computer science)
3. Pass 8 out of 12 quarters of elective and physical education classes.

Note: For students not enrolled in a district junior high school for an entire year, the requirements would be prorated. Additionally, the graduation ceremony and other activities are a privilege and may be denied to 8th-grade students based on excessive absences (20 days or more unless under the care of a doctor) or unsatisfactory behavior as per Panama-Buena Vista Union School District Board Policy AP 5127.

## LIBRARY

The Whitley Library houses hundreds of books for all interests. Students are welcome to come to the Library during regular scheduled class time, or 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. 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.

### **LOST AND FOUND**

Inquiries regarding lost articles may be made by our students during recesses and before and after school. A "Lost and Found" bin will be used 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 name**. Information will be sent home each quarter asking parents and students to claim their lost items. All unclaimed items will be donated to charity.

### **MAINTAINING SAFE SCHOOLS**

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 the 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 is presented. The District's Board of Trustees reviews the Panel's findings and determines whether or not to issue an expulsion order.

In accordance with Education Code 48900, school districts are granted the authority to suspend or expel students who have committed any of the following acts:

- a. Fighting/Assault
- b. Vandalism
- c. Drugs, Alcohol, Tobacco - possession or use of
- d. Theft
- e. Weapons - possession or assault
- f. Habitual profanity or vulgarity
- i. Sexual harassment
- j. Violence/Bullying
- k. Harassment, threats, or intimidation

The Panama-Buena Vista Union School District maintains that any knife, regardless of length, or any weapon is strictly prohibited at school or 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.

### **MEDICATION AT SCHOOL**

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

## **PARENT CLUB**

Parents are encouraged to become an active part of the Whitley Parent Club. This club will sponsor several fundraisers and other activities during the school year. All funds that are generated as a result of these efforts will remain at Whitley and directly benefit the school. Information regarding upcoming meetings will be posted on Parent Square.

## **PARENT INVOLVEMENT**

Staff members at Whitley TK-8 believe that a successful educational experience for each student results from parents, students, and staff working together. Whitley school supports parental involvement in all school activities by emphasizing communication between the school and home. Special programs, notes, telephone calls/texts, parent/teacher conferences, bulletins, and monthly newsletters form the basis of communication between the school and parents. Parents are encouraged to present suggestions at meetings, on an individual basis, or by written communication. Parents are also encouraged to visit and volunteer in classrooms, attend assemblies and programs, participate in field trips, and work as volunteers for various activities and committees.

## **PARENT/TEACHER CONFERENCES**

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

## **PHONE MESSAGES**

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

## **POSITIVE BEHAVIOR INTERVENTION SUPPORT and STUDENT DISCIPLINE:**

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

A positive learning environment must exist to ensure student learning, and we expect that students will follow a set of Behavior Expectations: Practice Self Control, Are Accountable, We Act Safely, and Show Respect.

## **PRINCIPAL'S LIST & HONOR ROLL**

Report cards will be issued at the end of all four quarters. Students in grades four through eight 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, that a grade below "C" in **any** subject will prevent a student from being on the Honor Roll.

## **STUDENT OF THE MONTH AWARDS**

Each month, Whitley will conduct awards assemblies. Students will be recognized by their classroom teachers.

Students in grades four through six have the opportunity to earn pins by participating in various school activities.

### **RELEASE OF STUDENT TO 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 or is listed on the emergency card.
2. The adult has appropriate identification and the verified authorization of the student's parent/legal guardian with custody.

### **S.A.R.C.-SCHOOL ACCOUNTABILITY REPORT CARD**

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

### **SCHOOL SITE COUNCIL**

The School Site Council, or SSC, is an elected group of parents and school staff members who work together to give guidance in the budgeting, operation, and evaluation of any specially-funded or categorical program.

### **SEXUAL HARASSMENT**

The district is committed to providing a safe school environment that is free from harassment, discrimination, intimidation and bullying and allows all students equal access and opportunities in the district's academic and other educational support programs, services, facilities, and activities. The district prohibits unlawful discrimination, harassment, sexual harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics at any school activity or school attendance occurring within a school under the jurisdiction of the local educational agency, and all acts of the governing board or body of the local educational agency, the superintendent of the school district, and the county superintendent of schools in enacting policies and procedures that govern the local educational agency. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation will be disciplined.

### **PAWS BUCKS**

"Practice Self Control, Always Accountable, We Act Safely, Show Respect (PAWS)." This acronym describes how students should conduct themselves in different areas across campus (Cafeteria, 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 "PAWS" buck to save and spend on incentives.

### **SPORTS PROGRAMS AFTER SCHOOL**

All after-school sports are recreational. Fall- Volleyball (5th - 8th grade girls) and Flag Football (5th and 6th grade boys and girls). Winter- Boys' Basketball and Girls' Basketball (5th - 8th grade boys and girls). Spring-Track and Field (4th-8th grade boys and girls). Information regarding the after-school programs will be announced after school begins. Parents or caretakers need to transport their students to and from **off-site games**. All participants must have signed parent permission slips on file and maintain a 2.0 GPA or above, with no D's or F's in any subject and no suspensions during the season.

### **STUDENT COUNCIL**

Student Council is made up of student-elected officers, This group of students represent the Whitley student body by planning social activities, special days, and fundraisers, and determining the expenditure of student body funds. Elections are held in the fall. Students must maintain exemplary attendance, a minimum 2.0 grade point average with no “F” grades, and follow all school expectations and teacher/staff requests.

### **STUDENT SUCCESS TEAM**

The purpose of the Student Success Team meeting is to find strategies for students who are receiving Tier 2 services and continue to have difficulties academically, socially, and/or behaviorally. The classroom teacher, parents, or administration are welcome to request a Student Success Team (SST) meeting.

### **STUDENT TECHNOLOGY USE**

Students must follow the District's Acceptable Use Policy and classroom procedures when using any technology on campus. Students may not listen to music on school computers. Students may not access YouTube from school without Teacher Permission and direct supervision for each use. Students may not use the “chat” function, even if it is enabled. Students may only use school technology for learning purposes. Failure to do so will result in disciplinary action such as a reflection, and possible suspension from technology use.

### **TIER 2 REFERRAL**

Students who struggle to meet Tier 1 expectations may be “nominated” for Tier 2 supports. These supports are designed to promote positive student outcomes. If you have a concern about your child, you may complete a Parent Nomination form.

### **TRANSPORTATION**

The responsibility of the Panama-Buena Vista Union School District is to safely transport students to and from school each day. Transportation to and from school by a school bus is a privilege and is not required by law. The responsibility of the student is to behave in a safe manner while waiting at designated bus stops and while riding the school bus. Parents should notify the bus driver of any significant health conditions. **No students in grades pre kindergarten through third grade may sit in seats next to an emergency exit door. Students in fourth through eighth grade may sit in these seats.**

The following list of student actions constitutes violations of the established rules and regulations:

- Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.) when loading the bus, on the bus or unloading the bus.
- Using profane language or obscene gestures.
- Putting any part of the body out of the bus window at any time.
- Any movement OUT of seats while the bus is in motion.
- Creating excessive noise that distracts the bus driver.
- Unauthorized opening, closing, or tampering of any kind, with doors or windows.
- Any type of damage or defacing of the bus.
- Throwing any objects in, out of, or at the bus.
- Lighting matches, cigarettes, smoking on the bus.
- Transporting live animals, reptiles, or insects, on the school bus.
- Glass containers will not be allowed on the bus.
- Eating, drinking, or chewing gum on the bus.
- Failure to obey or show disrespect to the bus driver.
- Using a bus stop other than the student’s regularly designated bus stop.

- Riding the bus after receiving a bus suspension.
- Any improper bus stop procedures, i.e. not lined up properly at the bus stop.
- Giving improper identification when requested by the bus driver.
- Tampering with the radio or the bus controls.

Transportation to and from school by school bus is a privilege and not required by law. Minimum penalties, as listed below, shall be used as guidelines for infractions of established rules:

First Citation - Warning or possible bus riding suspension.

Second Citation - Bus riding privilege suspension for one (1) to three (3) days.

Third Citation - Bus riding privilege suspension for three (3) days for Kindergarten and five (5) days for grades 1-8.

Fourth Citation - Ten (10) Day Bus Riding Suspension.

Fifth Citation - Bus riding privilege suspension for ten (10) days for students in grades 1 through 3 (fifth and subsequent referrals), twenty (20) days for students in grades 4 through 6 (fifth and subsequent referrals), and the remainder of the year for students in grades 7 and 8.

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.

Unauthorized Entry (EC 39842)

Any person who enters a school bus or school pupil activity bus without prior authorization of the driver or other school official with intent to commit any crime and who refuses to disembark after being ordered to do so by the driver or other school official is guilty of a misdemeanor and is punishable by imprisonment in the county jail for not more than six months, by a fine of not more than one thousand dollars (\$1,000), or by both.

**VISITING DURING SCHOOL HOURS**

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

We encourage families to visit your child's classroom and be involved in their education. To visit the classroom during instructional time, parents must arrange with the teacher, 48 hours in advance. Teachers are not able to stop and discuss a student's progress during instructional time.

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

**VISION SCREENING**

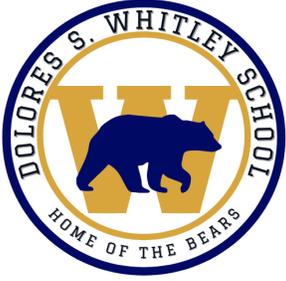
The district is required to appraise each student's vision in grades TK, K, 2, 5, and 8, except that a student first enrolling in grade 4 or grade 7 will not be reappraised the following year. The appraisal will include tests for tests for near vision, far vision, and color vision; however, color vision will only be conducted for 2nd grade males.

**VISITOR PARKING**

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

### **YEARBOOKS**

The Whitley Yearbook will be produced by the yearbook class. The yearbook is sold online only in the fall and distributed during the last week of school. Students must order a yearbook in the fall to be assured of getting a yearbook at the end of school. Students should keep their yearbook receipts as proof of purchase. The price of the yearbook is determined by the journalism teacher and the school administration each year. The resulting yearbook is an attractive hardbound book that is an excellent reminder of the junior high school years.



# WHITLEY TK-8



## SCHOOL-WIDE EXPECTATION MATRIX

	<u>Hallways</u>	<u>Playground</u>	<u>Bathroom</u>	<u>Library</u>	<u>Cafeteria</u>	<u>Office</u>
<b>Practice Self-Control</b>	<p><b>Voice level 0</b></p> <ul style="list-style-type: none"> <li>*Walk on the sidewalks</li> <li>*Stay in line</li> </ul>	<p><b>Voice Level 0-4</b></p> <ul style="list-style-type: none"> <li>*Resolve conflicts with words</li> <li>*Appropriate bathroom use</li> </ul>	<p><b>Voice Level 0-1</b></p> <ul style="list-style-type: none"> <li>*Quiet voices</li> </ul>	<p><b>Voice Level 0-1</b></p> <ul style="list-style-type: none"> <li>*When you visit, you stay</li> <li>*Reading, taking AR quizzes, or quietly working</li> </ul>	<p><b>Voice Level 0-1</b></p> <ul style="list-style-type: none"> <li>*Do as the cafeteria staff asks</li> <li>*Stay seated</li> <li>*Listen for directions</li> </ul>	<p><b>Voice Level 0-1</b></p> <ul style="list-style-type: none"> <li>*Do as the staff asks you</li> <li>*Wait until they can speak to you</li> </ul>
<b>Are Accountable</b>	<ul style="list-style-type: none"> <li>*Go straight to your destination</li> <li>*Backpack at your classroom in the morning</li> </ul>	<ul style="list-style-type: none"> <li>*Freeze at the bell</li> <li>*Eat snack, read, or do work on concrete</li> </ul>	<ul style="list-style-type: none"> <li>*Go, flush, wash, leave!</li> </ul>	<ul style="list-style-type: none"> <li>*Straight here from classroom at recess</li> <li>*Visit BEFORE dropping backpack off in the morning</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up after yourself</li> <li>*Keep food in Cafeteria</li> <li>*Get everything 1st time through the line</li> </ul>	<ul style="list-style-type: none"> <li>*Enter through student door with yellow pass</li> <li>*Must have permission or emergency to enter</li> </ul>
<b>We act Safely</b>	<ul style="list-style-type: none"> <li>*Hands and feet to self</li> <li>*Walking</li> </ul>	<ul style="list-style-type: none"> <li>*Only run at blacktop</li> <li>*Follow all play structure and game rules</li> <li>*Keep your hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Walking only</li> <li>*Toilet paper in the toilet only</li> <li>*Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Walking TO, FROM, and IN library</li> <li>*When Librarian is talking, students are listening</li> </ul>	<ul style="list-style-type: none"> <li>*Walk in and out quietly</li> <li>*Keep food to yourself</li> <li>*Get permission to leave</li> </ul>	<ul style="list-style-type: none"> <li>*Walk</li> <li>*Keep hands, feet, and belongings to yourself</li> </ul>
<b>Show Respect</b>	<ul style="list-style-type: none"> <li>*Walking quietly</li> <li>*Lines: B- bodies in line E- eyes forward A- arms behind R- remain quiet</li> </ul>	<ul style="list-style-type: none"> <li>*Follow all adult directions</li> <li>*Treat all equipment appropriately</li> </ul>	<ul style="list-style-type: none"> <li>* Respect others privacy</li> <li>*Protect the property of the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>*Take care of "fun" seating</li> <li>*Take care of Whitley Bears</li> <li>*Take care of books</li> </ul>	<ul style="list-style-type: none"> <li>*Use quiet voices</li> <li>*Sit at assigned table</li> <li>*Eat quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>*Use quiet voices</li> <li>*Say, "Excuse me", "thank you", and "please"</li> </ul>

# Dolores Whitley TK-8 School

## 2025/2026 Bell Schedule

8:10	Campus Opens/TK-8
8:28	Instruction Begins-Grades TK-8
8:30	Instruction Begins- ACCSS PreK

### Recess

9:30 – 9:45	TK Grade
9:45 – 10:00	Pre K & TK Grade
9:50 – 10:05	1st & 2nd Grade
10:10 – 10:25	5th & 6th Grade

### Lunch

10:40 – 11:25	Pre K & TK Grade
10:55 – 11:40	Kindergarten Grade
11:30 – 12:15	1st & 2nd Grade
12:00 – 12:45	3rd & 4th Grade
12:00 - 12:50	ACCSS
12:30 - 1:15	5th & 6th Grade
11:56 - 12:45 (Wednesdays 11:22 - 12:01)	7th Grade
1:58 - 2:47 (Wednesdays 12:05 - 12:44)	8th Grade

### Dismissal

* 12:00 ( *10:30 Wednesdays )	ACCSS PreK (PreK) Dismissal
* 2:50 ( *1:20 Wednesdays )	TK – 3 <sup>rd</sup> Grade (Primary) Dismissal
* 3:00 ( *1:30 Wednesdays )	4 <sup>th</sup> – 6 <sup>th</sup> Grade (Intermediate) Dismissal

**Every Wednesday is Early Dismissal TK-3rd @1:20, 4th-6th @1:30, 7th-8th @ 2:10**



# 7th & 8th Grade Schedule

2025 - 2026

Regular Day

(Monday, Tuesday, Thursday, Friday)



7 <sup>th</sup> Grade		
Period Passing Time	Start Time	End Time
0	7:35 AM	8:24 AM
1 <sup>st</sup>	8:28 AM	9:17 AM
2 <sup>nd</sup>	9:21 AM	10:10 AM
3 <sup>rd</sup>	10:14 AM	11:03 AM
4 <sup>th</sup>	11:07 AM	11:56 AM
<b>Lunch</b>	<b>11:56 AM</b>	<b>12:45 PM</b>
*6 <sup>th</sup> (SEL)	12:49 PM	1:05 PM
6 <sup>th</sup>	1:05 PM	1:54 PM
7 <sup>th</sup>	1:58 PM	2:47 PM
8 <sup>th</sup>	2:51 PM	3:40 PM

8 <sup>th</sup> Grade		
Period Passing Time	Start Time	End Time
0	7:35 AM	8:24 AM
1 <sup>st</sup>	8:28 AM	9:17 AM
2 <sup>nd</sup>	9:21 AM	10:10 AM
3 <sup>rd</sup>	10:14 AM	11:03 AM
4 <sup>th</sup>	11:07 AM	11:56 AM
*5 <sup>th</sup>	12:00 PM	12:49 PM
5 <sup>th</sup> (SEL)	12:49 PM	1:05 PM
<b>Lunch</b>	<b>1:05 PM</b>	<b>1:54 PM</b>
7 <sup>th</sup>	1:58 PM	2:47 PM
8 <sup>th</sup>	2:51 PM	3:40 PM

**Breakfast 8:00 AM - 8:15 AM**

**7<sup>th</sup> Grade Lunch 11:56 AM - 12:45 PM**

**8<sup>th</sup> Grade Lunch 1:05 PM - 1:54 PM**

*\*Home Room (SEL)*

**Dismissal 3:40 PM**



**7th & 8th Schedule**  
**2025 - 2026**  
**Wednesdays**



<b>7<sup>th</sup> &amp; 8<sup>th</sup> Grade</b>		
<b>Period Passing Time</b>	<b>Start Time</b>	<b>End Time</b>
0	7:35 AM	8:24 AM
1 <sup>st</sup>	8:28 AM	9:09 AM
2 <sup>nd</sup>	9:13 AM	9:52 AM
3 <sup>rd</sup>	9:56 AM	10:35 AM
4 <sup>th</sup>	10:39 AM	11:18 PM
<b>*5<sup>th</sup></b>	<b>11:22 PM</b>	<b>12:01 PM</b>
<b>*6<sup>th</sup></b>	<b>12:05 PM</b>	<b>12:44 PM</b>
7 <sup>th</sup>	12:48 PM	1:27 PM
8 <sup>th</sup>	1:31 PM	2:10 PM

**Breakfast 8:00 AM - 8:15 AM**  
**\*7<sup>th</sup> Grade Lunch 11:22 AM - 12:01 PM**  
**\*8<sup>th</sup> Grade Lunch 12:05 PM - 12:44 PM**  
**Dismissal 2:10 PM**

## **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 a 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

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**ANNUAL NOTICE TO PARENTS/GUARDIANS  
CONCERNING THEIR RIGHTS AND RESPONSIBILITIES  
2025-2026**

I am pleased to announce the 2025-2026 Parent Handbook is available for viewing online at the district website, [www.pbvUSD.k12.ca.us](http://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

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**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

**Panama-Buena Vista Union School District  
Dolores Whitley TK-8  
PARENT/STUDENT HANDBOOK  
August 2025**

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

*Printed copies of the handbook are available in the front office.*

I have read the **Whitley TK-8 School Parent/Student Handbook** and the **PBVUSD Parent Handbook**. Please call the office with any questions. **Your signature is required.**

Student's Name	Student Signature
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 Whitley School Parent/Student Handbook.

Student's Signature	Date
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Parent/Guardian's Signature	Date
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