

Laurelglen Elementary School



PARENT HANDBOOK

2025-2026

2601 El Portal Drive

**Bakersfield, CA 93311
(661) 831-4444
Fax: 831-6689**

**Panama-Buena Vista Union School District
4200 Ashe Road
Bakersfield, CA 93313
(661) 831-8331**

SCHOOL BOARD MEMBERS

Paula Van Auken, President
Keith Wolaridge, Vice President
Linda Garcia, Clerk
Bryan Easter, Trustee
Tiffany King, Trustee

DISTRICT OFFICE ADMINISTRATION

Katie Russell, District Superintendent
Trina Lovio, Assistant Superintendent Instructional Services
Katie Gonzalez, Assistant Superintendent Business Services
Dr. Lynn Paslay, Assistant Superintendent Educational Services
Darryl Johnson, Assistant Superintendent Human Resources
Dr. Denita Maughan, Assistant Superintendent Special Services

PRINCIPAL'S MESSAGE

Dear Parents,

Welcome to Laurelglenn Elementary School, a 2004 California Distinguished School. You and your child will be a part of the strong tradition of excellence in academics, fine arts, and sports here at Laurelglenn. The staff and I invite you to be partners in your child's education; our collective efforts and ongoing collaboration will positively impact your child's educational experience.

This Laurelglenn Handbook has been assembled to provide basic information about our school, while the District Parent Handbook will serve as a more comprehensive resource. Please take the time to read both handbooks and share relevant information with your child. I look forward to an exciting year filled with opportunities for our students to grow socially and academically and encourage you to contact me if you have any questions, comments, or concerns this year.

Sincerely,

Ali Stanley, Principal

SCHOOL SCHEDULE

| | <i>DEPART/Dismiss</i> | <i>LUNCH</i> |
|------------------------------|------------------------------|---------------------|
| PK & Kindergarten | 7:30-2:00 (12:30 W) | 10:10-10:55 |
| Grades 1 | 7:30-2:00 (12:30 W) | 10:55-11:20 |
| Grade 2 | 7:30-2:00 (12:30 W) | 10:50-11:55 |
| Grade 3 | 7:30-2:00 (12:30 W) | 11:05-11:50 |
| Grade 4 | 7:30-2:10 (12:40 W) | 11:20-12:05 |
| Grade 5 | 7:30-2:00 (12:30 W) | 11:55-12:20 |
| Grades 6 | 7:30-2:10 (12:40 W) | 11:50-12:55 |

WEDNESDAY EARLY DISMISSAL

Students will be dismissed 90 minutes early every Wednesday. The purpose of the early dismissal is to provide time for staff collaboration focused on student learning.

PLEASE DO NOT DROP YOUR CHILD OFF BEFORE 7:15 AS THERE IS NO SUPERVISION. Breakfast is served each morning in the MPR/cafeteria from 7:15-7:35 and parents are welcome to sit with their children in the MPR until school begins. The morning warning bell to line up on the courts (by class) rings at 7:35. Teachers escort students to their rooms to begin instruction at 7:38. If children arrive after that time, they need to report to the office for a tardy slip.

Students are expected to be picked up or leave the school campus within 10 minutes following their dismissal time. Primary students are not allowed to wait on campus or in the office for intermediate siblings to be dismissed. Before and after school PBVUSD Daycare may be available by calling 397-2205.

The area in front of our school can be very congested during arrival and dismissal times. For the safety of students, please drive slowly in front of the school, park on side streets if possible, and obey posted street signs.

PARENTS and OTHER VISITORS MUST ALWAYS CHECK IN AT THE OFFICE BEFORE GOING ON TO THE SCHOOL GROUNDS.

ATTENDANCE

Student achievement and success are linked to attendance. Although there are times when your child should stay home from school, it's important to note that missing a couple of days of school each month can have a severe impact on your child's success.

All absences from school, excused or unexcused, must be cleared or communicated to the school. This can be done either by calling the school office at 831-4444 or sending a note with your child. 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. Absences for more than 10 consecutive days may result in the student being dropped from the class. Students dropped from classes are not guaranteed placement in the same class upon re-enrollment.

LEAVING CAMPUS

Once on campus, students may not leave without being checked out by a parent or guardian through the office. When it is necessary to leave campus due to illness or an appointment, the parent/guardian must come into the office, show proper identification, and document the absence by signing the attendance log.

EMERGENCIES AND 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. With this in mind, it is extremely important that we have current cell, home, work, and emergency contact phone numbers. Please call us immediately if there is a need for you to update these numbers.

CURRICULUM AND INSTRUCTION

COMMON CORE CURRICULUM (CCSS)

Laurelglen staff members teach the core curriculum to every student in the school. The core curriculum includes the state standards as well as the textbooks and materials adopted by the Panama-Buena Vista Union School District from the list approved by the State of California. Teachers are trained to effectively teach CCSS.

REPORT CARDS

Report cards will be sent home quarterly. Parent/Teacher conferences take place at the end of the first grading period.

ACADEMIC AWARDS

Students in grades 4-6 are eligible for the Honor Roll. A grade below “C” in any subject will prevent a student from earning Honor Roll. Students working below grade level are not eligible for the Honor Roll.

Principal’s List recognition will be given to those students whose grades in the academic subjects are either “A” or “A-”. (The disqualifying conditions that apply to Honor Roll also apply to Principal’s List.)

SCHOOL LETTER

Students in grades 4-6 have the opportunity to earn a school letter (Block “L” and stars) by participating in various school activities. Points are cumulative from the fourth grade and are given for scholastic achievement and for participation in such activities as student government, athletics, music, oral language, etc. Sixth graders receive special recognition when they earn over 1000 points during their school career.

STUDENT ASSESSMENT

Student progress in all academic areas will be monitored and assessed throughout the year. Conferences, report cards, progress reports, phone calls, written communication, and Student Success Team (SST) meetings provide parents with additional information about student progress.

STUDENT SUPPORT

At any point you feel that your child could be more successful at school academically, behaviorally, or social-emotionally, **you may request a SST.** The SST at Laurelglen consists of our Admin Team, the Special Education Team, our Academic Coach, our Intervention Teacher, our Psychologist, our Behavior Interventionist and you. If you would like to request a SST for any concern you have regarding your child’s success, please contact the front office staff and ask for our Academic Coach, Crystal Cason, to schedule a SST. You will receive a response within 2 school days.

SPECIAL EDUCATION

Speech therapy is available for identified students who have difficulties with articulation and language. Intensive Intervention Centers are available for identified students with academic difficulties due to specific learning disabilities.

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 and your written permission will be required before your students will be allowed to participate. You are asked to return permission slips promptly as district policy will not allow verbal consent.

MUSIC

Vocal and instrumental music are an important part of our intermediate curriculum. The Vocal Music Specialist spends one period per week with each third, fourth, fifth, and sixth grade class. Students in grades five and six may also participate in the school chorus. Our instrumental

program consists of both band and orchestra. Students will receive information about instrumental music after school begins.

GENERAL INFORMATION

BICYCLES AND BICYCLE SAFETY

The Police Department has advised us that students should not begin riding their bicycles to school before they enter the third grade. All students in grades 3 through 6 must wear a **BICYCLE HELMET** and have a **BICYCLE PERMIT** on file before they are allowed to ride their bicycle to school. Bicycle riders must park their bicycles in the racks and are advised to lock them with a strong chain or cable and a good lock before leaving the bike rack area. Students are also asked to walk their bicycles when moving between the street and the bicycle racks both before and after school. A student who consistently fails to use good judgment when riding his or her bicycle may lose his or her bicycle riding privilege.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Breakfast and lunch are FREE for all enrolled students this year.. Monthly menus can be accessed online at: family.titank12.com or at the Nutrition Services link on the district website.

CARE OF SCHOOL PROPERTY

This is your school; take pride in its appearance. One part of good citizenship is being responsible for the proper care and use of our school and its equipment. Students are responsible for books and technology issued to them and should not abuse them or mark them. Students who lose, abuse, or destroy books/technology will be responsible for paying the damage or cost to replace the lost book. The same is true of any other school property.

CLASS PARTIES

Three classroom parties (winter, Valentine's, and end-of-the-year) are allowed throughout the year. Birthdays are not celebrated with food at school and all other parties must be approved by the principal.

COLOR DAY

In order to promote and maintain school spirit, every Friday is designated “Color Day” and all Laurelglenn students are encouraged to wear our school colors of Royal Blue and Kelly Green.

FOG DELAYS

On designated foggy days, district buses will run two hours late. If you provide transportation for your child, students may arrive at the regular time when campus opens at 7:15 a.m. Any student who arrives after the delay will not be expected to make up any work that was assigned during the delay. We feel that it will always be beneficial for your child to come to school on time if at all possible. Please use caution when traveling to school on foggy days as student safety is a priority.

HOME TEACHER

Parents may request a “home teacher” if it has been determined that their student will be out of school for a period of three weeks or longer. A note from your physician to that effect is required before a home teacher can be assigned. Home instruction is limited to five hours per week.

LOST AND FOUND

Inquiries regarding lost articles may be made by our students during recesses and before and after school. A “Lost and Found” box is located in the Multipurpose Room for articles of clothing that remain unclaimed. Clothing that may be removed during the day such as coats, sweaters, caps, etc., as well as lunch boxes, should be **clearly marked** with your child’s **first and last names**.

MEDICATION AT SCHOOL

There are state laws and district policies that govern the taking of medication by students while at school. Any time medication is to be given by school personnel, it must be in a container with the pharmacist's label attached describing the kind of medication, dosage, how often the medication is to be taken and the prescribing doctor’s name, **with the proper paperwork from the doctor**. According to district policy, students may not bring any over-the-counter medications to school (such as Advil, cough drops, etc.)

PARENTS VISITS

All parents are encouraged and welcome to visit the school. **If you wish to visit a classroom during instructional time, please schedule a time with the teacher. Also, if you would like to talk with the teacher, please make an appointment before or after school.**

STUDENT GOVERNMENT

Laurelglen School has a student government program in which participants learn the elements of democratic procedure by discussing and attempting to resolve issues that come before the Student Council. The Student Council is made up of elected officers and representatives from each of the classes in grades 4 through 6. The elected officers are: President, Vice President, Secretary, Director of Athletics, Treasurer, Director of Safety and Superintendent of Grounds.

SPORTS PROGRAMS

Information regarding the district's after school sports program will be distributed to students in grades five and six. Eligible students may participate in flag football, volleyball, basketball, and track.

BEHAVIOR STANDARDS

At Laurelglen we believe a safe, positive, collaborative learning environment is essential for students to progress socially, emotionally, and academically. Throughout the school year, we explicitly teach and reinforce Laurelglen's Behavior Expectations: **SCOTs are Safe, Respectful, and Responsible.** At the end of this handbook, you can find our Behavior Matrix for more detailed information. Students are expected to be safe, caring, on-task, team players and can earn SCOTs slips and other incentives for displaying appropriate behavior while on campus. Students who have met behavior expectations for the month have an opportunity to participate in Super Scots' celebration.

The Laurelglen staff is committed to discipline policies that are proactive, instructive, restorative, and implemented consistently. All staff utilizes our behavior flowchart to respond to misbehavior which follows the steps outlined below.

1. First Incident: Verbal warning/redirection
2. Second Incident: Teacher/Staff Member reteaches expectation, documents incident, & provides an intervention (logical consequences: reflection, apology, loss of privilege/equipment, relocation, etc.)
3. Third Incident: Teacher makes parent contact (Staff member notifies teacher), documents incident, & provides an intervention
4. Fourth Offense: MAJOR Referral

Communication, parental cooperation with the school, and support of school standards are the keys to solving many behavior problems. You will be notified if your child exhibits unacceptable behavior.

Major behaviors will be managed by administration. Major and minor behavior definitions can be found at the end of this handbook. Our behavior policies are in line with those of the District. Parents can view or obtain a copy of the *Parent Information Booklet* by visiting the Panama-Buena Vista USD Website. Please take the time to review these guidelines and enforce them with your student.

DRESS CODE

The Board of Trustees' position regarding student dress is to be adhered to by all pupils attending schools of the Panama-Buena Vista Union School District. The purpose of the dress code is to help generate a positive learning situation and to guarantee the health and safety of all students. Pupils attending District schools are expected to wear clothing that is appropriate for the promotion of an effective educational program. It is not the intent of the District to oppose the rights of students regarding dress, but rather to assure 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; and 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. No clothing may be personalized other than with a given name. Any personalized printing or writing on clothing, backpacks, binders, etc. is not acceptable, nor is writing on the hands or other parts of the body.
3. Clothing that is excessively revealing is unacceptable. This includes:
 - a. Backless halter tops or dresses, tube tops, tops cut low at the armpits or neckline.
 - b. Clothing that shows bare midriff.
 - c. Shorts and skirts the length of which are shorter than mid-thigh.
 - d. Clothing that is transparent or revealing.
4. Suggestive clothing or objects may not be worn which are libelous, obscene, or depict illegal or gang-related activity. This includes buttons, arm bands, shirts, insignias, etc. Clothing with crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages or clothing that is sexually suggestive or disruptive is not acceptable.

5. Shoes must be worn at all times. 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. Modifications will be at the discretion of the site principal or designee.
6. Cosmetics to the face and hair that distract from the educational process are unacceptable.

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

SAFE SCHOOLS/EMERGENCY PREPAREDNESS

EMERGENCY DRILLS AND EVACUATION PROCEDURES

The Laurelglenn Safe School Plan details site emergency evacuation procedures and requires that emergency preparedness drills be held throughout the year. As part of the plan, staff will inform students of procedures to be followed in the event of an emergency. Drills will address fire and earthquake scenarios as well as situations where site “lockdown” is necessary.

During our emergency drills, students will learn to “drop and cover” in the event of an earthquake. They will also practice evacuating the buildings in an orderly manner and ultimately assembling with classmates at the northwest corner of the campus. In the event that parents need to pick up their students following an actual disaster/emergency, a sign-out station will be established near the ball wall at the middle of the west fence/gate leading into the park. Students must be signed out and will be released only to those persons who are listed on our emergency cards.

Should the need ever arise to evacuate and leave the campus (due to toxic waste/hazardous materials spills or other dangerous situation that warrants site evacuation), all our students and staff will be transported to Stockdale Elementary School or Tevis Junior High.

OPPORTUNITIES FOR PARENT INVOLVEMENT

PARENT CLUB

Laurelglenn School’s parent organization is very active in the activities of the school. The Parent Club sponsors several fundraisers and activities during the school year. Funds that are generated

remain here at Laurelglenn Elementary and directly benefit the school and our students. If you would like to become actively involved in the Parent Club, please call the school for additional information. The Parent Club meets on campus throughout the school year.

SCHOOL SITE COUNCIL

The School Site Council is made up of equal numbers of parents and staff members who work together to help make decisions regarding planning and evaluation of the school plan. This group makes recommendations related to improving student achievement.

**Panama-Buena Vista Union School District: Laurelglenn Elementary School
CLASSROOM VISITATION**

Observation of Instructional Program by Parents From Adopted District Administrative Procedures


Who May Visit: The right to observe a child’s instructional program during classroom time resides solely with a child’s parent, legal guardian, or foster parent.

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

Frequency and Duration: To minimize interruptions and distractions during valuable classroom time, parental classroom observations are limited to two visits per month with a maximum duration of one hour per visit. Additional visits may be scheduled through the Principal if more observation time is needed.

Parental Conduct During Classroom Visitation: If a parent violates the classroom visitation rules, the Principal may temporarily preclude a parent from visiting his/her child’s classroom during regular school hours for a period of time not to exceed 14 continuous days; the parent may appeal the decision to the District’s Assistant Superintendent in charge of Educational Services who will investigate and consider the matter in a timely fashion.

BEHAVIOR MATRIX

|  | SCOTS ARE SAFE | SCOTS ARE RESPECTFUL | SCOTS ARE RESPONSIBLE |
|---|---|--|---|
| ON THE PLAY STRUCTURE | <ul style="list-style-type: none"> - Keep wood chips on the ground | <ul style="list-style-type: none"> - Take turns - Enter and exit the slide quickly | <ul style="list-style-type: none"> - Use equipment as intended |

| | | | |
|------------------------------|--|---|---|
| AT RECESS | <ul style="list-style-type: none"> - Play with equipment as intended - Avoid play fighting and rough play - Play tag on the grass areas (light touch) | <ul style="list-style-type: none"> - Include others - Win or lose without bragging or anger | <ul style="list-style-type: none"> - Use the restroom and get a drink before the warning bell - Agree on play by the rules - Take a break and play by the rules - Stay in supervised areas - Leave personal toys and items at home |
| IN THE SNACK ZONE | <ul style="list-style-type: none"> - Eat only your own food | <ul style="list-style-type: none"> - Throw your trash away - Bring personal sized snack only - focus on healthy choices - Stay in the snack zone and keep it to snacking - Eat first then play | |
| WHEN LINING UP | <ul style="list-style-type: none"> - Hands and feet to self - Safely hold equipment | <ul style="list-style-type: none"> - Give others space - Acknowledge accidents and apologize | <ul style="list-style-type: none"> - Stop playing and clean up at the warning bell - Line up on your spot by the 2nd bell |
| IN THE HALLWAYS | <ul style="list-style-type: none"> - Walk - When with you class stay in line - Watch where you are going | <ul style="list-style-type: none"> - Politely greet others - Use quiet voices - Wait your turn to pass | <ul style="list-style-type: none"> - Stay on task - Have your pass in your hand |
| IN THE RESTROOM | <ul style="list-style-type: none"> - Keep water and soap in the sink - Keep the doorway clear | <ul style="list-style-type: none"> - Respect others' privacy - One person per stall | <ul style="list-style-type: none"> - Go, wash, leave, socialize outside - Flush the toilet - Report any hazards to the office - Throw trash away |
| IN THE CAFETERIA | <ul style="list-style-type: none"> - Walk - Once seated, stay seated - Eat only your food | <ul style="list-style-type: none"> - Use quiet voices | <ul style="list-style-type: none"> - Face forward - Focus on eating - Raise hand for help - Clean up after yourself |