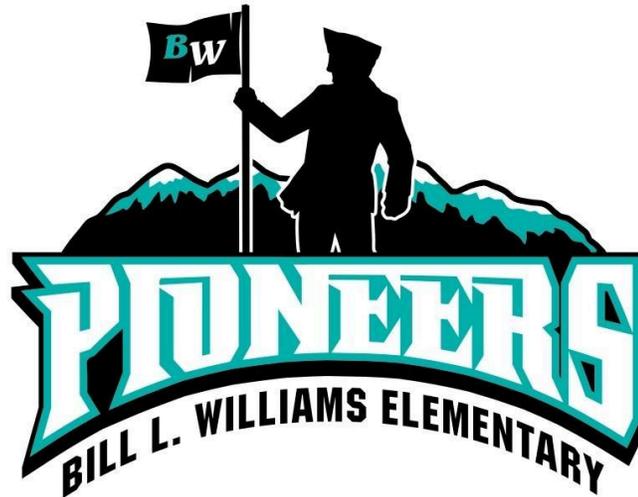


Bill L. Williams Elementary School



Est. 1996

*Parent/Student
Handbook
2025-2026*

Bill L. Williams Elementary School

5601 Harris Road
Bakersfield, CA 93313
661-837-8070

*"WE FOCUS TODAY ON STUDENTS REACHING THEIR GREATEST POTENTIAL
TO BECOME TOMORROW'S CONFIDENT LEADERS!"*

Dear Parents/Guardians,

Welcome to Bill L. Williams Elementary School. Our school is named after one of the great Panama-Buena Vista Union School District superintendents. I am excited to have you and your child as a part of our school community. To assist you throughout this year, we have compiled important information and guidelines in our Parent/Student Handbook.

Our Parent/Student Handbook serves as a comprehensive guide to our school and district rules and policies, procedures, expectations, programs, and activities. I encourage you to review this handbook carefully and keep it for reference throughout the school year.

At Bill L. Williams Elementary School, we are committed to fostering a supportive and inclusive environment where every child can thrive. I look forward to partnering with you and your children throughout your time here at school. I truly hope you and your family have a positive and enriching educational experience while attending Bill L. Williams Elementary. Should you have any questions or suggestions about any of this information, please feel free to let us know.

Sincerely,

Daphne Garcia

Daphne Garcia
Principal

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

BOARD OF TRUSTEES

Paula Van Auken	President
Keith Wolaridge	Vice President
Linda Garcia	Clerk
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DISTRICT ADMINISTRATION

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Katie Gonzalez	Assistant Superintendent - Business Services
Trina Lovio	Assistant Superintendent - Instructional Services
Darryl Johnson	Assistant Superintendent - Human Resources

BILL L. WILLIAMS

BELL SCHEDULE

7:50 A.M.	BREAKFAST SERVED
8:05 A.M.	GATES OPEN - TEACHERS ON DUTY
8:25 A.M.	WARNING BELL – GATES CLOSING
8:28 A.M.	SCHOOL STARTS – ALL GRADES
9:45 A.M.	BEGIN KINDERGARTEN/TK RECESS
10:00 A.M.	END KINDERGARTEN/TK RECESS
10:05 A.M.	BEGIN 3 RD / 4 TH GRADE RECESS
10:20 A.M.	END 3 RD / 4 TH GRADE RECESS
10:22 A.M.	BEGIN 5 TH / 6 TH GRADE RECESS
10:37 A.M.	END 5 TH / 6 TH GRADE RECESS
10:39 A.M.	BEGIN 1 ST / 2 ND GRADE RECESS
10:54 A.M.	END 1 ST / 2 ND GRADE RECESS
(M, T, TH, F) (WEDNESDAY)	
11:15 – 12:00 P.M. (11:05-11:50)	KINDERGARTEN LUNCH (30 min. lunch, 15 min. recess)
11:20 – 12:05 P.M. (11:10-11:55)	TK LUNCH (30 min. lunch, 15 min. recess)
11:45 – 12:30 P.M. (11:35-12:20)	1 ST / 2 ND LUNCH (30 min. lunch, 15 min. recess)
12:15 – 1:00 P.M. (12:05-12:50)	3 RD / 4 TH LUNCH (30 min. lunch, 15 min. recess)
12:45 – 1:30 P.M. (12:35-1:20)	5 TH / 6 TH LUNCH (30 min. lunch, 15 min. recess)
2:50 P.M.	PRIMARY DISMISSAL
3:00 P.M.	INTERMEDIATE DISMISSAL
3:15 P.M.	GATES CLOSED
TEACHER WORK HOURS	8:05 A.M. - 3:35 P.M.

PLEASE MAKE NOTE THAT EVERY WEDNESDAY STUDENTS IN GRADES TK – 6 WILL BE DISMISSED 90 MINUTES EARLY!

WEDNESDAYS	1:20	GR. TK/KN-3	DISMISSAL
	1:30	GR. 4 – 6	DISMISSAL

CALENDAR OF EVENTS

August	13.....	INSTRUCTION BEGINS
September	1.....	*LABOR DAY
	3	BACK TO SCHOOL NIGHT
October	27-31	1 ST QUARTER PARENT-TEACHER CONFERENCES
November	10-11.....	*VETERAN'S DAY BREAK
	24-28.....	*AUTUMN RECESS
December	22.....	*WINTER RECESS BEGINS
January	5.....	INSTRUCTION RESUMES
	16.....	2 ND QUARTER REPORT CARDS MAILED HOME
	19.....	*DR. MARTIN LUTHER KING, JR DAY
February	9	*LINCOLN'S BIRTHDAY
	16.....	*PRESIDENTS' DAY
March	27.....	3 RD QUARTER REPORT CARDS MAILED HOME
March	30	*SPRING BREAK
April	7	SCHOOL RESUMES
May	14.....	OPEN HOUSE
	25	*MEMORIAL DAY
	29.....	LAST DAY OF SCHOOL
		4 TH QUARTER REPORT CARDS MAILED HOME

*** NO SCHOOL ON THESE DAYS!**

VISITORS

TO HELP INSURE THE SAFETY AND WELL BEING OF OUR STUDENTS, AND MAXIMUM UNINTERRUPTED TEACHING TIME, STATE LAW MANDATES THAT ALL VISITORS, PARENTS AND VOLUNTEERS CHECK IN AT THE OFFICE. PLEASE BE PREPARED TO HAVE PHOTO IDENTIFICATION READY TO BE USED BY OUR RAPTOR SYSTEM. *FOR THE SAFETY OF OUR STAFF AND STUDENTS, PLEASE DO NOT ENTER CAMPUS THROUGH ANY OTHER AVENUE. ALL VISITORS MUST CHECK IN AT THE OFFICE, NO EXCEPTIONS!!*

SCHOOL ARRIVAL - DEPARTURE TIMES

Students may not be on the school grounds before 8:05 a.m.. Prior to this time no supervision is provided. If students arrive at campus prior to 8:05 a.m, they will have to wait in front of the gates on the west side of campus, by the valet area. Only students who are eating breakfast will be allowed in the MPR in the morning. Primary students should be off the school grounds Monday, Tuesday, Thursday, and Friday by 2:55 p.m; Wednesday 1:25 p.m.. Intermediate students are to be off the school grounds Monday, Tuesday, Thursday, and Friday by 3:05 p.m. and Wednesday by 1:35 p.m. There are no provisions for primary students to wait on campus for older students, and no supervision is available on the playground. For your child's safety, make sure he/she walks home, rides the bus, or is picked up promptly.

STUDENT SAFETY

The safety of our students is a primary concern here at Bill L. Williams. For that reason we are not only a closed campus but after school begins a locked campus also. All gates are locked from 8:25 a.m. until primary dismissal at 2:50 p.m. In addition, due to liability concerns students are not to be on campus until 8:05 a.m.

We urge all children to use crosswalks and sidewalks where available coming to school and going home. Please help your child choose the safest route possible.

Also we would like to suggest the following safety measures while picking up or dropping off children at school:

1. Parents should use the Valet Drop-off / Pick-Up area located on Summer Springs for your child's safety and convenience.
2. If your child is eating breakfast, students can be dropped off using the MPR parking lot.
3. **The CIRCULAR DRIVEWAY in front of the school is for the purpose of BUS LOADING & UNLOADING! NO DROP-OFFS OR PARKING IS ALLOWED DURING BUS HOURS.**

ATTENDANCE

We ask for your fullest cooperation in seeing that your child attends school each day. Absence from school places a hardship on the pupil. According to California School Law, an absence may only be excused for the following: illness, visit to the doctor or dentist, funeral in the immediate family, court, religious retreat.

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

California compulsory education law makes it your legal responsibility to see that your child attends school on a regular basis. According to Section 48260.0 of the California Education Code, once your child has accumulated three or more unexcused absences, they are considered **truant** and you may receive a truancy letter from our office.

The District has implemented an attendance tracking system and truancy letters will be automatically mailed out if your child has accumulated 3+, 6+, & 9+ unexcused absences or 3+ more than 30 minutes late to school or a combination of the two. You will be required to meet with the principal/assistant principal if you receive a letter for 6+ unexcused absences and our SARB (School Attendance Review Board) may be notified if your child has 9+ unexcused absences.

If your child is absent we will expect a phone call reporting the cause of absence. A note when the child returns to school is required when it is not possible to call. If you wish to get homework, please call the office and allow the teacher 24 hours to compile the homework. Homework should be picked up in the office and not in the classrooms. For every day your child misses, they will have two days to finish their make-up work required by the teacher.

TARDINESS

Tardiness interferes with your child's opportunity for school success. It is also a disruption that robs the entire class of valuable teaching/learning time. Parental support and cooperation in this matter is essential. Class begins promptly at 8:28 a.m.. Gates are locked at 8:25 a.m. to ensure students are on time to class. Please make the necessary changes in your family's morning routine that will allow your child to arrive at school on time. *It is your legal responsibility to see that your child arrives on time each day.*

PICKING UP CHILDREN AT SCHOOL

In order to protect children at school we require that anyone picking up children do so through the office. If you want a neighbor or relative to pick up your child, please write a note or call and ask them to check out through the office. Also note that the NW parking lot is chained off 30 minutes prior to

dismissal until 15 minutes after primary dismissal. Please have I.D. ready to show the office. We do not call students out of class until the person picking up the student is in the office so they do not lose out on instructional time.

PICKING UP CHILDREN AT SCHOOL (EMERGENCY PROTOCOL)

Contingency plans and supplies are in place to deal with any emergency or disaster situation that may arise. Students regularly participate in emergency drills. In the event of a major disaster, students will be held at the school in a safe location until they are picked up by parents or other designated adults.

In case our school is in a field evacuation situation, the following is how to safely sign-out your child from our school:

- First, you will need to report to the Seasons Park gate (REQUEST GATE) where a table will be set out. Your child's white card information will be readily available to office staff. You will check in at this station with your ID and they will issue you a pass to proceed to the REUNION GATE. The person picking up your child MUST be on the white card with an ID or they will have to wait until we can clear them after everyone else is through.
- You will then proceed to the REUNION GATE located just south of the REQUEST GATE and wait for your child.
- Staff at the REUNION GATE will not radio for your child out in the field. You MUST start at the REQUEST GATE.
- This process will take some time so you will need to be as patient as possible. I know, as a parent, that it will be hard to wait for your child but rest assured that we will be doing our best to keep your child as safe as possible.
- Please do not try to come on campus by jumping fences as this will only alarm students and staff and could create a bigger problem for everyone.

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

BICYCLES / SCOOTERS

The Bakersfield Police Department has suggested to us that kindergarten, first, second and third graders do not yet have the proper physical coordination or judgment in emergencies to ride bicycles or scooters to school. Most bicycle/scooter accidents happen to children of this age.

Therefore only children in grades 4 – 6 are allowed to ride their bicycles/scooters unsupervised to and from school. CHILDREN ARE REQUIRED BY LAW TO WEAR BICYCLE HELMETS.

The following conditions must be met before a child in the *fourth through sixth grades (4TH – 6TH)* may ride a bicycle or scooter to school:

1. Must have turned in a signed permission slip to ride a bicycle / scooter to school.
2. Bicycles/scooters must be kept locked while on the school grounds.
3. Students must walk bicycle/scooter while on school property and while crossing streets.
4. Students must obey all traffic and bicycle/scooter rules to and from school.

FOG DELAY

In the event of severe fog conditions, the District may make the decision to delay school bus transportation. School will be open at the regular time to receive students who normally walk, ride bikes or are transported by their parents. When a delay in transportation is called, parents are urged to consider the conditions before sending or bringing their child to school. Teachers and staff have been instructed that during these two hour delays the program provided for the students shall be one of enrichment, remedial, or individual activities that would be of benefit to those in attendance but not required for make-up. If there is fog, please listen to your radio or watch your local morning news since information is made available to virtually all local stations. This information is also available on our district website www.pbvUSD.k12.ca.us PLEASE DO NOT CALL THE SCHOOL OFFICE, RADIO STATIONS OR THE CALIFORNIA HIGHWAY PATROL.

DRESS CODE

Pupils attending the schools of the Panama Buena Vista Union School District 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 to help create and maintain this atmosphere. The district dress code is available on the school and district websites. The following dress code will be enforced:

- Excessively large trousers, pants, and overalls may not be worn. All trousers and pants must be worn at the waist. Belt ends may not hang down.
- Overalls must be worn with both straps on the shoulders, not hanging loose.
- Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire. No clothing may be personalized other than with a student's

given name. Jackets, backpacks, binders, etc. may bear the name of the owner in printed block letters. All other students writing on clothing, backpacks, binders, etc. is unacceptable as is writing on the hands or other parts of the body. Pants, shorts, or skirts with holes or heavy fraying above the knee are not acceptable.

- Clothing that is excessively revealing is unacceptable. "Excessively revealing" includes:
 - * backless halter tops or dresses; tube tops; tank-top shirts or shirts cut low at the armpits or neckline
 - * clothing that shows bare midriffs
 - * shorts worn shorter than mid-thigh
 - * clothing that is transparent or revealing
 - * excessively frayed pants
- Suggestive clothing or objects may not be worn which are libelous, obscene, or depicting illegal or gang-related activity. This includes buttons, 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.
- No bare feet. No noisy, unsafe, or disruptive footwear shall be worn. Flip-flops/thongs are not permitted. Students must wear footwear that has a strap or is completely enclosed.
- Cosmetics to the face and hair that distract from the educational process such as spray painted hair, extreme painting of the face, glitter in the hair, etc. are unacceptable except on appropriate days declared by the administration.
- Hats and beanies are allowed while students are outside on campus (applies to boys and girls).
 - Hats must be worn forward.
 - Students must follow teachers' and staff members' rules regarding whether hats and beanies can be worn in classrooms and other campus buildings.
 - Hats And beanies can be worn inside on special occasions (e.g. Spirit Week)

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. Final determination of unacceptable dress will be made by administration.

ACCIDENTS

In case of a severe accident at school the child is given First Aid and every effort is made to contact the parent for instructions. **FOR THIS REASON IT IS VITAL THAT CHANGES IN TELEPHONE NUMBERS AND ADDRESSES BE REPORTED TO THE SCHOOL OFFICE PROMPTLY.** If you have no telephone, it will be helpful if you can give us a neighbor's telephone number. In case the parent cannot be reached we will call the person you have named on the Emergency card to act on your behalf. If at all possible please give us two emergency numbers to call. **PLEASE, FOR THE SAFETY OF YOUR CHILDREN DO NOT BLOCK THE SCHOOL NUMBER!**

MEDICATIONS

Before school officials may administer any medication the law requires that parents have their physician sign a form giving the following information: name of child, name of medication and current dosage. District Policy requires that children who must bring medication to school

should turn such medication over to the school office for safekeeping. Medications must be marked with the name of the student, the name of the medication, dosage, (this can be acquired from your pharmacist) reason for medication and the date. You may pick up the appropriate forms in the school office. Please arrange to pick up any remaining medication prior to the last day of school. SEE FORM - #709030.

NOTICES

In order to save postage costs, many important notices are sent home with the children. PLEASE REMIND THEM OF THE IMPORTANCE OF BRINGING ALL NOTICES HOME. We will also be using our ParentSquare notification system.

LUNCHES AT SCHOOL

If you need to drop-off a sack lunch to your child, you will deliver them to the office.

BREAKFAST AT SCHOOL

Breakfast will be served only from 7:50 - 8:15 a.m. each school day.

HOME / HOSPITAL INSTRUCTION (HHI)

When a student will be absent for longer than three weeks due to illness, a parent may request the service of a home teacher. A written recommendation of a regularly licensed physician and written request of parent or guardian is necessary before a home teacher may be assigned.

HONOR ROLL

Students in grades 4- 6 are eligible for the Honor Roll. To qualify for the Honor Roll a Student must obtain a "B" (3.0) average in all grade level academic subjects for the quarter. A grade below "C" (D or F) in any subject will prevent a student from being on the Honor Roll regardless of the overall average. Receiving a "D" or "F" in conduct will also disqualify a student from the Honor Roll regardless of the grade average. Any students receiving the comment "Below Grade Level Work" or "Modified Assignments" will also disqualify them from Honor Roll.

Principal's List recognition will be given to those students whose grades in the academic subjects are all either "A" or "A-".

AWARDS

Students in grades 4-6 have the opportunity to earn a school letter by participating in various school activities. Points are cumulative from the fourth grade and are given for such activities as

student government, special activities, athletics, music, and scholastic achievement. Point totals are calculated by students and teachers at the end of each quarter of school.

BLOCK LETTER.....	250 POINTS
STAR.....	500 POINTS
EACH ADDITIONAL STAR.....	250 POINTS
PLAQUE.....	1000 POINTS

Students in grades K-6 can earn a Very Important Pioneer (VIP) award each month for showing their Pioneer PRIDE (i.e. being Positive, being Respectful, showing Integrity, being Determined, and showing Excellence). This is determined by the student’s teacher.

SPEECH

Some children have speech difficulties that require special help, such as faulty articulations, stuttering and voice disorders. Students who appear to have speech disorders will be screened by our speech therapist and possibly scheduled into speech therapy. You will be contacted if your child is a candidate for speech as your permission is required before therapy can begin.

MUSIC

Classroom music - Children in grades 3 – 6 each week receive music instruction with a music specialist. Activities include singing, dancing, rhythm instruction experiences, the development of listening skills and music appreciation.

Vocal music - In addition, fifth and sixth graders have the opportunity to audition for a grade level select chorus and they are on a “pull out” basis, once a week. Students are responsible to make up any class work missed.

Instrumental Music - Instruction begins in the fourth grade with the advanced recorder pre-instrument course. Sectional instruction on the standard instruments of the band and orchestra is offered to 5th and 6th grade students on a “pull out” basis, twice a week, for a period of ½ hour per week. Students who attend Williams School may audition to join. Instruments are not accepted in the office; please be sure your student is responsible for the transporting of their own instrument.

We welcome all parents who would like to assist in some way in the music program, its activities, or enrichment experiences.

CLASSROOM PARTIES

Bill Williams School has scheduled parties during the school year. Class parties are held before Winter Break, Valentine's Day and before the end of the year. Even though birthdays are special days for the children, please only send simple, non-edible items such as pencils, stickers, etc. if you want to include the class. PLEASE DO NOT SEND BALLOONS OR OTHER SURPRISES THAT MAY CAUSE A DISTURBANCE IN CLASS. IF YOU DO THEY WILL BE HELD IN THE OFFICE UNTIL THE END OF THE DAY.

SPIRIT DAY

In order to promote and maintain school spirit, the first Friday of each month is designated "Spirit Day"; and all Williams students are encouraged to wear our school colors of teal, black and white.

STUDENT GOVERNMENT

- There will be a Student Council made up of fourth, fifth and sixth grade students which represents the students in all of the grades.
- Participants will learn the basic elements of democratic procedures.
- Elected officers will be the President, Vice President, Secretary, Treasurer, Director of Safety and Superintendent of Grounds.
- Election dates and further information concerning Student Government will be announced shortly after the school year begins.

CLASSROOM STANDARDS

Students learning on a safe and kind campus is the top priority at Williams Elementary School. Rules of courtesy to fellow students and teachers shall be followed at all times. Each student should behave in a manner that does not disrupt the rights of other students to learn. School wide and classroom procedures that promote positive behavior, safety, and learning will be taught and reinforced consistently in each classroom.

PERSONAL CONDUCT OF STUDENTS

- Students shall be respectful to adults at all times.
- Students shall be held responsible for their conduct to and from school.
- Language shall be clean and free of profanity and vulgarity.
- Students shall respect all physical properties of the school, care of buildings, furniture, books, lavatories and equipment.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS) BEHAVIOR MATRIX

PBIS is a multi-tiered support system that focuses on reinforcing positive behaviors in school to improve social and emotional outcomes for all students. The matrix is a set of behavior expectations taught to students throughout the year. When students are following these expectations, they are showing their “Pioneer PRIDE” and may earn incentives/rewards. Restorative practices may be provided by our support staff as needed to help students be successful.

 <h1 style="text-align: center;">Williams' Behavior Matrix</h1> 						
EXPECTATIONS	Hallways	Playground	Restroom	Cafeteria	Library	Classroom
Positive	-Quiet, friendly greetings -Use kind words -Smile	-Share equipment -Take turns -Use kind words	-Use kind words	-Help other students -Help adults -Use kind words	-Happy to visit -Use kind words	
Respectful	-Keep hands and feet to yourself -Yield to other classes -Walk	-Keep hands and feet to yourself -Listen to adults -Follow directions	-Keep hands and feet to yourself -Flush & wash hands -Respect others' privacy	-Keep hands and feet to yourself -Clean up -Listen to all adults	-Keep hands and feet to yourself -Use care and clean up -Library voices	
Integrity	-Use good manners -Stay in line order -Tell the truth	-Follow game rules -Tell the truth	-Report any mess to an adult -Use good manners -Tell the truth	-Use good manners -Be polite -Tell the truth	-Use shelf markers -Put books where they belong -Return books on time	
Determined	-Straight line -Eyes forward -Hands behind backs	-Participate in an activity -Visit with friends	-Use during recess time	-Eat your food -Quiet	-Walk in quietly and sit down -Find a book quickly -Push in chairs carefully	
Excellence	-Get to your destination -Carry your items safely	-Clean up equipment & trash -Include others when you play	-Use for intended purpose	-Keep your area clean -Throw away trash	-Quiet reading -Sitting up straight -Don't interrupt your neighbors	

MAINTAINING SAFE SCHOOLS

In order to maintain safe and orderly schools, the Panama-Buena Vista Union School Board of Education upholds the State of California Education Code for the suspension and expulsion of students who commit serious offenses. Suspension is defined as “exclusion from school and all school activities for a period of one to five days.” Expulsion is defined as “removal of the student from all schools in the Panama-Buena Vista Union School District for an extended period of time. In some instances this might mean as much as one year. Students considered for expulsion are suspended from school until such time as they can be brought before the District Administrative Hearing Panel where the facts of the case are presented. The District Board of

Trustees reviews the Panel's findings and determines whether or not to issue an expulsion order. More information is available in the District Parent Information Booklet.

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 or assault
- b. Possession of a weapon or dangerous object
- c. Possession of or use of controlled substances (alcohol or drugs)
- d. Offered or sold controlled substance (alcohol or drugs)
- e. Robbery (stealing from a person or extortion (stealing with a weapon or verbal threat)
- f. Vandalism to school or personal property
- g. Theft (taking what is not the student's)
- h. Possession of or use of tobacco
- i. Obscene act or habitual profanity or vulgarity
- j. Possession of drug paraphernalia
- k. Disrespect to school personnel, defiance of school authority, or disruption of school activities
- l. Knowingly received stolen property
- m. Possession of imitation firearm
- n. Sexual assault or battery
- o. Witness intimidation or harassment
- p. Possession or selling of the controlled substance Soma
- q. Engaged in or attempting to engage in, hazing
- r. Aid or abet to cause or attempt to cause injury
- s. sexual harassment
- t. hate violence
- u. harassment, threats, or intimidation
- v. terrorist threats

In accordance with the policy of the Panama-Buena Vista Union School District, the following acts will cause the principal to immediately suspend and recommend expulsion.

- a. Possessing, selling, or otherwise furnishing a firearm
- b. Brandishing a knife at another person
- c. Unlawfully selling a controlled substance
- d. Sexual assault and/or battery

BULLYING

Bill L. Williams continues to work with students, parents, and staff to minimize bullying on our campus. We utilize our PBIS matrix, school administration, and school support staff to work with students who feel they are being bullied on our campus and look for ways to help both the victim and the students accused of bullying. In accordance we do follow the District Board Policy. (<http://www.gamutonline.net/district/panama-buonavista/DisplayPolicy/1030257/5>)

SCHOOL/HOME COMMUNICATION

Please take care of your child's schedule changes (rides home, messages, appointments, etc.) **before** school begins each day. If an emergency arises, please try to call during your student's recess time so we can relay the information. (See the bell schedule on page 3 for recess times.) Each year we lose important class academic time to numerous interruptions!

CELL PHONE POLICY

In accordance with district policy, students are allowed to bring phones to school, but the devices must remain off and in students' backpacks during the school day. 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. If a student does not follow this policy, a school employee may direct the student to turn off the device and/or confiscate the device. If it is confiscated, it shall be returned at the end of the day for the first offense. On the second offense the phone must be picked up by a parent. On the third offense, the student will then have to check in and check out their device with the office for a time to be determined by the principal. We are not responsible for lost, stolen or damaged items.

Also "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 and viewing pictures." [BP 5131(c)]

CLASS PLACEMENT

Classes are balanced each year to ensure the maximum educational potential for each student. Requests for specific teachers are **NOT** taken at Bill L. Williams School. If specific educational needs of a student need to be addressed, a letter may be written indicating that need or an appointment can be made with Mrs. Garcia before the close of the school year.

LOST AND FOUND

Children are asked to turn over to a teacher or to the office anything of value which is found. It is best to put your child's name in any clothing which he/she might take off at school such as sweaters and coats. Names should also be put on lunch boxes and sack lunches. A lost article may be retrieved by coming to the school office to identify it. The Lost and Found is cleaned out at the end of each quarter and any clothing left over is donated to a local charity.

PARENT CLUB

The parent organization for Bill L. Williams School is our Parent Club. The Parent Club meets regularly and supports all the activities of our school. Funds earned by the Parent Club are used to provide extra materials and equipment for our school. We encourage all of you to become involved in our school program.

TITLE 1 SCHOOL-PARENT COMPACT

This document can be found on our district website <https://www.pbvusd.k12.ca.us/>

TITLE I SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY

This document can be found on our district website <https://www.pbvusd.k12.ca.us/>

CLASSROOM VISITATION PROCEDURES

Parents are encouraged to visit their child's classroom and observe the instructional program. Please contact your teacher and call the office 48 hours before you would like to visit.

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

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

CLASSROOM VISITATION PROCEDURES
Bill L. Williams School
(Observation of Instructional Program by Parents)
From Adopted District Administrative Procedures

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

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

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

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

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

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

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

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

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

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

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

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