

# STINE

## ELEMENTARY SCHOOL

*Developing future leaders. One goal, one community, every student!*



## STUDENT & PARENT HANDBOOK 2025 - 2026

4300 Wilson Road  
Bakersfield, California 93309  
Phone (661) 831-1022  
Fax (661) 831-6610

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# STINE ELEMENTARY SCHOOL

4300 Wilson Road | Bakersfield, CA 93309 | (661) 831-1022

*"Developing future leaders: One goal, One community, Every student!"*

Shelly Tiffin  
Principal

Dr. Katie Russell  
Superintendent

Dear Parent, Guardians and Students,

Welcome to the 2025–2026 school year at Stine Elementary School! I am excited to begin this journey as your new principal and look forward to building strong partnerships with families as we work together to support the academic and personal growth of every student.

At Stine, we are committed to creating a safe, inclusive, and engaging learning environment where every child is valued. Our goal is to develop future-ready learners by building academic, social, and behavioral excellence through a data-driven and collaborative approach.

Family involvement is essential to student success. We invite you to stay connected and actively participate in school life by:

- Joining the **Stine Parent Club**, which supports student recognition, activities, and school events.
- Attending key events such as **Back-to-School Night, parent-teacher conferences, family engagement nights, and student showcases.**
- Using tools like **ParentSquare** and **ParentVue** to stay informed about your child's learning and schoolwide news.
- Completing surveys and participating in school committees that help shape campus priorities.

This handbook contains important information about school procedures, academic programs, and district policies. Please read it carefully and keep it for reference throughout the year. After reviewing, return all necessary forms, including the Handbook Acknowledgment page, to your child's teacher.

If you have any questions, suggestions, or concerns, please do not hesitate to reach out. Our school office is open Monday through Friday from 7:00 AM to 3:30 PM and can be reached at (661) 831-1022.

We look forward to a great year ahead, and welcome to the Viking family!

Sincerely,



**Shelly Tiffin**  
Principal, Stine Elementary School



# **Panama-Buena Vista Union School District**

4200 Ashe Road  
Bakersfield, California 93313  
PHONE (661) 831-8331 FAX (661) 398-2141

## **Board of Trustees**

Paula Van Auken, President

Keith Wolaridge, Vice President

Linda Garcia, Clerk

Brian Easter, Trustee

Tiffany King, Trustee

## **District Administration**

Katie Russell, Superintendent

Dr. Lynn Paslay, Assistant Superintendent / Educational Services

Katie Gonzalez, Assistant Superintendent / Business Services

Trina Lovio, Assistant Superintendent / Curriculum and Instruction

Denita Maughan, Assistant Superintendent / Special Services

Darryl Johnson, Assistant Superintendent / Human Resources

## **Stine Administration & Instructional Leadership**

Shelly Tiffin, Principal

Marcos Heredia, Assistant Principal

Sabrina Reimert, Academic Coach

Martha Rodriguez, Instructional Intervention Teacher

TBD, Secretary

# STUDENT / PARENT HANDBOOK

## VISION

To develop future leaders by providing a safe, encouraging, and academically sound learning environment.

## MISSION

Establish an atmosphere of academic, social, and behavioral excellence for ALL students, teachers, and staff members. We structure our current systems to create a more effective, data-driven, collaborative learning environment, resulting in student success.

## FIVE PILLARS

### **1. PUT STUDENTS FIRST**

Stine is committed to putting students first and doing what is in the best interest of the students by supporting their academic, social, physical, and emotional learning. All students are provided with a state approved core curriculum based on the California state standards and adopted by Panama-Buena Vista Union School District. We also provide all students with social-emotional learning by utilizing the Welcoming Classroom approach and Character Strong curriculum .

### **2. HIGH EXPECTATIONS**

Stine maintains high expectations in the areas of academic and student conduct by making sure that expectations are clearly defined and rewarded. Stine uses multiple strategies to support and meet the needs of all students. Our teachers and staff members uphold a culture of success by using reward systems, recognition and consequences.

### **3. VALUE COLLABORATION AND PARTNERSHIPS**

Stine values the relationships it has established with all educational partners and works hard to strengthen those relationships every year. Teachers work collaboratively with their grade level teams and support staff to meet the needs of all students. Parents are encouraged to get involved on campus, attend workshops, and provide input throughout the year.

### **4. FOCUS ON RESULTS AND WHAT WORKS**

Stine focuses on student performance results to determine where students are excelling and if there are any gaps in learning. This data is also used when making instructional decisions. We research and choose the best strategies that have been proven to work. We celebrate the assets and strengths of our students.

### **5. CITIZENSHIP AND LEADERSHIP**

Stine encourages students to be model citizens and provides opportunities for students to be leaders and get involved on campus throughout the year.

## THE STINE WAY - VIKING STRONG

Always be **S**afe  
Always be **T**rustworthy  
Always be **R**espectful  
Always be **O**n Task  
Always be **N**ice to Other  
Adults will **G**uide with Care

# STINE BELL SCHEDULE

## 2025-2026

*\*Gates open Monday - Friday at 7:15am for breakfast and morning supervision.\*  
Students are in their seats ready to learn at 7:38am.*

### Monday, Tuesday, Thursday, Friday

Grade Level	Learning Begins	Morning Recess	Recess Minutes	Lunch	Lunch Minutes	Dismissal
TK	7:38am	8:45-9:00	15 min	10:00-10:45	45 min	2:00pm
Kindergarten	7:38am	8:25-8:40	15 min	10:00-10:45	45 min	2:00pm
1st Grade	7:38am	9:05-9:20	15 min	10:35-11:20	45 min	2:00pm
2nd Grade	7:38am	9:05-9:20	15 min	10:35-11:20	45 min	2:00pm
3rd Grade	7:38am	9:25-9:40	15 min	11:25-12:10	45 min	2:00pm
4th Grade	7:38am	9:25-9:40	15 min	11:25-12:10	45 min	2:10pm
5th Grade	7:38am	9:45-10:00	15 min	12:15-1:00	45 min	2:10pm
6th Grade	7:38am	9:45-10:00	15 min	12:15-1:00	45 min	2:10pm

### Wednesday (90 Minute Early Dismissal)

Grade Level	Learning Begins	Morning Recess	Recess Minutes	Lunch	Lunch Minutes	Dismissal
TK	7:38	8:45-9:00	15 min	10:00-10:40	40 min	12:30
Kindergarten	7:38	8:25-8:40	15 min	10:00-10:40	40 min	12:30
1st Grade	7:38	9:05-9:20	15 min	10:25-11:05	40 min	12:30
2nd Grade	7:38	9:05-9:20	15 min	10:25-11:05	40 min	12:30
3rd Grade	7:38	9:25-9:40	15 min	11:10-11:50	40 min	12:30
4th Grade	7:38	9:25-9:40	15 min	11:10-11:50	40 min	12:40
5th Grade	7:38	9:45-10:00	15 min	11:55-12:35	40 min	12:40
6th Grade	7:38	9:45-10:00	15 min	11:55-12:35	40 min	12:40

# GENERAL INFORMATION

## ARRIVAL & DISMISSAL TIME

Students are welcomed on campus at 7:15am. Staff supervision and breakfast begins once the gates open at 7:15am. Students will not be permitted on campus before supervision begins. Please be aware the school will not take responsibility for the supervision of students who arrive before supervision begins.

### ***Dismissal***

On Mondays, Tuesdays, Thursdays, and Fridays, regular dismissal is at 2pm for students in TK - 3rd grade and at 2:10pm for students in 4th - 6th grade. On Wednesdays, dismissal is at 12:30pm for students in TK - 3rd grade and 12:40pm students in 4th - 6th grade. Students in TK and Kindergarten may be picked up from their class. All other students will be dismissed from their assigned gates. All students must depart for home upon dismissal from school unless they have written permission from their parents to participate in afterschool activities (e.g., sports, tutoring) or they are enrolled in afterschool programs such as ELOP. Students are urged to use the safest routes to and from school and to cross Wilson Road only where the crossing guard is stationed.

### ***Waiting for Siblings***

Younger siblings waiting to walk home with older siblings will be held in the cafeteria for 10 minutes. Older students will unite with their younger siblings in the cafeteria upon their dismissal. Students participating in afterschool activities or programs that go beyond the regular dismissal time may not wait for their siblings after school. In this case, parents will need to make other arrangements.

### ***Parking lot and Flicker Drive***

We place signs and direct traffic in our front parking lot in an effort to promote student safety. We also utilize students to help through our Student Valet Program. The following are important items to remember:

- **No student may enter the parking lot without an adult escort. NO EXCEPTIONS!**
- If parking your car to pick up student/s, please ***park across the street on Actis Street*** and use the cross walk or on the ***north side of Flicker Drive***.
- Students waiting to be picked up must wait inside the fence by the cafeteria.
- **Cars may use the bus loading zone and/or the south side of Flicker Drive provided they NEVER leave the car unattended.**
- We ask that you pull all the way forward as far as possible every time.
- Please be courteous to our staff and students dealing with traffic out front.

## ARTICLES FROM HOME

All personal property (backpacks, jackets, lunch boxes) should be labeled with your child's name. Toys, electronics or other personal items are not allowed, unless specifically designated. 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 after parent contact has been made.

## ATTENDANCE & STUDENT ABSENCES

Daily attendance is an important factor in student achievement. A missed school day is a lost opportunity to learn. An absence may be excused. When your child is absent from school for **any** reason, please call the school at (661) 831-1022 to report the absence and the reason for not attending. In the event that you are not able to call, please send a note about the absence with your child when he or she returns to school.

***Excusable absences***, include but are not limited to illness, doctor's appointment (medical, dental, optometric, etc.), or death in the family.

**Unexcused absences**, including family trips for pleasure/recreation and 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.

Absences not cleared within 72 hours will automatically become “unexcused.” After 10 excused absences throughout the year, a doctor’s note is required to excuse absences. If your child is late because of a doctor or dentist appointment, please bring in a note from the doctor or dentist.

A student’s grade shall not be reduced for any excused absence(s) if the missed assignments and tests can be reasonably provided and are satisfactorily completed in a reasonable time. If your child is absent and you would like to have homework provided, please call the school office and allow the teacher 24 hours to compile the work. Work may be picked up in the office.

### ***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.

### ***Independent Study***

If your child will be absent, you may request an Independent Study contract. An Independent Study contract request form can be obtained in the front office. Requests will be approved by the assistant principal or principal. Signatures from both the parent and the student will be required to signify that both understand the student will complete all work sent home by the teacher as outlined on the Independent Study Assignment Log. The work will be due to the teacher on the day the student returns. The teacher will determine if the work completed will receive credit based on its quality. If credit is granted, the student will receive full attendance for the days missed. Independent study and the total duration can not exceed 15 days.

## **BREAKFAST & LUNCH PROGRAM**

**Breakfast** is offered to Stine students and is served in the cafeteria. We begin serving at 7:15 A.M. and stop serving at 7:35 A.M. to ensure that students are on time for instruction at 7:38am. Breakfast and lunch is free for all students. Adult price is \$6.00. Help to ensure your child is at Stine in time to complete breakfast before the bell.

### ***Lunch***

All students, including the kindergartners, eat their lunch in the multipurpose room. Milk may be purchased separately for \$0.50. Adult lunch price is \$6.00. Monthly menus, which include both breakfast and lunch offerings, will be sent home with each child and weekly menus are published in the local newspaper. Parents/guardians or siblings are never allowed to eat food from their child’s breakfast or lunch tray. Please purchase an additional breakfast or lunch tray if necessary. Unless we have a note from the parent to the contrary, all children in grades K through 6 must eat lunch every day.

## **BUS TRANSPORTATION**

Our bus drivers are responsible for transporting Stine students to and from school as safely as possible. They can only do it if they are able to devote all their attention to the operation of the bus. Consequently, students who create distraction by being unruly or uncooperative while on the bus will be given a referral and may be subject to disciplinary action. Multiple offenses may result in the student losing their bus riding privilege for a specified period of time.

## **CELL PHONES / ELECTRONIC DEVICES**

A District Cell Phone Agreement (District Handbook page 81) must be on file before a student brings a cell phone to school. To avoid disruption of the instructional process, students shall not display, use, activate, or permit electronic signaling devices to be activated 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.

It is the student's responsibility to ensure his/her cell phone/electronic device is turned off and secured at all times. Phones must be in backpacks and powered off while on campus. Taking pictures or videos while on campus, accessing social media, gaming, texting, and making calls during the school day is prohibited and may result in disciplinary action. Students must follow the District Acceptable Use Policy and classroom procedures when using any technology on campus. Students who violate the rules and regulations concerning electronic signaling communication devices are subject to having the device confiscated and to disciplinary action. (Board Policy 5131)

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 and possible suspension from technology use.

## **CLASSROOM PARTIES (during school hours)**

Throughout the year, teachers may have celebrations or parties as a reward for their classroom. All celebration activities are held during the last hour of the day. All food items brought to school for celebrations/parties must be commercially prepared and packaged. Food prepared in a home is not allowed. Items such as balloons, flowers, cupcakes, cakes, and pies are prohibited. A student's behavior may negatively impact their ability to participate.

Individual birthday celebrations are not allowed. You may acknowledge your student's birthday with a "Morning Message Shout Out" during the morning announcements or by donating a book or other school supplies to the classroom.

## **CLASSROOM PLACEMENT**

Class lists are developed during the Spring for the following school year. Parents may submit all classroom placement requests in writing to the principal. Requests will be accepted until May 31st of the previous year. With the support of teachers and administrators, every effort is made to balance all classes considering the class size, number of boys and girls, academic achievement, and behavioral needs. For this reason, it is not always possible to honor a parent's request.

## **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!

- Parents are allowed to walk their student(s) to class on their first day of school. After the first day of school, students in TK and Kindergarten will be escorted to class by a staff member. After the first day of school, students in 1st - 6th grade will walk to class on their own. Staff members will be available to escort any student needing help to their class.
- Parents are not allowed to eat breakfast or lunch with students on campus.
- Restrooms are not accessible to the public.
- All visitors will need a valid ID in order to be allowed on campus or to pick up any students.

## **EARLY RELEASE TO PARENT**

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

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

parent/legal guardian with custody.

For the safety and well-being of all students, students are not allowed to leave the school grounds during the school day without being signed out by the parent or the parent's designee stated on the emergency card and has provided appropriate identification.

We ask that appointments be scheduled for AFTER the school day to prevent students from missing valuable learning time. Leaving school early can be disruptive and as detrimental as tardiness. Multiple early departures will be recorded and treated as a truancy.

### **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. It is extremely important that we have a current home, work, and emergency contact phone numbers on file. Please contact the school immediately if any of this information changes or needs to be updated.

### **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.

### **FOG DELAYS**

During the winter months, heavy fog may require that the district delay bus transportation. Only those students who ride the bus will be affected by the delay; classes will begin at the regular times for students who are walkers or who are transported to school in private vehicles. Fog delays are ordinarily for two hours therefore children who ride the bus will be picked up exactly 2 hours later than usual.

Fog delays are announced on virtually all local radio and television stations beginning as early as 6:30 A.M. The name of the district being delayed will be reported. Please listen for Panama-Buena Vista Union School District or PBVUSD, not the name of the individual schools. You may also receive a Parent Square message with the fog delay information or contact the district office at (661) 831-8331 or check the district website at [www.pbUSD.k12.ca.us](http://www.pbUSD.k12.ca.us) for more information. Please do not call the school.

### **HEARING & VISION SCREENINGS**

Children in grades K, 2 and 5 are screened each year for possible hearing problems. Children in grades K, 3 and 6 are screened each year for possible vision problems. Parents will be notified if the screening reveals any abnormality or irregularity.

### **LIBRARY**

Our students have an excellent school library at their disposal. Our Library Clerk gives help on proper techniques for using the library to each class as they come through on their weekly visit. Students may also visit the library during recess. Students are responsible for lost or damaged books. Parents will be notified of amounts owed. Payments must be received before final report cards are handed out. Year-end celebration may be at risk if money is not paid.

### **LOST AND FOUND**

Inquiries regarding lost articles may be made by our students during recesses and before and after school. Clothing that may be removed during the day such as coats, sweaters, hats, etc., as well as lunch boxes, should be clearly marked with your child's first and last name. The school is not responsible for any lost personal items brought to school. Unclaimed clothing is donated to charity, as necessary, at the end of each semester (December and May).

### **MEDICATION AT SCHOOL**

There are state laws and district policies that govern the taking of medication by students while at school.

**Before we can administer ANY medication, including over-the-counter drugs, we must have on file a completed form, “Physician’s Authorization for Medication to be taken at School”, that will give us specific instructions regarding your child’s medication. The form must be signed by the parents and the child’s physician.**

Any medication given to a student by school personnel must be in the original container with the pharmacist’s label attached describing the kinds of medication, dosage, how often the medication is to be taken along with the prescribing doctor’s name. For the safety of all, students may not carry or self-administer medication such as cough drops or Aspirin.

### **PETS**

Pets are not permitted at school.

### **SNACKS & EXTRA FOOD AT SCHOOL**

Students may bring snacks to eat during recess and a small amount of extra food to supplement the cafeteria lunch. Students are only permitted to bring an extra item for themselves. Food may not be shared, given, or sold to other students. Students are expected to eat any extra food intended to supplement their lunch in the cafeteria. Food portions should reflect what students can eat in one sitting. For safety and sanitation reasons, food items will not be permitted on the playground.

Medical exceptions must be verified by a doctor, and any such items will be kept in the office or classroom as specified by the doctor’s orders.

### **SPIRIT DAYS**

In order to promote and maintain school spirit, Fridays are designated as a “Spirit Day” and all Stine School students and staff are encouraged to wear articles of clothing that are exclusively green and white, our school colors.

### **SPORTS PROGRAMS**

Stine School also participates in an after school sports program that is sponsored by the district. Competition in this program is between teams from the various schools within the district and is limited to students in grades 5 and 6. Information regarding the after school teams will be announced by the coaches soon after school begins.

### **STUDENT GOVERNMENT**

Stine School has a student government program in which participants learn the elements of the democratic process by participating in the Student Council. The Student Council is made up of elected officers and representatives from each of the classes in grades four through six. The elected officers are President, Vice-President, Secretary, Treasurer, Director of Athletics, Director of Safety, and Superintendent of Grounds. Elections are held at the beginning of the school year. Students must have excellent conduct and scholarship to run and service. Poor conduct will result in the removal of a student from an elected office.

### **SCHOOL TELEPHONE USE**

Our school telephones must remain free for conducting school business. Students will be allowed to use the phone only for emergencies or for unforeseen and extraordinary situations. Students will not be allowed to use the phone to call about forgotten homework, unreturned field trip permission slips, forgotten musical instruments, or permission to go home with a friend.

### **TOYS & PERSONAL ITEMS**

Toys/personal items (including games, radios, iPods, MP3 players, trading cards, fidget spinners, etc.) are an unnecessary distraction in the school setting and students are not permitted to bring them to school. Items brought to school will be confiscated from the student and returned at an appropriate time.

The single exception would be for an item intended for use during a “sharing period” and that will require advance permission from the teacher.

**Stine School is not responsible for items brought to school by students.**

### **TRANSFERS**

If you plan to transfer your child to another school, whether in our district or another district, please notify the office prior to the transfer. Student records will then be forwarded in a timely fashion.

### **VISITORS**

All visitors during school hours, including parents, are required to report to the office, show valid identification, and sign in. After signing in, approved visitors will receive a visitor’s sticker to be worn while on campus. Visitor tags must be prominently displayed. If you are on campus without a visitors tag, you will be asked to return to the office to check in and return the visitor’s sticker. To protect our students, unauthorized or disruptive visitors will be immediately referred to the Bakersfield Police Department for removal and arrest.

## **ACADEMIC INFORMATION**

### **HOMEWORK**

Homework offers a valuable opportunity for the teacher to meet the individual needs of your child. Assignments vary from grade to grade and from class to class according to interests, skills and levels of maturity. Some homework is assigned in grades one and two. In grade three assignments are given in key subjects about twice a week and frequently increases as the child moves through the upper grades. Study habits, hopefully good ones, are formed during your child’s elementary school years. Students who do develop good study habits will have a distinct advantage as they move into junior high and high school. As a parent you can help your child in this regard by:

1. Providing a regular study time on those days that homework is given.
2. Providing a quiet place for study, one that will be free from interruptions or distractions such as television, loud siblings, or cell phones.
3. Giving direction, encouragement and clarification without actually doing the assignment for the child.

### **HOME TEACHER**

Parents may request a home teacher if it has been determined by a physician that a child will be out of school for a period longer than two weeks as the result of serious illness or accident. A note from the physician to that effect is required. Home instruction is limited to 5 hours per week.

### **HONOR ROLL & PRINCIPAL’S LIST**

Students in grades 4-6 are eligible for the Honor Roll. Students who have obtained a “B” (3.0) average in all academic subjects for that quarter will be recognized with a certificate at the Honor Roll assembly. A grade below “C” in any subject, or two “N’s”, will prevent a student from being on Honor Roll.

Students who receive all “A” or “A-” grades for a grading period are placed on the Principal’s List. Those students receive a “Principal’s Award” certificate. The disqualifying conditions that apply to Honor Roll also apply to the Principal’s List.

### **LETTERS & STARS**

All 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 scholastic achievement and for participation in such activities as student government, athletics, music, oral language, etc. Letters are awarded as soon as a child reaches 250 points and a star is awarded for each additional 250 points. Fifth

grade students transferring from another district are required to earn 200 points for their letter. Sixth grade students transferring to Stine from another district may earn a letter after earning just 150 points. Letters and stars are given out at the end of the semester.

### MUSIC (Vocal and Instrumental)

Vocal and instrumental music is an integral part of our curriculum. In the primary grades music is taught by the classroom teacher. Third through sixth grades are supplemented by regular visits with the Classroom Music Specialist. Additionally, students in grades five and six who are interested may also participate in choral activities and/or band. Fourth grade students will be introduced to the recorder as a part of that grade level's music curriculum. Our instrumental program consists of both beginning and advanced bands and strings. Students will receive information about band/strings and have an opportunity to sign up for that activity immediately after school begins.

### SPEECH

Some children have speech difficulties that require special help, such as faulty articulation, 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.

### STUDENT SUCCESS TEAMS (SST)

Stine School has two Student Success Teams, usually referred to simply as "SST". Student Success Teams are made up of teacher volunteers who meet on a regular basis to review concerns that have been expressed about a student's progress or adjustment to the school environment. The SST plans strategies and organizes resources for addressing those concerns. The parent is a part of the SST and has an opportunity to be involved in developing these strategies. You may call the school office for more information about Student Success Teams.

### VERY IMPORTANT VIKING (VIV) (Student of the Month)

Students in grades TK-6th grade have the opportunity to earn the Very Important Viking (VIV) Character award for being Viking Strong (Safe, Trustworthy, Respectful, On Task, and Nice to Others). This award is determined by the teacher and given at the end of each month during a morning assembly. Parents will be notified at least 48 hours in advance if their student is receiving this award. The time/location of the assembly may change during the winter months due to extreme cold weather.

## PARENT INVOLVEMENT

### BACK TO SCHOOL NIGHT / OPEN HOUSE

**Back to School Night**, held 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.

**Open House**, held in May, is an opportunity for families to celebrate students' academic growth over the year.

### ELAC (English Language Advisory Committee)

**ELAC** is an advisory committee that makes recommendations regarding programs for students with second language needs. Parents learn about the reclassification process, EL support, and have the opportunity to express their input, concerns, and ideas to the school with the possibility of bringing about change. The committee meets at least four times a year to present parenting tips and resources to help your child succeed in school.

## CLASSROOM VISITATION

A child's parent, legal guardian, or foster parent may visit the child's classroom during the instructional day provided it doesn't disrupt valuable instruction. For observations, please complete an observation request form in the front office or contact the teacher to schedule a time and date that is convenient for both the parent and teacher. Observations are limited to two visits per month per student and should not exceed one hour per visit per District Board Policy 1250. A copy of this policy is at the back of this handbook. Arrangements can be made for additional classroom time and visits at the teacher's discretion.

## PARENT CLUB

Stine School has an active parent organization. The Parent Club sponsors several fundraisers and other activities during the school year. All funds that are generated as a result of their efforts remain here at Stine and directly benefit our students. Monthly meetings are held in the Conference Room. If you would like to become actively involved in the Parent Club, please call the school office at (661) 831-1022 for additional information. Support with activities such as Noon Sales, Pumpkin Patch, Book Fairs, Fall/Spring Festivals, field trip fundraisers, popcorn sales, dances and much more is always welcomed.

## PARENT COMMUNICATION (ParentSquare / ParentVUE)

### ***ParentSquare***

We encourage all families to download the ParentSquare app. The app allows parents, teachers, and administrators the ability to send and receive messages to the cell number or email listed in our student information system. This is the best way to communicate with your child's teacher or school administrator. Parents will also receive updates to activities happening on the campus through the ParentSquare app.

### ***ParentVUE***

We also encourage all families to download the ParentVUE app. This app allows parents to access information related to their students' grades, assignments, and attendance.

## PARENT CONFERENCES

Conferences are an essential part of each child's education. Grades TK through 6th have mandatory 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.

## SSC (School Site Council)

**SSC** is a council of teachers, parents, administrators, and interested community members who work together to develop and monitor the School Plan for Student Achievement. This is a legally required decision making body for schools receiving Title I funding. This council meets at least five to six times a year.

**Title I** programs, such as Stine, receive federal funding to support disadvantaged students to meet state academic content and performance standards. Parents are encouraged to provide feedback and suggestions on strengthening the relationship between home and school, as well as desired programs.

# SAFETY INFORMATION

## BEHAVIOR

***Positive Behavior Interventions and Support:*** Schools are successful when they help children grow academically, socially, and emotionally. For this to happen, we must have a **safe environment** that is supportive and conducive to growth. By setting clear social and behavioral expectations and directly

teaching students about those expectations, our goal is to continue having a **positive atmosphere for optimal learning**.

Stine Elementary School participates in **Positive Behavior Interventions and Supports (PBIS)**. PBIS is a system for improving student behavior. It is used with all students across all environments in school (classroom, lunchroom, restroom, playground, library, MPR, and hallways) to help create a safe and effective learning environment. We are committed to teaching, reinforcing, and acknowledging appropriate student behaviors at Stine. Staff and students are expected to be

**Safe, Trustworthy, Respectful, On Task, Nice to Other, and Adults will Guide with Care**

Children need positive reinforcement frequently. We do this individually by utilizing our Viking Bucks system, which reinforces following the expectations. We reward classes by handing out bucks when the class follows an expectation. The class collects coins to earn a reward (i.e., extra recess, popcorn, STEM, or Art Lesson). Notices about the Noon Sales Day will be sent home. Parent volunteers are needed. Please contact our Parent Club if you can help.

Each VIV will receive a special recognition package, and his/her photograph will be prominently displayed in the classroom in honor of this special achievement. Students will be recognized at our morning monthly achievement awards assembly. Each month, five students are selected by their teachers to be honored in their classrooms for citizenship, work habits, reading, math, and writing.

**Please see the Viking Strong Expectation Matrix and Behavior Flow Chart at the end of the handbook. We encourage you to review these with your students and use the Viking Strong Expectations at home.**

**Safe Schools State Suspension Policy:** To maintain safe and orderly schools, the state of California authorized school districts to suspend or expel students for the commission of serious offenses. Suspension is exclusion from school and all school activities for one to five days. Expulsion is defined as removing the students from all schools in the Panama-Buena Vista Union School District for an extended period. 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 the facts of the cases are presented. The District's Board of Trustees reviews the Panel's findings and determines whether or not to issue an expulsion order.

Following Education Code 48900, school districts are granted the authority to suspend or expel students who have committed the following acts:

- a. Fighting/Assault
- b. Vandalism
- c. Tobacco, possession or use of
- d. Drugs, possession or use of
- e. Alcohol, possession, or use of
- f. Theft
- g. Weapons, possession, or assault
- h. Habitual profanity or vulgarity
- i. Disrespect to school personnel
- j. Defiance of school authority
- k. Disruption of school activities
- l. Sexual Harassment
- m. Hate violence
- n. 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 at any school-sponsored activity. Students found to have a knife or weapon will be subject to expulsion. State and Federal law requires the Superintendent of the designee to immediately suspend and recommend for expulsion any student who brings a firearm to school.

Parents will be notified when a student exhibits unacceptable behavior so that a cooperative effort can be made to address the problem. This may include behavior that is deemed dangerous, disruptive to the learning process, disrespectful or vulgar. 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. Parents can view or obtain a copy of the **PBVUSD Parent Information Booklet** by visiting the Panama-Buena Vista USD website.

**Weapons and Dangerous Objects at School:** Our district maintains a zero-tolerance stance towards any type of weapon/dangerous object at school. This included guns, knives, gun replicas, or any other dangerous items as well. Students who bring weapons to school will be suspended and may be referred for expulsion. This policy applies to students of all ages. Additionally, if any item is used as a weapon and/or is brandished towards another person, the policy will apply. Parents and/or other adults are also forbidden by law from bringing ANY type of weapon (guns, knives, dangerous objects, etc.) onto the campus. Adults with weapons are subject to immediate arrest.

### **BICYCLES, SCOOTERS, SKATEBOARDS, AND ROLLERBLADES**

Students in 3rd - 6th grade may begin riding their bicycles, scooters, skateboards, and rollerblades. All Stine students who chose to do so must have a signed and completed Bicycle, Scooter, Skateboard, and Rollerblade Permit Form on file with their teacher. Bike riders must park their bikes in the bike racks. They are advised to secure them with a strong chain or cable and a good lock before leaving the bike rack area. Students must have the permission of their teacher to store their scooters, skateboards, and rollerblades in the classroom. Otherwise, these items must be locked in the bike rack area.

**State law requires all bike riders under the age of 18 to wear protective helmets.** Students are asked to walk their bikes when moving between the street and the bike racks, both before and after school. Students are not permitted to lock their bikes with others. Students who consistently fail to use good judgment when riding their bicycle, scooter, skateboard, or rollerblades may lose their privilege either temporarily or permanently.

### **DRESS CODE (E.C. section 35183(d))**

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 Stine School 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 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. 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. 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 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.
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.
  - b. At junior high school sites, students may wear shoes or sandals without heel straps that do not present a safety concern. During P.E., intramurals, or any other designated physical activity, athletic shoes or completely enclosed shoes should be worn unless other arrangements have been made.
  - c. Modifications will be at the discretion of the site principal or designee.
7. 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, 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.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (E.C. section 49066)

The principal, staff, students and parent/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.



# STINE ELEMENTARY SCHOOL

*Developing future leaders.*

## Behavior Matrix

	CAFETERIA	LIBRARY	PLAYGROUND	RESTROOMS	HALLWAYS
<b>S</b> Safe	Walk to and from my seat  Only eat my meal	Use the furniture correctly  Keep a quiet environment	Walk to my lines  Keep my hands, feet, and objects to myself	Wash and dry my hands  Enter four at a time	Walk with my hands behind my back or in my pockets
<b>T</b> Trustworthy	Have my lunch card / remember my lunch number  Only take what I will eat	Return library books on time  Reach your AR goals	Freeze when the whistle blows  Return all equipment	Sign the class restroom log  Go to restroom and back to class  Report problems right away	Have a hall pass
<b>R</b> Respectful	Use quiet voices  Raise my hand if I need help  Follow directions from adults	Treat library books with care  Keep the shelves neat	Respect other's personal space  Throw trash away	Keep the walls, stalls, and floor clean  Respect the privacy of others	Walk quietly because others are learning
<b>O</b> On Task	Clean up after myself  Recycle my waste  Wait to be excused	Carefully select a book of interest or at my reading level  Take an AR test when finished reading a book	Follow the rules of the game  Be sure to use the restroom and drink water	Quickly take care of business  Use, flush, wash, dry and leave	Go straight to my destination
<b>N</b> Nice to Others	Say please and thank you  Patiently wait my turn	Recommend a book to others	Show good sportsmanship  Include others  Play fairly	Wait for an open stall before entering	Greet others with hi, hello, good morning, or good afternoon  Have a positive attitude
<b>G</b> Guide with Care (All Adults)	Submit lunch count on time  Allow students to finish eating at the side table	Remind students of the rules when entering  Provide help with finding the right book at my reading level	Drop off and pick up on time  Redirect students gently & privately  Mediate reported issues	Respond promptly when problems are reported	Greet students with hi, hello, good morning, or good afternoon  Point students in the right direction if lost

## **Uniform Complaint Procedures Annual Notice for 2025-2026**

*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 of 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).

# STINE ELEMENTARY SCHOOL

## CLASSROOM VISITATION 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 distraction during valuable classroom time, parental classroom observations are limited to two visits per month per related student with a maximum duration of one hour per visit. If there is a need for more parental observation, additional visits may be scheduled through the Principal.

Parental Conduct During Classroom Visitation: Parents may enter and exit the classroom only once during each visit. Parents shall remain in the back of the classroom and may not interact with students or the teacher unless the interaction is initiated by the classroom teacher. Unnecessary noise and/or movement must be kept to a minimum. The classroom teacher may direct a parent to leave the room if the parent's presence or conduct unduly interferes with the instructional program, and the parent must leave the classroom if directed to do so. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

Violation of Classroom Visitation Rules: A violation of the classroom visitation rules may be resolved by the classroom teacher through counseling of the offending parent privately. If this form of correction is not effective, the Principal may, as necessary, temporarily preclude a parent from visiting his/her child's classroom during regular school hours for a period of time not to exceed 14 continuous days. When a parent has been precluded by the Principal from visiting his/her child's classroom, the parent may appeal the decision to the District's Assistant Superintendent in charge of Educational Service 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 distraction 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."

### REFERENCES:

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

# STINE ELEMENTARY SCHOOL

## BICYCLES, SCOOTERS, SKATEBOARDS, AND ROLLERBLADES PERMISSION APPLICATION - Grades 3-6

### **Safety Rules**

1. Riding a bicycle, scooter, skateboard, or rollerblades to school is a privilege.
2. Only students in grades 3-6 may ride bicycle, scooter, skateboard, or rollerblades to school.
3. Written parental permission is required before students ride.
4. Students must wear a helmet and be responsible for its storage during the school day.
5. Bicycles and scooters must be locked in the rack with the student's own lock. Double locking is not permitted.
6. Proper rules of the road must be observed at all times.
7. Failure to follow rules for bicycle safety will result in the riding privilege being revoked.
8. In the bike rack area, students are to lock their bikes to the rack (not to the fence) and exit the area immediately.
9. Bicycles, scooters, skateboards, or rollerblades are not to be ridden in the parking lot at any time.



(Detach and **Return to the Office**)

I give permission for my child \_\_\_\_\_ to ride his/her bicycle to school. I have also read the Stine rules for Bicycle Safety and will ensure that they are followed by my child.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

# STINE ELEMENTARY SCHOOL

## CELLULAR PHONE AND OTHER ELECTRONIC SIGNALING DEVICES

Students will have limited use of electronic signaling devices, including, but not limited to, cell phones, pagers and beepers. To avoid disruption of the instructional process, students shall not display, use, activate or permit electronic signaling devices to be activated 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. The "school day" also includes, but is not limited to, study hall, lunch break, class changes and any other structured or unstructured instructional activity that occurs during the normal school day.

It is the student's responsibility to ensure his/her electronic signaling communication devices are turned off and secured at all times. Students who violated the rules and regulations concerning electronic signaling communication devices are subject to having the device confiscated and to disciplinary action. (*Board Policy 5131*)

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.

The district is not responsible for retrieval, replacement or any charges incurred as a result of lost, stolen or damaged electronic communication devices.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to a health-related purpose. (E.C. §4801.5) If a student wishes to use an electronic communication device at an unauthorized time for medical purposes, his/her parent or guardian must submit a written request for permission to the school principal or his/her designee to determine the validity of the request.



### **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 above. Your signature further authorizes your child to possess a cell phone or other electronic signaling device while at school.

**Please return this to your child's teacher.**

**Print Student's Name** \_\_\_\_\_

**Print Parent's Name** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

# STINE ELEMENTARY SCHOOL

## PARENT / STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Please sign and return the following documents to your child's teacher.

1. Library Card Application - **yellow**
2. Enrollment Card (front and back) - **white**
3. Emergency Information Card - **green**
4. Education Benefit Form - **previously known as the lunch application form**
5. Electronic On-line/Internet Services Student User Agreement Form
6. Student/Parent/Guardian Agreement Relating to District-Issued Technology
7. Cellular Phones and Other Electronic Signaling Devices (if applicable) - **included HB**
8. Parent / Student Handbook Acknowledgement Form - This page! - **included HB**

Please check the boxes below as acknowledgement of the following:

- ☐ I have received and read the Stine Parent/Student Handbook regarding the rules and expectations at Stine Elementary that was distributed via Parent Square.
- ☐ I have received and read the Stine Title 1 Parent Involvement Policy and Title 1 Parent/School Compact included in the Stine Parent/Student Handbook.
- ☐ I understand that the Panama Buena Vista Union District Handbook is available on the district website [www.pbvUSD.k12.ca.us](http://www.pbvUSD.k12.ca.us) and the Seibert Parent/Student Handbook is available on the school website.
- ☐ I understand that I may request a copy of either handbook from the school office.

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

### ***Parent Information***

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ***Student Information***

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_