

**SING LUM
ELEMENTARY SCHOOL**

**Parent Handbook
2026-2027**



Dear Students and Families,

Welcome to the new school year! We are so glad to have you in our school family. At Sing Lum, our team is dedicated to providing an exceptional education while offering support and intervention to our students in need.

Your Go-To Guide for the Year This handbook is designed to be a helpful reference for you and your student. It contains essential details on our daily procedures and school policies to answer your most common questions. Please take some time to review it together and keep it handy throughout the year.

Get Involved! Success is a team effort. We are proud of the strong relationship we share with our families. We invite you to connect with the Sing Lum Parent Club, an amazing group that works hard to enrich our students' school experience.

We Are Here to Help Your feedback and questions are always welcome. Please feel free to contact the school office at 664-1611.

- **Office Hours:** Monday – Friday, 7:30 a.m. to 4:00 p.m.

Wishing you a wonderful and successful school year!

Sincerely,

Dion Lovio, Principal
Sing Lum Elementary School

CALENDAR OF EVENTS

August	12	INSTRUCTION BEGINS
September	2	BACK TO SCHOOL NIGHT
	7.....	*LABOR DAY
October	26 - 30	1 ST QUARTER PARENT-TEACHER CONFERENCES
November	11	*VETERAN'S DAY BREAK
	23-27	*AUTUMN RECESS
December	21.....	*WINTER RECESS BEGINS
January	4.....	INSTRUCTION RESUMES
	15.....	2 ND QUARTER REPORT CARDS MAILED HOME
	18.....	*DR. MARTIN LUTHER KING, JR DAY
February	8.....	*LINCOLN'S BIRTHDAY
	15.....	*PRESIDENTS' DAY
March	22-29	*SPRING BREAK
	26	3 RD QUARTER REPORT CARDS MAILED HOME
May	13.....	OPEN HOUSE/ FAMILY PICNIC DAY
	26.....	LAST DAY OF SCHOOL
June	4	4 TH QUARTER REPORT CARDS MAILED HOME

*** NO SCHOOL ON THESE DAYS!**

SING LUM ELEMENTARY SCHOOL

GENERAL INFORMATION

Every Student, Every Day!

Welcome to Sing Lum Elementary School. We are committed to providing a safe, supportive, and engaging learning environment where every student can thrive. This handbook contains important information regarding school policies, procedures, and expectations.

Student Health, Safety, and Emergencies

Accidents, Illness, and Safety

If a student becomes ill or is injured at school, first aid will be provided and every effort will be made to contact a parent or guardian. It is essential that families keep all telephone numbers, addresses, and emergency contact information current.

If a parent or guardian cannot be reached, the school will contact the individual(s) listed on the student's emergency card.

For student safety, families are encouraged to help children select the safest route to and from school and to use designated crosswalks and sidewalks whenever available.

Emergency and Disaster Procedures

Sing Lum Elementary maintains emergency plans and supplies to address potential disasters or emergency situations. Students regularly participate in emergency drills throughout the school year.

In the event of a major emergency, students will remain in a safe location on campus until they are released to a parent, guardian, or authorized emergency contact.

Attendance and Arrival

Arrival at School

Students who wish to eat breakfast may enter through the side gate between **7:50 a.m. and 8:15 a.m.**

All other students may enter campus between **8:05 a.m. and 8:25 a.m.** using one of the following entrances:

North Gate

For students who live on the north side of Sing Lum.

Valet Gate

For students who live on the south side of Sing Lum and for parent drop-off.

Instruction begins promptly at 8:28 a.m.

Attendance Expectations

Regular attendance is critical to student success. Parents are encouraged to ensure their child attends school every day and arrives on time.

Under California law, absences may only be excused for:

- Personal illness
- Medical or dental appointments
- Funeral services for a family member
- Religious observances

If your child is absent, please call the school at **(661) 664-1611** and provide the reason for the absence.

If you are unable to call, send a written note when your child returns to school. Absences not cleared within approximately three school days will be recorded as unexcused.

Students arriving late due to medical or dental appointments should provide documentation from the healthcare provider.

Truancy

California law requires students to attend school regularly and punctually. Three or more unexcused absences may result in a student being identified as truant and referred to appropriate intervention programs or agencies.

Extended Absences

Unexcused extended absences, including family vacations or recreational travel, may result in a student being dropped from enrollment if proper arrangements are not made. Families anticipating an absence of more than ten days should contact the school office in advance.

Homework During Absences

Parents may request homework during an absence by contacting the school office. Please allow teachers at least 24 hours to prepare assignments. Homework can be picked up in the office.

Tardies

Arriving late disrupts classroom instruction and impacts student learning. Students who are tardy often miss important lessons and instructional activities. Families are encouraged to establish routines that support punctual attendance.

Student Recognition and Awards

Awards and Recognition

The Panama-Buena Vista Union School District recognizes student achievement and participation through various awards and recognition programs.

Students may receive recognition for:

- Academic Achievement
- Attendance
- Citizenship
- Participation in School Activities

Eligible students may also earn Block Letters according to district criteria.

Honor Roll and Principal's List

Honor Roll (Grades 4–6)

Students must:

- Earn a minimum 3.0 GPA ("B" average) in academic subjects
- Have no grade below a "C"
- Receive satisfactory conduct marks

Principal's List

Students qualify by earning all A's or A-'s in academic subjects.

Student Behavior and School Climate

Behavior Standards

All Sing Lum students are expected to behave in a safe, respectful, and cooperative manner.

Parents will be notified if a student demonstrates inappropriate behavior. Positive communication and collaboration between home and school are essential to helping students succeed.

District behavior expectations can be found in the Panama-Buena Vista Union School District Parent Information Booklet.

ROARS: The Character Traits of a Lum Lion

At Sing Lum, we teach and celebrate the following character traits:

- **R** – Respectful to self and others
- **O** – Ownership of one's actions
- **A** – Attitude is important
- **R** – Responsible for learning and behavior
- **S** – Safety is a priority

Classroom Expectations

Students are expected to:

- Enter and exit classrooms in an orderly manner.
 - Be seated, engaged, and ready to learn when instruction begins.
 - Follow the classroom PBIS matrix and behavior plan.
 - Follow teacher procedures and routines.
 - Refrain from chewing gum or eating in classrooms unless authorized.
-

Transportation and Dismissal

Bicycle Safety

Students in grades 3–6 may ride bicycles to school.

Students must:

- Wear an approved helmet.
- Walk bicycles on campus.
- Park bicycles in designated bike rack areas.
- Secure bicycles with a lock.

Bicycle privileges may be revoked if students fail to follow safety expectations.

Bus Transportation

Transportation is provided for eligible students within designated attendance areas.

Students are expected to:

- Board and exit only at assigned bus stops.
- Arrive at the stop five minutes early.
- Wait in an orderly manner.
- Respect others and their property.

Failure to follow bus rules may result in disciplinary action or suspension of riding privileges.

Dismissal Procedures

Students are dismissed through designated gates according to grade level and transportation arrangements.

For student safety, parents should ensure children are picked up promptly or follow their established transportation plan.

School Programs and Activities

Field Trips

Teachers may schedule educational field trips to enhance classroom learning.

Participation requires:

- A signed permission slip
- Timely return of required paperwork

District policy does not permit verbal permission.

Music and Sports Programs

Students in grades 5 and 6 may participate in:

- Instrumental Music
- Choir
- After-School Sports

Students must meet academic and behavioral eligibility requirements.

Student Government

Student Council provides opportunities for students to learn leadership and democratic processes.

Positions include:

- President
- Vice President
- Secretary
- Treasurer
- Director of Safety
- Superintendent of Grounds

A staff advisor supports the program.

Parent Communication and Involvement

Communication with Students

Parents are encouraged to communicate transportation plans, appointments, and after-school arrangements before the school day begins.

Limiting classroom interruptions helps maximize instructional time.

Communication with Teachers

Strong home-school communication supports student success.

Parents wishing to meet with a teacher should contact the school office to schedule a conference.

Parent Involvement Opportunities

Families are encouraged to participate in:

Parent Club

Supports school programs through volunteerism and fundraising efforts.

School Site Council (SSC)

Provides input and guidance regarding school improvement efforts.

English Learner Advisory Council (ELAC)

Offers support and recommendations regarding programs for English Learners.

Student Health Services

Medication at School

School personnel may administer medication only when:

1. Medication is in its original labeled container.
2. A completed "Pupil Medication to be Administered at School" form is on file.
3. The form is signed by both the parent and prescribing physician.

Students may not self-administer medication unless authorized according to district procedures.

School Policies

Birthdays

To protect students with food allergies and comply with district nutrition guidelines:

- Food items may not be distributed at school.
- Balloons and flower deliveries are not permitted.
- Parents may provide non-food goodie bags if desired.

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. Dress code is enforced in grades 4 – 6. The district dress code is available on the school and district websites.

In addition

- shorts or pants/jeans that are shredded and/or cut up above the knee that shows skin cannot be worn unless the child is wearing clothing other than underwear under it.
- any type of clothing that depicts, represents, or promotes gang activity is strictly prohibited. Wearing this type of clothing could be cause for school suspension.

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 THE SCHOOL ADMINISTRATION

Lost and Found

Unclaimed items are stored in the Lost and Found area, typically located in the cafeteria. Families are encouraged to label personal belongings with the student's first and last name. Unclaimed items may be donated at the end of each semester.

District Notices

Parent Rights

Parents/guardians have the right to be informed of and participate in decisions regarding their child's education, including access to records, instructional materials, and school programs, as provided under California Education Code §§ 48980, 49063–49079 (pupil records/FERPA alignment).

Related Board Policies:

- [BP/AR 5125](#) – Student Records
- [BP 6020](#) – Parent Involvement

Attendance Law

California law requires that all students attend school regularly. Absences must be verified and fall within allowable categories defined in Education Code § 48205. Compulsory attendance is governed by §§ 48200–48293. Excessive absences may result in referral to the School Attendance Review Board (SARB).

Related Board Policies:

- [BP/AR 5113](#) – Absences and Excuses
- [BP/AR 5113.1](#) – Chronic Absence and Truancy

Student Discipline

Student behavior is governed by California Education Code §§ 48900–48927. Schools emphasize positive behavioral interventions; however, violations may result in disciplinary action including suspension or expulsion consistent with due process requirements.

Related Board Policies:

- [BP/AR 5144](#) – Discipline
- [BP/AR 5144.1](#) – Suspension and Expulsion/Due Process
- [AR 5144.2](#) – Suspension And Expulsion/Due Process (Students With Disabilities)

Uniform Complaint Procedures (UCP)

The District follows Uniform Complaint Procedures pursuant to 5 CCR §§ 4600–4670 to address complaints related to programs, discrimination, harassment, intimidation, and other legally protected areas.

Related Board Policies:

- [BP/AR](#) 1312.3 – Uniform Complaint Procedures

Title IX / Nondiscrimination

The District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived protected characteristics, including sex, gender, gender identity, and sexual orientation, in accordance with Title IX (20 U.S.C. § 1681) and Education Code §§ 200–262.4.

Related Board Policies:

- [BP/AR](#) 5145.3 – Nondiscrimination/Harassment
- [BP/AR](#) 5145.7 – Sexual Harassment

Technology Use

Students must comply with the District Acceptable Use Policy when using technology resources, consistent with Education Code §§ 48900 (student conduct) and 51870–51874 (technology use). Misuse may result in disciplinary action and/or loss of privileges.

Related Board Policies:

- [BP/AR](#) 6163.4 – Student Use of Technology

➔ Full legal notices are available in the District Annual Notice.

Photography

The district regards photographs as a category of directory information that would not generally be considered harmful or an invasion of privacy if disclosed. Therefore, a student's photograph, together with the student's name, may be published on district or school websites/social media. unless the student's parent/guardian has notified the district in writing to not release the student's photograph without prior written consent.

Related Board Policies:

- [BP/AR](#) 5125.1 - Release of Directory Information.
- [BP/AR](#) 1113 - District and School Websites

VISITING SCHOOL DURING SCHOOL HOURS

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!!!

Panama-Buena Vista Union School District CLASSROOM VISITATION PROCEDURES (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."

Education Code Sections 32212, 35160, 49091.10, 51101

PBVUSD Board Policy 1250

4th - 6th GRADE DISTRICT AWARDS

BLOCK LETTER.....250 POINTS

STAR.....500 POINTS

EACH ADDITIONAL STAR.....250 POINTS

PLAQUE.....1000 POINTS

Fifth Grade students transferring from another District will receive 50 points towards their letter. Sixth Grade students transferring from another District will receive 100 points towards their letter. All points are cumulative beginning in the fourth grade.

SCHOLARSHIP

HONOR ROLL.....30 POINTS

ALL 4 QUARTERS (EXTRA).....30 POINTS

PRINCIPAL'S HONOR ROLL (PER QUARTER).....40 POINTS

ALL 4 QUARTERS (EXTRA).....40 POINTS

(NOTE - STUDENTS MAY QUALIFY FOR ONE OR THE OTHER; NOT BOTH)

CITIZENSHIP

GRADE OF B OR BETTER (PER QUARTER)15 POINTS

STUDENT GOVERNMENT

STUDENT BODY PRESIDENT.....100 POINTS

STUDENT BODY OFFICER.....75 POINTS

CANDIDATE FOR STUDENT BODY OFFICER.....25 POINTS

CAMPAIGN MANAGER.....10 POINTS

CONVENTION CHAIRMAN.....25 POINTS

CLASSROOM OFFICER.....25 POINTS

ELECTION BOARD MEMBER.....10 POINTS

STUDENT SERVICE

OFFICE, LIBRARY, OR OTHER SERVICES TO BE
DETERMINED BY INDIVIDUAL SCHOOLS
(MAXIMUM PER QUARTER).....25 POINTS

ATHLETICS

INTRAMURAL TEAM PARTICIPANT.....15 POINTS

AFTER SCHOOL SPORTS TEAM
PARTICIPANT25 POINTS

1ST PLACE AFTER SCHOOL SPORTS TEAM OR PARTICIPANT
IN DISTRICT TRACK MEET40 POINTS

PARTICIPANT IN THE SCHOOL TRACK
MEET ONLY10 POINTS

1ST PLACE BUT NOT QUALIFYING FOR
DISTRICT.....15 POINTS

MUSIC

CHORUS.....(50 PER SEMESTER / 100 MAX.)

BAND.....(50 PER SEMESTER / 100 MAX.)

ORCHESTRA.....(50 PER SEMESTER / 100 MAX.)

ACADEMIC COMPETITION - (Spelling Bee, Oral Language, Science Fair, etc.)

1ST PLACE.....50 POINTS

2ND PLACE.....35 POINTS

3RD PLACE.....20 POINTS

CONTESTANT/PARTICIPANT15 POINTS

BATTLE OF THE BOOKS 40 POINTS