

STUDENT & PARENT HANDBOOK 2026 - 2027

5301 Kleinpell Drive
Bakersfield, California 93309
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VAN HORN ELEMENTARY SCHOOL

5301 Kleinpell Drive | Bakersfield, CA 93309 | (661) 324-6538

*"*We cultivate an academically rigorous and supportive environment where every child is known, valued, and challenged to think critically, learn joyfully, and grow with purpose and empathy.*"*

Montrelle Henry, *Principal*
Katie Russell, *Superintendent*

Dear Parents, Guardians and Students,

As the principal of Van Horn Elementary School, it is my pleasure to welcome you to the 2026-2027 school year! Here, we work together as a community to develop future leaders and build a culture of excellence. We are committed to helping each student reach his or her highest potential. At Van Horn, every child is valued and worthy of the very best education. Research shows that parent involvement is a major factor contributing to a student's success. I invite you to become a full partner in your child's education by participating in the programs and activities we have planned this year. We also invite you to join Van Horn's Parent Club that works in partnership with the campus to provide wonderful opportunities for all of our students.

This handbook was developed to provide you with helpful information about Van Horn Elementary. It contains valuable information regarding school and district policies and procedures. Please read it carefully and keep it as a handy reference throughout the year. Please read, review, and sign the Handbook Acknowledgement page in addition to any of the other authorization forms that may be relevant to your child and return them to your child's teacher.

Know that we will always make decisions that are in the best interest of all our young scholars. If you have any questions, concerns, or suggestions please feel free 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) 324-6538

Welcome to the Hive family!

Sincerely,

Montrelle Henry
Principal

Panama-Buena Vista Union School District
4200 Ashe Road
Bakersfield, California 93313
PHONE (661) 831-8331 FAX (661) 398-2141

Board of Trustees

Keith Wolaridge, President

Linda Garcia, Vice President

Bryan Easter, Clerk

Paula Van Auken, Trustee

Chad Blain, Trustee

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Darryl Johnson, Assistant Superintendent / Human Resources

Van Horn Administration & Instructional Leadership

Montrelle Henry, Principal

Sulma De Jong, Assistant Principal

Miesha Norman, Academic Coach

Lisa Lawrence, Academic Coach

Alex Zavala, Instructional Intervention Teacher

Angela Thurley, Instructional Intervention Teacher

Cathleen Bonner, Secretary

STAFF LIST

TK
Jennifer Malavar, Kati Caskey

K
Apalonia Tucker, JoEllen Amador

1st
Jennifer Heinle, Debra O'Dell, Brianne Bramwell

2nd
Diane Valdez, Ashley Pettichord, Olivia Cancino

3rd
Lori Borges, Jessica Horg, Andres Cerrillos

4th
Bree Gage, Stephanie Cortez Alvidrez, Kari Amador

5th
Kelly Harmon Dickey, Deisi Marquez, Grant Johnson

6th
Celina Allen. Mandie Summers, Arturo Medina

IIC
Jamie Gladden, Amanda Saxby

SDC
Lindsey Jones, Jolene Zarate, Jessica Carter, Diana Aguirre

Music/ Chorus
Instrumental - Jason Gomez
General/Vocal - Ken Burdick

Academic Coaches
Lisa Solorzano, Miesha Norman

SUPPORT STAFF

School Psychologist
Zayda Castro Rodriguez

Behavioral Intervention Aide
Angelina Gonzalez, Daijhanai Richardson

Social Worker
Sharon Vizcarra

Speech
Rhiann Thomas

Office Staff
Cathie Bonnar, Ana Brandon, Crystal Jennings

Librarian
Jill Langley

Head Custodian
Chris Tomberlin

ELOP Manager
Adrianna Arreola

STUDENT / PARENT HANDBOOK

VISION

Our vision is a vibrant school community that celebrates diversity, nurtures curiosity, and empowers every learner to reach their full potential on their learning journey."

MISSION

We cultivate an academically rigorous and supportive environment where every child is known, valued, and challenged to think critically, learn joyfully, and grow with purpose and empathy.

FIVE PILLARS

1. PUT STUDENTS FIRST

Van Horn 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 the Positivity Project.

2. HIGH EXPECTATIONS

Van Horn maintains high expectations in the areas of academic and student conduct by making sure that expectations are clearly defined and rewarded. Van Horn 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

Van Horn 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

Van Horn 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

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

VAN HORN SCHEDULE

**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	9:00-9:15	15 min	10:20-10:50	45 min	2:00pm
Kindergarten	7:38am	9:00-9:15	15 min	10:20-10:50	45 min	2:00pm
1st Grade	7:38am	9:20-9:35	15 min	10:35-11:20	45 min	2:00pm
2nd Grade	7:38am	9:40-9:55	15 min	10:50-11:35	45 min	2:00pm
3rd Grade	7:38am	9:00-9:15	15 min	11:05-11:50	45 min	2:00pm
4th Grade	7:38am	9:20-9:35	15 min	11:20-12:05	45 min	2:10pm
5th Grade	7:38am	9:40-9:55	15 min	11:35-12:20	45 min	2:10pm
6th Grade	7:38am	10:00-10:15	15 min	11:50-12:35	45 min	2:10pm

Wednesday (90 Minute Early Dismissal)

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

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

GENERAL INFORMATION

ACCIDENTS AND SAFETY

In order to ensure student safety, we ask that you utilize Van Horn's Student Valet Program. This program was developed in conjunction with the Bakersfield Police Department and helps to keep our students safe during the morning drop off time. The valet drop off location will be in front of the north side of the school and is indicated by signs. The student valets will be stationed on the front sidewalk behind the yellow painted line. Vehicles may not double park, and please do not block any driveways when parking.

Please note that our buses utilize the bus loop in front of the school to unload students in the morning. Please do not pull your vehicle into the bus drop off area for any reason. We must leave this area open for buses to use. Please do not allow your students to walk through the parking lot unattended.

We urge all children, parents, and families to use crosswalks and sidewalks, where available, coming to and from school. Please use the safest route possible to get to and from school safely.

In case of a severe accident at school, a child is given first aid. Every effort is then made to contact a parent for additional instructions. For this reason it is vital that changes in telephone numbers, addresses, and emergency contacts be reported to the school office promptly. In case a parent cannot be reached, we will call the people you have named on the emergency card to act on your behalf. For safety reasons, we have forbidden children to bring skateboards, bats, balls and spiked shoes to school.

ARRIVAL & DISMISSAL TIME

Supervision at school begins at 7:15 am and students will not be allowed on the campus prior to that time. For their safety, students may not arrive at school before 7:15 am. Students arriving late, other than late on the bus, are to report to the office/MPR to pick up a pass before reporting to class.

All students are expected to depart for home upon dismissal from school unless they are participating in a scheduled after school activity. A student must have a written note to the teacher signed by the parent to change transportation plans. Please call the office to change transportation plans in cases of emergency by lunch to allow time to relay the message to the teacher. Students may not go home with another student for any reason or get off at a bus stop other than their own unless the school has written permission.

Students leaving before dismissal time must be signed out by a parent in the office. Identification is required to check a student out early. We will not call students out of class during the last 30 minutes of the day.

Waiting for Siblings

Younger siblings waiting to walk home with older siblings will pick up their sibling from their teacher on the Kleinpell side of campus. Siblings will then exit through the walker gate on Kleinpell. 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.

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.

ATHLETIC PROGRAMS

At Van Horn we have an afterschool sports program. After school competition includes football, basketball, and track and field for the boys. Girls compete in volleyball, basketball, and track and field. The afterschool sports program is open to fifth and sixth grade students only, with an exception for track and field which includes fourth grade. Rosters are limited. Teams compete against other schools in regular league play. All games are played after the end of the regular school day.

ATTENDANCE & STUDENT ABSENCES

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

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) 324-6538 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.

1. Arriving late or leaving early for a doctor or dentist appointment.

2. Three or more consecutive days of absence for illness.

3. Ten or more days of absence for illness in any school year.

For permanent accounting purposes, excused absences are as follows:

1. Personal illness.

2. Quarantine under the direction of a city or county health official.

3. An appointment for medical, dental, chiropractic or eye care.

4. Attending the funeral of a member of the immediate family.

5. Exclusion from school due to lack of proper immunizations. (Specified amount of time)

6. Participation in religious instruction or exercises in accordance with district policy.

Absences that may be recorded as "Personal" are as follows. A parent or guardian must submit a written request to the office prior to the anticipated date of absence.

1. Appearance in court.

2. Observation of a holiday or ceremony of his/her religion.

3. Attendance at religious retreats. (This can be for no more than four hours during a semester.)

All other absences are considered "unexcused."

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 48 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 for at least 3 consecutive days but no more than 14 days, 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 can only be requested two times during a school year, and the total duration can not exceed 14 days.

BREAKFAST & LUNCH PROGRAM

Cafeteria A variety of good, wholesome, nutritional breakfasts and lunches are available to the students on a regular basis. We encourage every student to eat a hot breakfast and/or lunch in the cafeteria. Milk is included with these meals. Van Horn School is part of a Federal grant that enables every student to eat breakfast and lunch free of charge. Parents or guardians need to fill out the Education Benefit Form which is located in the front office. State law requires children to eat lunch every day they are at school.

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

Lunch All students, including the kindergartners, eat their lunch in the multipurpose room and/or outdoor patio.. Adult lunch price is $6.00. Monthly menus, which include both breakfast and lunch offerings, are available on Parentsquare and in the office. Unless we have a note from the parent to the contrary, all children in grades K through 6 must eat lunch every day.

BEHAVIOR STANDARDS

Van Horn School has high expectations for student and staff behavior. The school has a standard of behavior expectations for all students to follow, The High Five. expectations, which are: safe, respectful, kind, responsible and on-task. The specifics of what The Hive Five expectations look like in the classroom, cafeteria, hallway, and playground, office and bus will be taught and explained to each student. Students will be recognized for their efforts in following these expectations all around campus with Buzz Bucks and prizes are awarded to those students who have earned Buzz Bucks.



BICYCLES

The Bakersfield Police Department has suggested to us that kindergarten, first and second graders do not yet have the proper physical coordination or judgment, in an emergency situation, to ride bicycles to school. If you have a third, fourth, fifth, or sixth grader, who wishes to ride a bicycle to school, please make sure you sign a bicycle permit for your student. Bicycle permits are available in the office at your request. To ride a bicycle to school, the following conditions must be met:

1. Parent approval with a signed bicycle permit on file.

2. Bicycles are securely locked while on school grounds.

3. Bicycle rules to and from school need to be followed.

4. A helmet must be worn whenever riding a bicycle to and from school.

BUS TRANSPORTATION

The Panama-Buena Vista Union School District has an enviable record of safe transportation for our bus riding students.

To safely transport your children, we have rules and regulations to assist students in understanding their responsibilities while riding school district buses. These rules will assure safe and proper travel to and from school, and are to be observed when riding the bus and while waiting at school bus stops. Failure to follow the rules may result in a bus referral and denial of transportation.

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

- Abusive body contact (slapping, hitting, poking, shoving, pulling hair, etc.) in or when loading or
- unloading the bus.--Using profane language or obscene gestures.
- Putting any part of the body out of the bus window at any time.
- Any movement OUT of seats while the bus is in motion.
- Creating excessive noise that distracts bus drivers.
- Unauthorized opening, closing, or tampering of any kind, with bus doors, emergency exits and
- windows.
- Any type of damage or defacing of a bus.
- Throwing any objects in, out of, or on the bus.
- Lighting matches, cigarettes, smoking on the bus.
- Transporting live animals, reptiles, or insects, on the school bus. Science specimens are to be encased in safe containers of plastic or cardboard.
- Glass containers will not be allowed on the bus.
- Eating, drinking, or chewing gum on the bus.
- Failure to obey the driver, or disrespect to the bus driver.
- Using other than the students regularly designated bus stops.
- Riding the bus after receiving a "no ride" penalty.
- Any improper bus stop procedures, i.e. not lined up properly at the bus stop.
- Giving improper identification when requested by the bus driver.
- Tampering with radio or bus controls.

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

First Citation - Warning or possible bus riding suspension. Letter to be signed, dated, and returned by parents.

Second Citation - Telephone call to parent followed up by a letter. The principal has the discretion to suspend up to three (3) days. Letter to be signed, dated, and returned by parent.

Third Citation - Five (5) day bus riding suspension. Letter to be signed, dated, and returned by parent.
Fourth Citation - Ten (10) day bus riding suspension. A conference with parents or guardians will be required during the ten (10) day suspension period before the student can resume riding the bus. The principal may request the driver to be present, or the driver may request to be present at the conference. Letter to be signed, dated, and returned by parent.

Fifth Citation - Balance of school year bus riding suspension. Letter to be signed, dated, and returned by parent.

CARE OF SCHOOL PROPERTY

Books
Books checked out to students are expected to receive reasonable care in order for them to last as long as possible. Students are responsible for books issued to them and should not abuse them or mark them. Books taken home regularly should be kept covered at all times with a paper or plastic cover of some sort. Students who lose, abuse, or destroy books, you will be asked to pay for them. The same is true of any other school property issued to them.

Laptops
The school issued Chromebooks are expected to be reasonably cared for. Teachers provide clear directions on handling procedures for the laptops and those are to be followed at all times. Food and drinks are not to be near the laptop. If a laptop is lost, abused, or destroyed you may be asked to pay to replace it.

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. Failure to adhere to the Hive Five behavior expectations may negatively impact their ability to participate.

Individual birthday celebrations are not allowed. You may acknowledge your student's birthday 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.

COMMUNICATION WITH THE SCHOOL

Van Horn prioritizes regular two-way communication on an ongoing basis. Good communication between parents, teachers, and the school is an important part of your child's success and we provided meaningful communication in the following ways: school-parent compact, parent-teacher conferences at the end of the first quarter of instruction, use of ParentSquare, progress reports throughout the school year, emails/phone calls, and opportunities to volunteer and participate in classroom or school activities during the year.

DISCIPLINE/POSITIVE AND RESTORATIVE PRACTICES

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)

The staff and administration of Van Horn have established expectations for all areas of the school in order to maintain a safe and welcoming environment by promoting positive school culture and maintaining positive behavioral support for all students. These expectations are to remain safe, respectful, kind, responsible and on task, the Hive Five. Students are taught the expectations in all areas and all staff use the same language to all kids throughout the various areas of the school. Students who are caught following the expectations earn Buzz Bucks and can earn a prize. In instances where students are not following the expectations Van Horn staff follow a progressive system of discipline, utilizing restorative practices, as well.

DRESS CODE

The Governing Board position respecting student dress is to be adhered to by all pupils attending schools of the Panama-Buena Vista Union School District. The purpose of the dress code is to help generate a positive learning situation and to guarantee the health and safety of all students. Pupils attending 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 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.

2. Excessively oversized shirts, including tee-shirts, worn outside pants are not allowed. Shirt length cannot extend beyond the tips of fingers when a student is standing with arms hanging down. Overalls must be worn with straps on the shoulders, not hanging loose.

3. All clothing must be neat in appearance. 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 other writing on clothing, backpacks, binder, etc., is unacceptable as is writing on the hands or other parts of the body. Clothing that is full of holes or frayed because of being cut off is not acceptable.

4. Clothing that is excessively revealing is unacceptable. “Excessively Revealing” Includes:

a. clothing that is extremely tight fitting

b. backless halter tops or dresses; tube tops; tank-top shirts or muscle shirts cut low at the armpits

c. clothing that shows bare midriffs

d. shorts the length of which is shorter than halfway between mid-thigh and knee e. clothing that is transparent or ripped/torn in a revealing manner

f. underwear being worn as an outer garment

5. Suggestive clothing or objects may not be worn which are libelous, obscene, or depict illegal activity. This includes buttons, arm bands, shirts, insignias, etc. Bandannas of any color or type are not to be worn. 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. Clothing that indicates the student's membership on community teams not affiliated with the school may not be worn. This is added to preclude the wearing of jerseys, uniforms, etc. of teams that are not associated with the school programs.

7. Shoes must be worn at all times. Sandals must have heel straps. Flip Flops or backless shoes or sandals are not acceptable. 8. Cosmetics to the face and hair that may distract from the educational process such as spray-painted hair, extreme painting of the face, glitter in the hair, etc. are unacceptable. The Board and administration reserve the right to declare any mode of dress that in their estimation inhibits the educational process or threatens the safety and protection of all students as unacceptable. If students are dressed in an unacceptable manner, parents will be notified and corrective measures must be taken before the student will be allowed to return to class. (Administrative Procedure- AP 5132 (b)/5136)

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.
3. Students will not be released for early pickup in between 1:30 pm and 2:10 pm.

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.

FIELD TRIPS

Field trips are arranged to extend and enrich the classroom curriculum. You will be notified in advance of any field trips and your written permission is required before your child can participate. If you want

your child to participate, return the permission slip promptly since district policy does not allow us to accept a verbal consent.

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 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 celebrations may be at risk for unpaid balances.

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.

MINIMUM DAYS

There will be three two-hour minimum days during the school year that will affect grades TK-6 and on these days K-3rd grades are dismissed at 12:00 and 4th-6th grades are dismissed at 12:30.

- Friday, November 20th (the day prior to the fall recess)
- Friday, December 18th (the day prior to the beginning of winter recess)
- Friday, March 19 th (the day prior to the beginning of spring recess)

Wednesdays will be a 90 minute early release sta development day for grades TK-6. Every Wednesday K-3rd grades 12:30 and 4th-6th grades are dismissed at 1:00.

We will also participate in one-hour minimum days prior to special events, i.e. Back to School Night, Family Math & Literacy Night, and Parent Conference Week.

Information will be sent home prior to each of these days.

PARKING LOT

We place signs and direct traffic in our front parking lot in an effort to promote student safety. The following are important items to remember:
● Parents must park and walk to the sidewalk to pick up students.
● No student may enter the parking lot without an adult escort.
NO EXCEPTIONS!
● Cars must be parked in designated spaces.
● Please be courteous to our staff and students dealing with traffic out front.

PETS

Pets are not permitted at school.

PICKING UP STUDENTS FROM SCHOOL

During school hours (7:38-3:00), only authorized persons may pick up students by presenting proper ID and signing students out through the school office. THERE IS NO SUPERVISION PRIOR TO OR AFTER LISTED SCHOOL HOURS. Authorized persons are required to pick up students promptly at their designated dismissal.

We will not call students out of class during the last 30 minutes of the day. Students being picked up for an appointment must provide documentation of the appointment to be considered cleared.

PROTECTED TEACHING TIME

Meeting the academic, social, and behavioral needs of your child is our priority here at Van Horn. The teachers maximize all instructional minutes and schedules are established to ensure your students' receive the best possible learning experience. Please schedule appointments after school is dismissed if possible.

RETURNED MAIL

Returned mail that is received informs the school that you are no longer residing at that residence. If this happens, the school must be provided with a proof of residence, if that isn't provided in a timely

manner the District will inactivate your child and he/she will not be allowed to attend Van Horn without a new proof of residence.

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.

SPECIAL SERVICES

Van Horn has several special programs available to students. Speech therapy is provided to identified students by our Speech Pathologist. We have Intensive Intervention Classes and Special Day Classes to serve the needs of identified special education students. Daily ELD support is available to help students whose primary language is not English. Psychological and Nursing services are provided through the District's Special Services Center. The District also provides two music specialists to work with students. Vision screenings are provided in specified grades and parents are notified if any abnormality is indicated.

STUDENT GOVERNMENT

Van Horn 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.

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.

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.

Van Horn 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, including parents, are required to report to the office, show valid identification, and sign in before visiting your student’s classroom. After signing in, visitors will receive a tag 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. To protect our students, unauthorized or disruptive visitors will be immediately referred to the Bakersfield Police Department for removal and arrest.

ACADEMIC INFORMATION

ACADEMIC ACHIEVEMENT AWARDS

Academic success for all students is a priority for the staff of Van Horn. Recognition of academic excellence takes place each quarter for fourth, fifth and sixth graders who have met the criteria. Honor Roll Students with a 3.0 grade point average in their academic subjects are qualified for Honor Roll. These students will be recognized at the quarterly awards assemblies. Principal's List Students with a 4.0 grade point average in their academic subjects are qualified for Honor Roll. These students will be recognized at the quarterly awards assemblies.

ACADEMIC RESPONSIBILITIES OF STUDENTS

To develop the skills necessary to be successful at Van Horn School and beyond, every student will be expected to:

1. Take the responsibility to develop good work and study habits

2. Clarify with the teacher any questions regarding assignments, activities, or homework

3. Make up missed work when absent

4. Participate daily while at school.

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 Van Horn 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 give and size 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)

Van Horn 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.

STUDENT OF THE MONTH

Students in grades TK-6th grade have the opportunity to earn the Student of the Month Award. Quarterly Awards will be given at the end of each quarter (Reading, Writing, Math, GRIT) These awards are determined by the teacher. Parents will be notified at least 48 hours in advance if their student is receiving this award.

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 / SSC (School Site Council) / TITLE I

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 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.

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 Van Horn, 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.

CLASSROOM VISITATION

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

PARENT CLUB

Van Horn 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 Van Horn 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) 324-6538 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.

SAFETY INFORMATION

BEHAVIOR STANDARDS

All students will be encouraged to maximize their educational opportunity through appropriate behavior and positive social interaction. Students are expected to behave in a courteous and respectful manner to their peers and to all adults who work on our campus. Students will, in turn, be treated with courtesy and respect by all staff members.

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. Parents can view or obtain a copy of the *PBVUSD Parent Information Booklet* by visiting the Panama-Buena Vista USD website. Please take time to review these guidelines and discuss them with your student.



BICYCLES, SCOOTERS, SKATEBOARDS, AND ROLLERBLADES

Students in 3rd - 6th grade may begin riding their bicycles, scooters, skateboards, and rollerblades. All Van Horn 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.

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

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

WEAPONS / 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.

Uniform Complaint Procedures Annual Notice for 2023/24

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

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

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

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

- Educational Programs and Service covered by the UCP:
- After School Education and Safety (ACES)
- Child Care and Development (including state preschool)
- Child Nutrition
- Discrimination, harassment, intimidation, bullying, student lactation accommodations, and Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) resources
- Requirements related to the educational rights of Foster and Homeless students
- Local Control Funding Formula (LCFF) and Local Control and Accountability Plans (LCAP
- No Child Left Behind Act (2001) programs (Titles I-VII) including improving academic achievement, compensatory education, English Learner programs, and migrant education (to be replace 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 to 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.

VAN HORN 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 Van Horn rules for Bicycle Safety and will ensure that they are followed by my child.

_____ _____ Parent's Signature

Date

VAN HORN 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

____

VAN HORN 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 Van Horn Parent/Student Handbook regarding the rules and expectations at Van Horn Elementary that was distributed via Parent Square.

I have received and read the Van Horn Title 1 Parent Involvement Policy and Title 1 Parent/School Compact included in the Van Horn Parent/Student Handbook.

I understand that the Panama Buena Vista Union District Handbook is available on the district website 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: _____