

# **Banyan Elementary**



**2022-2023**  
**Parent Handbook**

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### **Mission Statement**

Banyan School is committed to providing quality education with an emphasis on academics. Students will gain a solid foundation in the basic skills of Reading, Mathematics, Language Arts, Science, Social Studies, Health, Physical Education, and Fine Arts, as well as utilizing today's technological resources. We will set high standards and expectations for all students in an atmosphere of love, respect and excellence while maintaining a safe and orderly environment.

### **School Colors and Mascot**

School colors are **Red and Black**. Students may show their school spirit by wearing school colors or any Banyan shirt on Friday and/or "Spirit" days. The school mascot is the **BULLDOGS**.

## School Office Hours and Telephone Information

The Banyan office is open from 7:30 to 4:30, Monday through Friday. Our school phone number is 909-484-5080; you may also check our web site at [www.alsd.k12.ca.us](http://www.alsd.k12.ca.us) and follow the tabs to Banyan Elementary.

## Social Media

Please follow us on Twitter @banyanbulldogs or Instagram @banyanbulldogs or on Facebook- Banyan Elementary School search @ALSDBanyanElementary

## **ARRIVAL AND DISMISSAL GUIDELINES**

1. Students are expected to come directly to school by the safest possible route, using city crossing guards where available. All students must leave campus to go directly home once dismissed. On the way to and from school, students are to obey all school and traffic rules and to conduct themselves in a respectful manner.
2. Students in grades K-6 are permitted to arrive onto school grounds beginning each day at 8:15 AM. Students will enter through the front of school and be directed to the school playground, where they will participate in walk and talk until the bell rings at 8:27 a.m. Kindergarten students who attend the late bird session will be greeted by their teacher at the K playground gate at 10:10 AM. Morning kindergarten students will be dismissed from the front gate by the flagpole at 12:35 PM.
3. Students may arrive at 8:15 AM. **Supervision will not be provided prior to this time.** In the event that you must drop your student off before 8:15 AM the ALSD Child Care program is available. Please contact them at 909-481-2823 for more information. Students who participate in ALSD's breakfast program may begin to arrive at 7:45 AM in the MPR.
4. All vehicles should enter campus from the driveway at the eastern end of the lot. **The entrance is clearly designated with lanes for drop off/ pick up (right side) and parking (left side). The entrance to the parking lot is closed daily during arrival and dismissal to ensure student safety.** Please do not leave your car unattended in the drop off/ pick up lanes.
5. Parking for individuals with disabled placards/license plates is available near the multipurpose room on the East side and in the bus turnaround area. We ask that you reserve these spots only for individuals with disabilities who must exit their vehicle. **Drop off and pick up of students is NOT permitted in the bus turnaround area.**
6. Bicycle privileges are extended to **fourth through sixth grade students only.** All students must adhere to traffic and bicycle safety rules, which include wearing a helmet at all times. When arriving on campus, students should walk their bikes to the designated area near the multipurpose room. The school is NOT responsible for unlocked bikes, or those left beyond the school day.
7. Children who arrive at school more than 30 minutes late must be signed in by an adult in the Main office. They will receive a pass to go to their classroom.
8. Students who leave during school hours must be released through the school office by the child's parent/guardian listed on the emergency card. Valid ID must be presented for the student to be released. Students will only be released to parent/guardian unless prior authorization is submitted by a parent in writing to the office and must be prepared to show identification upon arrival.

9. Any student who is a bus rider must ride his/her assigned bus and will be permitted to walk home only with written notification from parents/guardian.
10. To avoid classroom interruptions and confusion at dismissal, phone calls regarding changes in your child's dismissal should be limited to **emergency situations only**.

### **ATTENDANCE AND TARDY POLICY**

Regular and prompt attendance is essential for school success. It is not possible for your child to "make up" the valuable instruction and activities that take place during the day to support their learning. Outstanding Attendance awards will be given to students who attend on time for the full day.

- **Absences** – You may contact the school office to report your child's absence by:
  - Telephone- (909) 484- 5080 (answering machine available before school hours)
  - Electronic mail-[aochs@alsd.org](mailto:aochs@alsd.org)
  - Beginning at 10:00 a.m. daily, we will attempt to contact you by phone if we have not received a phone or email message from you
  - If you are unable to contact us, please send a note with your child when he/she returns to school
- **Homework/ Missed Classwork Requests** – Although it is not possible to "make up" the wide range of instruction and activities that take place during the school day, you may contact your child's teacher by email to request homework and missed work. In the event that you do not have access to email, please call the office, and we can place a homework request for you. 24-hour notice is required. Please contact the office or your student's teacher via email or classroom app to verify if missed work has been left for your student before making a trip to the school.
- **Leaving School Early** – For appointments during the school day, a parent/guardian must sign the student out, and back in when they return. Please notify your child's teacher of this type of absence in advance if you would like work sent home.
- **Release of Student From School to Third Party** If someone other than the parent initiates a student pick-up, he/she must provide a signed and dated written consent from the parent complete with the above information each time the student is to be released. Once parent consent and identification is confirmed, the student will be released.
- **Tardy Policy** – Students who arrive late must check in at the front office.

#### **School Attendance Review Board**

The SARB (School Attendance Review Board) process may begin after three unexcused absences or three tardies over one-half hour. The mission of the School Attendance Review Board (SARB) is to help students stay in school, attend school regularly and graduate. SARBs, are composed of representatives from various youth-serving agencies, help truant or recalcitrant students and their parents or guardians solve school attendance and behavior challenges through the use of available school and community resources.

### **SCHOOL INFORMATION AND POLICIES**

#### **BREAKFAST AND LUNCH INFORMATION**

National School Lunch Program (NSLP) Applications are available at [family.titank12.com](http://family.titank12.com) .This program provides funding for our students.

**Breakfast:** Breakfast is served daily from 7:45 AM to 8:20 AM.

**Lunch:** Lunches from home must have the student's name and room number clearly marked on them. Lunches is also provided through the NSPL [family.titank12.com](http://family.titank12.com). *School menus and are posted on the ALSD Child Nutrition webpage.*

### CLASSROOM CELEBRATIONS

We comply with the district wellness policy regarding healthy food selections for classroom parties. Do not send items to school without **contacting your child's teacher in advance**. We must take into consideration our District Wellness Policy, grade-level appropriate guidelines and specific dietary restrictions/ food allergies of classmates. Classrooms WILL NOT be interrupted for delivery of flowers, gifts, etc. **Balloons are not permitted in the classroom.**

### FORGOTTEN ITEMS/ MESSAGES TO STUDENTS

To prevent disruptions to instructional time, we are unable to call classrooms to deliver items and give routine messages to students. Lunches delivered to school during the day should be marked with the student's name and dropped off in the front office. Please tell your student to check in the office for forgotten items at the beginning of their first recess. We will make every effort to get your message to your child; however, library, P.E., and rotation schedules present a challenge to delivering frequent messages with short notice. We ask that you advise your child of routine messages (i.e. taking the bus or waiting for a ride) to reduce these calls to only those which are essential.

### HOMEWORK/ MISSED CLASSWORK REQUESTS

Although it is not possible to "make up" the wide range of instruction and activities that take place during the school day, you may contact your child's teacher by email to request homework and missed work. In the event that you do not have access to email, please call the office, and we can place a homework request for you. 24-hour notice is required. Please contact the office or your student's teacher via email or classroom app to verify if missed work has been left for your student before making a trip to the school.

### INCLEMENT WEATHER SCHEDULE

In the event of rain, high winds, extreme temperatures, or unhealthful air quality, students will follow the same time schedule, but will use the lunch shelter area, classrooms, and/or the multipurpose room for arrival, recess, and/or lunch.

### PHOTOGRAPHY/ VIDEOGRAPHY ON CAMPUS

Throughout the year, photographs may be taken of students for use in district publications including the District web site or by the Banyan's website. While visiting or volunteering on campus, permission from the classroom teacher and/or administrator is required to take photos or videos of students. If photo permission is granted, parents/guardians may only take pictures or video of their own child and are prohibited from taking pictures or video of any child other than their own.

### SCHOOL OFFICE HOURS

The school office is open daily from 7:30 am until 4:30 pm. The office is closed on all holidays during the school year.

### SCHOOL TELEPHONE

The school office is frequently a very busy place. The office telephones are to be used for business and students should not rely upon them for phone calls to ask parents for permission to go home with friends or bring missing items to school. Students will be permitted to use office phones for emergencies only.

### VISITORS / CLOSED CAMPUS POLICY

For our students' safety, Banyan School is a closed campus. Students must be signed out by a parent or authorized adult to leave campus during the school day. Students should be signed back in through the office upon returning to school.

### LOST AND FOUND POLICY

If your child has misplaced any articles of clothing, lunch containers or school related items, please have them check the lost and found located in the next to the recess area. Please remember to label your child's belongings. Electronic devices/personal property are brought to school at your own risk. The school or district is not responsible for items of this nature that may be lost, stolen or damaged.

### UNACCEPTABLE USE

Transmission or reception of any material in violation of Board Policy, local, state, and federal laws is prohibited. This includes, but is not limited to:

- Placement of copyrighted material on the Internet, e-mail, or other systems without the author's permission, and reception of copyrighted material for other than personal use, without the author's permission.
- Transmission or reception of material that plagiarizes another's work (defined as copying another's work without citing or crediting the author). Transmission or reception of material that is threatening, obscene, disruptive, sexually explicit, protected as a trade secret, classified by an agency of the federal government, or that harasses or disparages others based on race, national origin, sex, sexual orientation, age, disability, or religion, or materials promoting the use of drugs, alcohol, tobacco or weapons. Cyber bullying will not be tolerated.
- Transmission or reception of material that violates an individual's right to privacy, including but not limited to disclosure of address, telephone number, and private or personal facts about an individual.
- Participation in discussions or planning leading to the solicitation of others to engage in illegal activities.
- Inappropriate search and use of electronic applications, websites, email, and other educational resources.

Student free speech rights are limited to the appropriateness of the classroom.

***Privileges/Termination*** - Use of electronic information resources is a privilege; unacceptable use may result in termination of this privilege. Students, staff, and other authorized users of ALSD's network will receive training in proper use of the network.

***Network Etiquette and Privacy (Digital Citizenship)*** - All users are expected to abide by generally accepted rules of network etiquette, including the following:

- **BE POLITE.** Never send, or encourage others to send, abusive messages.
- **USE APPROPRIATE LANGUAGE.** Each user represents Banyan Elementary and Alta Loma School District. Never swear, use profanities, vulgarities or other inappropriate language. Google does have a content filter; however, the District cannot ensure that users will not be exposed to unsolicited information.
- **MAINTAIN CONFIDENTIALITY.** Do not reveal any personal information such as home address or phone number belonging to the user or to anyone else.
- **KEEP MESSAGES AND SIGNATURES BRIEF.** Make sure each message is clear and easy to understand.

- **CITE REFERENCES FOR FACTS.** Copyrighted material that is not cited will be deemed as plagiarism and disciplined accordingly. Student users are strictly prohibited from accessing other student documents unless documents have been shared with them.
- **STUDENTS HAVE FIRST AMENDMENT RIGHTS TO FREE SPEECH.** User rights can be limited in school. If you post something online, in email, or utilize any function of Google Workspace or Blackboard that disturbs the learning environment in your school, your right of speech may be limited.
- School websites, emails, and groups are for educational use and are not considered public forums.

## **FAMILY INVOLVEMENT**

### **VOLUNTEERS**

Banyan Elementary appreciates parents, guardians and grandparents to volunteer to help our students. Volunteers may help students with their academic subjects and enrichment activities, go on field trips, or assist in making educational games or instructional materials for classroom use. Volunteers are also welcome in our Library or Computer Lab. Please contact your child's teacher to volunteer to help our students. **Please note that because of school district insurance requirements, siblings are not allowed on campus during volunteer time, class activities and/or school time events.** Please arrange for child care during your volunteer time. Children, including current students, are NOT allowed in the workroom. At no time are volunteers allowed on the playground during any recess.

**All visitors/volunteers MUST sign in through the school office and will be required to be entered in the Raptor System and receive and wear an identification badge at all times.**

(AR 1250)

While visiting or volunteering on campus visitors are reminded that due to student privacy, pictures or videos may not be taken of students in the classroom, on the playground, or anywhere on campus. Special exceptions are made only with prior consent from the teacher and/or principal. If photo permission is granted parents/guardians may take only pictures or videos of their child and are prohibited from taking any other pictures.

### **CLASSROOM VISITS**

Classroom visits are welcomed, classroom visits must be pre-arranged (24-hour notice) with the teacher/administration and sign in at the school office. This is for your child's protection, as well as ours, since we do not allow unauthorized persons on the school grounds at any time. Visits are limited to twenty minutes and may be accompanied by administration. Student visitors are not allowed. All school visitors must report to the office before coming on campus.

(EC 49091.10/AR 1250)

### **BANYAN PTA**

We encourage your membership and involvement in our school-based parent group. The purpose of this group is to support and enrich students and school programs through assemblies, recognition awards, and volunteer time. The membership drive begins in August. Parents, community leaders, business groups, extended family members, neighbors, and friends are all welcome to join.

### **SCHOOL SITE COUNCIL**

The School Site Council is an elected group of parents and staff members who meet to plan, implement, and evaluate the school program. Meetings are open to all parents and residents of the

school's community. The agenda for each School Site Council meeting is posted in the school office three school days prior to the meeting date.

#### SCHOOL WEBSITE

Check our website for event information and updates. This includes our School Accountability Report Card (SARC), Parent Engagement Compact, important events and information pertaining to school.

<https://www.alsd.k12.ca.us/Domain/57>

#### SCHOOL RULES AND GUIDELINES

Banyan Elementary has established rules and guidelines to address student behavior and discipline through the PBIS model. This school-wide system includes proactive strategies for defining, teaching and supporting appropriate student behavior to create a positive school environment. We strive to acknowledge positive behaviors while teaching students to **BE SAFE, BE RESPONSIBLE AND KIND.** On the following page you will find our expectations for ALL students.



## BULLDOG PBIS MATRIX

Area	Be Safe	Responsible	Kind
<b>Arrival/Drop Off</b> <b>Voice</b> <b>Level:1-2</b>	<ul style="list-style-type: none"> <li>Keep self to self</li> <li>Walk on hard surfaces</li> <li>Stay in designated areas</li> <li>Place backpack in appropriate location</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time</li> <li>Eat breakfast in designated area</li> <li>Line up when bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Say, "Good morning."</li> <li>Listen to adults</li> <li>Include others</li> </ul>
<b>Playground</b> <b>Voice</b> <b>Level:2-3</b>	<ul style="list-style-type: none"> <li>Run on grass only</li> <li>Keep self to self</li> <li>Use equipment appropriately</li> <li>When final bell rings be in line</li> </ul>	<ul style="list-style-type: none"> <li>Play by the rules</li> <li>Play fair</li> <li>Report problems and injuries to proctor</li> <li>Eat at snack tables</li> <li>Throw trash away</li> <li>Be mindful of warning bell</li> </ul>	<ul style="list-style-type: none"> <li>Everyone plays</li> <li>Use kind words</li> <li>Treat others the way you want to be treated</li> <li>Encourage each other</li> </ul>
<b>Common Areas</b> (MPR/Library/Quad) <b>Voice</b> <b>Level:0-1</b>	<ul style="list-style-type: none"> <li>Walk looking forward</li> <li>Keep self to self</li> <li>Be mindful of your surroundings</li> <li>Sit as directed</li> </ul>	<ul style="list-style-type: none"> <li>Listen and follow directions</li> <li>Be attentive</li> <li>Minimize disruptions</li> </ul>	<ul style="list-style-type: none"> <li>Be courteous to presenter</li> <li>Appropriate applause</li> <li>Use good manners</li> </ul>
<b>Office</b> <b>Voice</b> <b>Level:0-1</b>	<ul style="list-style-type: none"> <li>Walk</li> <li>Be seated while waiting</li> </ul>	<ul style="list-style-type: none"> <li>Be ready</li> <li>Communicate clearly</li> <li><i>Have a pass</i></li> <li><i>Return to class when finished</i></li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Use good manners</li> </ul>
<b>Restrooms</b> <b>Voice</b> <b>Level:0-1</b>	<ul style="list-style-type: none"> <li>Use assigned restroom</li> <li>Use restroom as intended</li> <li>Exit as soon as finished</li> <li>Keep self to self</li> </ul>	<ul style="list-style-type: none"> <li>Use restroom as intended</li> <li>Wash and dry hands</li> <li>Do not waste water or paper</li> <li>Exit as soon as finished</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Stay focused on yourself</li> </ul>
<b>Lunch Areas</b> <b>Voice Level:2</b>	<ul style="list-style-type: none"> <li>Sit in designated area</li> <li>Sit with feet under table</li> <li>No running</li> <li>No sharing food</li> <li>When dismissed walk to playground</li> </ul>	<ul style="list-style-type: none"> <li>Talk with neighbor across or next to you</li> <li>Wait to be dismissed</li> <li>Pick up after yourself</li> <li>Place lunch box in designated basket</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Take pride in your surroundings</li> <li>Include others</li> <li>Use good manners</li> </ul>
<b>Dismissal</b> <b>Voice</b> <b>Level:0-2</b>	<ul style="list-style-type: none"> <li>Walk with class</li> <li>Keep self to self</li> <li>Be attentive</li> <li>Keep all food in backpack</li> <li>Remain on sidewalk</li> <li>Use crosswalk</li> <li>Be seated while waiting in front of office</li> </ul>	<ul style="list-style-type: none"> <li>Remember all of your material</li> <li>If you walk leave immediately</li> <li>Be attentive</li> <li>Watch for cars</li> <li>Report injuries or problems</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Use good manners</li> <li>Treat others the way you want to be treated</li> </ul>

## **DISCIPLINE POLICY / CODE OF CONDUCT**

### **Disciplinary Actions**

Students who choose not to follow CA Education Code and our PBIS guidelines are subject to progressive discipline as outlined by CA Education Code, Board Policies and Administrative Regulations. One or more of the following actions (not listed in progressive order) may be taken by the school officials. The action(s) taken will be in accordance with Board policies, California Education Codes, and State laws.

- ✓ **Discipline Counseling** – A school official (teacher, administrator, or counselor) will talk to the student to identify the inappropriate behavior, review alternative behaviors, discuss consequences, and develop a plan to promote appropriate student behavior expectations. Recorded in administrative record.
- ✓ **Loss of Recess/Privileges** – Students are prohibited from attending or participating in student activities for a period of time. This could include recess.
- ✓ **Parent Conference** – A formal conference is held between the student, parent, and one or more school officials. Parent involvement will be solicited in an attempt to modify/improve student behavior. During this conference, the student must agree to correct his/her behavior. Recorded in administrative record.
- ✓ **Removal from Class(es)** – The student is removed from one or more classes, but remains at school during these class periods.
- ✓ **Systematic Exclusion** – Readjustment or modification of student schedule.
- ✓ **Student Intervention Team Referral** – A process to help advise students at all levels who may be experiencing academic or behavioral difficulties. A committee of staff and administration facilitates this process.
- ✓ **In-School Suspension** – A student may be assigned to an in-school suspension program at the discretion of the principal or designee for offenses for which suspension is permitted. Students will work on class and/or behavioral assignments while being isolated from their peers.
- ✓ **Suspension** – The student is informed that s/he is subject to a suspension (five days or less). The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone or in person that the student is subject to a suspension. Notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure. Recorded in student record.
- ✓ **Expulsion** – See District section of handbook.
- ✓ **Police Contacted** – The police will be contacted if drugs, alcohol, or weapons are brought onto the campus. The site designated School Resource Officer (SRO) will be contacted for consultation with students and discipline for fighting, bullying and other necessary infractions of school rules.
- ✓ **Request Parent Attendance** – Parents/guardians may be requested to escort/attend class with their child.
- ✓ **Restitution** – Restitution (either in payment, or in-kind) will be expected for damaged or lost property, e.g., textbooks, library books, vandalism, etc.
- ✓ **Revocation of Inter/Intra District Transfer Agreement** – The principal may revoke a transfer agreement at any time due to excessive tardiness, absenteeism or unacceptable behavior.
- ✓ **SARB** – School Attendance Review Board.
- ✓ **Suspension of Bus Privilege** – Loss of privilege to ride bus for period of time.

## **DRESS CODE:**

### **The following are district guidelines for clothing selection:**

- Hats, caps, or warm weather gear are allowed for warmth and sun protection, but must be removed when entering buildings. All head coverings should be worn facing forward.
- Attire that advocates or advertises any type of alcohol, drugs, racial slurs, hate language, profanity, violence, or acts which are illegal, obscene, or hazardous to one's health is not allowed.
- Gang affiliated attire that is worn or altered in such a way as to identify students with gangs is not allowed. This includes, but is not limited to: Jackets, "sag and bag" style of pants or shorts, cut-off shorts with knee high socks, hanging belts or items hanging from pockets, suspenders off the shoulders, clothing that depicts tagging or spraying of graffiti, bandanas, and gang related initials on belt buckles or more than one buckle on a belt.
- Low or high-cut garments, strapless or off the shoulder tops, bare midriffs, see-through, tops with thin straps (less than 2" wide), shorts or skirts exposing posterior or that do not cover undergarments is not allowed.
- Proper footwear must be worn at all times for safety reasons. Sandals may be worn, but they must have a back strap. No flip-flop styles or slippers are allowed. Sandals may not be worn during physical education.
- Although make-up is greatly discouraged at the elementary school level, all make-up, hair styles, and dress cannot be disruptive to the learning process.
- Attire, including clothing, jewelry, and other accessories, which is deemed a safety hazard to the wearer or others is not allowed. Jewelry worn in the face and/or other body piercings must be removed for activities such as P.E. at the discretion of the teacher.
- Glasses, other than prescription, shall not be worn inside school buildings.

All students are expected to comply with the District dress code. School personnel are responsible for enforcing the dress code when students are on campus or at a school function. A student who violates the dress code will be asked to correct the violation. This may include:

- Removing the accessory
- Turn the clothing inside out
- Have other clothing brought from home
- Repeated violations will be addressed by school administration as they see necessary

### ***Possession/Use of Cellular Phones and Other Mobile Communications 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 health-related purposes. (Education Code 48901.5)

Students may possess personal electronic signaling devices including, but not limited to, iPod's, iPad's and cellular/digital telephones, as well as other mobile communications devices, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. Electronic signaling devices need to be turned off during the school day and remain in backpacks. **NO phones or watch device (example: Apple watch) may be used to take pictures, video, text, or call home during the school day and are prohibited during testing.**

If a disruption occurs or a student uses any mobile communications device, a school employee shall direct the student to turn off the device and shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day to a responsible adult. A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board Policy and Administrative Regulation.

**The school is not responsible for loss or damage for items brought from home.**

## **BULLDOGS DON'T BULLY**

Banyan Elementary School actively seeks to provide a safe, supportive learning environment that is free from all forms of harassment and intimidation. **It is the responsibility of every member of the school community to ensure that KINDNESS IS ACTIVELY PRACTICED, NOT BULLYING. .**

### **What is bullying?**

Bullying is a form of anti-social behavior that has no place at Banyan. It can include repeated, targeted physical actions (hitting, kicking, taking belongings), verbal actions (name-calling), or indirect actions (gossiping, spreading rumors, excluding from groups).

Bullying has five common features:

- » it is deliberate, hurtful behavior
- » it is repeated often over a period of time
- » it is difficult for those being bullied to defend themselves
- » it is difficult for those who bully to learn new social behaviors
- » the person who bullies has, and exercises power inappropriately over the victim

In order to ensure that all students understand the serious nature of bullying, and that each member of the school community actively rejects bullying, all students must abide by the **BULLDOGS DON'T BULLY** contract (included here and again on the signature page for this booklet).

### ***BULLDOGS Don't Bully Contract***

Everyone has the right to feel safe at school. I will do everything I can to help make sure that Banyan is a safe place where we can focus on learning. I commit to the following:

- ✓ I will be respectful to everyone at my school, even if I don't want to be friends with them myself.
- ✓ I will not stand by and watch someone be teased, threatened, or hurt.
- ✓ If I see someone being bullied, I will stand up for what is right by telling the bully to stop. I will also tell an adult.
- ✓ I will tell a trusted adult at school and/or at home if I feel that I am being bullied.
- ✓ I will not tell hurtful rumors, gossip, or stories about someone to another person.
- ✓ If someone hurts my feelings, I will talk to them and tell them how I feel. I will also talk to an adult. I won't try to get back at them.
- ✓ I will not use violence, threats, gossip, or intimidation in my relationships with other people in person or through technology.
- ✓ I will control my emotions when I am upset and I will ask for help from a trusted adult if I have trouble doing this.

PLEASE SIGN THE ACKNOWLEDGEMENT PAGE SENT HOME WITH YOUR CHILD  
ACKNOWLEDGING THIS CONTRACT.



# Banyan Elementary School

## Bell Schedule

### 2022-2023

Schedule for Monday, Tuesday, Thursday, and Friday

Grade	Start Time	AM Recess	Lunch	PM Recess	Dismissal
K Early Bird	8:30		11:50-12:35		12:35
K Late Bird	10:10		11:50-12:35		2:15
1	8:30	10:10-10:28	11:30-12:15	1:30-1:45	3:00
2	8:30	10:10-10:28	11:45-12:30	1:30-1:45	3:00
3	8:30	10:30-10:48	12:00-12:45	1:50-2:05	3:00
4	8:30	10:30-10:48	12:15-1:00		3:00
5	8:30	10:50-11:08	12:30-1:15		3:00
6	8:30	10:50-11:08	12:45-1:30		3:00

Kindergarten = 200 minutes, Primary = 312 minutes, Upper = 327 minutes

Wednesday & Modified Day Schedule

Grade	Start Time	AM Recess	Lunch	PM Recess	Dismissal
K Early Bird	8:30		11:50-12:35		12:35
K Late Bird	10:10		11:50-12:35		2:15
1	8:30	10:10-10:23	11:30-12:15		1:30
2	8:30	10:10-10:23	11:45-12:30		1:30
3	8:30	10:30-10:43	12:00-12:45		1:30
4	8:30	10:30-10:43	12:15-1:00		1:30
5	8:30	10:50-11:03	12:30-1:15		1:30
6	8:30	10:50-11:03	12:45-1:30		1:30

Kindergarten = 200 minutes, Primary = 242 minutes, Upper = 242 minutes

\*Wednesdays are modified days at elementary sites grades 1-6 from August 11 through May 25.

# Banyan Elementary 2022-2023 Year-at-a-Glance

AUG		JAN	
5	Kinder Orientation	2-6	Winter Break
8	Bulldogs Discover and Explore- DAY 1 (mod day)	9	Back to School
9	Staff Meeting EPD (mod day)	16	No School - MLK Day
18	B2SN - 1st-5th Grade	23	<b>Staff Development Day-No students</b>
25	B2SN - 6th Grade		
31	Picture Day		
SEPT		FEB	
		13	No School- Lincoln Bday
		TBA	Pastries with a K.I.S.S.
5	Welcome Back Picnic (Tentative)	16-28	Winter Book Fair*
6	Labor Day- No School	17	End Trimester 2 (60 days)
16-23 (est)	Fall Book Fair*	20	No School- Presidents' Day
22	6 week at-risk Conferences (mod day)	TBA	Gate STEM fair (Banyan @ 6pm)
23	6 week at-risk Conferences (mod day)	28	Parent Conferences (mod days)
TBA	Family Math Festival (Victoria Groves)		
TBA	Grandparents Day		
OCT		MARCH	
		TBA	Festival of the Arts (Vineyard Junior High @ 9 am)
		3	Talent Show*
5	Retake Picture Day (Make-ups)	2-3	Parent Conferences (modified day)
TBA	Parent University (Deer Canyon @5:15 pm)	6	6th grade visits VJHS
10	<b>Staff Development Day-No students</b>	16	Open House
TBA	Gate Family Day (Vineyard Junior High @ 9 am)	23	Spring Pictures
2-28	Red Ribbon Week	24	Modified Day
28	End Trimester 1 (58 days)	27-31	Spring Break
TBA	Booster-Thon		
NOV		APRIL	
		7	Spring Thing*
10	Veteran's Day Assembly*	TBA	GATE Spelling Bee
11	No School- Veteran's Day	14	6th grade promotion pics/panoramic*
15-19	Parent Conferences (mod days)		
21-25	Thanksgiving Break		
DEC		May	
		3-5	Spring Book Fair*
		5	BULLDOG BASH*
22	Modified Day	10-12	6th grade camp*
23-30	Winter Break	19	6th grade breakfast/Bowling*
		22	Staff Kick Ball Game (2:00 PM)*
		24	6th grade promotion*
		24	Last Day of School (Mod Day)

\*Tentative

CAASPP Testing Windows- Please be mindful of appointments and family vacations



CAASPP Testing Window:  
 ELA CAT Week of April 4th ELA PT Week of April 10th  
 Break Week of April 17th  
 Math CAT & PT Week of April 24th  
 CAST Week of May 1st



# Alta Loma School District 2022-2023 School Calendar (Adopted 2.2.22)

July-22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August-22						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September-22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October-22						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November-22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December-22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January-23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February-23						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March-23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April-23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May-23						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June-23						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Month	# School Days
<b>July-22</b>	
4 Independence Day Holiday (observed)	
25 Opening of School Offices	
<b>August-22</b>	18 (17)
2 New Certificated Staff Orientation	
3 Convocation	
8 Non-work Day for 8th Grade Certificated Staff	
8 First Day for Grades K-7 (Grades 1-7 Modified Day)	
9 First Day 8th Grade Students (Grades 1-8 Modified Day)	
<b>September-22</b>	21
5 Labor Day Holiday	
22-23 Elementary Parent Conferences (Grades 1-6 Modified Days)	
26-29 Jr. High Parent Conferences (Grades 7-8 Modified Days)	
30 Jr. High - Modified Day (Grades 7-8)	
<b>October-22</b>	20
10 Staff Development Day	
28 End of Trimester I (58 Days)	
<b>November-22</b>	16
11 Veterans' Day Holiday	
14-18 Elementary Parent Conferences (Grades 1-6 Modified Days)	
18 Jr. High - Modified Day (Grades 7-8)	
21-25 Thanksgiving Holidays	
<b>December-22</b>	16
22 Modified Day, Grades 1-8; P.M. Kdgn. Students attend A.M.	
23-30 Christmas Holidays/Winter Recess	
<b>January-23</b>	15
2 New Year's Holiday/Winter Recess	
9 Students Return	
16 Martin Luther King Jr. Day	
23 Staff Development Day	
<b>February-23</b>	18
13 President Lincoln's Birthday Holiday	
17 End of Trimester II (60 Days)	
20 Presidents Day Holiday	
28 Elementary Parent Conferences (Grades 1-6 Modified Days)	
<b>March-23</b>	18
2-3 Elementary Parent Conferences (Grades 1-6 Modified Day)	
24 Modified Day, Grades 1-8; P.M. Kdgn. Students Attend A.M.	
27-31 Spring Recess	
<b>April-23</b>	20
<b>May-23</b>	18 (19)
19 Jr. High - Modified Day (Grades 7-8)	
24 Last Day of School Grades K-7 (62 Days)	
24 Modified Day, Grades 1-8; P.M. Kdgn. Students attend A.M.	
25 Last Day for 8th Grade Students (Modified Day)	
26 Floating Holiday - Admissions Day (Observed)	
29 Memorial Day	
<b>Total School Days</b>	180

	Elementary Conferences - Modified Days
	Jr. High Conferences - Modified Days
	Modified Day - Extended Professional Development
	Jr. High - Modified Day
	Elementary & Jr. High - Modified Day

	Non-School Day: Schools and District Office Closed
	Non-School Day: Schools Closed; District Office Open

\*Note: Wednesdays are modified days at elementary sites grades 1-6 from August 10 through May 24.



# Banyan Elementary School

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ALTA LOMA SCHOOL DISTRICT

## **Title I, Part A School-Parent Compact**

Banyan Elementary School and the Parents/Guardians of the students participating in activities, services and programs funded by Title I, Part A, agree that the School-Parent Compact outlines how the parents, the entire school staff, and the students will share in the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State high academic standards (ESSA Section 1116[d]).

Banyan Elementary takes pride in their responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; and participating, as appropriate, in decisions relating to the education of their children and positive use of extra-curricular time (ESSA Section 1116[d][1])

### **Banyan Elementary will:**

- Ensure that all students have equal access to a rigorous curriculum.
- Utilize researched-based intervention programs such as: Fountas and Pinnell, LexiaCore5, and Freckle.
- Provide support in targeted areas as identified by formative and summative assessments such as STAR Math and ELA, Benchmark assessments, BPST and ESGI Assessments, and/or based on teacher input.
- Utilize district support staff to implement engaging intervention and instructional strategies.
- Provide highly qualified teachers and instructional aides to deliver instruction and Response to Intervention (RTI) Strategies.

### **Parents will:**

- Provide a supportive home environment for their child to study nightly, ensure homework is complete
- Be an active member of monitoring their students progress.
- Attend parent meetings such as Back to School Night, Parent Conferences, Title I, Meet and Greet opportunities, Open House.
- Be involved and an active participant in their child's education.



Communication is of the utmost importance between teachers and parents/guardians on an ongoing basis through, at a minimum the following means (ESSA sections 1116[d][2][A-D]):

- (A) Communication will be established at the beginning of the year through welcome emails, Back to School Night, parent-teacher conferences, annual parent meetings, during which the compact shall be discussed at the compact relates to the individual child's achievement;
- (B) frequent reports to parents on their children's progress;
- (C) families will have reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- (D) ensuring regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that the family members can understand.

- Communication will be established through the Infinite Campus Portal, use of communication apps, progress reports, opportunities for parent-conferences, Trimester report cards, and personal phone calls.
- Weekly communication regarding upcoming events and Family Engagement will be shared using multiple platforms.
- Parents/Guardians are encouraged to volunteer and work in their child's classroom, at school events and in the learning lab.
- Parents are always encouraged to contact their child's teacher or site administration for any questions, comments or concerns.

This Compact was established by **Banyan Elementary School** on **September 23, 2021** and will be in effect for the period of **one school year**. The school will distribute the Compact annually to all parents and family members of students participating in the Title I, Part A program on, or before: **September 23, 2021**



**Khaleelah Lewis-Wilkins Principal**



**Jim Perry, TAP**

Developed, Reviewed and Adopted on September 23, 2021

## **ALTA LOMA SCHOOL DISTRICT**

### **ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)**

For students, employees, parents or guardians of its students, school and district advisory committees, appropriate private school officials or representatives and other interested parties

The Alta Loma School District (ALSD) has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees. Complainants shall not be retaliated or otherwise discriminated against as a result of filing a complaint.

The Alta Loma School 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 ALSA that is funded directly by, or that receives or benefits from any state financial assistance. The Alta Loma School District shall also post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families, including the complaint process identified herein.

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments are addressed under the District's Administrative Regulation 1312.4.

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

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education, Career Technical, Technical Training (Federal and State)
- Child Care and Development
- Compensatory Education
- Course Periods without Educational Content
- Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in a school district and Children of Military Families
- Every Student Succeeds Act

- Local Control and Accountability Plans
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans For Student Achievement
- School Safety Plans
- Schoolsite Councils
- State Preschool
- State Preschool Health And Safety Issues In LEAs Exempt From Licensing

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. 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 complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Director of Human Resources  
Alta Loma School District  
9390 Base Line Road  
Alta Loma, CA 91701  
(909) 484-5151

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees.

Complaints alleging discrimination, harassment, intimidation, or bullying must be filed within 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. The time for filing may only be extended up to 90 days for good cause following receipt of a written request by the complainant.

Uniform Complaint Procedures shall also be used to address any complaint alleging the District's failure to comply with the Local Control and Accountability Program (LCAP) requirements in the Education Code. The complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the LCAP requirements. If the complainant is not satisfied with the decision of the school district, the individual may appeal the decision to the State Superintendent of Public Instruction. The State Superintendent of Public Instruction is required to issue a decision on the appeal within 60 days of the State Superintendent of Public Instruction's receipt of the appeal.

If the school district finds merit in the complaint or the State Superintendent of Public Instruction finds merit in the appeal, the school district will provide a remedy to all affected pupils, parents and guardians.

Uniform complaints other than complaints related to LCAP requirements will be investigated and a written Decision or report will be sent to the complainant within 60 days from the receipt of the complaint. This 60 day time period may be extended by written agreement of the complainant. The Alta Loma School District person responsible for investigating the complaint shall conduct and complete the investigation in accordance with Title 5 of the California Code of Regulations, sections 4680-4687 and in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal the Alta Loma School District's Decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving Alta Loma School District's Decision. The appeal must include a copy of the complaint filed with the District and a copy of Alta Loma School District's Decision.

The Alta Loma School District recognizes the Alternate Dispute Resolution (ADR) procedure, depending on the nature of the allegations, often suggests a compromise that is agreeable to all parties. The Superintendent or designee will ensure that the use of Alternate Dispute Resolution is consistent with state and federal laws and regulations. Complainants may also seek 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

A copy of the Alta Loma School District's UCP policy and complaint procedures is available free of charge.