

Banyan Elementary



2021-2022
Parent Handbook

TABLE OF CONTENTS

	PAGE
MISSION STATEMENT, SCHOOL COLORS, MASCOT AND SCHOOL OFFICE HOURS AND CONTACT INFORMATION	1
ARRIVAL & DISMISSAL GUIDELINES	2
ATTENDANCE AND TARDY	3
SCHOOL INFORMATION AND POLICIES	3-4
FAMILY INVOLVEMENT	5
SCHOOL RULES AND GUIDELINES	6
PBIS BULLDOG MATRIX	6
ALSD DISCIPLINE POLICY	7
DRESS CODE	8
BULLDOGS DON'T BULLY	9
2021-2022 BELL SCHEDULES AND DISTRICT CALENDAR	10-12
TITLE I, PART A, SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY	13-17

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 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 flag pole at 12:20 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 MRP.
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. 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 to school more than 30 minutes late must be signed in by an adult in the office.
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 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.
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.

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- walexander@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.
- **Tardy Policy** – Students who arrive late must check in at the front office.

The SARB (School Attendance Review Board) process may begin after three unexcused absences or three tardies over one-half hour.

SCHOOL INFORMATION AND POLICIES

BREAKFAST AND LUNCH INFORMATION

National School Lunch Program (NSLP) Applications are available at family.titank12.com . This program provides free or reduced lunch to those who qualify.

Breakfast: Breakfast is served daily from 7:45 AM to 8:20 AM. Students eligible for the NSLP (National School Lunch Program) are also eligible for the breakfast program.

Lunch: Lunches from home must have the student’s name and room number clearly marked on them. Milk or juice may also be purchased. Lunches must be pre-paid using the envelopes provided by the cafeteria or over the internet at family.titank12.com. Please make checks payable to *ALSD Child Nutrition*. Meal prices are printed on monthly school menus and are posted on the *ALSD Child Nutrition* web page www.alsd.k12.ca.us

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

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.

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

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 is 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 Privileges** – Students are prohibited from attending or participating in student activities for a period of time.
- ✓ **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 – Regular Day Bell Schedule

Kindergarten	Early Bird	Late Bird	Kinder Lunch
	8:30 AM- 12:35 PM	10:10 AM – 2:15 PM	11:50 AM- 12:35 PM

1 st Grade	Time	Instructional Time	Recess/Lunch
	8:30 – 10:10 AM	100 min.	
	10:10 – 10:28 AM	Recess	18 min.
	10:28 – 11:30 AM	62 min.	
	11:30 – 12:15 PM	Lunch/Recess	45 min.
	12:15 – 1:30 PM	75 min.	
	1:30 – 1:45 PM	Recess	15 min.
	1:45 – 3:00 PM	75 min.	

2 nd Grade	Time	Instructional Time	Recess/Lunch
	8:30 – 10:10 AM	100 min.	
	10:10 – 10:28 AM	Recess	18 min.
	10:28 – 11:45 AM	77 min.	
	11:45 – 12:30 PM	Lunch/Recess	45 min.
	12:30 – 1:30 PM	60 min.	
	1:30 – 1:45 PM	Recess	15 min.
	1:45 – 3:00 PM	75 min.	

3 rd Grade	Time	Instructional Time	Recess/Lunch
	8:30 – 10:30 AM	120 min.	
	10:30 – 10:48 AM	Recess	18 min.
	10:48 – 12:00 PM	72 min.	
	12:00 – 12:45 PM	Lunch/Recess	45 min.
	12:45 – 1:50 PM	65 min.	
	1:50 – 2:05 PM	Recess	15 min.
	2:05 – 3:00 PM	55 min.	

4 th Grade	Time	Instructional Time	Recess/Lunch
	8:30 – 10:30 AM	120 min.	
	10:30 – 10:48 AM	Recess	18 min.
	10:48 – 12:15 PM	87 min.	
	12:15 – 1:00 PM	Lunch/Recess	45 min.
	1:00 – 3:00 PM	120 min.	

5 th Grade	Time	Instructional Time	Recess/Lunch
	8:30 – 10:50 AM	140 min.	
	10:50 – 11:08 AM	Recess	18 min.
	11:08 – 12:30 PM	82 min.	
	12:30 – 1:15 PM	Lunch/Recess	45 min.
1:15 – 3:00 PM	105 min.		

6 th Grade	Time	Instructional Time	Recess/Lunch
	8:30 – 10:50 AM	140 min.	
	10:50 – 11:08 AM	Recess	18 min.
	11:08 – 12:45 PM	97 min.	
	12:45 – 1:30 PM	Lunch/Recess	45 min.
1:30 – 3:00 PM	90 min.		

Banyan Elementary – Modified Day Bell Schedule

Kindergarten	Early Bird	Late Bird	Kinder Lunch
	8:30 AM- 12:35 PM	10:10 AM – 2:15 PM	11:50 AM- 12:35 PM

1 st Grade	Time	Instructional Time	Recess/Lunch
	8:30 – 10:10 AM	100 min.	
	10:10 – 10:23 AM	Recess	13 min.
	10:23 – 11:30 AM	67 min.	
	11:30 – 12:15 PM	Lunch/Recess	45 min.
	12:15 – 1:30 PM	75 min.	

2 nd Grade	Time	Instructional Time	Recess/Lunch
	8:30 – 10:10 AM	100 min.	
	10:10 – 10:23 AM	Recess	13 min.
	10:23 – 11:45 AM	82 min.	
	11:45 – 12:30 PM	Lunch/Recess	45 min.
	12:30 – 1:30 PM	60 min.	

3 rd Grade	Time	Instructional Time	Recess/Lunch
	8:30 – 10:30 AM	120 min.	
	10:30 – 10:43 AM	Recess	13 min.
	10:43 – 12:00 PM	77 min.	
	12:00 – 12:45 PM	Lunch/Recess	45 min.
	12:45 – 1:30 PM	45 min.	

4 th Grade	Time	Instructional Time	Recess/Lunch
	8:30 – 10:30 AM	120 min.	
	10:30 – 10:43 AM	Recess	13 min.
	10:43– 12:15 PM	92 min.	
	12:15 – 1:00 PM	Lunch/Recess	45 min.
	1:00 – 1:30 PM	30 min.	

5 th Grade	Time	Instructional Time	Recess/Lunch
	8:30 – 10:50 AM	140 min.	
	10:50 – 11:03 AM	Recess	13 min.
	11:03 – 12:30 PM	87 min.	
	12:30 – 1:15 PM	Lunch/Recess	45 min.
	1:15 – 1:30 PM	15 min.	

6 th Grade	Time	Instructional Time	Recess/Lunch
	8:30 – 10:50 AM	140 min.	
	10:50 – 11:03 AM	Recess	13 min.
	11:03– 12:45 PM	102 min.	
	12:45 – 1:30 PM	Lunch/Recess	45 min.

Alta Loma School District 2021-2022 School Calendar (Adopted 1.13.21)

July-21						
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-21						
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-21						
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-21						
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						

November-21						
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-21						
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-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					

February-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				

March-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		

April-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		

May-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				

June-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	

Month	# School Days
July-21	
5	Independence Day Holiday (observed)
26	Opening of School Offices
August-21 17 (16)	
3	New Certificated Staff Orientation
4	Convocation
9	Non-work Day for 8th Grade Certificated Staff
9	First Day for Grades K-7 (Grades 1-7 Modified Day)
10	First Day 8th Grade Students (Grades 1-8 Modified Day)
September-21 21	
6	Labor Day Holiday
23-24	Elementary Parent Conferences (Grades 1-6 Modified Days)
27-30	Jr. High Parent Conferences (Grades 7-8 Modified Days)
October-21 20	
1	Jr. High - Modified Day (Grades 7-8)
11	Staff Development Day
29	End of Trimester I (58 Days)
November-21 15	
11	Veterans' Day Holiday
12	Floating Holiday - Admissions Day (observed)
15-19	Elementary Parent Conferences (Grades 1-6 Modified Days)
19	Jr. High - Modified Day (Grades 7-8)
22-26	Thanksgiving Holidays
December-21 13	
17	Modified Day, Grades 1-8; P.M. Kdgn. Students attend A.M.
20-31	Christmas Holidays/Winter Recess
January-22 19	
1	New Year's Holiday/Winter Recess
3	Students Return
17	Martin Luther King Jr. Day
24	Staff Development Day
February-22 18	
14	President Lincoln's Birthday Holiday
21	Presidents' Day Holiday
25	End of Trimester II (64 Days)
March-22 18	
1	Elementary Parent Conferences (Grades 1-6 Modified Days)
3-4	Elementary Parent Conferences (Grades 1-6 Modified Days)
18	Modified Day, Grades 1-8; P.M. Kdgn. Students Attend A.M.
21-25	Spring Recess
April-22 21	
May-22 18(19)	
20	Jr. High - Modified Day (Grades 7-8)
25	Last Day of School Grades K-7 (58 Days)
	Modified Day, Grades 1-8; P.M. Kdgn. Students attend A.M.
26	Last Day for 8th Grade Students (Modified Day)
30	Memorial Day Total School Days 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 11 through May 25.



Title I, Part A School Parent and Family Engagement Policy

Banyan Elementary School, with parents and family members, has jointly developed, mutually agreed upon, and distributed to, parents and family members of participating children in Title I, Part A programs the following requirements as outlined in ESSA sections 1116(b) and (c).

Parents and family members of participating children in Title I, Part A programs are involved in jointly developing, distributing to, a written school parent and family engagement policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f) (ESSA Section 1116[b][1]):

Below are engagement opportunities available to Banyan Elementary Families:

Parent/Guardian Involvement:

- PTA (Parent Teacher Association)
- SSC (School Site Council)
- Watch D.O.G.S. (Dads of Great Students)
- ELAC (English Learner Advisory Committee)
- GATE (Gifted and Talented Education)
- TIDE (Title 1 District Engagement)
- LCAP Advisory (Local Control and Accountability Plan)
- Coffee with the Principal
- Weekly Bulldog Assemblies

Annual and Special Events:

- Welcome Back Picnic
- Back to School Night
- Open House
- ALSD Parent Universities
- PTA Association Meetings
- PBIS Parent Nights
- Parent- Teacher Conferences
- Family Dine Out Nights
- Reflections Art Night
- Breakfast with Buddies
- It's a Spring Thing
- Bulldog Bash

Daily/Weekly Engagement Opportunities:

- Classroom Volunteers/Watch D.O.G.S.
- Contact with teacher via classroom apps
- Weekly Family Bulletins and other communications via Infinite Campus
- Daily reading with student/ Homework Assistance
- Attend Bulldog Assemblies
- Checking students Minder Binder
- Assist student with structured study skills and frequent checks for quality of homework

Parents and family members of participating children in Title I, Part A programs, may amend a parent and family engagement school policy that applies to all parents and family members, if necessary, to meet the requirements (ESSA Section 1116[b][2]):

Parents/Guardians are encouraged to participate in the annual Title I meeting and Title I survey bringing forth suggestions and/or questions to improve Banyan Elementary Parent and Family Engagement Policy. Parents/Guardians are also encouraged to communicate with designated representatives to ensure their voice is heard at site and district level meetings.

Alta Loma School District (LEA) has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, and how the LEA may amend that policy, if necessary to meet the requirements (ESSA Section 1116[b][3]):

The Alta Loma School District includes representative from Banyan Elementary in the following meetings to develop and amend policies:

- TIDE
- DELAC
- LCAP
- Parent Leader Group

Parents and family members of children participating in Title I, Part A programs can, if they find that the plan under ESSA Section 1112 is not satisfactory to the parents and family members, and the LEA shall submit the parent comments with the plan when the LEA submits the plan to the State (ESSA Section 1116[b][4]):

The Alta Loma School District and Banyan Elementary values the collaborative development of all plans relating to Title I Funding. If parents and family members feel that the Parent Family Engagement Plan is not satisfactory they may submit comments to the Alta Loma School District. If parent and family comments and concerns are not addressed they may be submitted with the plan to the State for further review.

Banyan Elementary holds an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain the requirements and the rights of the parents to be involved (ESSA Section 1116[c][1]):

The following meetings are available to parents at a flexible time to inform parents of participation in Title I, Part A and to explain the requirements and parent rights of involvement:

- Back to School Night (August)
- Annual Title I Informational Night (September)
- PTA Association Meeting (August/May)
- School Site Council Meeting
- District-Wide Meetings
 - LCAP
 - DELAC
 - TIDE

Banyan Elementary takes the following steps to offer a flexible number of meetings, such as meetings in the morning, afternoon, evening or other ways and may provide, with funds provided under Title I, Part A, for transportation, child care, or home visits, as such services relate to parental involvement (ESSA Section 1116[c][2]):

- Title I informational Meeting (AM and PM)
- Coffee with the Principal (AM)
- Parent Workshops (times vary)
- Parent PBIS Workshops (times vary)
- Monthly PTA meetings (afternoon)
- Back to School Night (PM and online event)
- Open House (PM)
- Parent Universities
- Parent Conferences (at parent convenience)
- Meetings with LEA (varies)
- Watch D.O.G.S Training (varies)

Childcare is provided as needed for meetings to encourage parent and family involvement.

Parents and family members of participating children are involved, and in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of schoolwide program plan under ESSA Section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children (ESSA Section 1116[c][3]):

An annual Title I informational meeting is held. During this time a parent survey is distributed and collected digitally. Input is also gathered during SSC and ELAC surveys and meetings. The Title I, Part A School-Parent Compact and Parent and Family Engagement Policy is reviewed and approved. Input from stakeholders is encouraged during this time. Program curriculum, eligibility requirements and design are shared with families at this time.

Banyan Elementary provides parents and family members of participating children of Title I, Part A programs: timely information about programs under Title I, Part A; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible (ESSA sections 1116[c][4][A-C]:

Parents and families receive the above information through the following platforms:

- Title I Informational Meeting – (Curriculum, assessments and achievement levels shared)
- Back to School Night (Common Core State Standards shared)
- Trimester I Parent Conferences (Assessment and Progress Monitoring shared)
 - STAR Math
 - STAR ELA
 - Freckle
 - LexiaCore5
 - Fountas and Pinnell

If the schoolwide program plan, ESSA Section 1114(b), is not satisfactory to the parents of participating children in Title I, Part A programs, submitting any parent comments on the plan when the school makes the plan available to the LEA (ESSA Section 1116[c][5]):

Banyan Elementary values the opportunity to provide a collaborative schoolwide program plan. If parents and family members feel that the schoolwide program plan is not satisfactory they may submit comments to Banyan Elementary. If parent and family comments and concerns are not addressed they may be submitted with the plan to the Alta Loma School District (LEA) for further review.

Banyan Elementary Title I, Part A School Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on September 29, 2020 The School will distribute the policy to all parents and family members of participating Title I, Part A students annually on or before October 15, 2020.



Cara Cerecerez, Principal



Charron Rodriguez, TAP

Developed, Reviewed and Adopted on September 29, 2020

California Department of Education
April 2020