



This agenda belongs to:

NAME _____

ADDRESS _____


CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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BANYAN ELEMENTARY SCHOOL

1120 Knollwood Drive
Newbury Park, CA 91320
(805) 498-6641 FAX (805) 375-6626
Web Site: www.conejousd.org/banyan
@BanyanBobcats
Banyan Child Care - (805) 498-2161
Banyan Cafeteria - (805) 498-8434

Mrs. Allison Kennedy – Principal
akennedy@coenjousd.org
A California Distinguished School
Home of the Bobcats

DAILY SCHEDULE - 1st-5th Grade

Playground supervision is **not** provided until 8:00 AM
K-5th Grade children should not arrive before 8:00 AM
Students are to leave backpacks on hooks outside classroom door & immediately proceed to the play yard where supervision is provided.

TEACHING BEGINS AT 8:25 AM

•8:22 - warning bell•

RECESSES

9:50 - 10:10 - grades K - 3

10:10 - 10:30 - grades 4-5

1:15 - 1:35 - grades 1-3

LUNCH

Grades K/1

11:25- 11:45- eat

11:45 - 12:10 - play

Grades 2/3

11:50 - 12:10- eat

12:10 - 12:35 - play

Grades 4/5

12:15- 12:35- eat

12:35 - 1:00 - play

SCHOOL ENDS AT:

Kindergarten: 1:30 p.m.

Grades 1—5: 2:35 p.m.

**MINIMUM DAY SCHEDULE— Kindergarten—5th
SCHOOL ENDS at 12:30 pm**

DAILY KINDERGARTEN SCHEDULE

K-Playground supervision is not provided until 8:00

8:25 - 9:50- Class

9:50 - 10:10 - Kindergarten Recess
(includes a nutrition break)

10:10 - 11:25 Class

11:25 - 12:10 PM - Lunch

12:10- 1:30 - Class

1:30 - Dismissal

IMPORTANT: All students arriving after the tardy bell need to report to the office for a tardy pass and to order lunch count if they are purchasing from the cafeteria. This procedure places emphasis on student responsibility, promptness to school (reducing unnecessary interruptions in the classroom), and assists the kitchen staff in their planning for the preparation of lunch.

SUPPORT STAFF

Office

Mrs. Allison Kennedy - Principal

Mrs. Chris Okun - Office Manager

Ms. Susan Adamek— Intermediate Clerk Typist

Mrs. Carolee Greschl - Health Clerk

Mrs. Vicki Ludlow—Instructional Media Technician

Custodians

Mr. Jose' Medina - Day Custodian

Mr. Robert Jenkins - Night Custodian

Food Services

Mrs. Sheri Neustadt, Cafeteria Manager (498-8434)

SCHOOL MEALS

Breakfast and lunch are available daily in the cafeteria. Breakfast is available to all students and is \$2.00 for paying students.

Lunch is available daily and includes our Farm-to-School salad bar, entrée, fruit and milk, and is \$3.50 for paying students. Additional beverages are available: Milk, \$1.00 bottled water \$1.00 and juice \$1.00

- Online payments can be made via CVUSD website Q Parent Connect using PayPal. For every \$40.00 meal payment, your student will receive one bonus meal, this more than offsets the PayPal service fee.
- Checks for lunch accounts should be made payable to: **Banyan Cafeteria**. Checks must be in the amount of \$25.00 or greater.

Unused monies are refundable upon request. Unused funds may also remain in the student's account & carry over to the following school year.

CAFETERIA LUNCH PROCEDURE FOR PURCHASING MEALS

Students report to the front office after 7:45 AM and before 8:25 AM and place their lunch check or cash in an envelope in the black **Cafeteria Drop Box**. The cafeteria manager retrieves all monies from there on a daily basis & keeps track of individual student lunch credit. Students low on lunch credits will be alerted as they proceed through the lunch line and a note is sent home.

Children may go home for lunch only with prior written parental consent submitted to the front office. Students **MUST** be signed out and back in through the front office.

LATE LUNCHES

Any parent delivering a lunch will need to leave it in the school office (student's name should be on the lunch). Students will be notified by the front office staff that their lunch is available for pick up in the front office on their way to lunch. A parent delivering lunch money should use the procedures described above

EMERGENCY AUTHORIZATION CARD

Parents fill out a new emergency authorization card **each year** for each child. These cards are used by the office in

the event of an emergency. Please contact the office to report a change in:

- Child custody
- Home/cell phone number; address
- Parents' business phone number or address
- Doctor's name and number
- Any medication taken
- Names, addresses and phone numbers of friends or relatives you have designated to be contacted in case of emergency.

Please keep the emergency card up-to-date to enable the school to contact you promptly.

FIRST AID - HEALTH SERVICES

In case of a student accident, the school is prepared to offer first aid. If there is a serious injury, attempts will be made to contact the parent immediately. In the event of a very serious emergency, paramedics will be called first, and then the parents will be called. In that case, the parents will be billed by the private ambulance company which provides paramedic service for this area. When children injure themselves during the school day and do not report their injury to a teacher, parents are encouraged to call the school office and advise us as to the nature and extent of the injury.

Banyan has the services of a school nurse approximately 3 hours per week. The school nurse supervises the health clerk and may be summoned to the school as needed. The health clerk is on duty for 3.5 hours a day. Health clerks are trained for their particular position.

By state law, school staff cannot dispense medicine to children without written permission from a medical professional or doctor.

ANY medication MUST have a medical form signed by your physician on file in the office. The blank medical form is available in the Banyan office as needed.

The child will be excused to come to the office to be administered their medication. For the safety of all students, **all medication** (including over-the-counter and cough drops) must be kept in the health office unless otherwise approved by the principal, following District guidelines.

Students returning to school wearing casts, orthopedic braces, using crutches, etc., are to check-in with the Front Office prior to returning to class. Student **MUST** have a doctor's note specifying that they may return to school. The note must also list any restrictions of activities including PE and recess.

EMERGENCY/DISASTER

Banyan follows a comprehensive school safety plan which is written to guide the actions of the staff in the event of an emergency.

PLAN 1 - In case of danger on the school yard (wild animals, civil strife, etc.), **the students will be kept in the classrooms** until the school grounds are safe.

PLAN 2 - In case of danger in the buildings (fire, gas leak, etc.), **the students will leave the buildings and line up on the large, grass playground field** (assembly area).

RELEASE OF STUDENTS PROCEDURES

This is the Most Important Thing to Know - Parents are directed to report to the Student Classroom evacuation site on the field to pick up all of their children. They will need to show identification and sign on the Emergency Card copy, located with the teacher on the field. The Emergency Card identifies all children in the family. Student Release Personnel will initial for each student being released and then give the card to the parent. The parent will then take this initialed card to the **STUDENT REUNION Gate** as their pass to leave campus with the students.

Students will be released to their parents out of the "new Banyan Park" gate on our field.

IT IS IMPERATIVE THAT WE KNOW WHO HAS BEEN RELEASED AND TO WHOM THEY HAVE LEFT WITH.

Children are released only to parents or adults listed on the Emergency Authorization Card.

VOLUNTEERS/VISITORS ON CAMPUS

All visitors/volunteers **MUST sign in at the Front Office and obtain a visitor pass to wear while on campus.**

For the safety of younger siblings on campus that are not yet attending Banyan, we ask that they do not play on the playground during student play time periods. All younger siblings are to be supervised by their parents **AT ALL TIMES.**

ATTENDANCE

Attendance monitoring is required by state law. School District revenues are based on the average daily attendance and are closely monitored by the District. Per state law and education code, parents/guardians are required to call the office for each absence. If we do not receive your call by 9:00 the school will call you so that we can keep an accurate accounting of all students. Schools also monitor

attendance as one means of ensuring student's safety and access to instruction.

Vacations during the school year may be a family necessity, but you should be aware that the State of California Education guidelines for attendance accounting **treat vacations as unexcused absences**, and your child may not be allowed to make up missed work. Allowable missed work will be provided upon the student's return. **For vacations longer than five consecutive days, please consult the front office for an alternative independent study plan.**

Prolonged absences or illness may require home teaching. Contact the Banyan School Office for information. Thank you for your support.

TRUANCY AND TARDIES

All students must be at school, on time, for "bell to bell" instruction. **The District monitors all school absences and tardies.** Students with excessive absences or tardies will receive warning letters via mail. After three (3) letters, parents are required to appear before the CVUSD Student Attendance Review Board (S.A.R.B.) at the District Office. Please also be aware that students who arrive 30 minutes or later after the beginning of class are recorded as truant.

RELEASE OF STUDENTS TO PARENTS DURING SCHOOL HOURS

There may be times during the year when it is necessary for parents to take their children from school for part of the day. When such an emergency arises, the following procedure must be followed: The parent or authorized adult** must go to the Banyan School office and indicate:

- the name of the child
- the room or teacher
- the reason for being taken from school.

(*Authorization must be indicated on the Emergency Authorization Card)

Each child must be signed out by an authorized adult so that there is a record of his/her leaving the school. To insure a minimum of disturbance to the instructional program, the Front Office will make arrangements for releasing a pupil from the instructional area.

AT NO TIME:

- should a child be picked up directly from the classroom.
- should the child wait outside the classroom for a parent to pick him/her up at a prearranged time.
- should a child walk home to meet his/her parent during the school day.

TRANSFERS AND WITHDRAWALS

Please notify the Front Office at least two days in advance, if you intend to withdraw your child from school. This will assist us in clearing his/her records and will facilitate the transfer of the student.

CLASSROOM OBSERVATIONS

You are welcome to observe in your child's classroom. Please pre-arrange all observations with your child's teacher. This courtesy is an aid to visitors and school personnel. Observations are limited to **twenty minutes** in your child's classroom. On the day of the visit, sign into the office and pick up a visitor pass. Enter and leave the classroom quietly. Do not converse with the teacher or your child during class time. When leaving the school premises, please check out through the Front Office and sign out.

Lunch hours and recess times are important times for students to socialize with their classmates in an unstructured but supervised setting. They provide an opportunity for students to practice the social skills they have developed with students in their peer groups. Lunch and recess times are not appropriate times for parent visitations. On special occasions when you wish to have lunch with your child, please check your child out through the office and take him/her off campus.

STUDENT PERFORMANCE REPORTS

The Banyan School staff will be actively engaged in reporting your child's progress. The first progress report is distributed to all students in the fall. Subsequent progress reports are provided to the parent based upon student lack of academic proficiency or behavioral performance. Each child receives a report card three (3) times during the school year indicating his/her performance in school. Report cards will be distributed in:

December , March, and June.

Conferences may be initiated by parent or teacher as pupil need dictates. Please contact your teacher directly if you would like to conference about your child's performance in the classroom. Every parent will have a scheduled parent conference in October.

A parent, who does not have custody of the child but does have educational rights and wishes to receive a progress report or report card, should contact the office to arrange for these items to be sent to them.

STUDY PROGRAMS

Homework assignments emphasize skills which have been introduced at school but require further refinement through drill, observation, research or experimentation. The School District homework policy was adopted by the School Board.

This policy delineates the amount of time children should devote to homework assigned by the classroom teacher.

- Kindergarten - 0 to 10 minutes
- Grades 1-2 - 10 to 20 minutes
- Grades 3-5 - 30 to 50 minutes

Please remind your student that homework may also include reading and special projects. Please note: In certain circumstances, students may be completing unfinished classwork as part of their homework assignment.

It is never our intention that homework become overwhelming for a student or family. If this should become the case, please contact your child's teacher.

CELL PHONE POLICY

Cell phones may be brought to school; however, they must be kept in student's pocket or backpack . ALL cellphones MUST be turned "off" during school hours (8:25 AM to 2:35 PM). Please be aware that cell phones that are visible during school hours will be confiscated by staff and sent to the office. The phone may be picked up by parents/guardians at their convenience. Students that repeat this infraction will lose the privilege of bringing the cell phone on campus. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST, DAMAGED, OR STOLEN CELL PHONES.**

DISCIPLINE

Students are expected to follow all school rules. These rules will be clearly established with the children within the first few days of school. Students are expected to be respectful to all members of our Banyan family. Any student not following the rules in the classroom or on the play yard will be given appropriate consequences.

DISTRICT POLICY ACADEMIC HONESTY

Student honesty is expected at Banyan. A District policy addresses the problem of dishonesty in a consistent, uniform manner (BP 5131.9;Policy 454). This policy is available for parents to examine on the CVUSD website, www.conejousd.org, or through the Banyan School Office.

STANDARDS OF STUDENT BEHAVIOR

Students at Banyan are held responsible for complying with the standards of behavior described in this section. Known standards prevent disruption to the educational process. These standards are in effect not only while in school, but on the way to or from school, as well as during all school functions.

School employees shall maintain discipline in the school. In all matters relating to discipline on the school site, they stand in place of the parents/guardians of the pupils. The teacher has the right to maintain order in the classroom to ensure the safety of everyone. In the event of any disciplinary action, due process will be followed. Corporal punishment is not permitted in California schools.

Banyan Students Are Expected To:

- respect others and their property.
- walk on campus in and around the classrooms.
- talk quietly outside the classrooms.
- keep a friendly and positive attitude.
- keep their hands and feet to themselves.
- act in a polite/respectful manner
- listen to and follow instructions of teachers and school employees.
- take their hats off inside any building.

No Student at Banyan may:

- possess or carry a knife, gun, explosive or other dangerous object or toy replica of such items.
- fight with or cause or attempt to cause physical injury to another person.
- possess or use any tobacco product.
- cause or attempt to cause damage to school or private property.
- commit an obscene act or engage in habitual profanity or vulgarity.
- disrupt school activities or willfully defy the valid authority of supervisors, teachers or administrator.
- steal or attempt to steal school or private property.
- bring toys, games, or electronic equipment (excluding cell phones) to school without permission of a teacher or other authority.
- ride rollerblades/skateboards/scooters/bikes on campus other than to or from campus.
- chew gum on campus or during any school function off campus.
- vandalize/deface school property.
-

Every student at Banyan should work to become the very best that they can be on a daily basis. To achieve this goal, students should:

- Be on time
- Be a listener
- Be polite
- Be a hard worker
- Be here - physically and mentally
- Be friendly
- Be prepared
- Be a doer
- Be a risk taker
- Be confident
- Be a goal setter
- Be responsible

Students are to remain in the designated area at recess. The boundaries are clearly marked by RED lines. Students are to remain on campus at lunch. Only those students with parent permission, who sign out through the front office, are permitted to leave campus for lunch. All students are responsible for the care of textbooks. All books with hard covers are to have book covers. Teachers may also designate certain other texts to be covered. Please note: Students will have to pay for damaged or lost texts and/or library books.

APPROPRIATE DRESS

Clothing worn by students should reflect respect for the learning environment. Revealing clothing or clothing advertising illegal substances (alcohol, drugs, or cigarettes), clothing with violent graphics and/or vulgar language is not appropriate.

Shorts, skirts and/or dress length must be **at least student's longest finger length when student's arm is at student's side.**

Hats/caps are not to be worn indoors (classrooms, cafeteria, office or library). Dress and grooming that is disruptive to the educational program will be addressed with parents by the principal.

Foot coverings should be appropriate in order to protect feet from injuries. Closed toed shoes with heel straps, athletic shoes and boots are acceptable footwear. All footwear should have low or no heels. Shoes with laces must be tied so that the shoes are secure on the feet and will not come off while walking or running. Students **MUST** bring or wear athletic type shoes on PE days. **PLEASE NOTE:** While closed shoes with straps are acceptable **except during PE**, they do pose safety issues for students playing at recess. A safe practice would be to have your child wear athletic footwear to school every day.

School attire considered inappropriate in an educational environment includes:

- Pants not accurately sized - the waist band must fit the waist so that pants stay up without any aid.

- Makeup worn by children K-5 (CVUSD policy).
- Open or bare midriff - when hands are extended above your head, no skin should be visible.
- Cutoff "T" shirts/sweat shirts
- Tube-type blouses, or spaghetti straps (sleeveless tops with straps 2" or greater are acceptable).
- Short shorts, running shorts, cutoff pants or jeans
- "flip-flops", open-toed sandals, or bare feet
- Slogans - drug, gang, death related attire - colors, hats, baggy pants, etc.
- Jewelry worn to elementary school can be hazardous to your child, particularly during recess and PE. Earrings should only be a post which fits close to the ear. Any garment or jewelry that is considered disruptive to the educational setting or places your child in an unsafe situation will be carefully considered. Your child may be asked to change clothing or temporarily remove the dangerous item. Parent cooperation in helping students select and wear safe and appropriate clothing is requested.

LUNCH RULES

Please review the following guidelines for acceptable lunch procedures. (All students are expected to follow the directions of the Campus Supervisor.)

Students eating lunch provided by the cafeteria may go through the lunch line **one (1) time ONLY**.

1. All food will be eaten in the cafeteria or under the lunch shelter. (Gr. 2—5 only may eat in the lunch shelter)
2. Once seated, students are to remain in their seats while eating their lunch. They may have permission from a Campus Supervisor to go to the restroom.
3. All students will keep their eating clean.
4. All students will wait until they are dismissed by the Campus Supervisor. Students line up and then are dismissed to WALK to the play area.
5. Upon dismissal from the lunch areas, all students will pick up their trash and deposit it in a trash barrel prior to walking to the play area.
6. All students are to walk in the cafeteria/lunch shelter/patio area.

RECESS RULES

1. When walking in the hallways, keep conversation to a minimum. Walk quietly in the hallways to avoid disrupting classes in session.
2. Balls/toys are **not** to be brought from home.
3. Soccer field boundary lines will be played - the fence line will not be the out of bounds line.
4. No contact sports or contact type games.

5. The large field shall be used as three parallel fields, the opposite direction of the soccer goals.
6. Swing Rule - 35 full swings, then time to share.
7. Playground equipment - **no jumping off equipment, no pushing or pulling others on the monorail, and no hanging upside-down on the wobble wheels or parallel bars.**
8. In the event of a dispute, the Campus Supervisor will make the final ruling following general safety rules.
9. For student safety, **NO AGGRESSIVE PLAY** is allowed.

BICYCLES/RAZORS/SKATEBOARDS

Eligible for Grades 3-5 Students Only -

K-2 Student with pre-approval from the principal: this approval will include the requirement of parent supervision of the student rider.

Students in grades 3-5 may **NOT** ride bicycles, razors, skateboards or scooters on campus; **ONLY** to and from campus. Infractions of this rule may result in the loss of this privilege.

Children are **NOT TO CROSS** in front of the **CAR ENTRANCE** to the school parking lot. The ramp on Knollwood Drive is an ideal area for both pedestrians and bicyclists (bicyclists should walk their bike up the ramp).

The California Highway Patrol is concerned with the regulations regarding the proper use of bicycles. They point out that any bicycle ridden on a public roadway shall proceed on the same side of the street and in the same direction as motor vehicles. Children must be instructed by parents that they are not to weave back and forth, nor proceed down the center of any roadway in a careless manner. Double riding is not only hazardous, but is strictly illegal. Children must be instructed by parents in the use of bicycle paths & the need for responsive, alert bicycle riding. You may **not** ride your bike on campus.

Locks must be used on all bicycles brought to school, as this discourages "borrowing" or other nuisances. All bicycles must be parked and locked in the area provided for bicycle parking perpendicular to the bike racks (minimal security). It is suggested that all children be provided with a quality lock and cable or chain system available in most stores. Two bikes **MAY NOT** be locked together. The installation of toy motors, decorations, or other attractive accessories on bicycles is strongly discouraged, as children have a natural curiosity to handle such devices. **All bicycle riders must wear a helmet.**

Razors & skateboards must remain in backpacks or chained to the bike stand area during school. The school is not responsible for lost, stolen, or damaged equipment.

Children unable to accept the responsibilities of riding their bicycles to school, which includes daily locking and wearing a helmet will lose this privilege.

LOST ITEMS - PLEASE CLAIM

Too often, children do not claim lost clothing. Parents are asked to:

Stencil or label clothing and lunch boxes with child's first & last name.

Encourage children to earnestly search for lost items.

Periodically check the lost items stored inside the multipurpose room on the rolling rack.

All abandoned clothing or lunch boxes will be donated to a charity several times throughout the year.

INCLEMENT WEATHER INSTRUCTIONS

Each year we have rain or other inclement weather during school hours. The following guidelines will be followed to minimize confusion:

Morning recess will be held in the cafeteria, at which time G-rated DVD's will be played while the children eat their snacks. Afternoon recesses will be held in the classroom or MPR.

The MPR will open at **8:00 AM**.

Children may NOT play outside if it is raining & should report immediately to their rooms or MPR as they arrive at school.

Children will eat in the cafeteria at lunch time & will then be returned to their classrooms where they will be supervised by the campus supervisors on a rainy day lunch schedule.

PARKING LOT

Cars entering the parking lot should enter by the entrance as indicated by the arrows. Cars should move cautiously and slowly. No "U-turns" should be made. For loading, drivers should pull **all the way forward** into the loading or unloading zone (i.e., yellow-painted curb area). Passengers should **QUICKLY** disembark from the sidewalk side of the car. **Please DO NOT leave your car unattended along the yellow zone. **It is illegal to leave your car on & unattended in any school parking lot. This is also a serious safety concern.** K parents or other parents who are leaving their car to walk a child to class, please park on the street & then walk on campus. Unloading or loading in the "parking prohibited" area (red curb) may result in a ticket being issued by the police. Drivers should note the **NO LEFT TURN** sign upon exiting the parking lot.

To avoid an accident involving pedestrians walking across the parking lot entrance & through the parking lot, pedestrians please use the designated ramp off Knollwood and/or walkway around the parking lot.

Three hazards caused by adults and passengers are:

- *Unloading passengers from the traffic side of the car.*
- *Forming double lines of traffic, causing walkers to walk through moving traffic.*
- *Not using curb area for immediate loading/unloading.*

NO TRESPASSING

Students are not allowed on campus after school hours or on weekends unless participating in a school event.

BUS RULES

Riding the bus to and from school is a privilege. Students must remain seated while the bus is moving and follow the instructions of the bus driver at all times. School rules apply while students are on the bus and at the bus stop at pick-up and drop-off time. Students must enter and exit the bus in an orderly fashion. Rule infractions may result in the loss of the privilege.

AWARDS

Awards assemblies are held weekly for scheduled grade levels. Students are recognized for academic & behavioral success & progress through a variety of awards such as:

Star Student Award

Teacher Choice Award

BOBCAT Assemblies are held every Friday morning @ 8:25 am in the quad (weather permitting). Parents are encouraged to participate in this school/community building activity.

PARENT TEACHER ASSOCIATION

Banyan PTA is a viable, positive, and supportive organization. This association provides support for our school through community building activities and fundraisers. We encourage you to be a part of this wonderful organization. Meetings are held once a month throughout the school year.

SCHOOL SITE COUNCIL

Banyan has an active School Site Council which meets once a month at 2:45 PM. The School Site Council is a vital part of the articulation process for staff and community, allowing for input and dialogue towards making a better school. The Council membership is composed of parents, teachers, the principal, and other school personnel. The School Site Council is advisory in nature while acting as overseers of the School Improvement Plan. The meetings are open to the school community.

SUPPORT PROGRAMS

The Banyan staff is constantly looking for ways to engage an support all of our students through quality interventions and extra-curricular activities. Some of these opportunities are:

- PAWs Intervention Program
- Response to Intervention (RTI)
- Gifted & Talented Education (GATE) Program
- Counselor: 1 time weekly
- Physical Education
- Art/Music of the Masters
- Library
- Volunteer Parent Program
- Club 8
- Maker's Space
- *****

Additional, Fee-based Extracurricular Activities

- Choral/Instrumental Music
- Variety of After School Programs
- Before and After School Child Care Program
- Financial Scholarships Available if Needed -
(See Front Office for Information)

HOME TO SCHOOL COMMUNICATION

- Eblast: Weekly
- Website: Ongoing www.conejousd.org/banyan
- Connect Ed: Phone messages and emails
Sent by Principal, as needed

2017-2018 Calendar

Important calendar dates to assist parents are available on our school website at:

www.conejousd.org/banyan



Commented [KAL1]: