



# Aspen Elementary School Family Handbook 2016-2017

*“Educating with enthusiasm and excellence.”*

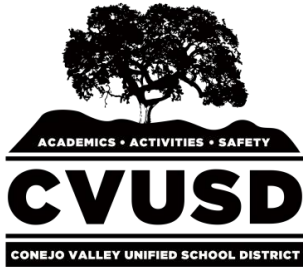
*Paula Golem, Principal*

*1870 Oberlin Ave., Thousand Oaks, CA 91360 \* (805) 495-2810 \* [www.conejousd.org/aspen](http://www.conejousd.org/aspen)*

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**Aspen Elementary School**

1870 Oberlin Avenue  
Thousand Oaks, CA 91360  
Phone: (805) 495-2810  
Fax: (805) 374-1157

**Paula Golem**  
Principal

**Ann N. Bonitatibus, Ed.D.**  
Superintendent

Dear Aspen Community,

I am happy to welcome our new and returning families to the start of a bright and promising new school year. Our entire Aspen faculty and staff are excited to work with you and your students this year. Our shared vision, "Hand in hand, creating great futures," reflects the importance of working collaboratively to empower our students with the necessary knowledge, skills, confidence and mindset to succeed at school and in life.

We are proud of our positive and nurturing environment, rigorous academic programs, challenging 21<sup>st</sup> Century learning experiences, and exciting technological learning opportunities we offer our students.

This Handbook has been developed to provide our families with general information about Aspen and answer the most commonly asked questions parents may have. We hope it serves as a reference and a guide for you.

We thank our Aspen PFA and our supportive parents for the generous gift of their time and their unending commitment to helping us to provide a quality education at a school where every child matters.

We invite you to join us, and discover what makes Aspen such a remarkable school. Feel free to call or e-mail us if you have questions or would like to learn more about our PFA and the many volunteer opportunities available at Aspen.

Warmest Regards,  
Paula Golem  
Principal

## FACULTY AND SUPPORT STAFF

<u>STAFF</u>		<u>SUPPORT STAFF</u>	
<b><u>FACULTY</u></b>		<b><u>Instructional Support</u></b>	
Paula Golem	Principal	Kerrie Mierop	Library
Jennifer Fisher	Transitional Kindergarten	Kim Gilad	Band
Sue Miller	Kindergarten	Kim Kilgore	Strings
Colleen Poling	Kindergarten	Diane Wiley	Chorus
Laura Wildermuth	Kindergarten	Jheri Baer	Paraprofessional
Grace Jerrems	Grade K/1 SAI	Susan Burmood	Paraprofessional
Christy Button	Grade 1 (Job Share)	Nancy Crilley	Paraprofessional
Tammy Farhit	Grade 1 (Job Share)	Barbara Foster	Paraprofessional
Brasilia Pinto	Grade 1	Crystal Glaab	Paraprofessional
Emily Kneller	Grade 1/2	Susan Green	Paraprofessional
Sue Sundstrom	Grade 2	Edna Landsman	Paraprofessional
Wendy Aliano	Grade 2/3 SAI	Kerri Levine	Paraprofessional
Diane Barrett	Grade 3	Kay Webb	Paraprofessional
Kathi Byington	Grade 3	TBD	Paraprofessional
Emily Fick	Grade 3	Susan Kunz	School Psychologist
Samantha Birg	Grade 4	Katie Berry	Counselor
Lori Brown	Grade 4	Lisa Snyder	District Nurse
Sheala Larimer	Grade 4/5 SAI	Lorna Granger	Child Care Leader
Brant Walker	Grade 5	Virginia Walton	Child Care Ass't, PM
Greg Stelle	Grade 5	TBD	Child Care Ass't, PM
Donna Manley	Learning Center	TBD	Child Care Ass't, PM
Karen Van Voy	Speech & Language	TBD	ELD Facilitator
Heather Panico	Speech & Language		
<b><u>Specialists</u></b>		<b><u>Custodians</u></b>	
Karen Kernan	Dance Specialist	Steve Schachter	Custodian
DeEtte Case	PE Specialist	TBD	Afternoon Custodian
Heidi Blair	Art Masters Specialist	Vickie Finn	Night Custodian
	Computer Specialist		
Kathy Benioff	Academic Specialist	<b><u>Food Services</u></b>	
Lisa Bernstein	Academic Specialist	Michelle Newman	Cafeteria Manager
Robin Seldin	Academic Specialist		
Luz Trautman	TK Specialist		
<b><u>SUPPORT STAFF</u></b>		<b><u>Campus Supervisors</u></b>	
<b><u>Office</u></b>		Dee Alvidrez	
Stacey Coombe	Office Manager	Celina Beaver	
Susan Adamek	Office Clerk	Guadalupe Galvez	
Mary Liz Savini	Health Clerk	Laurie Levin	
		Mia Nelson	
		Maysol Perez	
		Mary Ann Straw	
		Deserie Torosian	
Maggie Wahl Linnemeier	Site Tech		

# Aspen Elementary School 2016-2017 Bell Schedule

Playground supervision is provided at 7:55 a.m.  
There is no supervision after school. Students must leave campus immediately upon dismissal.

<u>Transitional Kindergarten</u> 8:25 a.m. - 1:30 p.m.		<u>Kindergarten</u> 8:25 a.m. - 1:30 p.m.	
Class Begins	8:25 a.m.	Class Begins	8:25 a.m.
AM Recess	9:50 - 10:10 a.m.	AM Recess	10:10 - 10:30 a.m.
Lunch/Eat	11:15 - 11:35 a.m.	Lunch/Eat	11:15 - 11:35 a.m.
Lunch/Play	11:35 - 12:00 p.m.	Lunch/Play	11:35 - 12:00 p.m.
Dismissal	1:30 p.m.	Dismissal	1:30 p.m.

<u>Grade 1</u> 8:25 a.m. - 2:35 p.m.		<u>Grades 2 - 3</u> 8:25 a.m. - 2:35 p.m.		<u>Grades 4 - 5</u> 8:25 a.m. - 2:35 p.m.	
Class Begins	8:25 a.m.	Class Begins	8:25 a.m.	Class Begins	8:25 a.m.
AM Recess	10:10 - 10:30	AM Recess	10:10 - 10:30	AM Recess	10:40 - 11:00
Lunch/Eat	11:15 - 11:35	Lunch/Eat	11:45 - 12:05	Lunch/Eat	12:15 - 12:35
Lunch/Play	11:35 - 12:00	Lunch/Play	12:05 - 12:30	Lunch/Play	12:35 - 1:00
PM Recess	1:10 - 1:30	PM Recess	1:10 - 1:30	PM Recess	None
Dismissal	2:35 p.m.	Dismissal	2:35 p.m.	Dismissal	2:35 p.m.

<u>MINIMUM DAY SCHEDULE 8:25 a.m. - 12:30 p.m.</u>					
<u>Grades TK - 1</u>		<u>Grades 2 - 3</u>		<u>Grades 4 - 5</u>	
Class Begins	8:25 a.m.	Class Begins	8:25 a.m.	Class Begins	8:25 a.m.
AM Recess	10:00 - 10:20	AM Recess	10:00 - 10:20	AM Recess	10:25 - 10:45
Lunch/Eat	11:00 - 11:20	Lunch/Eat	11:15 - 11:35	Lunch/Eat	11:45 - 12:05
Recess	11:20 - 11:45	Recess	11:35 - 12:00	Recess	12:05 - 12:30
Dismissal	12:30 p.m.	Dismissal	12:30 p.m.	Dismissal	12:30 p.m.

## **ACCIDENT INSURANCE**

Children are carefully supervised at school; however, playground accidents do happen. Except under circumstances of contributory negligence, the state code does not hold the schools liable for physicians' fees or other medical expenses. If you do not have your own private carrier, you may wish to investigate the Conejo Valley Unified School District's recommended "Voluntary Insurance Plan." Materials describing the coverage are distributed in early September. Forms are available through the Aspen School Office.

## **ASSEMBLIES**

Aspen is fortunate to be able to offer a few wonderful assemblies, including educational, professional and student performances, as well as award assemblies for student recognition. Students will be held strictly accountable for their behavior at these assemblies. Those who exhibit less than satisfactory behavior during any assembly will not be allowed to participate and their parents will be informed. Parents are invited to attend any assembly offered at Aspen.

## **ATTENDANCE**

School attendance is an important key to the academic achievement of your child. Every effort should be made to ensure students are consistently at school and on time. Please **do not** plan family outings when school is in session. Legally excused absences include: 1) Illness of the student; 2) a doctor or dental appointment; 3) death of immediate family member. All other absences are considered unexcused or truant as defined by the by the State of California Education Code. If at all possible, doctor and dental appointments should be scheduled at times that do not interfere with school. **Please also be aware that the school loses state support money for both excused and unexcused absences.**

**Reporting Absences:** In order to better ensure student safety and accurate attendance, the following policy will continue to be in effect for this school year: On the morning of your child's absence or late arrival, call the school office prior to 9:00 a.m. and leave a message on the attendance voicemail (**495-3130**). On mornings your child is absent and you have not called, the school will call you.

Following these procedures will greatly assist us in the office for our daily attendance accounting, but more importantly, we believe that it has the potential of identifying a student who may not have arrived at school as soon as possible, and in turn opens communication with you so that the student's safety is preserved.

**Requesting Homework During an Absence:** If you wish to obtain your child's homework during an absence lasting more than one day, please notify the office by 9:30 a.m. of the second day. This allows the teacher time to prepare the work to be sent home. Requests made after 9:30 a.m. are difficult to honor as it may not be possible for the teacher to prepare the absent student's assignments without disrupting classroom instruction. Requested homework will be available in the office after 2:35 p.m.

**PLEASE NOTE: Teachers are happy to prepare work for students who are out sick. If you are not able to pick the work up when your student is out, do not feel obligated to make the request. Students will have as many days as they are out to make up missed work.**

Vacations during the school year may appear to be a family necessity, but are not recommended and the state of California education guidelines for attendance accounting treats vacations as unexcused truancies. For planned absences longer than 5 days, please consult the teacher regarding an alternative independent study plan.

**Tardy Bell: IMPORTANT--All students arriving after the tardy bell need to report to the office for a tardy slip.** This procedure places emphasis on student responsibility, promptness to school, and reduces unnecessary interruptions in the classroom.

Students are encouraged to make every effort to be on time. Only tardiness due to an illness or to a doctor or a dental appointment is excused. Students who enter the classroom late disrupt the learning environment for others as well as themselves. **If tardiness or school absences become a habitual problem, parents will be notified.** Students with chronic tardiness or absences may be referred to the District's School Attendance Review Board.

## **BICYCLES**

Please see Discipline School Rules section.

## **CHILD CARE**

A District-sponsored child care program is available on site for Aspen students. Child care is provided before school for grades K-5 (7:00-8:15 a.m.), after school (2:35-6:00 p.m.), and for Kindergarten Enrichment (1:30 p.m.-2:35 p.m.) on days that school is in session. Students may participate in the program on a part-time (maximum of 10 days a month) or full-time (11+ days a month). The fee schedule varies according to the selected times. The child care program also operates on minimum days, pupil-free days, and some holidays. For further information about the program or to register, please call the Child Care Office at (805) 492-3567.



### **CLASSROOM INTERRUPTIONS**

Parents bringing “forgotten items,” such as homework or articles of clothing, must drop them off at the office. Parents should not interrupt classroom instruction by taking these items to classrooms.

### **DISMISSAL: END OF SCHOOL DAY**

Please meet your child IN FRONT of the school or at the Marlowe gate and not in front of the classroom. With your cooperation, we can limit end-of-the-day disruptions to classrooms. If you need a parent conference, please contact the teacher via a phone call through the office or send the teacher a note. Obey all traffic laws in and around the parking lot. It is important to follow the directions of the parking lot campus supervisor whose job is to help maintain student safety in our parking lot. Since the parking lot becomes congested at dismissal times, consider parking on one of the side streets and/or picking up your child a few minutes after dismissal.

***Reminder: There is no adult supervision on the playground after school is dismissed for the day*** (with the exception of those students involved in an authorized activity such as after school enrichment, school clubs, Scouts, or child care). ***Thus, all students must leave campus immediately upon dismissal.*** Although it is not recommended, with a parent's permission, children may return later to play on the playground, with the understanding that the school has no liability for their safety under those circumstances. Please help us enforce the school policy that students must depart campus to go home immediately at the close of the school day rather than lingering on the school grounds.

### **DISTRICT POLICIES: ACADEMIC HONESTY AND HARASSMENT**

A District policy addresses the problem of dishonesty in a consistent, uniform manner (Policy 454). This policy is available for parents to examine in the District Discipline Handbook, distributed the first week of school. Typically, dishonesty has not been an issue at Aspen School.

Students are expected to treat others with dignity and respect at all times. Harassment of any type is not permitted in CVUSD schools. At the beginning of the school year, students in grades 4 and 5 and their parent are provided with a brochure entitled, Student Guide to Understanding and Avoiding Harassment, that outlines the policy and procedures a student should follow if harassment is perceived. The brochure is also available to all parents on request.

### **DISCIPLINE SCHOOL RULES**

Our commitment to students and their parents is to have a safe school. In general, the rules at Aspen are common sense rules that are practiced at home as well. Students are reminded of the rules. Students who break a rule are counseled and may be given a consequence for their actions. Repeat offenders are referred to the principal for further conferencing and may receive an

appropriate consequence for their actions. Parents are usually notified by note, phone call or a Disciplinary Referral Form when the principal is involved. Parent/student/principal conferencing may become necessary after this point.

**Standards of Student Behavior:** Students of Aspen Elementary School shall be held responsible for complying with the standards of behavior described in this section and those listed in the Conejo Valley Unified School District Discipline Policy Handbook. Known standards prevent disruption to the educational process. These standards are in effect not only while in school, but also on the way to and from school, as well as during all school functions.

**Aspen School Guidelines for Success:** Aspen has implemented the CHAMPS program of positive behavior support. Our students are expected to abide by three simple guidelines:

1. **Be Safe:** Choose actions that will keep you and others from getting hurt.
2. **Be Respectful:** Treat everyone at Aspen with kindness and courtesy, in the same manner in which you would like to be treated.
3. **Be Prepared:** Study hard and have all your materials ready to help you learn. Learning is your most important responsibility at school.

At Aspen we implement a conflict/resolution program called Kelso's Choices. Our students learn steps to solve problems when they occur. Kelso's Choices include:

1. If someone is bothering you, try to ignore them or walk away.
2. If that doesn't work, ask them to stop.
3. If they continue to bother you, tell a campus supervisor. Campus supervisors are there to help you.
4. If the problem still is not solved, ask your teacher for suggestions.
5. The final step, if the problem still exists, is to see the principal.

**Restroom and Drinking Fountain Use:**

1. Restrooms and drinking fountains are to be used during recess time. Students should use caution when using the drinking fountain. Students should avoid crowding or using the drinking fountain when others are playing in the area.
2. When using the restroom, follow these simple steps: Go, Flush, Wash, Leave. There is no reason to linger in the restroom.
3. Keep the restrooms clean.

**General School Rules:**

1. Students may arrive after 7:55 a.m., when playground supervision begins. Once students arrive on campus, they may not leave without permission from the office.
2. Only students in grades 3-6 may ride bicycles to school. Bikes **MUST** be

walked on school grounds. Please remember students are required by law to wear a helmet. Bikes must be locked in a designated bike rack.

3. **Skateboards, roller blades, skates, and scooters are not allowed on school grounds at any time.**
4. Toys from home are not allowed at school.
5. Students may not be in a building without adult supervision during any time of the day.

**All children must go home immediately after school unless they are participating in a specific supervised after-school activity. There is no playground supervision after school.**

6. Students may **not** use cell phone or electronic devices from home without teacher permission.
7. **Appropriate language must be used at all times.** (Students are asked to report language violations to their teacher or campus supervisor.)

**General Playground Rules ( See Appendix at end of Handbook for Official Aspen Game Rules):**

1. Walk to and from the playground areas.
2. Play in assigned areas only: Students may play in the shady, grassy areas in front of the playground trees and in play equipment areas. Students may not play on the hillsides of the upper or lower playground nor right up next to the fence on either playground. Students must stay in view of the campus supervisors at all times during recess and lunch periods unless given special permission to exit the area. Students may not enter classroom hallway areas during recess and lunch periods. In addition, students should not be in any classroom or the multipurpose room unless they are under the direct supervision of an adult.
3. All children may participate in all games. However, the basketball, soccer, and handball courts are assigned to specific grade levels.
4. Students who choose to check out a ball or jump rope should use the play equipment item correctly and return it to its proper place.
5. If a ball goes over a fence or on to the roof, students should tell a campus supervisor. Students are not to go after the lost ball.
6. No toys or sports equipment from home are allowed on campus.
7. **Body contact is not allowed.** No fighting, “play fighting,” kicking, tripping, pushing, piggy-back rides, or tackle sports. No tag or football.
8. All games should be played fairly, safely, and cooperatively.
9. Only one person per swing (no bailing out, twisting, or turning) and only 25 swings allowed if someone is waiting.
10. When the warning bell rings, students are to return all equipment and line up at the classroom meeting place. The final bell means that students should be in line ready to meet their teacher.
11. A student who is asked to sit on a bench for infringing rules must stay in the designated bench area until a campus supervisor dismisses the student.

### **Lunch and Snack Rules:**

1. Help keep our campus clean. Put all trash in a trash can.
2. Always walk to and from the eating area.
3. Snacks are allowed at morning recess only and must be eaten in designated areas.
4. **No foods with peanuts or peanut products at the peanut free table.**
5. Students are to wait quietly and in an orderly manner in the lunch line.
6. Students should choose a table at which to sit and remain there for the entire lunch period.
7. No trading of food is allowed. Students should eat their own lunches.
8. Everyone must sit for at least 20 minutes before being dismissed.
9. Students are excused by table by the campus supervisors. After disposing of trash, students must go to their designated playground area.
10. Please help keep our campus clean. If asked, students are requested to pick up trash willingly.
11. Good manners are expected at all times!

### **Student Attire:**

Aspen's School Site Council has agreed that students are expected to come to school dressed appropriately in a manner that does not interfere with the instructional program or create a health or safety hazard. The following student attire standards are representative of this School Site Council expectation:

1. Any attire that causes students' undergarments to be exposed during normal activities or play is not appropriate for school.
2. Shirts/tops worn to school should completely cover students' midriff sections with arms raised. No bathing suit, strapless, crop, halter or tube tops may be worn. "Spaghetti-strap" tops may be appropriate for a primary grade female student, but the same attire may not be appropriate for a given upper grade female student.
3. Gang-related clothing is not allowed.
4. Any article of clothing with inappropriate logos, slogans, or pictures (alcohol, drugs, cigarettes, gang symbols, etc.) is not allowed.
5. Extremely oversized t-shirts and pants are not acceptable (i.e., pants must stay up at the waist without a belt).
6. For safety reasons, closed-toed shoes with some type of back-strap support must be worn.
7. Dangling earrings or other jewelry that could interfere with activities or cause injury should not be worn.
8. Hats or caps may be worn outside for sun protection, but students will be asked to remove them indoors.
9. Parents are asked to carefully consider potentially disruptive hair styles and/or non-human colored artificial hair coloring, and make-up.

Students who dress inappropriately will be asked to telephone home for a change of clothing.

**Bicycles: (Allowed for grades 3-5 only) All bicycle riders must wear a helmet.** 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 and the need for responsive, alert bicycle riding.

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. Children unable to accept the responsibilities of riding their bicycles to school, which includes daily locking, will lose this privilege. Student safety is our primary concern. **Children are NOT TO CROSS in front of the CAR ENTRANCE to the school parking lot. In addition, students may not ride bikes or skateboard/scooters in the parking lot or on campus.**

**Parking Lot Safety: (Drivers and Students)**

Please use extreme caution in the Aspen parking lot and help keep the parking lot safe for children by following the directions of the Aspen Parking Lot Campus Supervisor and using the following guidelines:

1. Observe the California Vehicle Code, including speed limits, at all times. The Sheriff’s Department will cite careless drivers.
2. Use the designated crosswalks in the parking lot and to cross Oberlin and Marlowe.
3. Use the yellow curb for dropping off/picking up students only (**1 minute limit**). **Do not leave your vehicle**, as parking in a yellow loading zone is illegal, as well as disruptive to the smooth flow of traffic.
4. Observe other curb markings and posted signs.
5. Do not park in the red zone—for buses only.
6. Reserve the blue zones for handicapped parking only.
7. Do not Double Park.
8. Use the designated parking spaces or the street if you plan to park for an extended period.

Please note that parking space is limited in the Aspen lot. Three spaces are designated as “Visitor” for short term parking only (for example, dropping off an item to the Aspen Office).

**Parking Lot (Rainy Weather):**

Have a pre-arranged spot where your child can meet you. The pre-arranged spot does not need to be within the parking lot (probably the most dangerous and certainly the most congested).

**DOGS AND CATS**

Dogs and cats are not welcomed at school as the normal excitement may overly stimulate even the gentlest pet. Parents are asked to be especially alert that dogs do not follow their children to school. Dogs and cats running loose on the grounds will be tied up and if possible, the owner will be notified. City and county ordinances require that all dogs wear a collar with rabies shot tag and license number tag attached. Unclaimed animals will be turned over to the Ventura County Animal Control Center.

**EMERGENCY AUTHORIZATION CARD**

Parents are required to complete a new emergency authorization card each year for each child. These cards are maintained in a file and are used by the office in the event of an emergency. Emergency Authorization cards must be kept up-to-date to enable the school to contact you promptly. **A change in any of the following during the course of the school year should be reported to the school immediately:**

- Home phone number
- Parents' cell and/or pager numbers (if applicable)
- Parents' business phone number
- Doctor's name and number
- Names and phone numbers of friends or relatives designated to be contacted in case of emergency

**EMERGENCY/DISASTER**

Emergency situations at Aspen Elementary School are met by the implementation of a disaster plan which is regularly reviewed by the staff with regular school-wide evacuation drills.

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

**PLAN 2 - STUDENTS EVACUATE BUILDING TO THE PLAYGROUND:** In case of danger in the buildings (fire, gas leak, etc.), the students will leave the buildings and line up (by class) on one of two designated playground field assembly areas.

In the event of a disaster such as an earthquake, parents (or adults listed on a student's emergency card) should report to the designated release area. Be prepared to show picture identification. Your child will not be released to anyone

without picture identification. While the release procedure will feel tedious, its purpose is for the safety of all students! It is imperative that we know which children have been released and to whom they have been released.

In the early fall months; it is possible to have fires in the surrounding hills. When a fire does occur, the local fire station maintains continual contact with the school and/or our district office. In situations where the fire department has given the school area full clearance, it is the recommendation of the school district administration to leave students in school. If a student must be taken out of school, the parent must sign for the child's release. In situations involving a blackout due to a shortage of electrical power, or water main breakage, school will continue as scheduled. Children will not be dismissed earlier than scheduled unless instructed by the CVUSD district office. **Children are released only to parents, or to adults listed on the Emergency Authorization Card.**

All elementary schools are required to conduct regular fire drills and earthquake drills. When parent volunteers are on campus during a fire drill, we expect that they will report to the command center at the evacuation area.

### **FIRST AID - HEALTH SERVICES**

In case of a student accident, the school is prepared to offer first aid. If there is an injury of a serious nature, attempts will be made to contact the parents 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 who 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.

Aspen Elementary School has the services of a school nurse approximately three hours per week. The school nurse supervises the health clerk and may be summoned to the school as needed. Each day between 10:00 a.m. and 1:30 p.m., the health clerk is on duty at Aspen. Health clerks are trained for their particular position.

**NOTE:** ANY CHILD WHO IS REQUIRED TO TAKE MEDICATION OR DIETARY SUPPLEMENTS **OF ANY KIND DURING** THE SCHOOL DAY MUST BRING SUCH ITEMS INTO THE OFFICE BEFORE SCHOOL. The child will be excused to come to the office whenever necessary. One child's drugs may be harmful to another and for this reason the school cannot allow any medication to be kept in desks or carried about on the school grounds (this includes inhalers). All medication must be in the original bottle and labeled with the student's name.

By state law, the school staff cannot dispense **any medication** (including cough drops or over-the-counter medications) to children without written permission. A form must be signed by your physician to allow us to dispense **any** medication.

Forms are available through the Aspen School office.

Students returning to school wearing casts, orthopedic braces, using crutches, etc., must have a note from their doctor specifying that they may return to school. The note should also list any restrictions of activities including PE and recess. **However, as a general rule, students wearing casts or other orthopedic devices may not enter the playfield during recess or P.E.** Please consult the school office for more information.

### **GUIDANCE SERVICES**

Aspen's Student Study Team (the psychologist, principal, learning center teacher, speech teacher, and two regular classroom teachers) meets weekly to discuss referred students concerning learning and/or behavior issues. The student's parents may be invited to participate in these meetings. This team makes recommendations and monitors those recommendations. If you would like this assistance, please see your child's teacher or the principal.

We also work with a school counselor on a regular basis. The counselor can provide assistance to individuals and small groups with academic, behavioral, or social skills issues. The counselor also serves as a resource to teachers and parents. The Gifted and Talented Education (GATE) program serves identified students in their regular classroom setting by providing differentiated instruction to challenge these youngsters.

### **HOMEWORK STUDY PROGRAMS**

The following is excerpted from the Conejo Valley Unified School District Homework Policy:

*Research has clearly shown that homework has different purposes at different grade levels. Homework for younger students should be designed to develop positive attitudes and work habits while homework for older students should develop or expand content knowledge. Student performance is enhanced by five types of homework: Study Skills and Habits, Practice/Review, Preparation, Skill Integration, and Extension.*

*The research is clear that the effectiveness of homework in improving student performance increases with the age of the child. The research also strongly suggests that the quantity and type of homework assigned must be grade level appropriate. Based on this research homework should be assigned within the following guidelines:*

<b>Grade</b>	<b>Cumulative Minutes Per School Day</b>	<b>Type(s)</b>
Kindergarten	0-10 minutes	Study Skills/Habits
Grades 1-2	10-20 minutes	Study Skills/Habits Practice/Review



Grades 3-5

30-50 minutes

Study Skills/Habits  
Practice/Review  
Preparation

***Activities such as independent and recreational reading, practicing musical instruments, and practice for extracurricular activities are generally expected to be completed in addition to study skill and content homework. Use of homework for grading:***

*At the Federal, State, and District level there is an expectation that student performance is to be measured and reported on the basis of clear curriculum content and student performance standards. Therefore, academic grades should be directly based on student performance in mastering approved State and District curriculum standards. Whereas homework is an instructional strategy for improving student success, it may only be used to formally evaluate student performance when it is directly related to the student's mastery of academic curriculum standards.*

More complete information regarding the CVUSD homework policy is available in the school office.

To help teach and strengthen study skills, students in grades two through five will be expected to use a school assignment notebook. Teachers will monitor its use. (Students requiring financial assistance for assignment notebook purchase should see their teacher and an assignment notebook will be provided).

### **LIBRARY MEDIA CENTER**

Language and reading are important components of your child's education and visits to the library strengthen these areas. The Aspen School Library is open during school hours Mondays through Fridays. Each classroom has a scheduled weekly visit to the library (30 minutes for grades kindergarten through third and 40 minutes for grades four and five). Students in grades K and 1 are permitted to check out one book for one week if they return their library books on time. Students in grade 2 through 5 are permitted to check out two books for two weeks if they have returned their library books on time.

Library Parent Volunteers play an integral part in making the library program at Aspen successful. Parents assist with book check out, as well as assist with the processing of returned books, book fairs, and special or one time projects. Parents and students are always welcome and appreciated in the Aspen Library!

### **LOST ITEMS - PLEASE CLAIM**

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

1. Encourage children to earnestly search for lost items on the campus.
2. Come to school to look for lost items.

Most lost and found items will be placed in the foyer of the multipurpose room each day. An aid for locating lost articles is stenciling or labeling clothing and lunch boxes. Abandoned, unmarked clothing or lunch boxes will be donated to a charity at regular intervals throughout the year. Articles such as money, watches, glasses, keys, etc. should be taken to the office.

### LUNCHES

The hot breakfasts and lunches served at Aspen Elementary School are prepared at a central kitchen. Breakfast is sold each morning for \$2.00 (including milk). Lunches are sold each day for \$3.50 (including milk). Milk and chocolate milk (50¢), small juice (50¢), and bottled water (50¢) are available for those bringing lunches from home. The student is responsible for having the necessary money to pay for meals.

- Daily Cash - \$2.00 for breakfast, 3.50 for lunch.
- Monthly Tickets - \$70.00 (for 20 lunches)

Checks for meal purchases should be made payable to the Conejo Valley Unified School District (Minimum check accepted is \$25). Child Nutrition also accepts credit/debit card payments for the child nutrition program through PayPal on their website. For questions about this program, please contact Betina San Martin at 497-9511, ext. 255. Unused balances are refundable at the close of the school year. If a student is moving from the area, the unused balance is refundable at the time of the move.

**Procedure for Purchasing a Cafeteria Lunch:** Each day a student wishes to eat a hot lunch, he/she will need to sign up in class with the classroom teacher at the beginning of the school day when roll is taken. The cafeteria tracks all lunch accounts for students who have purchased them previously. Students low on funds will be alerted as they proceed through the lunch line. Monthly lunch menus will be sent home along with the monthly calendar. Menus will also be posted in the office, in classrooms and are available on the Aspen website @ [www.conejousd.org/aspen](http://www.conejousd.org/aspen). You can also view the menus on the CVUSD website @ [www.conejousd.org](http://www.conejousd.org). Click on Depts A-N, Child Nutrition and scroll down to see the current menu. Entrees will be listed on the menu; however, side items will be posted in the cafeteria for the following day. Please check with the cafeteria manager if you have questions about the daily menus.

NOTE: Students who go home for lunch must be signed out, and back in, in the office. Students who return late from lunch will be considered tardy.
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**Peanut Free Table:** To accommodate students who may enroll at Aspen who have severe allergic reactions to peanuts and peanut products, a “Peanut Free Table” has been established. In order to provide a safe environment for such students, one lunch table is designated with a sign indicating “no food containing peanuts.” Any student may choose to sit at this table, however peanut products (such as peanut butter sandwiches or cookies, as well as any food containing a peanut product such as peanut oil) are not allowed. Your cooperation is appreciated.

**Delivering Late Lunches:** Any parent delivering a lunch must **leave it in the school office to ensure that class instruction is not disturbed.** The student’s name and room number should be on the lunch. If possible, lunches left in the office will be delivered to the classroom by the staff. If not, students who do not have a lunch should check in the office. Students arriving at school later than 8:35 a.m. will need to bring their lunch or make other arrangements as we are unable to order lunch from the school district central kitchen after that time.

#### **PARENT CONCERNS - “WHOM DO I CONTACT?”**

Parents often have questions concerning specific pupil progress, home-study, or other questions centering on pupil attentiveness within the instructional area. These parental concerns should initially be directed to the classroom teacher. District policy sets forth the following guidelines for clarifying parent concerns: A conference shall be held between the teacher and the concerned party. In a majority of instances, this conference answers or adjusts the problem toward a positive solution. Initial concerns are effectively handled at this level. If the problem is not resolved and/or concerns still exist, a second conference will be scheduled between the concerned party and the principal. Further steps are available if the concern remains.

#### **PARENT FACULTY ASSOCIATION**

The Aspen PFA is a positive and supportive organization. This association provides support for your students through fundraising and special programs. Meetings are normally held on the first Wednesday of each month at 7:00 PM in the library or other campus location. The PFA strives to bring a closer relationship between parents and teachers, while at the same time providing extra activities for the students and their families. Through various fundraisers during the year, we are able to provide the school with materials, equipment, and assemblies to enhance the educational program. All parents are invited to become members of the Aspen PFA. Your active involvement will make Aspen an even better school. For further information, please phone the school office.

## **PARKING LOT SAFETY**

Please see the Discipline and School Rules section, pages 8-10.

### **RAINY DAYS - INCLEMENT WEATHER INSTRUCTIONS**

Parents are encouraged to make pick-up/walk home arrangements with their child ahead of time so that he/she knows automatically what to do on a regular or rainy day. This arrangement will prevent children having to come to the office after school to use the phone, as well as eliminating unnecessary classroom interruptions to deliver messages. On rainy days:

- The Multipurpose Room or Individual classrooms will be open at 8:00 a.m.
- Children may NOT play outside if it is raining and should report to the designated area immediately as they arrive at school.
- The children will eat in the cafeteria or in the classrooms at lunch time. They will remain in their classrooms during lunch recess, where they will be supervised by the campus supervisors on a rainy day lunch schedule.
- Please remember that most students enjoy casually walking in the rain and must be reminded to stay out of the rain during recess periods.

### **RELEASE OF STUDENTS TO PARENTS DURING SCHOOL HOURS**

There may be situations during the year when it is necessary for parents to take their children from school for part of the day. When such circumstances arise, the following procedure must be followed. The parent, guardian or authorized adult\*\* must go to the Aspen School office and indicate: the name of the child, the room or teacher and the reason for being taken from school. To ensure a minimum of disturbance to the instructional program, the staff will make arrangements for releasing a pupil from the instructional area. At no time, should a child be picked up directly from the classroom, nor should the child wait outside the classroom area or the front of the school for a parent to pick him/her up at a prearranged time. A child should never walk home to meet his/her parent during the school day. Each child must be signed out by an authorized adult so that there is a record of his/her leaving the school.

(\*\*The office must receive either a phone call or a note to authorize the release of a student to someone other than the parent or guardian. Persons listed on the emergency authorization may be called by the office in case of illness or emergency, but are not authorized to remove students from school without permission.)

### **REPORT CARDS AND PROGRESS REPORTS OF STUDENT PERFORMANCE**

The Aspen Elementary School staff will be actively engaged in reporting your child's progress. 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 on the last day of school in June. Progress Reports will be distributed in October (all students), as well as January and April

(required only for students who are not meeting standards). Formal conferences are scheduled during the afternoons of October 15-19. Students in grades K-5 will be on a minimum day schedule during that week.

If a non-custodial parent wishes to receive his/her child's report card, he/she should contact the Aspen office. With this system, all interested parties will receive performance reports.

## **SCHOOL PARTIES AND BIRTHDAY CELEBRATIONS**

### **Designated School Classroom Parties:**

Each PFA Room Parent coordinates school designated classroom parties with the teacher.

**Birthday Celebrations:** The Aspen School Site Council asks parents to note the following: **Individual birthday parties do not take place at school. Parents are asked not to request special birthday activities within the classroom. Individual birthday recognitions that involve food or beverage during the school day are not permitted.** A highly recommended alternative to the distribution of a food or commemorative item is the donation of a book to the classroom's library in your child's name. The book could be read to the classroom on your child's birthday. Thank you for adhering to this policy.

**Birthday Invitations:** Please note that we kindly request that students **do not distribute invitations in school to parties that are to be held outside of school.** If school distribution is unavoidable, Aspen's school counselor reminds parents that **all** students in the classroom should be invited (or all of the boys or all of the girls in the case of a single gender party.)

## **SCHOOL SITE COUNCIL**

Aspen Elementary School has an active School Site Council which meets on the third Wednesday each month at 3:00 PM in the Library. The School Site Council is a vital part of our procedure for gaining staff/community input that directly impacts educational decision-making at Aspen. The Council membership is composed of parents, teachers, and other school personnel. The School Site Council is advisory in nature while acting as overseers of the Single School Plan budget. The monthly meetings are open to the public and dates and times will be published in weekly and monthly bulletins.

## **STUDENT TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Textbooks and instructional materials are costly and must serve many students for up to eight years or more. Therefore, textbooks are to be kept covered at all times (no contact paper or sticky-backed book covers please) with the student's name listed on the inside cover where indicated. Replacement cost payment for

lost or damaged textbooks or materials must be made in order that others may be issued. Grades and transcripts may be withheld until financial obligations have been met.

### **SUPPORT AND ENRICHMENT PROGRAMS**

Some of the special programs available to Aspen students as a means of maximizing their successes in school include:

Gifted and Talented Education (GATE) Program	Physical Education Specialist
Instrumental Music: Band and Orchestra (Strings)	Dance Specialist
Chorus	Library
Computer Lab and Technology Specialist	Student Study Team
Speech and Language Therapy	Success Maker
School Psychologist and School Counselor	Student Council
English Language Development	Reading Intervention
Study Buddies and Cross-Age Tutors	Math Intervention

### **TELEPHONE USE**

**School Telephone:** Children are allowed to use the school telephone to call home for emergency needs (i.e. muddy clothing, forgotten lunch money, etc.). The phone is not available, however, for personal business which can be arranged previously. Students must have teacher permission to use the school phones.

### **Cellular Phones and Other Electronic Signaling Devices:**

The CVUSD Board of Education permits students to possess electronic signaling devices such as cellular phones and pagers on school campuses for use while students are going to and from school and before and after school related activities. However, use of these devices may not be disruptive to any instructional program and/or school related activity. Electronic signaling devices must be turned off during all classes. Also, Aspen students may not use electronic signaling devices during recess periods without permission from the staff. Please note that according to Board of Education policy, students may possess and use an electronic signaling device at any time if the device has been determined to be essential for the health of the pupil. However, prior written permission will be required from the School Nurse. CVUSD assumes no responsibility for the protection, loss, or damage to any electronic signaling device.

### **TRANSFERS AND WITHDRAWALS**

Please notify the 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 transferring of the student.

## VISITATIONS

### **ALL VISITORS, INCLUDING VOLUNTEERS, MUST REPORT TO THE OFFICE TO SIGN IN PRIOR TO GOING TO A CLASSROOM**

We are proud of our total instructional program. You are welcome to visit your child's class, with advance arrangement with the school office. By calling or writing prior to your visit, you will be assured of observing class sessions of interest to you. This policy is an aid to our instructional program, visitors, and school personnel. Classroom observations are limited to a maximum of 30 minutes per visit. The principal will accompany you on your visit. 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, check through the office and return your visitor badge. This procedure is a safety precaution for you and your child. It helps prevent the presence of those individuals who might disturb the educational program or pose a threat to youngsters.

Except for the main gate in front of the office, the gates leading into the campus are typically locked while school is in session. This is to help ensure student safety. The gate on Marlowe Avenue, and the ones by Rooms A and 18 are unlocked prior to dismissal and remain open after school hours.

## VOLUNTEERS

Volunteers are an important part of our school because they enrich the educational program for all students by their service. Many opportunities to assist at school on a regular basis are offered, such as classroom helper, library aide, and computer lab assistant. Other opportunities that come up from time to time may include volunteering for special projects (such as Women In History Week), the Aspen Book Fair, or class field trips. In addition, volunteers serve on the Parent Faculty Association board and committees, as well as on School Site Council. We welcome your assistance. [A Guide for Aspen Volunteers](#) provides details about the opportunities and requirements. Please be aware that some teachers may choose not to utilize classroom volunteers.

All volunteers must sign a "Confidentiality Agreement" regarding information they may acquire and regular volunteers must have on file a certificate indicating "freedom from tuberculosis." We appreciate your willingness to help our students!

# **ASPEN OFFICIAL GAME RULES**

*(Note: The following rules were reviewed and agreed upon by the Aspen Staff to ensure fair play and safety. These Aspen Game Rules will be enforced during all recess periods. The rules will be reviewed at least once per year to determine if revisions need to be made.)*

## **General Rules for All Games**

### **Fair Team Captain Selection:**

- Team captains are selected for one recess period only.
- All players on the court who are interested in being team captain for the recess period will participate in a “Rock, Paper, Scissors” game. The two players left in the Rock, Paper, Scissors game will be the captains. (This process takes only about 30 seconds if handled quickly.)

### **Fair Team Selection:**

- The two selected team captains (see Fair Team Captain Selection above) for a given recess period take turns choosing a team member at a time.

### **Fair Play:**

- The rules of good sportsmanship apply at all times. Thus, arguments and screaming to solve disputes are not acceptable.
- Players choosing unsportsmanlike conduct will be removed from the game by campus supervisors.
- Play disputes should be solved quickly and quietly between the players involved. If a solution has not been reached by the time the rest of the players count to 20 (using the “one alligator, two alligator” counting system), then a vote will be taken by all members who are actually playing the game. The decision goes to the majority vote. If the vote is tied, the play is taken over.

## **BASKETBALL**

### **Procedures:**

- 1) 5 on 5 players on a court unless campus supervisors agree to allow more for a given period.
- 2) Play “Rock, Paper, Scissors” to determine team captains for the recess period. (All players on the court who are interested in being team captain for a given recess period may participate.) The two selected team captains take turns choosing team members. (See General Rules For All Games above.)
- 3) Get ball into hoop for a score of two points.
- 4) After six points scored for a given team, that team must substitute in new players.

### **Game Rules:**

- 1) Only half court press.
- 2) Only two point baskets.
- 3) No over and back of half court.
- 4a) No double dribble (bouncing ball with two hands).
- 4b) No double dribble (start and stop; holding ball; dribble/stop/dribble).



- 5) No traveling (walking/running without dribbling the ball).
- 6) Loss of possession if your foot touches the boundary lines.
- 7) Only 5 seconds in the key area under the basket.
- 8) Jump ball: Take turns taking possession when the ball becomes out of play due to struggle.
- 9) Fouls: Reaching in or body contact results in a one basket free throw.

## **DODGEBALL**

### **Procedures:**

- 1) See General Rules For All Games listed above.
- 2) 12 to 15 players
- 3) One ball (soft, red type).
- 4) Ball must be kept in motion (no holding).
- 4) Object of game is to get all opponents out (into prison zone) by hitting them with the ball below the waist.
- 6) If players catch a ball that is thrown at them before it bounces, the “thrower” is out. If player catches it and then drops it, player is out.
- 7) Start game by using “Rock, Paper, Scissors” to select team captains. Then using it again to decide who gets possession of the ball at the start of the game.

### **Game Rules:**

- 1) Ball must hit below the waist.
- 2) Out if:
  - A ball hits you and falls to the ground.
  - You drop a ball thrown at you.
  - Someone catches your ball.
  - Step out of bounds or over the center line.
  - A ball hits you and another teammate; you are both out.
- 3) Ball must stay below the waist; ball should not be “lobbed” over the heads of players.

## **HANDBALL**

### **Procedures:**

- 3) See General Rules For All Games listed above.
- 4) 2 people on a court at a time.
- 5) One person serves ball.
- 6) Both players alternate hitting ball towards backboard (according to rules below).
- 7) When one person misses the ball or hits it outside the court, that person is out and a new person enters the court to challenge winner.
- 8) New person serves to begin game again.

### **Game Rules:**

- 1) The lines are a part of the court.
- 2) A ball that lands on the line is still in bounds and must be played on.
- 3) Any ball that hits outside of the lines is out.
- 4) A ball being served must land beyond the service line.
- 5) A bad serve is called a fault. The server is allowed to “do over” one fault.
- 6) The new person entering the court to challenge winner of previous game serves.
- 7) “Babies” or “Slicies” (when the hit ball stays very close to the wall) are fair play, but are not allowed on serves.
- 8) A “Pop Up” or “Wedge” shot during play is a “Do Over.”
- 9) Interference by other people or objects is a “Do Over.”

- 10) Any self-interference is an out.
- 11) "Cross Countries" okay
- 12) "On the Fly" or if after the ball has hit wall, a child can hit it before it bounces as long as the ball bounces, hits wall and lands inside the court.
- 13) Disputes:
  - No tapping or voting people out.
  - No saving places in line.
  - If a person steps out of line to talk to a friend, use the restroom or, other reason, he/she will lose his/her place in line.
  - If 2 players disagree, they must come to agreement before the people in line count to "25 alligators" or both players are out.
  - After one player wins 3 games in a row, he/she must go out and get back in line.
  - No two touch.

## **TWO-SQUARE**

### **Procedures:**

- 1) See General Rules For All Games listed above.
- 2) Two players only.
- 3) Play "Rock, Paper, Scissors" to determine first server.
- 4) Server will bounce the ball once in their court and once in the opposite court.
- 5) Player 2 must catch ball after it bounces in his/her court.
- 6) Then Player 2 (or catcher) serves ball. Play will continue until someone gets out.
- 7) The server is the player who is throwing the ball.
- 8) The line of players must sit on sandbox wall; one line only.

### **Game Rules:**

- 1) Server must serve from inside of square.
- 2) Ball must bounce in server's court as well as opponent's court.
- 3) If the ball bounces on or outside any line, the server is out.
- 4) If the catcher attempts to catch a ball that bounces on a line or outside of the court, the server and catcher are both out.
- 5) The ball must be caught after only one bounce in your court or you are out.
- 6) When you get out, you must go to the end of the line; one line only.

Child Care

Primary  
Playground

# ASPEN ELEMENTARY

Upper  
Playground

Girls RR	P.E. Equip.	Boys RR
3 MTSS	6 Jen Fisher Trans. Kinder.	
2 Brasilia Pinto Grade 1	5 Wendy Aliano SAI 2/3	
1 Christy Button Tammy Farhit Grade 1	4 Laura Wildermuth Kindergarten	

Girls RR	Guided Reading	Boys RR
9 Sue Sundstrom Grade 2	12 Emily Kneller Grade 3	
8 Donna Manley Resource	11 Greg Stelle Grade 5	
7 Sheala Larimer SAI 4/5	10 Brant Walker Grade 5	

22 Karen Mestre Inclusion
21 Diane Barrett Grade 3
20 Kathi Byington Grade 3
19 Emily Fick Grade 3



Lunch Area

B Colleen Poling Kindergarten	
KDG RR	Cust. Room
A Sue Miller Kindergarten	

C Grace Jerrems SAI K/1
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Girls RR	14 Susan Kunz Psychologist	15 Lori Brown Grade 4	Boys RR
K.VanVoy Sp/Lang			Cust. Room
13 Band	Text Book Room	LIBRARY	16 Samantha Birg Grade 4
			17 Computer Lab
Work Room	Teachers' Lounge		
Office	Nurse	18 Karen Kernan Dance	

Multipurpose Room
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Lost & Found

Parking  
Oberlin Avenue

## CONEJO VALLEY UNIFIED SCHOOL DISTRICT 2016-2017 SCHOOL CALENDAR

*First Day of School – August 24, 2016*

JULY 2016						
Su	M	Tu	W	Th	F	Sa
					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						

Student Days = 0

SEPTEMBER 2016						
Su	M	Tu	W	Th	F	Sa
				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	

Student Days = 21

NOVEMBER 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	SD	SD	23	24	25	26
27	28	29	30			

Student Days = 16

JANUARY 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	SPD	24	25	26	27	28
29	30	31				

Student Days = 20 elem.; 19 sec.

MARCH 2017						
Su	M	Tu	W	Th	F	Sa
			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	

Student Days = 23

MAY 2017						
Su	M	Tu	W	Th	F	Sa
		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		

Student Days = 22

AUGUST 2016						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	N	20
21	SD	TPD	24	25	26	27
28	29	30	31			

Student Days = 6

OCTOBER 2016						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	M	M	M	M	M	22
23	24	25	26	27	28	29
30	31					

Student Days = 19

DECEMBER 2016						
Su	M	Tu	W	Th	F	Sa
				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

Student Days = 12

FEBRUARY 2017						
Su	M	Tu	W	Th	F	Sa
			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				

Student Days = 18

APRIL 2017						
Su	M	Tu	W	Th	F	Sa
						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						

Student Days = 14

JUNE 2017						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	EPD	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Student Days = 9 elem.; 10 sec.

### JULY

4 Holiday – Independence Day (No School)

### AUGUST

24 First Day of School – All Grades

### SEPTEMBER

5 Holiday – Labor Day (No School)

### OCTOBER

3 & 12 No School

17-21 Elementary Minimum Days-Parent/Teacher Conferences

### NOVEMBER

11 Holiday – Veterans Day (No School)

21-27 Fall Break (No School)

### DECEMBER

19-31 Winter Break (No School)

### JANUARY

2 Holiday – New Year's (No School)

16 Holiday – Martin Luther King, Jr. Day (No School)

### FEBRUARY

17 Holiday – Lincoln's Birthday (No School)

20 Holiday – Washington's Day (No School)

### APRIL

10-17 Spring Break (No School)

### MAY

29 Holiday – Memorial Day (No School)

### JUNE

13 Last Day of School – Elementary

14 Last Day of School – Secondary

### END OF TRIMESTER FOR ELEMENTARY AND MIDDLE SCHOOLS

Progress Report/Grade Referral Dates:

September 30, 2016 - 1st Referral

January 20, 2017 - 2nd Referral

April 25, 2017 - 3rd Referral

November 18, 2016 - End Trimester 1

March 10, 2017 - End Trimester 2

June 13, 2017 - End Trimester 3 (June 14, 2017 for middle schools)

### END OF QUARTER/SEMESTER FOR HIGH SCHOOLS

Grade Referral Dates:

September 23, 2016 - 1st Referral

December 2, 2016 - 2nd Referral

February 24, 2017 - 3rd Referral

May 5, 2017 - 4th Referral

October 28, 2016 - End Quarter 1

January 20, 2017 - End Semester 1

March 31, 2017 - End Quarter 3

June 14, 2017 - End Semester 2

<span style="background-color: #d9ead3; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> SCHOOL DAYS	<span style="background-color: #d9ead3; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> NO SCHOOL/VACATIONS	<span style="background-color: #f4cccc; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> EPD TEACHER PREP DAY - ELEMENTARY
<span style="background-color: #fff2cc; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> WEEKENDS	<span style="background-color: #fff2cc; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> N NEW TEACHER ORIENTATION	<span style="background-color: #f4cccc; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> SPD TEACHER PREP DAY - SECONDARY
<span style="background-color: #e6b0aa; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> HOLIDAYS (NO SCHOOL)	<span style="background-color: #e6b0aa; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> SD STAFF DEVELOPMENT DAY	<span style="background-color: #e6b0aa; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> M MINIMUM DAYS – ELEMENTARY PARENT CONFERENCES

