



# Aspen Elementary School Family Handbook 2023-2024

Principal Shane Craven, Ed.D.

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## FACULTY AND SUPPORT STAFF

<u>STAFF</u>		<u>SUPPORT STAFF Continued</u>	
<b><u>FACULTY</u></b>		<b><u>Instructional Support</u></b>	
Shane Craven	Principal	Jessica Mundwiller	Library
Emily Fick	Grade TK	Justin Thai	Band
Samantha Birg	Grade K		Strings
Vicki Calle	Grade K	Shauna Babbitt	Chorus
Allison Chenevert	Grade TK/K SAI	Erin La Mar Wagner	TK Paraprofessional
Christy Button	Grade 1	Sabrina Diaz	Paraprofessional
Hayley Rosenberg	Grade 1	Susan Green	Paraprofessional
Shauna Behm	Grade 1 SAI	Jill McArthur	Paraprofessional
Emily Kneller	Grade 2	Sherry Morgan	Paraprofessional
Ann Oppenheim	Grade 2	Bernadette Lord-Kohnmann	Paraprofessional
Vivianne Palazzo	Grade 2/3 SAI	Vanessa Luna	Paraprofessional
Diane Barrett	Grade 3	Alexa Modry	Paraprofessional
Kathi Byington	Grade 3	Stacey Riggio	Paraprofessional
Kaylee Sosa	Grade 4	Jennifer Rodman-Plost	Paraprofessional
Nicole Dann	Grade 4	Payam Beheshti	School Psychologist
Sheala Larimer	Grade 4/5 SAI		Counselor
Greg Stelle	Grade 5	Lisa Snyder	District Nurse
Donna Manley	Learning Center	Melissa Miller-Kirby	Child Care Leader
Karen Van Voy	Speech & Language	Sandra Rodriguez	ELD Facilitator
Spencer Kreisberg	PE Teacher		
Anna Sabrino	Music Teacher		
<b><u>Specialists</u></b>		<b><u>Site Tech</u></b>	
Erin Lewis	Dance Specialist	Dana Profeta	
Alison Friedman	Art Specialist	<b><u>Custodians</u></b>	
Lisa Bernstein	Academic Specialist	Carlos Delgado	Custodian
Leigh Anne Martin	Academic Specialist	Matt Comacho	Night Custodian
<b><u>SUPPORT STAFF</u></b>		<b><u>Food Services</u></b>	
<b><u>Office</u></b>		Michelle Martin	Cafeteria Manager
Stacey Coombe	Office Manager	<b><u>Campus Supervisors</u></b>	
Oonagh Gaynor	Office Assistant III	Shelley Apelian	
Rose Lockwood	Health Clerk	Andy Chagi	
		Kim Jerrems	
		Marisol Meza	
		Stefanie Rothbard	

# Bell Schedule

## Aspen Elementary School 2023-2024 Bell Schedule

There is no playground supervision after school. Students must leave campus immediately upon dismissal.  
A morning Warning Bell rings at 8:12am. The Tardy Bell rings at 8:15.  
Students not at their Classroom before the Tardy Bell rings need to check in with the Office for a pass.

### MONDAY - FRIDAY

<u>Transitional Kindergarten</u> 8:15 a.m. - 1:20 p.m.		<u>Kindergarten</u> 8:15 a.m. - 1:20 p.m.	
Class Begins	8:15 a.m.	Class Begins	8:15 a.m.
AM Recess	9:40 - 10:00	AM Recess	10:00 - 10:20
Lunch/ Eat	11:00 - 11:20	Lunch / Eat	11:25 - 11:45
Lunch / Play	11:20 - 11:45	Lunch / Play	11:45 - 12:10
Dismissal	1:20 p.m.	Dismissal	1:20 p.m.

### MONDAY - THURSDAY

<u>Grade 1-2</u> 8:15 a.m. - 2:40 p.m.		<u>Grade 3</u> 8:15 a.m. - 2:40 p.m.		<u>Grades 4 - 5</u> 8:15 a.m. - 2:40 p.m.	
Class Begins	8:15 a.m.	Class Begins	8:15 a.m.	Class Begins	8:15 a.m.
AM Recess	9:40 - 10:00	AM Recess	10:20 - 10:40	AM Recess	10:20 - 10:40
Lunch/ Eat	11:50 - 12:10	Lunch / Eat	12:10 - 12:30	Lunch / Eat	12:10 - 12:30
Lunch / Play	12:10 - 12:35	Lunch / Play	12:30 - 12:55	Lunch / Play	12:30 - 12:55
PM Recess	1:20 - 1:40	PM Recess	1:40 - 2:00	PM Recess	None
Dismissal	2:40 p.m.	Dismissal	2:40 p.m.	Dismissal	2:40 p.m.

### FRIDAY

\*No PM Recess for Grades 1-3

<u>Grade 1-2</u> 8:15 a.m. - 1:30 p.m.		<u>Grade 3</u> 8:15 a.m. - 1:30 p.m.		<u>Grades 4 - 5</u> 8:15 a.m. - 1:30 p.m.	
Class Begins	8:15 a.m.	Class Begins	8:15 a.m.	Class Begins	8:15 a.m.
AM Recess	9:40 - 10:00	AM Recess	10:20 - 10:40	AM Recess	10:20 - 10:40
Lunch/ Eat	11:50 - 12:10	Lunch / Eat	12:10 - 12:30	Lunch / Eat	12:10 - 12:30
Lunch / Play	12:10 - 12:35	Lunch / Play	12:30 - 12:55	Lunch / Play	12:30 - 12:55
Dismissal	1:30 p.m.	Dismissal	1:30 p.m.	Dismissal	1:30 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." Information is available on the District's website at [www.conejousd.org](http://www.conejousd.org) under Departments – Business Services – Safety and Risk Management.

## **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.

## **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 4) court appearance 5) religious holiday 6) approved visitation with active-duty military service member immediate family member. All other absences are considered unexcused or truant as defined 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 even legally excused absences are calculated in chronic absences reports.** Schools lose 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 attendance line prior to 9:00 a.m. and leave a message explaining the reason of the absence **(805) 495-3130, press 1**). On mornings your child is absent and you have not called, you will receive a phone call.

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:** Homework can be requested on the 2<sup>nd</sup> day (and beyond) of a student's unplanned absence. If you wish to obtain your child's homework, **please notify the office by 9:30 a.m. of the second day of absence.** 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 2:40 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, or your student is too ill complete work, 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. California education guidelines for attendance treat vacations as unexcused trancies. For planned absences 3 days or longer, 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. The warning bell will ring at 8:12am and the tardy bell with ring at 8:15am. Students not lined up at class by the tardy bell will need to check in with the Office to get a pass to give to their teacher.

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**

For **Bicycles** policies, please refer to the Discipline School Rules section of the Handbook (pg 10).



## CHILDCARE

A District-sponsored childcare program is available on site for Aspen students. Childcare is offered before school for grades TK-5 (7:00-8:15 a.m.), after school (2:40-6:00 p.m.), and for Kindergarten Enrichment (1:20 p.m.-2:30 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 visit their website at [www.cvusdchildcare.com](http://www.cvusdchildcare.com) or 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. When at all possible, student will be called to retrieve their items during a break to minimize any learning loss.**

## DISMISSAL: END OF SCHOOL DAY

Promptly at dismissal, please meet your child IN FRONT of the school, in the drive up pick up line or arrange a meeting spot near the school. 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. Students must leave campus immediately upon dismissal** (with the exception of students involved in an authorized activity such as enrichment classes, school clubs, child care, etc...). 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.

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## 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. Every August, as part of the families required Annual Updates, families are provided a link to the District's [Annual Notice of Rights and Responsibilities](#). Please be sure to review this annually. The manual 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 our entry gates open. Once students arrive on campus, they may not leave without permission from the office.
2. Only students in grades 3-5 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, wheeled shoes, 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 permitted games. However, the basketball, soccer, and handball courts are assigned to specific grade levels.
4. Students who choose to use a ball, jump rope, or other equipment should use the item correctly and return it to its proper place.
5. If a ball or item goes over a fence or on to the roof, students should tell a campus supervisor. Students are not to go after the lost item.
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 the designated cans.
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:**

Conejo Valley Unified School District's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes and that does not facilitate marginalization or discrimination oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. It also creates an environment for students to feel comfortable with themselves while learning in a safe and respectful academic environment. The following student attire standards are in compliance with the District Attire and Grooming Policy (EC 35183 and Title 5, Section 302):

1. Clothing must cover all personal body parts
2. Students **must wear**:
  - Top\*
  - Bottoms\*
  - Shoes (closed toed, activity specific shoes are required for PE, Dance, and outdoor recess activities)\*equivalent to a top and bottom (dress, jumper, skirt, etc...) may also be worn
3. Student **cannot wear**
  - images or language of violence, drugs, alcohol, illegal items, or activity, hate speech, profanity.
  - images or language that creates a hostile or intimidating environment

- hats, helmets, hoods, or headwear (except as a religious, cultural, or ethnic observance, or medical purpose) when in an indoor classroom environment
  - students may wear hats and other type of sun-protective clothing while outside
- Students cannot show visible underwear, not including straps and waistbands.
- No bathing suits. Board shorts are allowed

We will telephone the guardians of any students who dress inappropriately to request 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 designated crosswalks in the parking lot and all local streets.
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. One space is 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).

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**DOGS AND CATS**

Dogs and cats (or other animals) are not permitted on school grounds, with the exception of service animals for students with disabilities whose service animal performs tasks related to the individual’s disability. Parents are asked to be especially alert that dogs do not follow their children to school. Pets 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 INFORMATION**

Parents are required to update//verify emergency authorization contacts and information every year for each child as part of the Annual Updates completed in August. This information will be maintained in a file and are used by the office/teacher in the event of an emergency. Emergency information 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:**

- Student/Parent address changes
- Court ordered custody changes/agreements
- Parents’ cell/home/work phone numbers
- 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, which may not be at the Aspen school campus. The district office will contact families if evacuated to another location. **Your child will not be released to anyone without photo 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 Contact list during an emergency.** Only parents/legal guardians may sign out a child early during a normal school day. If another adult is picking up a student during a normal day, written or verbal permission needs to be provided to the Office by the student's parent/guardian.

All elementary schools are required to conduct regular fire drills, lockdown 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 CVUSD 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 8:30 a.m. – 2:15 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. By state law, the school staff cannot dispense any medication (including cough drops or over-the-counter medications) to children without written permission from a physician. A form must be signed by your physician to allow us to dispense any medication. Forms are available through the Aspen School office.** The child will be excused to come to the office whenever necessary. One child's medications 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 (for any students who require to carry medication, please reach out to the Health Clerk). All medication must be in the original bottle and labeled with the student's name.

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 regularly 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/Skills Integration

***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, or at <https://www.conejousd.org/Page/1589>.

### **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 Thursdays. Each classroom has a 30 minute weekly scheduled visit. Before students may checkout books, parents must complete the permission slip that will be sent home toward the start of the year, or upon enrollment, if joining mid-year. Students in TK-1<sup>st</sup> Grade are permitted to check out one book for one week if they return their library books on time. Students

in 2<sup>nd</sup>-3<sup>rd</sup> grade are permitted to check out two books for one week if they have returned their library books on time. Students in 4<sup>th</sup>-5<sup>th</sup> grade 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 our Lost and Found Rack. 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**

School meals for the 2023-2024 school year will be available to all students **at no charge**. Although all students will receive free meals through the duration of this school year, we request for all families to complete [this Online Free / Reduced Meal Eligibility for School Year 2022-2023 form](#), as this form affects a variety of areas unrelated to school meals, including school funding, college application fees, SAT fees, bus passes and more. Even if your child does not plan to eat school lunches, it is important to fill out this form to help ensure our schools and families receive the available resources.

**Procedure for Receiving a Cafeteria Breakfast or Lunch:** Each day a student who wishes to order a breakfast or hot lunch, they will need to sign up in class with the classroom teacher at the beginning of the school day. The cafeteria will track each student who has ordered. Monthly breakfast and lunch menus will be posted on the Aspen website, displayed on the case in front of the Office, and copies will be available for pick up in the Office. 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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**Nut Free Table:** To accommodate students who may enroll at Aspen who have severe allergic reactions to nuts and nut products, a “Nut Free Table” has been

established. In order to provide a safe environment for such students, one lunch table is designated with a sign indicating "Nut Free table." Any student may choose to sit at this table, however nut products (such as peanut butter sandwiches, Nutella, or cookies, as well as any food containing nut products 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.

### **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 second Tuesday 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 7:55 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, and bring their photo id with them. 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 them up at a prearranged time. A child should never walk home to meet their parent during the school day. Each child must be signed out by an authorized adult so that there is a record of them leaving the school.

**(\*\*The office must receive either a phone call or a note/email 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 urgent illness or emergency; they 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 or at the discretion of the teacher). Formal conferences are scheduled during the afternoons of October 10-14. Students in grades TK-5 will be on a minimum day (12:30 dismissal) schedule that week.

If a non-custodial parent wishes to receive Their child's report card, They 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.** If all students are not invited, invitations must be sent out outside of school activities/campus.

## SCHOOL SITE COUNCIL

Aspen Elementary School has an active School Site Council which meets on the second Wednesday each month. 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  
1<sup>st</sup>-5<sup>th</sup> Grade Music Teacher  
Optional Band Program (4<sup>th</sup> & 5<sup>th</sup>)  
Optional Chorus Program (1<sup>st</sup>-5<sup>th</sup>)  
Speech and Language Therapy  
School Psychologist and School Counselor  
English Language Development  
Study Buddies and Cross-Age Tutors

1<sup>st</sup>-5<sup>th</sup> Grade P.E. Teacher  
Dance Specialist  
Art Specialist  
Library  
Student Study Team  
Success Maker  
Student Council  
Reading 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, etc.). School phones are 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, smart watches, etc... 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 business 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 principal. 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 wear your Visitor badge while on campus. Enter and leave the classroom quietly. Do not converse with the teacher or your child during class time. When leaving the school premises, you must check out in the Office. 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.

### **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, etc... 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 complete a Volunteer Packet prior to volunteering on campus. These are available through the Office or the website shortly after the start of the school year. Tuberculosis Clearance (which is valid for 4 years) must be on file as well. Please reach out to your classroom teacher if you are interesting in volunteering!

# **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

H

Primary  
Playground

# ASPEN ELEMENTARY

Upper  
Playground

Girls RR	Recess Supplies	Boys RR
Emily Fick Transitional Kindergarten 3	Allison Chenevert SAI Grades TK/K 6	
Haley Rosenberg Grade 1 2	Intervention 5	
Christy Button Grade 1 1	Shauna Behm SAI Grade 1 4	

D

Girls RR	ELD Advisor Room	Boys RR
Ann Oppenheim Grade 2 9	Emily Kneller Grade 2 12	
Nicole Dann Grade 4 8	Greg Stelle Grade 5 11	
Vivianne Palazzo SAI Grades 2/3 7	Kaylee Sosa Grade 4 10	

E

Sheala Larimer SAI Grade 4/5 22
Diane Barrett Grade 3 21
Kathi Byington Grade 3 20
Donna Manley Learning Center 19

F



Lunch Area

Girls RR	Art Room 14	Music Room/ ELOP 15	Boys RR
K. VanVoy Sp/Lang			Cust. Room
Psychologist/ Counselor 13	Text Book Room	LIBRARY	Technology Office 16
Copy Room	Work Room		Student Support Services/ ELOP 17
Office Nurse	Office Principal		Dance Room 18

A

Multipurpose Room/  
Kitchen

G

Samantha Birg Kindergarten		B
KDG RR	Cust. Room	A
Vicki Calle Kindergarten		

C

Staff Lounge

B

Parking  
Oberlin Avenue

# Conejo Valley Unified School District 2023-2024 School Year Calendar

FIRST DAY OF SCHOOL IS AUGUST 23, 2023

IMPORTANT DATES

July 23						
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 = 0					

August 23						
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 = 7					

September 23						
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 = 19					

October 23						
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 = 21					

November 23						
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 = 15					

December 23						
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 = 16					

January 24						
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 = 16					

February 24						
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		
	Student Days = 19					



March 24						
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 = 19					

April 24						
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 = 17					

May 24						
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 = 21					

June 24						
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 = 10					

AUGUST 2023	
18	New Teacher Orientation
21	Professional Learning Day (No School)
22	Teacher Prep Day
23	First Day of Classes
SEPTEMBER 2023	
4	Holiday - Labor Day (No School)
25	Holiday - Yom Kippur (No School) = <b>Classified Opt. Holiday</b>
OCTOBER 2023	
9-13	Elementary Minimum Days - Parent/Teacher Conferences
16	Professional Learning Day (No School)
NOVEMBER 2023	
1	Professional Learning Day (No School)
10	Holiday - Veterans Day (No School)
20-24	Fall Break (No School) / 22nd = <b>Classified Optional Holiday</b>
DECEMBER 2023	
25-29	Winter Break (No School)
JANUARY 2024	
1-5	Winter Break (No School)
15	Holiday - Martin Luther King, Jr. Day (No School)
22	SPD (No School - <b>Secondary</b> Students Only)
FEBRUARY 2024	
16	Holiday - President's Day (No School)
19	Holiday - President's Day (No School)
MARCH 2024	
18	Professional Learning Day (No School)
29	Holiday - Good Friday / <b>Classified Optional Holiday</b>
APRIL 2024	
1-5	Spring Break (No School)
MAY 2024	
24	Holiday - Memorial Day (No School)
27	Holiday - Memorial Day (No School)
JUNE 2024	
13	Last Day of School - Elementary
14	Last Day of School - Secondary
14	EPD (No School - <b>Elementary</b> Students Only)
END OF TRIMESTER FOR ELEMENTARY	
Progress Report/Grade Referral Dates:	
1 <sup>st</sup> Referral	9/22/2023
End Trimester 1	11/17/2023
2 <sup>nd</sup> Referral	1/19/2024
End Trimester 2	3/8/2024
3 <sup>rd</sup> Referral	4/26/2024
End Trimester 3	6/13/2024
END OF QUARTER/SEMESTER FOR MIDDLE SCHOOLS AND HIGH SCHOOLS	
Grade Referral Dates:	
1 <sup>st</sup> Referral	
2 <sup>nd</sup> Referral	
3 <sup>rd</sup> Referral	
4 <sup>th</sup> Referral	
End Quarter 1	
End Semester 1	
End Quarter 3	
End Semester 2	

- |   |  |
|---|--|
|  New Teacher Orientation               |  School Day                                   |
|  ALL Teacher Prep Day                  |  Weekend                                      |
|  Professional Learning Day / No School |  Holiday / No School                          |
|  Secondary Prep Day (SPD)              |  Vacation / No School                         |
|  Elementary Prep Day (EPD)             |  Minimum Days - Elementary Parent Conferences |