

Ortega Elementary School Handbook



A School With CLASS:

CARING, LITERACY, ARTS, SCIENCE, SERVICE

Marc Lorenzen, Principal

2009 - 2010

ORTEGA ELEMENTARY SCHOOL

1283 Terra Nova Blvd.

Pacifica, Ca 94044

650.738.6670 - Telephone 650.738.6672 - FAX

District Mission Statement

"The Pacifica School District, the community it serves, and the children they cherish, together prepare each child to meet the challenges of the future by providing an equitable, rigorous academic program which nurtures curiosity and inspires joy, confidence, and achievement in learning."

PACIFICA SCHOOL DISTRICT

375 REINA DEL MAR AVENUE

PACIFICA, CA 94044

650.738.6600

www.PacificaSD.org

BOARD OF TRUSTEES

KAREN ERVIN

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Superintendent

PRINCIPAL'S MESSAGE

Dear Students and Parents:

Welcome to a new year at Ortega Elementary School. I am delighted to join the Ortega Community and look forward to working with all the students, teachers, staff, and parents as we continue and expand upon the successful practices that have made Ortega a great school for all students.

I am excited about getting to know the Ortega community, doing everything I can to make your child's educational experience the best it can be. Successful schools have supportive parents and a highly trained, committed, and motivated staffs. I will do everything possible to ensure that Ortega has the essential elements it will need to graduate students who will successfully engage in the challenges of the 21st century.

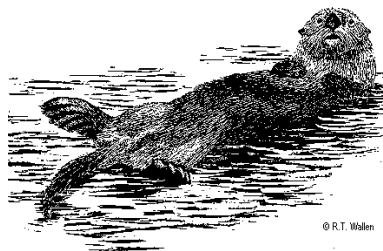
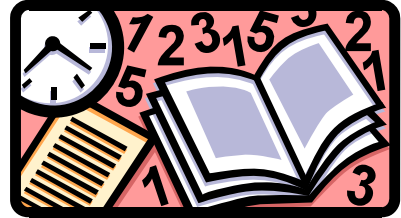
I look forward to meeting you and the entire Ortega community as we work together in the coming years. On behalf of the staff, I extend a warm welcome to all of you.

Marc Lorenzen, Principal



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ORTEGA ELEMENTARY SCHOOL

TIME SCHEDULE

KINDERGARTEN

**Wednesdays &
Minimum Days**

8:30 – 12:00 (September)

8:30 – 12:00

8:30 – 1:15 (Beginning October)

8:30 – 1:15

8:30 – 2:00 (Beginning October, Rotating)

RECESS: 10:00 LUNCH TIME: 11:45 – 12:25

GRADES 1 and 2

8:30 – 2:35

8:30 – 1:35

RECESS: 10:10 – 10:30 LUNCH TIME: 11:45 – 12:25

GRADES 3, 4, and 5

8:30 – 2:50

8:30 – 1:45

RECESS: 10:30 – 10:50 LUNCH TIME: 12:30 – 1:10



Ortega Elementary School Staff

FACULTY

Kinder: Michele Brazil/ Linda Manassis
Ellen Louthan
Sharon Elvander
Robin Blaise

First: Michelle Kale
Wendi Wittmeyer
Kathie Welch
Gloria Fare

Second: Coleen Dillon
Kathy Fugitt
Tony Hartman
Kathryn Fast

Third: Debbie Andre
Nancy Silver
Anthony Corten

Fourth: Gina Arguello
Marianne Stacy

Fifth: Rebecca Coyte
Denise Kirejczyk

Special Education: Megan Richards, Cynthia Wilkinson, Betsy Bartlett

Speech: Naima Contos, Evelyn Lin

Psychologist:

English Language Instruction: Leticia Huft

SUPPORT STAFF

Clerical: Lynne Maggioncalda, Angela Gibbs, Victoria Broadway

Instructional: Stella Wong, Lynette Gibson, Mary Ridgway, Cathy Dutto, Gloria Llave

Custodial: Ron Douglas, Jose Caldera

Nutritional: Laurie Blume, Kathy Leydecker



GENERAL INFORMATION

Absences/Independent Study

If your child is absent from school, please telephone the school office (738-6670) before 10:00 a.m. The school has an answering machine if you wish to leave a message before or after school hours. If you are unable to call the school, please have your child bring a note when he/she returns to school, containing the date(s) of absence, reason for absence, name of student and signature of parent or guardian. The teacher will notify the attendance clerk.

The State of California Code #12401 requires a written excuse for absence. **Schools no longer receive funding for excused absences. Funding will be based on the actual days of attendance. It is vital that students be in school except when truly ill – every absence costs your child's school instructional dollars.**

If you must plan a trip or go out of town, please remember that the school cannot receive credit for your

child's attendance unless the absence meets the criteria for **INDEPENDENT STUDY: SHORT TERM (ABSENCE OF 5 – 10 DAYS) AND LONG-TERM (ABSENCE OF 1 SEMESTER – 1 YEAR)**. It is important that your child be placed on Independent Study, if eligible. **Independent study must be requested and approved before the first day of your child's absence.** It is a simple process and will help keep your child up with his class work. Also, the District will receive full attendance credit. Your child's teacher or the office would be happy to help you place your child on Independent Study.

Bicycles

Students may ride a bicycle to school and must wear a helmet; a bike rack is available on which to park and lock one's bicycle. Skateboards are not allowed at school.

Cafeteria

Students may bring or purchase their lunch. Lunch tickets are sold **in the office before school begins** and on-line at: <http://www.PacificaSD.org>.

Class Parties-Special Activities

Class parties/special activities are held at Halloween, before winter break, Valentine's Day and the end of school, optionally.

Conferences

Parents are always welcome to come to school and discuss class work. If a conference with a teacher is in order, please call or write for an appointment. When visiting school, adults must first sign in at the school office and have the secretary notify the teacher that the parent has arrived. Twice a year, teachers schedule a parent-teacher conference at a convenient time to discuss student progress.

Disaster Preparedness and Drills

In the event of a severe earthquake or other disaster during the school day, students will be kept on the school site with the faculty until such time as it is declared safe by the principal to dismiss the students. The principal will be in close contact with other agencies and make decisions based upon best judgment for the welfare of the students.

Each student has an emergency kit purchased by the PTO.

A fire and/or disaster drill is held 3-5 times each year. These drills are carried out for the safety of the students in case of emergency. In addition, a District-wide disaster drill will be held. Staff has been trained in emergency procedures and an extensive school disaster plan has been designed and implemented.

Discipline Plan

- **TEASING, NAME-CALLING, PUT-DOWNS,** or sexual innuendos of any type are not allowed on our school campus. Any child who feels victimized may approach their teacher, the office, our school psychologist, or the principal with concerns. Staff follows the guidelines and procedures in our **District Sexual Harassment Policy, AR 5145.7,** to stop such behavior and maintain a safe campus. Bullying is an expellable offense, including cyberbullying that disrupts school.
- **SUCCESSFUL STUDENTS:**
 - Arrive to class on time,
 - Have learning materials,
 - Complete homework,
 - Follow directions, and
 - Try hard.
- **ORTEGA SCHOOL IS A CLOSED CAMPUS.** This means that students are not allowed to leave school without permission. Any violation of the closed campus rule will subject the violator to disciplinary action.
- **KEEP OUR SCHOOL LOOKING GREAT.** Any student who willfully cuts, defaces, or otherwise damages school property is liable to suspension or expulsion from school, and the student's family is responsible for all damages. Take pride in our school and keep it clean.
- **STUDENTS COME TO SCHOOL NEAT AND CLEAN.** The following items may not be worn at school:
 - hats, hoods, knit caps, or other head covers while inside,
 - Sunglasses and gloves are not worn inside school,
 - clothing should not distract from the learning environment: Wear appropriate shoes to school: **NO SANDALS OR OPEN TOES.** No clothing with offensive pictures, words, or advocating drugs, alcohol, or gang affiliation.
 - Ortega School will exercise its responsibility to determine whether a student's appearance is disruptive or disturbing to others. If so, the student may be sent home to change into clothing more appropriate to our school.
- **GENERAL GUIDELINES FOR GOOD BEHAVIOR**
 - Students meet each teacher's standards relating to class procedures,
 - Food is eaten only at snack recess or lunch,
 - Students will not play fight, punch, or push each other,
 - Students will not borrow money or food items from other students,
 - Students use courteous words at school.
- **DISCIPLINARY ACTIONS**
 - **SUSPENSION AT HOME** – The student remains at home and is responsible to complete school assignments.
 - **SUSPENSION IN SCHOOL** - The student works on assignments in school under the supervision of the school administrator.
 - **DETENTION** – A student may be removed from recesses to engage in alternate activity
 - **REFERRAL** – A student referred to the school office for poor behavior has his/her family contacted and steps defined to prevent re-occurrence.
- **PROHIBITED MATERIALS**
 - **WEAPONS** – possession of any object with the potential to cause damage or injury to another person or their property. The Pacifica Police may be notified.
 - **SKATEBOARDS, ROLLER SKATES,** scooters, baseball bats, toys and other items disruptive to teaching and learning.
 - **MATCHES, LIGHTERS,** stink bombs, and all types of noise-making devices are banned from school. The Pacifica Police may be notified.
 - **LEAVE VALUABLE ITEMS AT HOME.**
 - **NO GUM CHEWING ON CAMPUS.**
 - **POSSESSION OF DRUGS, TOBACCO, OR ALCOHOL** is a violation of state law and is cause for suspension or expulsion from school. The Pacifica Police may be notified.
 - **ELECTRONIC EQUIPMENT SUCH AS PAGERS, CELL TELEPHONES,** Gameboys, CD players, virtual pets, or any other electronic toy is not allowed at school. Pagers/Cell Telephones are not to be used at school according to District and School guidelines. Any electronic equipment brought to school will be confiscated and held until retrieved by an adult. A second occurrence will result in the item being held until the end of the year and disciplinary action.

District Psychologist

A qualified psychologist is a member of the School Site Study Team, which evaluates student learning and behavior problems. The psychologist also conducts psycho-educational evaluations of referred students, consults with teachers regarding needs of special education students, and provides support services as appropriate.

Emergency Forms

Every student must have an emergency form on file in the office. These forms should be brought up-to-date every year. Families will be given an emergency form at the beginning of the school year. Each family should fill it out and return it to the homeroom teacher. If, later, the address or telephone number is changed, please see that any changes are sent to the school office. In case of an emergency, it is very important that the office have on file current telephone numbers for the home, parents' work and a friend or neighbor who would be willing to care for students whose parents cannot be reached. Students can only be released to people listed on the section for emergency release [the section listing other adults living in the home does not allow release of students to those adults, unless the name is checked]. **Please be sure that several local emergency contacts are listed in the appropriate section.**

Honor Society, Grades 4 and 5

Students in grades 4 and 5 are eligible for recognition in the Ortega Honor Society for maintaining:

- An average of 85% on assessments,
- A prompt record for turning in assignments, and
- Receiving satisfactory marks in all areas of citizenship

Library

The library is open during class time. Teachers discuss the procedures for going to the library during school hours. The school librarian explains procedures used for the Ortega Library. Each class has a regularly scheduled weekly library period. Additional time for study and projects is available.

Lost and Found

Personal articles or clothing found on the school grounds or in the building are kept in the hallway next to the office. Items not claimed by the end of each semester are boxed and given to a non-denominational, non-profit welfare agency. Please label all rainwear, coats, jackets, sweaters, lunch boxes, backpacks and folders.

Lunch Loans

District policy is not to loan money for lunch. Students who do not have a lunch may visit the snack bar for fruit, vegetables, and milk.

Medical

School personnel cannot diagnose or treat illnesses or previous injuries. Only first aid can be administered at school. When a sick or injured student is brought to the office, the school secretary will administer first aid and notify parents for more serious problems. If a child is too ill to be in class, he is too ill to remain in school.



Medication At School

If it is necessary to take medication during school hours, parents must provide medications, and a written notification of this must be on file in the office. District policy does not allow medications to be kept with the student. Provisions for storage of medication must be made with the school secretary. Medications must be accompanied by a doctor's note and should be in the original container. Prescriptions must have the student's name and the appropriate dosage on the label of the original container.

Office

The school office is the central part of the school. It is here that parents are contacted, and all normal school business takes place. The school secretary is responsible for a portion of this important part of the program. Office hours are from 8:00 a.m. to 4:30 p.m. Messages for students will be delivered only at lunchtime or at the end of the school day, unless there is an emergency. Please limit messages for students to urgent or most necessary situations. Children are allowed to use the telephone for urgent calls, not to make changes for social purposes.



Parental Rights Notification

At the beginning of each school year the District provides a copy of your parental rights. You are asked to read the brochure and acknowledge receipt on side 2 of the Student Registration/Emergency Card.

Parent-Teacher Organization

Ortega is fortunate to have an active parent group. All parents are encouraged to become members and support this group's activities. Parent volunteers are needed to serve as classroom assistants, room mothers, computer aides, librarians, as well as other positions. An "interest finder" is sent home at the beginning of the year so parents can indicate their interests and talents. Please take time to complete the form and return it to school. The PTO supports many school activities: Citizen of the Month, Birthday Recognition, Books and Beyond, assemblies, field trips, the library, Performing Arts Workshop, and many others. If you can assist in any of these capacities, please notify the school office.

Permission to Leave School

Permits to leave school for medical and dental appointments are issued by the office upon presentation of a note to the teacher, signed by parent or guardian, requesting such action. Students must sign out in the office before leaving school, and upon their return if it is within the same school day.

Physical Education / Excused

All students who have a physical reason to be excused from physical education for more than three consecutive days must bring a statement signed by their family doctor.

Police Involvement On School Campuses

School staff will cooperate with law enforcement officers as needed to maintain a safe and orderly environment. Police investigations are conducted independently from the school district and school officials cannot interfere in police investigations. School officials shall provide support and privacy for the student to the extent possible.

By law, parents/guardians do not need to be informed or to give consent before the law enforcement officer interviews a student on school premises. PC 830.1 However, the school official will ensure that the student's parents are notified that the interview took place unless instructed otherwise by the police officer.

Promotion, Retention, Acceleration – POLICY AND PROCEDURE

The Pacifica School District has adopted a policy (BP 5123) for student promotion/acceleration and retention that states that students must demonstrate growth in learning and meet grade level standards of expected student achievement. These standards go hand in hand with high school graduation requirements and the exit exam established by the state. The text of Board Policy 5123 can be viewed online through the district web site. A copy is also available at the District Office, 375 Reina del Mar.

The law and Board policy state that as early as possible in each school year, and in each student's career, students who are at risk of being retained must be identified and have a plan for assistance established. Indicators that the Pacifica School District will use to identify students who are at risk of being retained include: 1) district assessments; 2) student portfolios; 3) attendance; and 4) special needs support. In grades 2-4, primary identification will be established based on proficiency in reading. Between fourth and fifth and between the intermediate and high school grades, proficiency in reading, English/language arts and mathematics shall be the basis for identification. The student's teacher is the person making the recommendation.

It is the intent of the district to notify both the students who are at-risk and their family by the first conference period of each year. At that time an intervention program will be put into place that may include, but are not limited to: tutorial programs, after school programs, summer school programs, and/or referral to a Student Study Team to define support for the regular instructional day.

Report Cards/Reporting to Parents

A Standards Based Progress Report is sent home with students at the end of each trimester grading period. Students in grades K-5 receive report cards for three trimesters.

Resource Specialist Program

The RSP Program provides instruction for children with assessed learning disabilities. A child in this program is scheduled with a specialist teacher who prescribes lessons that teach compensatory skills. In order to qualify for this program, a child must be certified for admission.

School Improvement Program (SIP)

The State of California provides additional funds to the school aside from our regular school finances. These funds are provided for students in grades kindergarten through fifth. SSC (the School Site Council) is a group comprised of parents, teachers, the principal, and community people who make the decisions about the children's educational program. SSC members are also responsible for deciding how the extra funds from SIP are spent. The SIP program is a three-year plan. Each year there is a different program emphasis. Depending on the emphasis of that year extra monies are expended from the SIP funds to lend more support to that program.

School Rules: Annual Parent Notification

A copy of the Annual Parent Notification is printed in the Pacifica School District Handbook. School and District policies describe Sexual Harassment (BP 5145.7) and Uniform Complaint Procedures (AR 1312.3). As well, notices describe alternative schools, attendance options, health services for students, family life education, school records and achievement, student services, discipline, pesticide use and asbestos management.

Snacks and Healthy Foods Policy

A snack recess is scheduled in the morning for all students. We encourage nutritious snacks such as: fruit, raisins, cheese and crackers, trail mix, carrot sticks, and celery sticks. Ortega School defines four class parties during the school year and supports a policy in which healthy snacks are strongly encouraged.

Speech

The speech teacher will test kindergarten, first grade and students referred by classroom teachers. Should any speech difficulty be identified, families are notified and plans will be made for speech instruction.

Student Bills

Students are charged with the responsibility of accounting for school materials. Students will be billed for all lost textbooks, library books, and for all willful destruction of school property. Students must pay for lost or damaged books before a new book will be issued.

Tardiness

A student who arrives after 8:30 a.m. must report to the office for an admit slip. This slip is necessary to be admitted to class. The office will closely monitor tardiness,

and parents will be notified, when tardiness becomes a problem.

Telephone Usage

Since the telephones in this school are for business, students will not be allowed to use the telephone except in emergency situations. Parents and students should make prior arrangements for rainy days, after-school activities, etc. No cell telephone use is allowed during school hours.

Testing

The State of California requires all students in grades 2-8 to take a Standardized Assessment and Reporting Test (STAR). We send a copy of the student's results to parents. The district requires students to pass selected minimum proficiencies in grades 3 - 5 in reading, math, language and writing. Our district has established content standards for each grade level applicable to all students; performance is reviewed at parent conferences. Families with students at risk of failing standards meet at the school to discuss and develop a provisional placement contract.

Transfers from Ortega

Advise the office as soon as you learn that you will be leaving Ortega School. Return all textbooks and Library books assigned to you. Failure to do so will prevent school records from being forwarded to the new school.

Visitors

According to state law, all visitors are required to check in at the school office and obtain a Visitor's Button. Friends who attend other schools are not allowed to visit during school hours.

Viewing District Policies on Line

The public can view the Pacifica School District Board Policies and Administrative Regulations on-line from the District web site, visit the District website: <http://www.PacificaSD.org>. Choose "District Information" then "Board Policies and Administrative Regulations." Follow the on-line directions.

HOMEWORK

Philosophy

The staff at Ortega Elementary School believes that homework is an important extension of classroom learning.

Homework assignments encourage responsibility by providing activities the child can successfully perform independently or with the family, outside the school setting.

We view homework as a positive learning experience and feel that it completes the circle of communication between the child, parent and teacher.

Purpose

Homework should supplement, complement, extend and reinforce classroom teaching and learning.

- Homework assignments will be based on one or more of the following purposes:
- Practice -- These practice assignments strengthen skills introduced in the classroom.
- Preparation -- Participation in locating facts and data prior to class discussion provides a challenge and offers more stimulation.
- Extension -- Determines whether students can transfer specific skills or concepts to new situations.
- Enrichment -- Enrichment activities may be short-term or long-term projects as well as reading for pleasure and enjoyment.

Responsibility

Homework is a student responsibility. Good study habits are learned and last a lifetime.

Time

The amount of time needed to complete an average daily homework assignment will vary with each child and his/her ability. This includes oral practice and papers to be returned. The following times are only guidelines:

- Kinders - approximately 10 to 15 minutes
- 1st - 2nd approximately 15 to 30 minutes
- 3rd - 5th approximately 30 to 60 minutes

Feedback

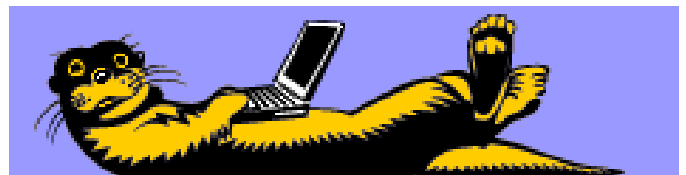
Students will be given regular and specific feedback on their homework assignments. Each teacher will establish procedures in a manner that is appropriate for their individual classrooms.

Homework for Absent Students

Homework will be provided when students are to be absent more than one day. When homework is requested, parents should call the office early in the day and let us know how long it is anticipated the student absence will be. Homework will then be available to pick up from the office after 3:00 p.m. of the second day of the pupil's absence. Students are also encouraged to check with classmates about class assignments when they are absent.

Summary

Our goal is to make homework an integral part of a balanced curriculum as well as foster communication between the parent, child, and teacher.



INSTRUCTIONAL PROGRAM

In a brief handbook, it is difficult to explain the entire instructional program at our school. Back-to-School Family Conferences, Open House, parent conferences, coupled with frequent articles in the Ortega Newsletter will afford you additional opportunities to hear more thorough explanations. The following is a synopsis, by content area, of the instructional program your child will receive during his/her tenure at Ortega School.

ENGLISH/LANGUAGE ARTS

The Ortega Elementary School staff shares the philosophy that listening, speaking, reading, and writing contain crucial skills that cannot be taught in isolation. Therefore, we focus on teaching these skills with an integrated and meaning-centered curriculum. Our responsibilities lie in teaching primary students how to read and write and in teaching intermediate students how to gain fluency and confidence in reading and writing so that they may become independent learners. Ortega staff members are active participants on the District Literacy Team, and are working cooperatively with staff throughout the District to achieve



early literacy for all students. The Ortega staff will implement all aspects of the District Literacy Plan. Classroom assessments defined in the Literacy Plan will be given three times a year, and will

be discussed at the first parent/teacher conference.

Teachers enrich the State framework for language arts by using lessons and ideas gained from staff development days. We believe that students can be taught the various steps of writing (prewriting, writing a first draft, revising, proofreading, and final copy) and can be expected to apply them in all subject areas.

A wide variety of material is available at Ortega School: District's Core Language Arts Program, children's literature books, leveled books, news articles, and student stories. Throughout the grades we emphasize reading for meaning and for pleasure. Our well-stocked library is an integral part of a reading program.

MATHEMATICS

The goal of our mathematics program is for students to experience the enjoyment and fascination of mathematics as they gain confidence and skills. We believe every student should be exposed to all of the strands of mathematics – numbers, measurement, geometry, patterns

and functions, logic, algebra, and statistics and probability on a regular basis.

At Ortega, we believe the early years of mathematics education are critical to children's later attitudes and achievement. Therefore, we incorporate many experiential activities with manipulative materials starting in kindergarten. Children work in small groups to solve problems and work with various materials such as pattern blocks, cubes, dice, geoboards, attribute blocks, number tiles, and calculators. The computer is also used to practice computation and develop more effective problem solving strategies. In addition, students explain their thinking, orally and in writing, and build their understanding of mathematics over a long period of time.

HISTORY/SOCIAL SCIENCE

Our history-social science program helps all students to develop their potential for personal, civic, and professional life. Goals of the curriculum include: 1) acquisition of basic knowledge and cultural understanding; 2) understanding democratic and civic values; and 3) skills attainment and social participation.

A variety of materials, resources, strategies, and technologies are used to engage students. Much of the literature used to enhance the curriculum emphasizes heroes, adventure, moral challenges, far away places and distant times so that students' imaginations are captivated. The elementary program encompasses numerous opportunities for interdisciplinary studies. We augment the history-social science program at all levels with field trips, assemblies, docent visits, projects, artifacts, children's literature, and community projects.

SCIENCE

Our science program is designed to offer students a variety of experiences at all levels. The curriculum becomes more specialized as children progress through the grade levels. Throughout the K-5 program, each student is exposed to life, physical, and earth sciences.

California's Science Framework recommends that 40 percent of the total time spent on learning science should be in hands-on lessons. We are most fortunate at Ortega in that our students have the opportunity to work in our large science lab. Science Kits are available at every grade level to provide hands-on learning.

VISUAL AND PERFORMING ARTS

The essence of our school site is visible in our student-produced art. Artistic and dramatic products are extensions of teaching experiences in social science, language arts and reading, and science. Hallway exhibits

highlight student achievement throughout the year, demonstrating lessons in use of materials, form and function, texture, perspective, and artistic style.

Our Parent-Teacher Organization supports the curriculum with assemblies presented by actors, musicians, and storytellers. As well, students are involved in drama plays both in classroom and as participants in after-school clubs. Staff recognizes that artistic achievement is an expressive and imaginative outlet for many children. This curriculum area provides experiences in communicating with media, role-playing, and dance.

Students engage in a series of performing arts workshops during this school year. Every grade level will have a fifteen-week series of activities. We provide choral music and visual arts training.

PHYSICAL EDUCATION/HEALTH EDUCATION

Motor skills, fitness, and sportsmanship are emphasized. This program gives young children additional experience with balance, hand-eye coordination, games, and dance that results in enhanced skills and self-confidence. Students in the upper grades take part in a regularly scheduled PE program. Stamina, flexibility, muscle strengthening, game skills, and dance are components of the PE curriculum at Ortega School. Activities de-emphasize winning and losing and stress the importance of self-improvement and activity participation.

SPECIAL EDUCATION

Ortega Elementary School proudly hosts a Special Education program for students with special needs. Supports include teacher specialists and instructional assistants, supplemental materials, computer-assisted learning, and tutoring. Special Education students participate in all school activities and enrolled in general education classes.



ORTEGA ELEMENTARY SCHOOL
CALENDAR

2009 - 2010

August

31 School Begins—Early Out

September

7 Labor Day Holiday
16 **Back to School Night**

October

09 School Pictures
12 SIP Day, No School
26-30: Gr 5 Outdoor Education Wk.
30 Halloween Parade

November

11 School Holiday
12 **Elna Flynn Volunteer Recognition Dinner**
18-24 Parent Conferences (Early Out)
25-27 Thanksgiving Recess

December

18 Early Out Schedule
21-03 **Winter Recess**

January

04 School Resumes
18 **School Holiday**

February

15-19 **School Holiday Week**

March

2 & 3 STAR Writing Test, Gr. 4
17 – 23 Parent Conferences (Early Out)

April

02 Early Out Schedule
05-09 Spring Recess

May

Apr 26 – May 14 STAR Testing
Open House/Basket Auction
28 **SIP Day, No Students**
31 **School Holiday**

June

14-16 Early Out Schedule
16 Field Day & Picnic
17 Last Day of School-Early Out

Important Reminder:

Call the school whenever your child is absent (phone 738-6670). Thanks for your help.

Time Schedule

Kindergarten:

8:30 AM—12:00 PM (Sep)
8:30 AM—1:15 PM (Oct - Jun)
8:30 AM – 2:00 PM (Rotating Schedule)
Lunch: 11:45 AM
Early Out Every Wednesday

Grades 1st through 3rd:

8:30 AM—2:35 PM
Lunch: 11:45 AM/12:30 PM
Every Wednesday: 8:30 AM—1:35 PM

Grades 4th through 5th:

8:30 AM—2:50 PM
Lunch: 12:30 PM
Every Wednesday: 8:30 AM—1:45 PM