

# COLLEGE SCHOOL DISTRICT

## **STUDENT/PARENT HANDBOOK 2016-2017**

SUPERINTENDENT: JAMES BROWN  
PRINCIPAL: MAURENE DONNER

**THIS BOOK BELONGS TO:**

---

## **TABLE OF CONTENTS**

<b>Welcome to the College School District</b>	1
COLLEGE SCHOOL DISTRICT	3
COLLEGE SCHOOL DISTRICT STAFF	4
School Faculty	4
School Support Staff	4
County Personnel	4
Tobacco Free Policy	5
Arrival/Dismissal Schedule - All Grades	6
ATTENDANCE REQUIREMENTS	7
IMMUNIZATIONS	7
ABSENCES	7
TRUANCY/UNEXCUSED ABSENCES	8
INDEPENDENT STUDY	8
TARDIES	8
CLOSED CAMPUS	8
PERMISSION TO LEAVE SCHOOL	8
ARRIVALS	8
DEPARTURES	8
GENERAL INFORMATION FOR COLLEGE & SANTA YNEZ SCHOOLS	9
IMPORTANT DATES	9
TELEPHONES	9
MESSAGES	9
LUNCH/MILK PROGRAM	9
EMERGENCY CARDS	9
RELEASE OF STUDENT TO PEACE OFFICER	10
PARENT RESPONSIBILITY	10
STUDENT SEARCH	10
HEALTH SERVICES	10
SCHOOL VISITORS	11
LOST AND FOUND	11
LIBRARY	11
FIELD TRIPS	11
CELL PHONES	11
SKATEBOARDS, SKATES, RADIOS, ETC...	11
STUDENT STUDY TEAM	12
PARENT TEACHERS ASSOCIATION	12
BICYCLE SAFETY	12
INSTRUCTIONAL PROGRAMS INFORMATION	13
READING/LANGUAGE ARTS	13
SCIENCE	13
MATHEMATICS	13
SOCIAL SCIENCE	13
CHARACTER EDUCATION	13
ACADEMIC ACHIEVEMENT - AWARDS (Grades 6-8)	14
HONOR ROLL	14
HIGH HONORS	14
EIGHTH GRADE GRADUATION REQUIREMENTS	15
VALEDICTORIAN	15

SPECIAL PROGRAMS	16
ELD (English Language Development) PROGRAM	16
ExCEL	16
MIGRANT PROGRAM	16
ASES AFTER SCHOOL TUTORIAL/ENRICHMENT PROGRAM	16
COUNSELING SERVICES	16
GATE (Gifted and Talented Education) PROGRAM	16
MUSIC PROGRAM	16
SPECIAL EDUCATION SERVICES/ Transitional	
Kindergarten .....	17
SPECIAL DAY CLASS	17
SPEECH/LANGUAGE THERAPY	17
RESOURCE PROGRAM	17
TRANSITIONAL KINDERGARTEN PROGRAM	
.....	17
REPORTING STUDENT PROGRESS	18
PARENT CONFERENCES	18
STUDENT RECORDS	18
PARENT COMMUNICATION/CONCERNS	18
HOMEWORK	19
DRESS STANDARDS	20
DRESS CODE	20
CONSEQUENCES (grades Kindergarten - 6 <sup>th</sup> )	20
PLAYGROUND RULES	21
General Rules	21
Tetherball:	21
Swings:	21
Bars and Rings:	21
Snack Time:	21
Lunch Time:	21
SCHOOL WIDE BEHAVIOR STANDARDS (K-8)	22
EXPULSION	23
SEXUAL HARASSMENT	23
7 <sup>th</sup> and 8 <sup>th</sup> Grade Merit/Demerit System	25
Detention	25
Loss of Privileges	25
STUDENTS' RIGHTS AND RESPONSIBILITIES	26
UNIFORM COMPLAINT PROCEDURES	28
COMPLAINTS REGARDING DISCRIMINATION	29
AND THE EDUCATION OF DISABLED-STUDENTS	29
EMERGENCY DISASTER PROGRAM	30
Fire Drill and Evacuation Plan	30
Earthquake	30
Evacuation from School Grounds	30
Personnel Duties	30
COLLEGE SCHOOL MAP	31
SANTA YNEZ SCHOOL MAP	32
2013/2014 ACADEMIC CALENDAR	
.....	33

# Welcome to the College School District

## Home of College/Santa Ynez School

A California Distinguished School  
A California Title One Achieving School  
A National Blue Ribbon School Nominee

*Developing World Class Learners –  
Our College Kids Can!*

August 2016

Dear Parents/Guardians and Students:

On behalf of the College School District, we welcome you to the 2016-17 school year. The information offered in this handbook will help you understand the educational programs, schedules, discipline policies, and extra-curricular activities that offered by the College School District.

It is our desire to provide the finest educational environment possible for your child. Programs are designed to address the academic, social, and emotional needs of all students at College School District.

The education of children is a responsibility that must be shared by teachers and parents alike. Parents play an important role in our success. You are encouraged to share your talents and resources, whether it is in your child's classroom, on campus, or by volunteering within the Santa Ynez community. By working together, we can truly build the future.

If you would like to be an "active" part of the College School District's team, please contact our Parent Teacher Association, or the school office.

Again, welcome to the 2016-17 school year. Working together, we can make a difference in each child's education.

For our College kids,

James Brown  
Superintendent

Maurene Donner  
Principal

3525 Pine Street  
**Santa Ynez, California 93460**  
(805) 686-7300  
FAX (805) 686-7305

College Elementary (TK-1)  
3525 Pine Street  
Santa Ynez, California 93460  
**(805) 686-7300**  
FAX 686-7305

Santa Ynez Elementary (2-8)  
3325 Pine Street  
Santa Ynez, California 93460  
**(805) 686-7310**  
FAX (805) 686-7340

Board of Trustees:

Mrs. Debbie Goldsmith, President  
Mr. Salvador Avila, Vice President/Clerk  
Ms. Veronica Sandoval, Member  
Mrs. Molly Carrillo-Walker, Member  
Mr. Craig Litle, Member

District Administration:

Dr. James Brown, Superintendent  
Mrs. Maurene Donner, Principal

**Equal Opportunity/Affirmative Action Employer**

In compliance with State and Federal laws, the College School District does not discriminate on the basis of race, ethnicity, sex, marital status, color, religion, age, disability, medical condition (cancer-related), ancestry, or national origin in the education programs or activities which it operates, in its employment practices, nor in the admission policies to its programs.

**COLLEGE SCHOOL DISTRICT STAFF**

**School Faculty**

<u>NAME</u>	<u>POSITION</u>	<u>CAMPUS</u>
Mrs. Terri Turner	Transitional Kindergarten	College Campus
Mrs. Kim Snyder	Kindergarten	College Campus
Ms. Silvana Patterson	First Grade	College Campus
Mrs. Laura Olesen	Second Grade	Santa Ynez Campus
Mrs. Jennifer Elliott	Third Grade	Santa Ynez Campus
Ms. Stephanie Lewis	Fourth Grade	Santa Ynez Campus
Mr. Cory Stephens	Fifth Grade	Santa Ynez Campus
Miss Laurel Patterson	Sixth Grade	Santa Ynez Campus
Mrs. Jaslynn Abbott	Seventh Grade	Santa Ynez Campus
Mr. Ronnie Tow	Seventh Grade	Santa Ynez Campus
Mrs. Toni Roberts	Eighth Grade	Santa Ynez Campus
Mrs. Annette Shimamura	Eighth Grade	Santa Ynez Campus
Mrs. Nikole Delman	Science/GATE Teacher	College/Santa Ynez Campus
Mrs. Kay Dominguez	Music Specialist	College/SY Campuses
Mrs. Flor Yancey	English Language Development	College/SY Campuses
Mr. Greg Blessing	Physical Education	College/SY Campus
Mrs. Joanne Grayson	Instructional Intervention Specialist	Santa Ynez Campus
Mrs. Cindy Allan	RtI/ELD	College/SY Campuses

**District Support Staff**

Mrs. Victoria Pointer	Executive Assistant to the Superintendent	College Campus
Mr. Gary Pickavet	Chief Business Officer	College Campus
Mrs. Jill Kryzston	Accounting Tech	College Campus

**School Support Staff**

Mrs. Mariana Diaz	School Secretary	Santa Ynez Campus
Mrs. Sandy Arimoto	Instructional Aide	Santa Ynez Campus
Mrs. Theresa Bruhn	Bilingual Instructional Aide	College/SY Campus
Mrs. Kath Gardner	Instructional Aide	Santa Ynez Campus
Mrs. Kathy Kessler	Instructional Aide	College Campus
Mrs. Pamela Nelson	Instructional Aide	College Campus
Mrs. Christie Tarman	Instructional Aide	Santa Ynez Campus
Ms. Christie Ruelas	Instructional Aide	Santa Ynez Campus
Mrs. Amanda Wright	Lunch/Librarian	Santa Ynez Campus
Mrs. Leti Avila	Lunch/Custodial	College/SY Campuses
Mr. Jose DeLeon	Maintenance/Custodial	College/SY Campuses
Mr. Ramiro Castillo	Custodian	College/SY Campuses
Ms. Estella Esquivel-Pena	Custodian	Santa Ynez Campus
Mrs. Sandra Rodriquez	Custodian	College Campus
Mr. Eric Hemming	IT Services	College/SY Campuses
Mrs. Denise Halleck	Technology and Website Consultant	College/SY Campus
Mrs. Arcelia Sencion	PHP/Family Services Coordinator	College/SY Campus

**Santa Barbara County Education Office Faculty and Staff**

Ms. Claudia Echavarria	Special Education Coordinator	Buellton
Mrs. Kathleen Blake	Speech and Language Specialist	College/SY Campus
Mrs. Brenda Beas	Nurse	Santa Ynez Campus
Mrs. Eva Lewis	Adaptive PE Specialist	Santa Ynez Campus
Mrs. Liliana Gutierrez	Psychologist	Santa Ynez Campus
Mrs. Ana Liza Budde	Resource/SDC Teacher	College/SY Campus

Tobacco Free Policy  
**College School District is a tobacco free work site.**

As part of our Tobacco Free Policy and Re-certification process, the district must annually share information with students, staff, and parents on tobacco-cessation services that are available in the community. Information for students and parents will be included in our Parent-Student Handbook given out at the beginning of each school year.

For your information now, here are several resources you could provide interested parties with:

- Tobacco Prevention Settlement Program  
Director Dawn Dunn  
[www.sbcphd.org/tobacco](http://www.sbcphd.org/tobacco)  
Resources for programs in our county as well as the information on the California Smoker's Helpline. Information in English, Spanish, for deaf clients, and teens.
  
- American Lung Association  
Freedom from Smoking Online program  
[www.californialung.org](http://www.californialung.org)
  
- Pacific Pride Foundation  
Kick Butts Tobacco Cessation Program  
[www.pacificpridefoundation.org](http://www.pacificpridefoundation.org)

These websites provide information for people interested in stopping smoking. They provide a helpline, Medi-Cal information, and medication information.

**Arrival/Dismissal Schedule - All Grades**  
**Students are not permitted on school campus before 8:05 a.m.**

School begins each morning at 8:25 a.m. for all grades TK-8 students. Transitional Kindergarten is dismissed at 12:00 pm daily, except on minimum days. Kindergarten is dismissed at 1:00 p.m. until September 9<sup>th</sup>. Full day Kindergarten begins on September 13<sup>th</sup>. Student will be dismissed at 2:30p.m. Dismissal for 1<sup>st</sup> grades is 2:30 pm, 2<sup>nd</sup>-8<sup>th</sup> grades is 3:00 p.m.. The schedules below explain the recess, lunch, minimum and early release schedules. **Every Monday grades K-8 are dismissed at 1:00 p.m.** (refer to school schedule and calendar).

**TK/Kindergarten and First Grade**

<b>Regular Schedule</b>		<b>Minimum Day</b>		<b>Early Release Monday</b>	
8:25 – 12:50	Class time	8:25 – 11:45	Class time	8:25 – 12:45	Class time
10:00 – 10:20	Recess	10:00 – 10:20	Recess	10:00 – 10:20	Recess
10:20 – 12:00	Class time	10:20 – 11:45	Class time	10:20 – 12:00	Class time
12:00 – 12:45	Lunch (TK Dismissal)	<b>11:45</b>	<b>Dismissal</b>	12:00 – 12:45	Lunch (TK Dismissal)
12:45 – 1:00	<b>Kdg. Dismissal (8/26-9/9)</b>			12:45 - 1:00	Class time
12:45 - 2:30	Class time			<b>1:00</b>	<b>Dismissal</b>
<b>2:30</b>	<b>Dismissal</b>				

**Beginning on September 13th, Kindergarten students will stay until 2:30 pm.**

**Second Grade and Third Grade**

<b>Regular Schedule</b>		<b>Minimum Day</b>		<b>Early Release Monday</b>	
8:25 – 9:55	Class time	8:25 – 9:55	Class time	8:25 – 9:55	Class time
9:55 – 10:15	Recess	9:55 – 10:15	Recess	9:55 – 10:15	Recess
10:15 – 12:00	Class time	10:15 – 11:45	Class time	10:15 – 12:00	Class time
12:00 – 12:45	Lunch	<b>11:45</b>	<b>Dismissal</b>	12:00 – 12:45	Lunch
12:45 – 3:00	Class time			12:45 – 1:00	Class time
<b>3:00</b>	<b>Dismissal</b>			<b>1:00</b>	<b>Dismissal</b>

**Fourth Grade – Fifth Grade**

<b>Regular Schedule</b>		<b>Minimum Day</b>		<b>Early Release Monday</b>	
8:25 – 9:55	Class time	8:25 – 9:55	Class time	8:25 – 9:55	Class time
9:55 – 10:15	Recess	9:55 – 10:15	Recess	9:55 – 10:15	Recess
10:15 – 12:00	Class time	10:15 – 11:45	Class time	10:15 – 12:00	Class time
12:00 – 12:45	Lunch	<b>11:45</b>	<b>Dismissal</b>	12:00 – 12:45	Lunch
12:45 – 3:00	Class time			12:45 – 1:45	Class time
<b>3:00</b>	<b>Dismissal</b>			<b>1:45</b>	<b>Dismissal</b>

**Sixth – Eighth Grade**

<b>Regular Schedule (Tues. &amp; Fri.)</b>		<b>Minimum Day</b>		<b>Early Release Monday</b>	
8:25 – 9:20	Per. 1	8:25 – 10:05	Per. 1 or Per. 2	8:25 – 9:20	Per. 1
9:22 – 10:12	Per. 3	10:05 – 10:20	Break	9:22 – 10:12	Per. 3
<b>10:12-10:30</b>	<b>Break</b>	10:22 – 12:00	Per 3 or 4	<b>10:12 – 10:30</b>	<b>Break</b>
10:32 – 11:22	Per. 2	12:00	Dismissal	10:32 – 11:22	Per. 2
11:24 – 12:14	Per. 4			11:24 – 12:14	Per. 4
<b>12:14 – 12:59</b>	<b>Lunch</b>			<b>12:14 – 12:59</b>	<b>Lunch</b>
1:01 – 1:39	Per. 5 Elective			1:01 – 2:05	AVID/Band/ Elective
1:41 – 2:18	Per. 6 Elective				
2:20 – 3:00	Per. 7 Elective/AVID				

**Wednesday & Thursday (Block Schedule)**

8:25 – 9:20	P.E. (Students must dress out)
9:22 – 10:38	Block 1/2
<b>10:38 – 10:56</b>	<b>Break</b>
10:58 – 12:14	Block 3/4
<b>12:14 – 12:59</b>	<b>Lunch</b>
1:01 – 1:39	Per.5 Elective
1:41 – 2:18	Per. 6 Elective
2:20 – 3:00	Per. 7 Elective/AVID



## ATTENDANCE REQUIREMENTS

Children who are to be enrolled in kindergarten must be 5 years of age on or before October 2, in the year of enrollment. Children who are to be enrolled in first grade must be 6 years of age on or before October 2 of the year of enrollment.

Education Code §48200. “Each person between the ages of 6 and 18 years . . . is subject to compulsory full-time education. Each person shall attend . . . public school for the full time designated as the length of the school day by the governing board. Each parent or guardian having control or charge of the pupil shall send the pupil to the public school for the full time designated as the length of the school day . . .” Educational research shows that student achievement is very closely tied to student attendance. We want students to attend because we want them to succeed. **Please assist us with providing every opportunity for your child to succeed by ensuring their consistent attendance in school.**

## IMMUNIZATIONS

The state law and our Board of Education policy requires that all entering school students meet the requirements for immunization prior to their entering school. A student will not be allowed to attend class without written proof of immunization.

Polio: 3 doses; the last dose must be given after the second birthday

DPT: 4 doses; the last dose must be given after the second birthday

MMR: 2 doses; 1 dose after age one, the second dose required for children entering kindergarten after August 1997.

Hep B: 3 doses; 1 dose prior to entering kindergarten; second dose 1-2 months after the first dose; and the third dose 2-6 months after the second dose.

Tdap: For the 2013-14 school year, all students entering into the 7<sup>th</sup> and 8<sup>th</sup> grade will need proof of a whooping cough vaccination (Tdap) before starting school.

## ABSENCES

It is most important that all students attend school on a daily basis to assure continuity of skills and learning. If your child is absent for any reason, **please send a written excuse.** Absences may also be verified by calling the school office. These areas are considered an excused absence: illness, death in the family, doctor/dentist appointment, and religious observance. All other reasons are considered unexcused. **If a student accumulates 15 (fifteen) unexcused absences in any one reporting period, the teacher may assign a failing grade. Three or more unexcused absences may result in a child being declared a truant. (Please see section on truancy, page 7)** If a student is absent for only one or two days for reasons listed above, please call a friend for any assigned work. If student is absent for three or more days, assignments may be picked up in the office between 3:00 and 4:00 p.m.

College School District does not receive funding from the State of California for pupils who are absent from school. This includes all absences, even those related to illness, medical or doctor appointments, or for the purpose of attending funeral services of a member of the immediate family. In other words, schools will receive state funding only for students who actually attend school. If you find it necessary to keep your child out of school for reasons other than an illness, **we encourage you to send your child to school for at least a part of the day so that your child will not be counted absent and also will not miss out on important school assignments.** It is crucial that local schools continue to receive the financial resources necessary to provide quality education services. We want to avoid unnecessary absences that reduce District resources and limit your child's opportunity to obtain good grades.

#### TRUANCY/UNEXCUSED ABSENCES

Education Code §48260. “Any pupil . . . who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day on three occasions in one school year is a truant and shall be reported to the superintendent of the school district . . .”  
7<sup>TH</sup>/8<sup>TH</sup> grade students who are absent 9 periods without a valid excuse in one school year will be reported as truant.

College School District works in close cooperation with the Santa Ynez Valley School Attendance and Review Board (SARB) and the Santa Barbara County District Attorney’s Truancy Intervention Program. Students who have excessive unexcused absences and/or are truant will be referred to the District Attorney’s Program and/or the School Attendance Review Board (SARB). Letters are sent home to parents advising them of the implications of excessive absences after the accumulation of 5 or more absences (excused and /or unexcused).

#### INDEPENDENT STUDY

If your child will be out of school for a period of five (5) days or more (for reasons other than illness), you are requested to set up an Independent Study Agreement with your child’s teacher. In this way, your child will receive credit for the time he/she is away from the classroom. The teacher will complete a District form indicating the assignments your child needs to complete for the Independent Study. An independent study agreement must be signed three days prior to a child leaving school. If a student is **not** on an Independent Study Agreement, the student will be marked unexcused and the District receives no funding. **The student is also considered truant.**

#### TARDIES

Attendance is taken first thing in the morning. **If a 2<sup>nd</sup> – 8<sup>th</sup> grade student arrives at school after the late bell (8:25 a.m.), he/she should report to the office first to obtain a late pass. All K-1 students report to school office.** No student will be admitted late to class without a pass from the office. If the child does not report in, they may be counted absent for the entire day. It is the parent’s responsibility to ensure children attend school regularly and arrive on time. One student arriving late to the classroom means a disturbance for each member of the class who is already working. Roll is taken in the 7<sup>th</sup> & 8<sup>th</sup> grade at the beginning of each class period. Students who are not in their seat when the late bell rings will be reported as tardy.

Education Code §48260. “Any pupil . . . who is absent from school without valid excuse three full days in one school year or tardy or **absent for more than any 30 minute period during the school day on three occasions in one school year is a truant** and shall be reported to the superintendent of the school district . . .”

#### CLOSED CAMPUS

Students are expected to remain on the school grounds from the time of arrival at school until they are dismissed at the end of the day.

#### PERMISSION TO LEAVE SCHOOL

Permission for a pupil to leave the school grounds during school hours may be obtained by notifying the school. **A parent may pick-up a child after first signing the student out in the office.** This is for the protection of our students. We ask that you please NOT take your child out of school unless it is absolutely necessary. Adults, checking out students, should come into the school office. Please do not go directly to the classroom for student check-out. Students will not be called to the office until the adult signing the student out has checked in with staff.

#### ARRIVALS

**Students should arrive on campus between 8:05 a.m. and 8:25 a.m. NO STUDENTS should be on campus before 8:00 a.m. as there is NO SUPERVISION until that time.** All students should go directly to the playground. The bell rings at 8:25 a.m., at which time students line up to go to class.

#### DEPARTURES

Unless students are enrolled in an after-school supervised program, parents need to make plans to have their student picked up promptly at the end of the school day.



## GENERAL INFORMATION FOR COLLEGE & SANTA YNEZ SCHOOLS

### IMPORTANT DATES

**Parent Conferences** Monday, October 27; Tuesday, October 28; Wednesday, October 29; Thursday, October 30; and Friday, October 31

**These are all minimum days**

### TELEPHONES

Students are allowed to use school phones **ONLY IN THE CASE OF EMERGENCY**. If such an emergency arises, the student must obtain permission from a teacher or adult in charge and the phone call must be placed under the supervision of an adult. Students are not to be making cell phone calls, texting, or otherwise using their phones/electronic devices during school hours.

### MESSAGES

We do not contact the teacher in the classroom unless it is an emergency. We regret we are unable to deliver telephone messages to students except for a **verifiable emergency**. (Setting up appointments with doctors, dentists, hairdressers, etc., is not considered an emergency.)

### LUNCH/MILK PROGRAM

Free and reduced price lunches are provided for those families who qualify. Special letters are sent out each year with applications for the program to be completed.

Low fat milk is offered for sale through the school office; students may purchase a milk card good for 16 milks for \$5.00 from the office.

A daily school lunch program is offered for all students. We provide a nutritious lunch daily that is available for purchase through an **advance purchase process**. Lunches will be available starting August 23rd.

The staff would like to urge all parents to follow good nutritional practices for snacks and lunches as an aid to their child's learning.

### EMERGENCY CARDS

In the event that the school needs to contact you during the day because of an emergency or your child becomes ill, it is **most important that we have a current emergency card on file for your child**. This card must contain your current street address, mailing address, and a telephone number where you or an alternate adult can be reached at all times during school hours. If this information changes during the school year, please notify the office immediately. **Students will not be released from school to anyone other than those listed on the emergency card.**

## RELEASE OF STUDENT TO PEACE OFFICER

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian.

## PARENT RESPONSIBILITY

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents or guardians' liability may be as much as \$10,000 in damages and another maximum of \$10,000 for payment of a reward, if any.

The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money.

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom.

## STUDENT SEARCH

The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) or the student's desk if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband.

## HEALTH SERVICES

Good health is important to your child's learning and successful academic career. State law requires that for each child enrolling in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical examination within the last 18 months. You may file with the school district a written objection or waiver stating the reasons if you are unable to obtain such services. You must understand that your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease.

Health appraisals are done by the school nurse to determine the total health status of each student using health histories, teacher observation and screening tests. Grades K-2 receive both a vision screening and an audiometric (hearing) screening annually. First graders receive a dental screening each year. If you want your child to be exempt from physical examinations at school, file a written statement with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she shall be sent home and shall not be permitted to return to school until clearance is issued in writing from your physician.

The school will notify parents in writing of any contagious disease, infection, or infestation in their child's classroom within 48 hours of its report.

First aid treatment is given for minor injuries that occur at school. Parents are notified in cases that merit further attention. The school district does not provide insurance on individual students.

**The school is unable to administer internal medication without authorization from a physician which includes the directions for administration of the medication. Please request a form to have completed by your physician.**

## SCHOOL VISITORS

**All visitors and volunteers must check in at the office where they will be given an identification badge to be worn while they are on site before visiting any part of the campus.** We strive to provide the teaching staff with uninterrupted learning time to meet the state requirements. Visiting a classroom during the school day without an appointment is discouraged. If a conference with a teacher is desired, please arrange with the teacher and/or office to schedule the conference after school hours.

## LOST AND FOUND

We ask that outer garments of clothing, lunch boxes, keys, and any other loose items that are brought to school have the student's name and room number on them. The office will hold any items turned in as lost. Students and parents are encouraged to check with the office if they have lost anything. Parents may check for lost items during school hours. The school is not responsible for lost articles. Articles that are not picked up will be donated to charity periodically throughout the school year.

## LIBRARY

Students in grades K through 8 have access to our library where they may select books to check out for the week and returned during their next library visit. Our library collection contains the majority of recommended books on the state core literature list. It is important that borrowed books be returned, or if lost or damaged, be replaced or paid for in a timely manner.

We always welcome parent volunteers to help in our library. If you are interested in helping, please call the school office.

## FIELD TRIPS

During the school year, field trips may be planned in connection with classroom work. **It is necessary to bring WRITTEN permission from parents on any field trip.** If the student does not have a signed permission slip for a trip, the student will be assigned to another classroom for the day.

On a field trip, students are expected to adhere to all school rules as well as special rules set up by the teacher. Please remember that the student represents our school and students are required to behave in a manner that will reflect well upon the student, his/her parents, and our school.

## BOOKS

**School textbooks and library books are loaned to students free of charge.** It is the responsibility of the student to **keep books in good shape.** Books are expensive. Students in the College School District have well over \$200.00 worth of books in their possession during the school year. **Students will have to pay for any books that are damaged or lost.** Students will be charged for the cost of replacement, and report cards, cum files, etc. will be held until book fees are paid. **All textbooks will be covered at all times.**

## CELL PHONES

- Cell phones can only be used before and after school. They may not be used during the school day.
- Phones must be turned off or put on silent mode during the school day.
- If a phone rings during class or is used during the school day, it will be confiscated and a parent will need to pick it up. A second removal may require the phone to be kept in the office until June.
- If students need to phone a parent during the school day, they must use the phone in their classroom. Parents should call the office if they need to contact their child during the school day.

SKATEBOARDS, SKATES, RADIOS, ETC...



Skateboards, skates, scooters, motorized scooters or cycles, and radios and ipods (or any other battery operated devices) are prohibited on campus. Confiscated items will be held in the school office until a parent or guardian picks them up.

## STUDENT STUDY TEAM

The District has developed and implemented a Student Study Team that reviews the academic, social, and emotional well being of its students. Referrals can be made by the individual classroom teacher, parents, or the administration based on the observed progress of students throughout the school year. If, as a parent, you have questions or concerns regarding your child in these areas, you may request a Student Study Team meeting.

## PARENT TEACHERS ASSOCIATION

College School District has an active Parent Teacher Association and all parents are urged to become members of the PTA. Through this organization, we are able to provide many special services and programs for all our students. These include such things as cultural arts assemblies, book fairs, the purchase of needed equipment for the school, etc.

## BICYCLE SAFETY

Kindergarten, first, and second grade students are NOT permitted to ride bicycles to and from school. The school has determined that students this young do not have adequate control of their bicycles or enough knowledge of safety rules to make it safe for them to ride to and from school.

Students in grades three through eight are permitted to ride bicycles to and from school. We ask that students who have parental permission to ride their bicycles to and from school have reasonable skills and control. Please stress safety with your child. **State law requires the use of a helmet.** Never allow two riders on one bicycle. Always ride on the right hand side of the street, with the flow of traffic, as close to the curb as possible. Riders should obey all traffic rules of the road. It is also advised that bicycles be securely locked in the bike racks provided.

In addition to adherence to traffic safety rules, students must follow these rules:

1. Bikes are to be walked at all times on school grounds.
2. All bikes shall be parked in the bike racks – rain or shine.
3. Bikes are not allowed in the hallways or quad areas.
4. Bikes are not to be ridden across playground areas.
5. Bikes shall be walked on the sidewalk along Pine Street to Calzada Avenue.
6. Bikes shall be walked through all crosswalks.
7. All students riding bicycles are required by state law to wear helmets.

**The bike rack area is NOT supervised during the school day, so we encourage students to chain and padlock bikes to the rack.**

## INSTRUCTIONAL PROGRAMS INFORMATION

The College School District strives to maintain a flexible program structured to meet the local and state requirements while also addressing the needs of individual students.

Students in the College School District are assigned to a particular class based on a number of factors including instructional level, learning and behavior patterns, and particular needs. All of our classes are heterogeneously organized so that there is a range of achievement within each classroom.

### READING/LANGUAGE ARTS

A phonics program is used for grades K & 1st grade California Treasures, Houghton-Mifflin “Reading: A Legacy of Literacy” is the District adopted reading text for grades K-6. Holt, Rinehart & Winston “Literature and Language Arts” has been adopted for grades 7 and 8. Spelling is a major emphasis in daily writing across the curriculum for all grade levels.

### SCIENCE

New science materials were adopted last year for our students. K-1 students will use the Foss California Science series. Students in grades 2-6 will use Foss California Science/Harcourt, California Science. Grades 7 and 8 will use science materials from Holt Rinehart.

### MATHEMATICS

Engaged New York modules will be used in grade K-8, CPM Educational Program will be used in grades 6-8th. These courses are aligned with the Santa Ynez Valley Union High School courses

### SOCIAL SCIENCE

Each grade level studies the history and culture of peoples from different parts of the world and different periods in history.

Grades K-5 use Scott Foresman textbooks, and grades 6 through 8 using the Prentice Hall textbooks.

Kindergarten	-	<u>Learn and Work</u>
First grade	-	<u>Time and Place</u>
Second grade	-	<u>Then and Now</u>
Third grade	-	<u>Our Communities</u>
Fourth grade	-	<u>Our California</u>
Fifth grade	-	<u>Our Nation</u>
Sixth grade	-	<u>Ancient Civilizations</u>
Seventh grade	-	<u>Medieval and Early Modern Times</u>
Eighth grade	-	<u>America History of Our Nation</u>

### CHARACTER EDUCATION

College School District is a member of the Character Counts Coalition. We use their nationally recognized school program of character education called CHARACTER COUNTS! in grades K-8. Throughout the school year the six pillars of character are taught and discussed. The pillars are: trustworthiness, respect, responsibility, fairness, caring and citizenship. The Josephson Institute has developed this program. Additional information is available on their web site, [www.charactercounts.org](http://www.charactercounts.org).



## ACADEMIC ACHIEVEMENT - AWARDS (Grades 6-8)

### HONOR ROLL

Grades 6-8

Any student maintaining a 3.0 grade point average (B) or higher for a trimester is placed on the honor roll. These students will receive an honor roll certificate at an awards assembly held each trimester.

### HIGH HONORS

Grades 6-8

Any student maintaining a 3.75 GPA (Grade Point Average) or better for any trimester is placed on the high honors list. Recipients also receive their awards at an awards assembly held each trimester.

## EIGHTH GRADE GRADUATION REQUIREMENTS

Board Policy 6146.5

In order to recognize successful completion of elementary/middle school education, the Governing Board shall Confer diplomas of graduation from elementary/middle school and from special day classes. The Board shall certify to the Superintendent of Public Instruction that their policy provides students with the skills necessary to pursue the required high school curriculum. As directed by the board certification of this policy shall be submitted at the same time as apportionment reports.

Diplomas shall be awarded only to students who have completed the course of study prescribed by law and the district. In addition, students shall meet district requirements for promotion based on grades, assessments or other indicators as specified in Board policy and administrative regulation.

In order to receive a diploma from College School District, an eighth grade student must meet the following requirements upon completion of the Eighth Grade:

- Academic – Student shall have a cumulative (grades 7 & 8) 2.0 grade point average in his/her core academic subjects. (Math, Science, Social Science, Language Arts and Physical Education)
- Citizenship – cumulative maintenance of satisfactory (“S”) in “Effort” and “Citizenship” areas.

### **Students not meeting these requirements may become candidates for retention.**

Students in the eighth grade look forward to participating in the graduation ceremony. It is possible for a student to progress to the high school and not be allowed to participate in the graduation ceremony. In October, the end of the first trimester, and the end of the second trimester, the diploma requirements shall be sent home to the parents.

The criteria for participation in the ceremony is as follows:

- Meet the requirements enumerated in 1 and 2 above.
- Have received less than 30 academic/behavioral demerits during his/her eighth grade year.
- Have received no failing grade (“F”) in the third trimester of a core academic class. Students in danger of receiving D or F grades during the third trimester shall be referred to an Academic Probation Committee composed of the Principal, 7<sup>th</sup> and 8<sup>th</sup> grade teachers.
- Have not received an Effort and/or Citizenship cumulative grade of less than “S”.

It shall be the responsibility of the eighth **grade teachers to notify the school principal in writing** of any student who is in danger of, or actually failing to meet the requirements for a diploma or participation in graduation activities. It shall be the responsibility of **the Principal to notify parents by certified letter of the student’s non-grad status** and arrange for a parent conference. A written record of the conference shall be placed in the student’s confidential file.

Students officially identified as Special Education students or English Learners at the beginning or early intermediate level may have differential graduation and competency standards applied.

## VALEDICTORIAN

The valedictorian for 8<sup>th</sup> Grade graduation is the student with the highest GPA, calculated to 0.01 place, for the 7<sup>th</sup> and 8<sup>th</sup> grade years. The student must have attended Santa Ynez School for both the seventh and eighth grade years. In the case of a tie, all students with the same highest GPA shall share the title of Valedictorian. If the second place student(s) is within 0.05 grade points of the Valedictorian, then the second place student(s) shall be recognized as the Salutatorian. If the difference between the first and second place students’ GPA is greater than 0.05 then no Salutatorian shall be honored. The GPA shall be

calculated on a 4-point scale for the core academic subjects only. (Math, Science, Language Arts, Social Science). PE and elective grades shall not be considered.

## SPECIAL PROGRAMS

### ELD (English Language Development) PROGRAM

Students who are not fluent in English and who qualify for the ELD program receive additional help in learning to speak, read, and write English. Our ELD teacher and our instructional aide work with small groups of ELL (English Language Learners) students in the regular classroom or pull-out groups during the week.

### ExCEL

Specific, targeted instruction in Language Arts is provided on a daily basis for students in grades K-8. Students are grouped according to their learning level and may move to a different classroom and/or teacher for this hour.

### MIGRANT PROGRAM

Those students whose families meet the criteria for the migrant program are provided with small group instruction in reading and math as well as the English language. These students meet with our ELD teacher or our instructional aide during the week and receive assistance with their schoolwork.

### ASES AFTER SCHOOL TUTORIAL/ENRICHMENT PROGRAM

ASES (AFTER SCHOOL EDUCATIONAL AND SAFETY) PROGRAM is available to students in 2<sup>nd</sup>-8<sup>th</sup> grade. See YMCA for availability and registration packets. Supervision is provided until 6:00 pm each day.

### COUNSELING SERVICES

College School District offers counseling services on both campuses as needed. A child can be recommended by his/her teacher, the principal, or by the parents/guardians. Students may also request to participate, with parental permission. Initiating counseling services requires written permission. Please contact the school office for referral forms.

### GATE (Gifted and Talented Education) PROGRAM

The goal of the GATE program is to meet the unique needs of the identified gifted and talented students in a way that is markedly different from the regular curriculum program.

Grades 3-6 students may be identified for the GATE pullout classes by meeting the multiple criteria set by our District within the State's guidelines. A teacher, parent, or other adult may refer a child for GATE screening. Since we are a small District, and to ensure full participation of all our students, we (with parent permission) test all of our second grade students annually in June with the Cognitive Abilities Test. The GATE Coordinator collects the various data including teacher ratings, achievement tests, etc., for review by a school acceptance committee that makes the final decision for admission to the program.

In September, we contact the parents of students new to our District, inform them of our GATE program, and give them an opportunity to have their child tested. Our teachers also make recommendations concerning new students. Further individual assessment of children previously tested by the District will be given upon request by parents, students, or teachers at the discretion of the committee. Children in grades 3-6 will not be tested on two consecutive years. Transfer students who have already been GATE-identified will have their records reviewed to determine continued eligibility. The committee may require additional testing.

GATE students in grades 7/8 are served through acceleration in the four core subject fields and participation in special programs and/or elective offerings.

### MUSIC PROGRAM

The school offers a comprehensive Music and Arts Education program. Classroom Music for grades K-6 focuses on rhythms, movement, art, and beginning notation. Band is offered for the 5<sup>th</sup> - 8<sup>th</sup> grade students.





## **SPECIAL EDUCATION SERVICES AND TRANSITIONAL KINDERGARTEN**

### **SPECIAL DAY CLASS**

The Special Day Class Program is offered for students who require Specialized Academic Instruction for more than 50% of their day. Students may be served in a self-contained classroom, and/or mainstreamed into general education classes, as appropriate.

### **SPEECH/LANGUAGE THERAPY**

Students identified with Speech/Language Impairment may receive Speech/Language services. These services may include therapy in the following areas: articulation; expressive and/or receptive language skills; fluency remediation. If there are concerns regarding a student's speech or language skills, the student may be referred for assessment by the teacher or parent, usually through the Student Study Team.

### **RESOURCE PROGRAM**

Students who are identified as having exceptional needs may receive Specialized Academic Instruction. To qualify for this program, students are assessed in all suspected areas of need. The parent or guardian must give written consent before any testing can be done. Following the assessment, a meeting is held with the parent/guardian and school personnel to discuss the results and determine if the child meets the eligibility criteria for Special Education services. If the child qualifies for the program, and the parents agree to services, an Individualized Education Plan (IEP) is developed, and goals are written to address the areas of need. The IEPs and goals are reviewed annually. Special Education services may be delivered in the Resource/Learning Center room, or in the general education classroom, as appropriate.

## **TRANSITIONAL KINDERGARTEN**

We are pleased to be able to offer our Transitional Kindergarten (TK) program this year. TK is designed to accommodate the developmental learning needs of our youngest students whose birthdays fall between September 2 and December 2. Our TK program is designed to be a two-year kindergarten program, which is embedded into the regular Kindergarten instructional day with the same class hours as our regular Kindergarten program.

## REPORTING STUDENT PROGRESS

Our District divides reporting periods into three periods (trimesters). Students receive a report card at the end of each period: November, March, and June. In October, teachers also schedule parent conferences at which time the grading system, report card, and progress of each child is discussed. In addition to report cards, there will be 2 formal progress reports sent home each year with students in grades 1 through 8. Parents are encouraged to keep in close contact with the classroom teacher throughout the school year.

## PARENT CONFERENCES

**Monday, October 27 – Friday, October 31, is Parent Conference week. Parents of students who are not meeting grade level/state standards will develop an Individual Learning Plan (ILP) during these conferences.**

## STUDENT RECORDS

You have a right to inspect and review your child's school records; to challenge their contents; to have an administrator assist you in interpreting the records; request amendment to ensure that they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights; to have a district-level hearing to appeal the decision not to change records; and to file a complaint with the state and/or U.S. Department of Education if the district fails to comply with state and federal law with regard to your child's records. Except for certain exceptions, pupil records are confidential and will not be disclosed without your consent. Please be aware, however, that when your child enrolls or intends to enroll in another district, we will send his or her records to that district. Your child's records may be shared with school officials and employees, and other persons connected with the school who have a legitimate educational interest and who may need them to perform his or her tasks.

## PARENT COMMUNICATION/CONCERNS

When parents plan to be out of town, ***it is extremely important that the school be notified.*** A written note containing the names of those individuals in charge at home, as well as the telephone number where the parents may be reached, must be sent to the office before the parents leave.

If a family problem arises which may affect the child's attitude, performance, or emotional disposition in school, (i.e., death or illness in the family, parents on trips, parental separation or divorce), you should notify the teacher as well as the Principal. Confidentiality will be maintained at all times.

**If a parent has a specific concern regarding the curriculum, homework policies, or behavior management within the classroom setting, it is imperative to meet with the child's teacher and discuss the issues.** If, after meeting with the teacher, a fair and equitable solution has not been obtained, you may contact the site administrator who will facilitate a conference between the teacher and the parent.

## HOMEWORK

Definition: Homework is work assigned by the teacher to be done outside of class and reinforces class work. Homework will vary with grade level and subject matter. Homework provides opportunities for extra drill in skill subjects, experiences in using supplementary materials, training in self-reliance, and opportunities for interested parents to take part in the formal educational program. Parents are informed in writing of the homework policy for each classroom.

Homework is considered a very important part of the school program. One of the school's major obligations is to provide the children the opportunity for developing proper work habits, promoting growth in responsibility for their work, and encouraging independence.

Toward these ends, homework is assigned on a regular basis throughout the school year. The recommended time to complete homework each night is as follows: Grades K-1, 15-30 minutes; Grades 2-3, 30-50 minutes; Grades 4-5, 50-90 minutes; Grades 6-8, 1 1/2 -2 hours.

The duration and difficulty of these assignments will vary and these times are only mentioned to give the parent of each child some guidelines with which to judge their child's home study. We realize that because of the individual differences among children **the time needed to complete homework assignments may vary**. If your child is consistently working over his/her maximum time allotment, please contact the teacher.

We ask parents to ensure that their child has a suitable place for study, away from such distractions as television and phone, and that he/she keeps to a regular homework schedule. In addition, homework is to be completed by the children themselves, without benefit of parental or tutorial help, unless definite arrangements have been made between the parents and the school.

**Reading to, or with, your children at least 15 minutes should always be a part of nightly homework and affords many benefits. If your child does not have assigned homework in other areas, we ask that you emphasize the importance of reading by ensuring that your child read each day.**

## DRESS STANDARDS

It is the desire of the College School District to ensure for all students a safe and comfortable learning environment free of distractions that take the student's focus from the task at hand, which is education. It is our hope that the following dress code will create an environment in which students are judged on the quality of their thoughts and the content of their work, not on what they wear and how they wear it.

## COLLEGE SCHOOL DISTRICT

### DRESS CODE

Students attending College and Santa Ynez Schools will wear clothing that does not interfere or distract from the instructional program, nor endanger their personal safety or the safety of others. This includes clothing that fosters anti-social attitudes and behaviors.

- Hats and visors (faced forward) may be worn outside only.
- Bandanas, hairnets, or sunglasses of any kind are not to be worn on campus.
- Gang/rap/rock oriented clothing are not to be worn on campus. Sweatshirts with Old English Script or web belts with an initial on a metal buckle may not be worn. Clothing with "off-color" sayings, innuendo, promote drug or alcohol use, or violence are not to be worn on campus. Clothing and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which is crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which bear any symbol or insignia that is inflammatory or indicates/advocates hatred based on group membership.
- Clothing should be an appropriate size (not oversized or baggy, or too long). **Undergarments should not be visible.** Students may wear shorts to school; however, they should be worn at an appropriate length. Tops must be of sufficient length to cover the midriff. Tube tops and spaghetti straps are not allowed. Rubber bands may not be worn around the ankles or other body areas to keep clothing from being inappropriate.
- Beach attire, such as haltertops, swim suits, and flip-flops may not be worn on campus.
- Low-heeled shoes, such as tennis shoes, are to be worn during physical education. For safety reasons, shoes/sandals should be no more that 2 inches high. All shoes must have an ankle strap or back portion to them.

### CONSEQUENCES (grades Kindergarten - 6<sup>th</sup>)

**1<sup>st</sup> Offense:** The student must change the article of clothing and a warning slip may be issued.

**2<sup>nd</sup> Offense:** A yellow or blue slip may be issued.

**3<sup>rd</sup> Offense:** The student will be suspended for willfully defying valid school authority.  
Ed. Code §48900 (k).

**(Grades 7 & 8 - See Merit/Demerit page 24)**

## PLAYGROUND RULES

### General Rules

- No running in the halls or on the blacktop.
- Only the hard yellow balls or soccer balls are to be kicked. All other balls (blue, purple, green, etc.) are for catch, 4-square, dodge ball, etc.
- No playing on the steps, stumps, fences, or walls.
- **No chasing games, (tag, etc.)**
- No jumping off swings. Adults may push the children to get them started; children are not permitted to push.
- Balls are not to be bounced against any of the buildings.
- Sand and/or bark is to stay in the designated areas and not be thrown. Students are not permitted to play with sticks, rocks, etc.
- Kickball may be played, as well as Three Flies Up.
- Football is **not** allowed.
- Absolutely no toys from home, (i.e. Gameboys, balls, jump ropes, etc.)
- No student will be permitted to return to the classroom once they are on the playground.
- Absolutely no hitting, shoving, kicking, tripping, spitting, swearing, or obscene gestures will be tolerated. Discipline slips will be automatically issued for these infractions.
- NO GUM chewing is allowed on campus AT ANYTIME.

### Tetherball:

- Climbing poles is not tolerated. Tetherball privileges will be suspended if this behavior is observed.
- Rules are standard tetherball rules – ball must stay in motion at all times. No stopping the ball or holding it.
- First person in line is the referee. All referee decisions are final.
- No putting hand between the pole and tetherball to avoid losing the game.
- If it becomes apparent that the tetherball games are out of control, (i.e. not following the decision of referee, arguing about calls) the tetherball court will be shut down for the day or until further notice.

### Swings:

- Wait until child is “airborne” before counting begins.
- Swing in sitting position only – no lying down or holding hands.
- No twisting in circles. No twisting to raise swings.
- If there is a waiting line, count to 20.

### Bars and Rings:

- One way only on bars and rings. Wait until the person is completely off before you start.
- No “tapping” bars. Everyone will be allowed to use them.
- Only one person at a time.
- If there is a waiting line, count to 20.

### Snack Time:

1. All snacks for students in grades kindergarten through 6 are to be eaten at the table. After the children are finished, they will be excused by a supervisor to throw trash away, and play.

### Lunch Time:

- Students must remain seated at all times. Students are to raise their hands if they need help.
- The aide on duty will dismiss students only after they have cleaned up their eating area (table and ground round table). Children will be dismissed table by table. Trash should be thrown away at that time.

## SCHOOL WIDE BEHAVIOR STANDARDS (TK/K-8)

Our school wide K-8 standards for student behavior are:

- **BE SAFE**
- **BE RESPECTFUL**
- **BE RESPONSIBLE**

\* **Orange Slips** K-3 Disciplinary Notice

One disciplinary notice = a detention that week on the upper campus  
Three disciplinary notices within a trimester = behavior meeting with the

teacher and principal and parent,

further action/consequences will be discussed

- **Yellow (Warning) slips** are issued as a parent/student communication tool. This slip should be signed and returned within 3 days. The purpose of the yellow slip is to provide an opportunity for a discussion of the acceptable standards of student behavior. The accumulation of 3 yellow slips in any trimester will result in a blue slip being issued.

2. **Blue slips** and a 30-minute detention will be issued for serious violations of the standards.

Receiving a blue slip in any trimester will result in the student having a 30-minute detention after school on the Friday immediately following. Earning 2 blue slips in any one trimester may result in the student being placed on program suspension for one month following the second blue slip. Receiving additional blue slips results in an extension of program suspension. Failure to serve detention may result in in-house Suspension.

**K – 8 Program Suspension:** If a student is placed on program suspension, he/she will not be allowed to participate in:

- School dances
- Assemblies or special programs
- Field trips
- School sports (games)
- Any other extra-curricular activity, such as Cheerleading, Club Live, etc.

Any student on program suspension from a school program is placed in another classroom for duration of the activity. Students who have been suspended from school are automatically placed on program suspension for 1 month following the suspension.

**Suspensions:** Our standards are based on the Education Code (E.C.). Students who violate E.C. §48900 paragraphs listed below may be suspended.

§48900:

- (1) Caused, attempted to cause, or threatened physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- (c) Possessed, used, sold, or under the influence of any controlled substance (e.g., marijuana, cocaine, alcohol, intoxicants (e.g. glue, paint).
- (d) Offered, arranged, or negotiated to sell drugs, alcohol, etc.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school/private property.
- (g) Stolen or attempted to steal school/private property.
- (h) Possessed or used tobacco products.
- (i) Committed an obscene act or engaged in profanity or vulgarity.
- (j) Possessed, offered, or arranged to sell drug paraphernalia.

- (k) Disrupted school activities or willfully defied valid authority.
- (l) Knowingly received stolen school or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault.
  - Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.

§48900.2 Engaged in sexual harassment.

§48900.3 Attempted/threatened to cause, or participated in an act of hate violence.

§48900.4 Harassment, threats, intimidation.



## EXPULSION

According to Education Code §48911, the following four offenses will result in **expulsion** if it is determined that a student “has committed any of the following acts at school or at a school activity off school grounds:

- Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of division 10 or the Health and Safety Code.
- Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section §48900 or committing a sexual battery as defined in subdivision (n) of Section §48900.”

## SEXUAL HARASSMENT

Legal Authority: Ed. Code (EC) Sections §48980 and §212.6

It is the policy of the College School District Board of Trustees that all persons, regardless of their sex, be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in our educational programs and settings.

Furthermore, the College School District Board of Trustees’ policy prohibits unlawful sexual harassment of or by any student by anyone in or from the District. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

The Board expects students or staff to report immediately incidents of sexual harassment to the principal or designee or to another district administrator. Any student who feels that he/she is being harassed should immediately contact the principal or designee or another district administrator in order to obtain a copy of AR 1312.3 *Uniform complaint Procedures*.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

- Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code §212.5)
- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, progress, or promotion.
- Submission to, or rejection of, the conduct by the individual is used as the basis for academic or employment decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual’s academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decisions affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the District and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Purposefully limiting a student's access to educational tools.
- Cornering or blocking of normal movements.
- Displaying sexually suggestive objects in the educational environment.
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

A copy of the district's sexual harassment policy shall:

- Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (Education code §48980)
- Be displayed in a prominent location near each school principal's office. (Education Code §212.6)
- Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session. (Education Code §212.6)
- Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct. (Education Code §212.6)

Employees – Any employee who has knowledge of conduct by other employees, volunteers, or individuals in the school community which may constitute sexual harassment of students are required to immediately report such conduct to any of the individuals specified in this policy. In addition, any manager, or supervisor who is aware of conduct in violation of this policy shall immediately report such conduct to the Site Administrator.

Students – In addition to the reasons specified in EC §48900, §48900.2 specifies that a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as described in EC §212.5. All recommendations and/or orders to expel shall be made pursuant to EC §48915.

- For purposes of this policy, the conduct described in EC §212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This policy shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

- Any student who feels that he or she has been the victim of sexual harassment as previously defined in this policy pursuant to the provisions of EC §212.5 shall immediately report the same to the principal or administrator of the school in which he/she is in attendance. The principal or administrator receiving the complaint shall immediately commence an investigation into the complaint. Any student who has knowledge of conduct by employees of the District, volunteers, or other individuals of the school community or students which may constitute sexual harassment as previously defined, are encouraged to immediately report such conduct to the principal or administrator of the school at which he/she is in attendance.

Note: The annual notification requirement for sexual harassment only requires that parents or guardians of minor pupils receive a copy. This is not required to be signed and/or returned.

## 7<sup>th</sup> and 8<sup>th</sup> Grade Merit/Demerit System

**MERITS: Students may earn merits in any of the following ways:**

- Positive behaviors over and above normal expectations
- Completing all assignments
- Bringing a Daily Planner to each class as required and filling it out completely
- Safe and respectful behavior
- Receiving a good report from a substitute teacher
- Being helpful and having a positive attitude

On a regular basis two or more names will be drawn from the merit tickets earned in each homeroom and prizes will be awarded. At the end of the 1<sup>st</sup> and 2<sup>nd</sup> Trimester, five students who have earned the most merits will be rewarded with a special activity. For the 3<sup>rd</sup> Trimester, a special activity will be planned for all students who have 3 or fewer demerits for the year.

**DEMERITS: Earning demerits results in detention and loss of privileges.**

### Detention

- Detention is served after school. There are two types of detention given to our 7<sup>th</sup> and 8<sup>th</sup> graders; academic detention, which does not carry a demerit, and behavioral detention which does. At 7 demerits in one trimester a student may not participate in school sponsored functions, including sports.
- A detention is given for academic reasons such as being unprepared for class; lack of essential supplies; incomplete class/homework assignments(s); or, missing assignment(s).
- A demerit detention is given for inappropriate actions. The following are some common reasons for detention:
  1. Late to school
  2. Late to class
  3. Cut class/school
  4. Repeatedly unprepared for class
  5. Disturbed class
  6. Disrespectful/rude behavior/use of profanity
  7. Lunch/Cafeteria misbehavior
  8. Cut detention
  9. Verbal/physical bullying
  10. Gum/candy, sunflower seeds, or eating out of designated area.
  11. Uncooperative attitude
  12. Dress code violation
  13. Did not return signed progress report/required form
  14. Misuse /abuse of school or personal property (damage to books/bathrooms, litter, graffiti)
  15. Unsatisfactory report from substitute teacher
  16. Away from assigned area
  17. Repeatedly missing assigned homework
- Students must bring a signed slip to detention. If the detention slip that was given is lost, a note from a parent/guardian that states the reason detention was given and by whom will suffice. Failure to have a signed detention slip or a note will result in another detention.
- If more than one detention is received on one day, they must be served on consecutive days.
- Detention held from 3:05pm – 3:30 p.m. sharp; anyone arriving late will receive an additional demerit detention.
- Students must bring homework and/or school related reading materials to detention. Drawing, writing notes or other non-school related activities are not allowed.
- No excuses for non-attendance or tardiness.
- Students are not allowed to talk during detention. If there is a question or problem, the student must raise his/her hand. Failure to comply will result in another detention.
- All school rules apply in detention.
- Failure to serve detention:
  - 1<sup>st</sup> and 2<sup>nd</sup> offense – student is issued another detention.
  - 3<sup>rd</sup> offense – student may be suspended and receive 3 additional demerits.
  - Each day of demerit detentions counts as a demerit on a student's school record.

### Loss of Privileges

1. A student will lose the right to participate in any school sponsored activity if they receive 7 demerits in a trimester.  
**(Trimester Privileges: Assemblies, dances, games, field trips, etc)**

\*\* 30 demerits – LOSS OF ALL PRIVILEGES INCLUDING GRADUATION CEREMONY

\*\*\*At 30 demerits the Principal may pursue an outside hearing, as the student's needs are not being met.

- A student has an opportunity to remove demerits and subsequently regain privileges through an arranged contract with the Principal. The contract is invalid without a parent/guardian signature. A student must remain demerit free for ten (10) consecutive school days in order to remove one (1) demerit.

## SANTA YNEZ SCHOOL

### STUDENTS' RIGHTS AND RESPONSIBILITIES

The Santa Ynez School strives to provide a quality school experience for each child enrolled. Our goal is for each child to grow to his or her full potential - academically, emotionally, and socially.

Our staff is dedicated to insuring the rights of children by helping students learn responsible behavior and consistently reinforcing school rules. The continued support of parents, the care and efforts of the teachers, and effective communication between school and home will make our goal reachable.

In order for all of us to work together to maintain a quality environment at Santa Ynez School, we ask that you discuss Students' Rights and Responsibilities with your child. The teachers will be reviewing these expectations with all their students. In this way, the children at our school will have a clear understanding of the standards we want to maintain.

### EXCELLENCE

### PRIDE-COMMITMENT-TRADITION

#### RIGHTS      RESPONSIBILITIES

- |  |  |
|--|--|
| 1. <u>I have the right to be respected as an individual.</u> | 1. <u>I have the responsibility to show respect to students, teachers, staff and administrators.</u> |
|--|--|

Therefore, I can expect:      Therefore, I will:

- |   |   |
|---|---|
| - <b>respectful treatment from others.</b>          | - <b>be respectful of everyone at school.</b>                                 |
| - acceptance by others.                             | - be considerate and supportive of other students                             |
| - not to be hurt, ridiculed or subjected to gossip. | - not participate in name-calling, gossip, teasing or intimidation of others. |

- |  |   |
|--|---|
| 2. <u>I have the right to learn to the best of my ability.</u> | 2. <u>I have a responsibility to do my best work and help others do their best.</u> |
|--|---|

Therefore, I can expect:      Therefore, I will:

- |   |  |
|---|--|
| - to have lessons explained so I can understand them. | - listen and follow directions.  |
| - a quiet and productive class environment.           | - ask for explanations when lessons are unclear.   |
|   | - not disturb others in class  |
|   | - come to class on time unless excused.  |
|   | - turn in neat, carefully planned, complete assignments.                                   |
|   | - come prepared to class with the needed books and materials (books, paper, pencils, etc.) |

- |   |   |
|---|---|
| 3. <u>I have the right to express myself of others to express themselves.</u> | 3. <u>I have responsibility to support the rights</u> |
|---|---|

Therefore, I can expect:      Therefore, I will:

- |   |                                      |
|---|--------------------------------------|
| - to be able to share my ideas with others. | - be a good listener when others are |
|---|--------------------------------------|

- respect while performing before an audience.
- sharing their ideas.
- show appreciation for others' work in performances by applauding.
- to be able to discuss problems with people in positions of responsibility.
- ask my teachers for help with problem solving when I cannot solve a problem myself.
- never "put down" another person's ideas.

4. I have the right to have my own, other people's, and my school's property treated with respect.

Therefore, I can expect: Therefore, I will:

- not to have my property or school property disturbed or destroyed by others.  
- to share my games or toys when given permission

the office.

.

- not touch anyone else's property without their permission.  
- keep my property where it belongs in a clean, organized manner.  
- help keep my school clean by throwing away my own trash and picking up litter.  
- turn in found articles to the office.  
- keep my personal items in a place that is not distracting to others or me during class time.  
- never take anything that is not mine.

4. I have a responsibility to respect property.

- use school property in the manner for which it was designed.

- report damage or vandalism to

5. I have the right to a school environment that is physically safe.

Therefore, I can expect: Therefore, I will:

- to be able to move from class to class pushing,

without being disturbed

- to be able to play without being hurt by others

.

- play only in supervised areas.  
- play without pushing, shoving, tackling, or rolling on the ground.  
- never throw objects, such as rocks, grass, or wood chips.

5. I have a responsibility to act in a safe manner.

- move from class to class safely without

shoving, bothering others or loud talking.

- walk at all times on the school grounds, except on the playground (where it is permissible).

6. I have the right to play in an environment where everyone uses good sportsmanship.

Therefore, I can expect: Therefore, I will:

- not to be excluded from activities.  
- to have my turn with school equipment.  
- to have a chance to discuss problems with my classmates.

without losing my temper, name calling,

fighting or swearing.

6. I have a responsibility to be a good sport.

- let everyone play.

- share equipment with others.

- talk out my problems with others

7. I have the right to leave campus at the end of the day in a calm and safe manner.

Therefore, I can expect: Therefore, I will:

7. I have the responsibility to follow checkout procedures.

- a prompt checkout from class.
- to board transportation (bus, car, bike) safely.
- arrive at my bus line on time.
- wait for the bus in an orderly and safe manner.
- walk my bike off campus and follow all bike safety rules while riding home.
- walk in the parking lot at all times and avoid crossing the street without adult supervision.

## UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and missassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

The board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

Complaints under this procedure shall be directed to Jim Brown, Superintendent of College School District.

You may contact Dr. Brown, Superintendent, College School District at (805) 686-7300 to obtain a copy of the District's complaint procedures.

- In addition to this procedure you have a right to:
- Direct your complaint directly to the State Superintendent of Public Instruction.



- Appeal to the State Superintendent of Public Instruction a complaint that has not been resolved to your satisfaction by the school district.

In addition to this procedure, you may wish to:

- Direct a complaint to appropriate agencies for investigation.
- Consult with an attorney to determine if you have legal rights that may be pursued through available civil law remedies.

## COMPLAINTS REGARDING DISCRIMINATION AND THE EDUCATION OF DISABLED-STUDENTS

Our school district is committed to equal opportunity for all individuals in education. Our District programs and activities shall be free from discrimination based on sex, race, color, religion, national origin, lack of English skills, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The District shall promote programs that ensure that these discriminatory practices are eliminated in all District activities.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1974, Title IX of the Education amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (IDEA, formerly known as EHA). The California Department of Education and the Office For Civil Rights of the U.S. Department of Education have authority to enforce these laws and all programs and activities that receive Federal funds.

If you wish further details in this regard, or wish to file a complaint, please contact the superintendent or other appropriate agency.

## EMERGENCY DISASTER PROGRAM

### Fire Drill and Evacuation Plan

#### General Instructions:

1. Students are to walk to the evacuation area without talking, listening for instructions.
2. The teacher will make a final check for children, close the doors, and be the last to leave the classroom.
3. Any child outside his/her classroom and not under the supervision of an adult when the fire bell rings should move outside or stay outside and proceed to join his/her class immediately.

### Earthquake

#### General Instructions:

- All students and adults in the classrooms will 'drop, cover, and hold on' under desks and tables.
- When it is safe, students are led to their designated area.
- Students will remain with assigned teachers until safety is assured.
- Teachers assigned to disaster committees report as soon as their students are under supervision of a buddy teacher.
- In the case of a severe quake, students will remain in the assembly area until released to a parent or guardian.
- Students will not be dismissed without a parent or guardian if there is any potential danger.

### Evacuation from School Grounds

- The order to evacuate students from school grounds will be given by the superintendent or designee.
- School buses may be used to transport children along regular bus routes from evacuation holding area located on the lower playground.
- Parents picking up students must check with the classroom teacher. The teacher is authorized to release the children to a parent or guardian only. The superintendent or designee must approve all other releases.
- In the event that College students must remain at school for an extended period of time, they will be transported to the Santa Ynez School gym and held there until the order is given to allow them to go home.

## Personnel Duties

- Overall supervision, Mrs. Maurene Donner, Principal •
- Communications, Miss Murillo •
- Facilities, Dr. Brown •
- First aid, School Nurse and/or Miss Murillo

See the full copy of the District's Safety Plan, revised March 2008.

COLLEGE SCHOOL MAP

lower

Edison Street  
flag pole

Room 2-A  
Kindergarten/1st Grade

Music

**3525 Pine Street**  
**Santa Ynez, CA**  
**(805) 686-7300**  
Pine Street StreetStreet  
Tyndall Street

playground

area

Room 1

Computer  
Library

Room 2  
Special Ed  
DISTRICT OFFICE  
OFFICE  
BUSINESS OFFICE

Teachers'  
Lounge  
Teacher's  
Workroom  
Room 4

boys

custodian

girls  
Room 5  
Kindergarten  
Room 3  
1<sup>st</sup> Grade

driveway

school bus area

Santa Ynez School Map  
YMCA

Calzada  
**3325 Pine Street**  
**Santa Ynez, CA 93460**  
**(805) 686-7310**  
YMCA  
Parking

Music Room

Room D  
Room 24

Room 23

Room 20

Room 22

Room 21

Room 19

Room 18

Room 17  
Special Ed  
Room 16  
Special Ed  
boys/girls  
restrooms  
Room 11

Room 10

Room 9

Room 8

Speech/  
Counseling  
Restroom/  
Nurse  
Room 13

Room 12

courtyard

storage/  
milk room  
Room 3

Room 2

Room 1

parking

Gym/Auditorium

Room 5

Room 4

School Office  
Girls Restroom

Room 15  
Computer Lab  
Room 14 Library  
Teachers'  
Lounge

Lunch Area

Bike rack rack

Boys Restroom

Room 7

Room 6

maintenance

Pine Street Street



# COLLEGE SCHOOL DISTRICT

2013/2014 ACADEMIC CALENDAR

## August

## February

S  
M  
T  
W  
TH  
F  
S

S  
M  
T  
W  
TH  
F  
S

1

2  
3  
4  
5  
6  
7  
8

2/13 Min. Day

1  
2  
3

4  
5  
6  
7  
8  
9  
10

2/14 Lincoln's Day

9  
10  
11  
12  
13  
14  
15

8/19-22 Staff Development

11  
12  
13  
14  
15  
16  
17

2/17 Presidents' Day

16  
17  
18  
19  
20  
21  
22

8/23 Students Begin/Min. Day

18  
19  
20  
21  
22  
23  
24

(6 School Days)

23  
24  
25  
26  
27  
28

(18 School Days)

25  
26  
27  
28  
29  
30  
31

**September**

**March**

S  
M  
T  
W  
TH  
F  
S

S  
M  
T  
W  
T  
H  
F  
S

1

1  
2  
3  
4  
5  
6  
7

9/2 Labor Day

2  
3  
4  
5  
6  
7  
8

3/7 End of 2nd Trimester

8  
9  
10  
11  
12  
13  
14

9  
10  
11  
12  
13  
14  
15

3/10 Staff Development Day

15  
16  
17  
18  
19  
20  
21

9/27 Min. Day

16  
17  
18  
19  
20  
21  
22

22  
23  
24  
25  
26  
27  
28

9/30 1st Full Day of Kindergarten

23  
24  
25  
26  
27  
28  
29

3/28 Min. Day

29  
30

(20 school Days)

30  
31

(20 School Days)

## October

### April

S  
M  
T  
W  
TH  
F  
S

S  
M  
T  
W  
TH  
F  
S

1  
2  
3  
4  
5

1  
2  
3  
4  
5

6  
7  
8  
9  
10  
11  
12

6  
7  
8  
9  
10  
11  
12

4/11 Min. Day

13  
14  
15  
16  
17  
18  
19

13  
14  
15  
16  
17  
18  
19

4/14 Spring Vacation Begins

20  
21  
22  
23  
24  
25  
26

10/25-11/1 Min. Days

20  
21  
22  
23  
24  
25  
26

27  
28  
29  
30  
31

10/28-11/1 Parent Conferences

27  
28  
29  
30

(23 School Days)

17 School Days)

11/1 Min. Day

11/11 Veterans' Day

11/26 End of 1st Trimester

### November

#### May

S  
M  
T  
W  
TH  
F  
S

S  
M  
T  
W  
TH  
F  
S

1  
2  
3

1  
2

3  
4  
5  
6  
7  
8  
9

4  
5  
6  
7  
8  
9  
10

10  
11  
12  
13  
14  
15  
16

11/27 Vacation Day

11  
12  
13  
14  
15  
16  
17

17  
18  
19  
20  
21  
22  
23

11/28 Thanksgiving Day

18  
19  
20  
21  
22  
23  
24

5/23 Min. Day

24  
25  
26  
27  
28  
29  
30

11/29 Vacation Day

25  
26  
27  
28  
29  
30  
31

5/26 Memorial Day

(17 School Days)

(21 School Days)

## December

### June

S  
M  
T  
W  
TH  
F  
S

S  
M  
T  
W  
TH  
F  
S

1  
2  
3  
4  
5  
6  
7

1  
2  
3  
4  
5  
6  
7

8  
9  
10



11  
12  
13  
14

8  
9  
10  
11  
12  
13  
14

6/4 Commencement

15  
16  
17  
18  
19  
20  
21

12/19 Min. Day

15  
16  
17  
18  
19  
20  
21

6/5 8th Field Trip/ K-7 Beach Day

22  
23  
24  
25  
26  
27  
28

12/20 Winter Break

22  
23  
24  
25  
26  
27  
28

6/6 Last Day - End of 3rd Trimester

29  
30  
31

(14 School Days)

29  
30

(5 School days)

## January

Student Holidays and Vacations are shaded in green.

S  
M  
T  
W  
TH  
F  
S

1  
2  
3  
4

Minimum Days are in Red Dismissal K-6th 11:45 am. 7/8th 12:00 pm

5  
6  
7  
8  
9  
10  
11

1/6 Students Return

12  
13  
14  
15  
16  
17  
18

Early Release Mondays Dismissal K-6 1:45 pm, 7/8th 2:05 pm

19  
20  
21  
22  
23  
24  
25

1/20 Martin Luther King Jr Day

**Board Approval 4/9/13**

26  
27  
28  
29  
30  
31

(19 School Days)

End of the Trimester      **180 Days of School**