



Safe * Respectful * Responsible * Kind
Seguro * Respetuoso * Responsable * Amable

Burns Valley School Student Handbook Manual del estudiante 2023-2024

The student handbook is to be kept by the student/parent as a reference to school rules, policies, and expectations

El estudiante/padre debe conservar el manual del estudiante como referencia a las reglas, políticas y expectativas de la escuela

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MESSAGE FROM ADMINISTRATION

Dear Burns Valley Parents,

Welcome to the 2023-24 school year! We are excited about the coming school year and hope you are as well. If you are new to Burns Valley School, let me extend a welcome to our school from our existing staff, students, and parents. It is our desire that your year at Burns Valley be a successful learning experience academically, socially and emotionally.

We are continuing our journey of learning by tracking student progress towards being proficient. Student proficiency means that they are able to master the specific skills. We want to continue to celebrate growth towards that mastery. Teachers will be communicating with families regularly to share student progress and proficiency. Please do not hesitate to reach out and regularly communicate with your child's teacher. Parent involvement in their children's education is important and influences student learning. Communicate regularly with children and ask about their progress in learning. They will be excited to share their journey with you.

We are also continuing Positive Behavior Intervention Systems (**PBIS**). PBIS is a special approach to school culture, student behavior and discipline, with a focus on specifically teaching rules and procedures to students with clarity. Consistent reinforcement and modeling of expected behavior is a key component of PBIS. Our Student Services office can talk with you more about this beneficial program.

Please read and discuss this handbook as a family. Research supports the fact that children do best in school when their parents are involved as part of the educational team. We hope you will take interest and be actively involved in your child's learning. We expect every parent to be a positive and active participant in our school and its activities, and to support his or her child's education. We provide multiple avenues for parents to be involved in the community of Burns Valley School. A parent volunteer form will be sent out at the beginning of the year. Please take a moment to let us know when and how you can be involved. Our goal is for every parent to be a positive and active participant in our classrooms, school activities, and child's education.

Sincerely,

Tammy Serpa

Principal, Burns Valley School

BURNS VALLEY SCHOOL MISSION AND VISION

Mission Statement:

The mission of Burns Valley School is to have a safe friendly atmosphere where students are actively engaged in lessons. We promote life-long learning and help students develop skills for success. Burns Valley School celebrates student accomplishments and sets specific goals to nurture growth. Students, staff, families, and community members contribute to the progress and growth of Burns Valley School. Burns Valley uses the Common Core State Standard (CCSS) board-approved curriculum with a focus on Common Core State Standards. Active instruction with researched-based teaching strategies is an essential component in the academic growth of Burns Valley. We emphasize our four rules: Be safe, be respectful, be responsible and be kind.

Vision:

Burns Valley School strives for high quality learning in every classroom, every day, for every student.

Core Beliefs:

Core Belief #1: Children come first:

Our school addresses individual differences, demands/requires high expectations, is culturally responsive and exhibits respect for each child.

Core Belief #2: The classroom is the most important place in the district:

Our school ensures that training and support are made available to teachers so they provide students with engaging, relevant learning experiences resulting in high levels of achievement.

Core Belief #3: Leadership and accountability are the keys to our success:

Our school requires that those in leadership roles have the knowledge, skills and dispositions necessary to bring all children to proficiency and beyond in literacy and to be held accountable for their success.

Core Belief #4: Families are valuable partners:

Our school values families and therefore is committed to involving them in impactful literacy discussions, resourceful professional development, and purposeful volunteer opportunities at the district and school level.

Core Belief #5: Community partnerships add value:

Our school and goals will be communicated to and aligned with community partnerships in order to provide a coherent continuum of services for students and their families.

ACHIEVING STUDENT SUCCESS --WHAT FAMILIES CAN DO

All of us can help each student succeed to the best of his/her ability by doing some relatively simple tasks:

For Students

- Be in school on time, for the full time
- Complete homework assignments
- Ask for help when needed
- Listen and learn and make every effort while in class
- Be a part of his or her school, and participate in school events and extra activities
- Do his or her best to get along with students and teachers

For Families

- Limit television and video games, especially during homework and test times
- Create a family reading time of 20 minutes a day
- Use a timer to check how many words your child can read per minute and graph progress
- Make charts of his or her progress
- Ask what is happening at school
- Talk with your child about experiences at school
- Display your child's best efforts in school work in a special place in the house and point them out when friends or family come over

For Health

- Provide a good meal before school (or see that your child has breakfast at school)
- Make sure your child has a nutritious lunch at school
- Make sure your child gets 9-10 hours of sleep a day
- Encourage your child to exercise after school
- Encourage your child to talk about experiences and concerns

For Encouragement

- Praise your children for all improvements and efforts
- Value the friendships your child makes at school
- Set up short-term and long-term goals, and then celebrate with your child when he or she reaches them
- Provide trips to the library or museums
- Go with them to the park
- Read books together
- Discuss what they watch on television and how you feel about what the shows are saying

BVS STAFF DIRECTORY 2023-24

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****SCHOOL INFORMATION****

Schedules

REGULAR DAY SCHEDULE: 8:15 AM to 2:20 PM

MINIMUM DAY SCHEDULE: 8:15 AM to 12:42 PM

MORNING WARNING BELL RINGS AT 8:13 AM

Supervision Before and After School

All students and parents are to enter the campus from the front gates between the hours of 7:45 and 8:15. A crosswalk guard will be present between these times to guide students and adults in their safe crossing. The gates to the school remain locked and there is no yard supervision on duty before 7:45 a.m. Children are to arrive at school *after* that time. ***Do not drop children off at school before 7:45 a.m.***

When dropping off or picking up students, please consider using Austin Rd across from the school. The yellow curb located in front of the school is not for parking. Please do not block bus access to this zone before or after school. If you drop your student off in the yellow zone, please make sure they are ready before stopping so as not to hold up traffic. Do not drop students off or park in the red zones. It is illegal to park, stop, drop off or pick up students in the red zone. Clearlake Police and Lake County Sheriff are often present to help educate drivers on the use of these zones.

At the end of the school day, students should go home immediately unless they are in the after school program or are staying at the request of their teacher. Parents will be notified if their child is being asked to stay after school.

Please be safe around our school and thoughtful of other parents, staff, and students that are out and about.

Teacher Collaboration Thursdays – (Follows the Minimum Day Schedule on these Days)

The “Teacher Collaboration Thursdays” will allow for our teaching staff to work together within the school and across the district with their respective grade levels to better share, train, and work together in order to provide the most outstanding educational opportunities for our students.

Office Hours

Secretaries are available at school from 7:45 a.m. to 3:45 p.m. Monday through Friday to answer questions.

Change of Student/Family Information

Please notify the school secretary **immediately** if you change phone numbers, address, email address, or have different emergency contact information. Emergencies may occur and this information is **essential** so we are able to reach you.

Students will only be released to the people you have listed on your emergency list.

Communication

We communicate with students, parents and the community in a variety of ways. The electronic marquee out front is updated regularly for quick reminders. Follow Burns Valley School on Facebook and ClassDojo to get reminders, learn about activities, and read about the amazing things our students are doing. You can join Classdojo by using this link <https://www.classdojo.com/invite/?s=4eece51ff64aa62934ed10c9>

Calendar & Events

The school calendar is located at the end of the handbook and includes a list of minimum days and holidays. District and school events are available on the KUSD website. Visit <https://konoctiusd.org>

Attendance

Children are required by law to be in regular attendance at school. The only legally excusable absence is for illness, medical, or dental appointments, funeral, religious observance, or quarantine. (*see page 7*). When a child has been absent for any reason, you may leave a message on the attendance secretary's voicemail (**ext. 2581**) or a note can be sent with the child when he/she returns to school, and must be signed by a parent or guardian. If the school is not contacted by the parent, the absence/tardy will be marked as “unexcused.” Absences must be reported to the Attendance Secretary within **48-72 hours** of the absence. Parents can call the day of, send a note, or email the secretary (glenda.fields@konoctiusd.org). Absences not verified within **48-72 hours** will resort to an UNEXCUSED absence.

Please make all possible efforts to keep the school informed when your child is absent or tardy. **IMPORTANT:** An unexcused absence/tardy because a parent forgets to call in or does not follow up with the school on the absence, will remain an unexcused absence/tardy. This can be frustrating, as our attendance records later may be such that your student is unable to attend a school activity or function that maintains an attendance requirement. In this situation, the burden does fall on the parent though the student may be the one who ends up with the consequence. This is the parent's ownership in such a case and not the school's fault. In order to avoid this, please keep the school up to date on any attendance/tardy issues. It is the parent's responsibility to see that children attend school and maintain proper attendance.

Perfect attendance means no absences, tardies or early dismissals to/from class at all. Good Attendance is 98% or better attendance, which is only missing four days of the school year. The goal for all students is 95% attendance or better for the school year. In order for a student to achieve this goal they cannot be absent more than nine days throughout the year.

Making Up School Work When Missed

School work missed due to any absence must be made up. Even in the case of illness when a child is expected to be out of school for more than three days, schoolwork should be obtained from the child's teacher if the child is capable of doing work at home. Students are given two days to make up work for each day they miss. School work not made up due to absence from school may result in a lower report card grade or an incomplete grade.

Leaving the School Grounds

If a child needs to leave the school grounds during the school day for a medical or dental appointment, parents are required to sign their child out. This must be done in the office. A teacher will not dismiss a child without a slip from the office. Due to the importance of your child to be in school, **please make every effort to schedule appointments after school hours.** Children are not allowed off school grounds at any time during the day, unless they are officially signed out in the main office.

Tardy/Attendance Policy

School starts at **8:15 a.m.** Students who arrive after the bell **must** report to the office for a tardy slip. Tardiness also disrupts the classroom; therefore we encourage you to see that your child is on time. It is both the responsibility of the parent and the student to be on time to school and class.

- Any child not in class by 8:15 AM is considered tardy. Any student that reaches **three days** of being tardy (late over 30 minutes) is considered truant and the parents are subject to a Student Attendance Review Board (SARB) conference (Ed. Code 48260).
- Any student with a combination of tardies over 30 minutes and unexcused absences that add up to 3 days will be sent a SARB/Truant 1 letter, and will be required to meet with the Assistant Principal and/or the truant officer. If the student continues to be tardy and/or continues with unexcused absences, they will be moved along in the SARB/Truant process (Truant 1 → Truant 2 → Truant 3 → Hearing with SARB Board).
 - **Please note that a Truancy Step 3 may result in court imposed penalties, fines, and/or withholding of government assistance.**
- Anytime your child will be missing school please call the school attendance desk at **(707) 994-2272 ext. 2581** to give the reason for his or her absence. Students having a medical appointment should bring a note from the doctor.

Under the California Ed. Code, the only valid excuses for an absence from school are: illness, quarantine, medical or dental appointments, a court appearance, a funeral of an immediate family member, and a religious observance. If absences are not verified within four days, they will be marked as unexcused.

Positive reinforcement and rewards are provided for students attending school daily and on time! Being tardy will count against perfect attendance.

School Overflow Policy

To avoid overcrowding in classrooms and minimize the need for combination classrooms (*two different grades in the same classroom*), the District may need to send student(s) to neighboring schools. We will first balance classes at a grade level at the school site and then determine if some student(s) will need to be overflowed to another school. Your student(s) may be overflowed to another school after the beginning of the school year. You will be notified as soon as possible of any changes in your student(s) assignment. Transportation will be provided between schools if your student(s) is overflowed.

All schools in the district adhere to the Konocti Unified School Board adopted curriculum and are held to the same instructional standards. We promote a quality education (no matter where your student is enrolled) in all KUSD schools.

Classroom/Teacher Assignments of Students

Children are assigned to classes as a result of teacher/principal consultation. This is a right reserved to the school and important in making and maintaining well balanced classes. The object in assigning pupils is to create classes of comparable size, male-female ratios, and ability levels. In each class we try to include children of average, above average and below average abilities. Parents may request a specific teacher, but the school is under no obligation to place a child with a teacher due to that parent request.

There may need to be a change of your child's teacher during the school year. We strive not to do this, but to level class sizes your child may need to change teachers. Please be aware that we try to level the students academically.

Curriculum & Instruction

In working towards this year being a successful learning experience for your child, we are using Best First Instruction practices. This philosophy and its related practices focuses on student learning via not only students being responsible for their learning, but for students to understand their learning and growth while teachers focus on providing engaging lessons.

Students will take a variety of assessments throughout the school year. These include: CAASPP State Testing, Lexia Reading Assessments, Interim Assessment Benchmarks, Star Renaissance Math and Reading, along with curriculum and teacher designed assessments. Parents may ask to see the results of these assessments at any time. District-wide Assessments will be given every 4 - 6 weeks depending on the length of the unit.

Report Cards

Report Cards reflect the students progress while in school. They will also address the credit given for homework and out of class assignments. Report cards are issued three times during the school year. In addition, parent-teacher conference days are scheduled in conjunction with the first and second report periods. Progress reports will also be sent home in the middle of each trimester.

Grading / Evaluation of Student Achievement

A teacher shall base a student's grades solely on the quality of the student's academic work and his/her mastery of course content based on district standards. Students shall have the opportunity to demonstrate this mastery through a variety of methods, including, but not limited to, tests, projects, portfolios, and/or class discussion as appropriate. Other elements that are not a direct measure of knowledge and understanding of course content, such as attendance, effort, student conduct, and work habits, shall not be factored into the academic grade but may be reported separately.

For grades 4-12, grades for academic performance shall be reported for each grading period as follows:

- A (90-100%) - Outstanding Achievement - 4 grade points
- B (80-89%) - Above Average Achievement - 3 grade points
- C (70-79%) - Average Achievement - 2 grade points
- D (60-69%) - Below Average Achievement - 1 grade points
- F (0-59%) - Little or No Achievement - 0 grade points
- I - Incomplete - 0 grade points - When a student's work is not finished due to illness or other excused absence.

For grades TK-3, grades for academic performance shall be reported for each grading period as follows:

4 - Exceeds the Standard

3 - Standard Met

2 - Standard Nearly Met

1 - Stand Not Met

NM - No Mark - When a grade cannot be assigned due to illness or other excused absence.

Parent/Teacher Conferences

Student-led conference days are scheduled in conjunction with the first and second report periods. Each parent will be notified of their conference times. A parent conference may be suggested either by teacher or parent in addition to the regularly-scheduled conferences. When a parent and teacher can plan together for helping a child, school work and behavior will improve. The best time for a conference is before or after school. The parent teacher conferences will be held this year on: **Nov 15th, 16th, 17th 2023, and March 13th, 14th, 15th 2024.**

Homework Policy

In order to develop home study skills, to reinforce skills being learned at school, and/or to enrich the school program, students will periodically be given assignments to be done at home and returned to school. Konocti Unified School District has implemented the following guidelines for homework in grades K-8. Expectations are as follows:

Kindergarten - Homework

- Homework assignments for Kindergarteners should stimulate student/parent interaction and promote parents to read to their children.
- Kindergarten homework should reinforce basic skills.

GRADES 1-3 - Homework

- Homework assignments in grades 1-3 should average six hours per week.
- Homework assignments in grades 1-3 should promote and reinforce the development of skills and encourage family participation.
- 20 minutes of reading every Monday–Thursday nights.
- Math homework every Monday-Thursday night.

GRADES 4-6 - Homework

- Students should be expected to spend an average of ten hours per week on homework.
- Homework should continue to reinforce skill development and encourage family participation.
- Beginning at this level, students will receive long- term assignments that require additional time. The student should be able to do the majority of the work independently.
- Starting in grade four, homework should also include study time in preparation for written tests. Study skills, outlining, and note taking is essential in this preparation.
- At least 30 minutes of reading homework Monday-Thursday nights.
- Math homework every Monday-Thursday night.

As a general guideline, parents and students can expect roughly 10 minutes of homework for each grade level the student is in. Thus 1st grade would have 10 minutes a night, 4th grade 40 minutes a night, 6th grade 60 minutes a night... This is simply a rough guideline.

School Board Homework Policy:

The Governing Board recognizes that meaningful homework assignments can be a valuable extension of student learning time and assist students in developing good study habits. Homework shall be assigned when necessary to support classroom lessons, enable students to complete unfinished assignments, or review and apply academic content for better understanding. The Superintendent or designee shall collaborate with school administrators and teachers to develop and regularly review guidelines for the assignment of homework and the related responsibilities of students, staff, and parents/guardians. Homework assignments shall be reasonable in length and appropriate to the grade level and course. The Board expects that the number, frequency, and degree of difficulty of homework assignments will increase with the grade level and the maturity of students. Teachers shall assign homework only as necessary to fulfill academic goals and reinforce current instruction. As needed, teachers may receive training in designing relevant homework assignments that reinforce classroom learning objectives. Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students shall receive credit for work that is completed late in order to encourage their continued learning. Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, learn to work independently, and develop good personal study habits. At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians. Homework guidelines shall also be included in student and/or parent/guardian handbooks. These communications shall include the manner in which homework relates to achievement of academic standards and course content, the impact of homework assignments on students' grades, any school resources and programs that are available to provide homework support, and ways in which parents/guardians may appropriately assist their children. Although it is the student's responsibility to undertake assignments independently, parents/guardians may serve as a resource and are encouraged to ensure that their child's homework assignments are completed. When a student repeatedly fails to complete homework, the teacher shall notify the student's parents/guardians as soon as possible so that corrective action can be taken prior to the release of any final grades or report cards. To further support students' homework efforts, the Superintendent or designee may establish and maintain electronic forums, provide access to school library media centers and technological resources, and/or provide before-school and after-school programs where students can receive homework assistance from teachers, volunteers, and/or student tutors. The Board encourages the Superintendent or designee to design class and transportation schedules that will enable students to make use of homework support services. Teachers shall review all completed homework to assess the student's understanding of academic content and shall provide timely feedback to the student.

Makeup Work

Students who are absent from school shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. The Superintendent or designee shall notify parents/guardians that no student may have a grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text.

Suspended Students

When a parent/guardian of a student who has been suspended for two or more school days requests homework that the student would otherwise have been assigned, the student's teacher shall provide such homework. If a homework assignment is requested and is turned in to the teacher by the student either upon the student's return from suspension or within the timeframe originally prescribed by the teacher, whichever is later, and is not graded before the end of the academic term, the homework assignment shall not be included in the calculation of the student's overall grade in the class. (Education Code 48913.5)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

Success in Doing Homework

Step #1- Help children to be prepared to study

- Prepare a study place with good lighting, a place to write, and comfortable temperature.
- Provide school supplies – pens/pencils, paper, folder, markers, tape, dictionary, scissors.

Step #2 – Help children to complete their homework assignments

- Set a consistent time for homework – develop a schedule, have homework guidelines, consequences for incomplete homework.
- Establish a procedure for completing homework – review what needs to be completed, get additional help when needed.
- Provide positive feedback and praise for your child when completing homework. Questions parents can ask to promote interest in their child's homework:
 - ☐ What is your assignment today?
 - ☐ Is the assignment clear? (If not, suggest calling a classmate.)
 - ☐ When is the assignment due?
 - ☐ Do you need special resources, i.e. a trip to the library or access to a computer?
- Parents should remember that learning is a trial-and-error process.
- Parents should check the child's completed homework for neatness and accuracy.
- Homework's main value (in elementary grades), is teaching responsibility and study habits, as well as reinforcing the concepts learned at school.

Physical Education

Legal Requirements for Elementary Physical Education. Education Code Section 51223 requires all elementary students to receive a minimum of 200 minutes of physical education instruction every ten school days in grades K-6. Grade 7-Education Code 51222 Courses of Study, Grades 7 to 12. (a) All pupils, except pupils excused or exempted pursuant to Section 51241, shall be required to attend the courses of physical education for a total period of time of not less than 400 minutes each 10 school days.

All students are expected to participate in PE. Shoes that are appropriate for PE should be worn or left at school to wear for PE. It is very important that all of our students participate in PE. If students fail to wear appropriate footwear for PE, consequences may be given.

AVID (Advancement via Individual Determination) Elementary

Konocti Unified School District has embraced AVID starting in the 2022-23 school year to help students graduate college and career ready. AVID Elementary is a foundational component of the AVID College Readiness System (ACRS) designed to be embedded into the daily instruction of all elementary classrooms, across entire grade levels, to impact schoolwide structures. AVID Strategies and philosophy of educational opportunities for all is threaded throughout the entire school day and across entire grade levels. AVID Elementary Essentials focus on the four necessary areas to ensure that all students are poised for academic success: Instruction, Culture, Leadership, and Systems.

Essential One: Instruction

Writing to learn, Inquiry, Collaboration, Organization, Reading to Learn

Essential Two: Culture

AVID Elementary sites incorporate rigorous, relevant, differentiated opportunities for all students in an environment that promotes college readiness.

Essential Three: Leadership

AVID Elementary Leaders support, guide and facilitate AVID Elementary implementation for all students.

Essential Four: Systems

AVID Elementary sites align their systems through the use of the 4 Pillars of Excellence (accountability, articulation, assessment, calibration)

6th Grade Science Camp

All 6th grade students will have the opportunity to attend science camp when they are in the 6th grade paid for by KUSD.

****MULTI TIERED SYSTEMS OF SUPPORT BOTH ACADEMIC AND BEHAVIOR****

Student Recognition

Students are recognized for positive behaviors in a variety of ways at Burns Valley. Students who are caught being safe, respectful, responsible or kind may be awarded a Tiger Ticket by any staff member. Tickets can be redeemed for a prize at the Tiger store. Positive Office Referrals (POR) may also be issued for higher levels of student positive behavior. A POR will result in a visit from the administration, a positive call home, shout out on social media and special treats. All staff are encouraged to send home positive postcards throughout the year to recognize stellar behavior. Every month we will hold an assembly to recognize student academic achievement as well as citizenship. Students and Citizens of the Month will be featured at the assemblies, receive a certificate and a special treat.

Each trimester, 4th - 6th grade students who have achieved academic excellence are honored. We have a 4 point scale. Students with a 3.0-3.49 grade point average are on the **Honor Roll**, and students with a 3.5- 4.0 are on the **Principal's List**. Students who achieve Honor Roll or Principal's List will receive a medal and/or pins to commemorate their success.

At Burns Valley we know the importance of attendance on academic achievement. We recognize attendance daily, weekly and monthly. Daily, any class with 100% attendance will be honored with a magnet on their door and given a special treat. Weekly, classes with 98% attendance or better will receive a attendance super star for their window and also given a special treat. Monthly, students who have perfect attendance will be honored with a certificate and reward. Remember, perfect attendance is defined as students who are here everyday ALL day. That means they are not tardy and do not leave early.

Student Expectations

One of the keys to learning is good discipline. Without proper discipline, the quality of education decreases. By providing a safe and quality learning environment, a student will find more success and will also learn to be self-disciplined. The discipline at Burns Valley School has been formed to provide for maximum protection of individual rights and provide for safe conditions to reduce the chance of accidents, injuries, bullying, and classroom disruption.

All school rules/expectations are in place during school hours, during the after school program, on buses, at bus stops, traveling to and from school, school sponsored events, field trips, class trips, etc. School discipline remains in effect during these times and consequences may be assigned if warranted.

We have simple, plain, and consistent behavior expectations and consequences for those who choose to deviate from these expectations. Every effort is taken to deal with each infraction and every child is treated individually so the human element is not lost in determining the consequences.

Discipline begins with the teacher in the classroom. The students will be aware of the classroom rules that are employed by the teacher. The teacher will employ a variety of techniques to help a student overcome his/her difficulties. If the problem persists or is serious in nature, the administration and parents will handle it.

Students are expected to be respectful and safe to each other and adults. **Polite and orderly behavior is expected of all students.** If the behavior is unacceptable, the student will receive some form of consequence from *loss of recess* time to *after school detention* to *suspension* or even in extreme cases, a *recommendation for expulsion*.

Our basic school rules are as follows:

1. **FOLLOW DIRECTIONS.** Listen to all BVS staff and do what they ask of you.
2. **HANDS OFF POLICY.** Keep hands, feet, and objects to yourself.
3. **GOLDEN RULE.** Treat others as you would like to be treated.

From this basic set of school rules and expectations, teachers, staff, and administrators may draw up more specific rules in order to provide order and safety at school.

Burns Valley School follows a progressive discipline policy for common school infractions, bus citations and classroom/campus referrals. Progressive Discipline Steps are as follows:

- Step 1 – 1 day lunch detention
- Step 2 – 1-3 days lunch detention
- Step 3 – 1-2 hour after school detention
- Step 4 – 1-2 hour after school detention
- Step 5 – 1 day suspension
- Step 6 – 2-5 day suspension or alternate discipline measure

Restorative Justice

Restorative justice is a shift in school and community culture that uses the approach that students and staff will focus on the needs of the victims and offenders, as well as the involved community, instead of simply punishing the offender. Victims take an active role in the process, while offenders are encouraged to take responsibility for their actions, to repair the harm they've done, in turn, learning from their mistakes and making the world around them whole again.

Restorative justice involves both victim and offender and focuses on their personal needs. In addition, it provides help for the offender in order to avoid future offenses by engaging the community in a conversation aimed at **repairing the relationship** that was damaged by the negative behavior. Some Restorative examples may include: Formal-public apologies, returning stolen money, community service, relational counseling, campus beautification, and guided conflict mediation, etc. It is our goal at BV to keep students in school, and restorative justice practices are an ideal way to keep students in their classrooms learning.

Below is the **Discipline Matrix** that details specific discipline infractions and consequences related to them. The matrix is progressive in nature. For example, consequences for fighting the first time are different than consequences for fighting the second time, and so on. *The KUSD BV administration reserves the right to objectively determine the consequences based on the seriousness of a particular infraction.*

Discipline Matrix

OFFENSE	1st OFFENSE	2nd OFFENSE	3rd OR MORE
Dress Code Violation	Student will correct violation or contact parent to bring appropriate school attire, Ripple Effects training.	Student will correct violation or contact parent to bring appropriate school attire and lunch detention or after school detention.	Student will correct violation or contact parent to bring appropriate school attire and lunch detention or after school detention.
Cell Phones/Electronic Devices not to be seen or heard at school	Student will receive a warning and parent will be notified, Ripple Effects training.	Student will receive a lunch or recess detention. Parent is notified.	Student receives an after school detention. Parent notified.
Inappropriate use of computer or the Internet; Violation of school technology contract.	Parent notification, Ripple Effect Training, recess detention.	Parent notification, loss of technology for one week, after school detention	Student suspended from technology use for remainder of trimester.
Leaving campus at any part of the day without office/parent permission	After school detention and parent notified, Ripple Effects training, truancy log as unexcused absence	After school detention and parent notified, truancy log as unexcused absence.	After school detention, possible law enforcement contacted, truancy log as unexcused absence.
Health and Safety Violation; Ex: spitting, etc.	Parent notification, lunch detention, Ripple Effect Training	Parent notification, after school detention or 1 day suspension	Parent notification, after school detention or 1-3 day suspension.
Possession of Nuisance Items – items that disrupt the campus or classroom and/or have no	Parent Notification, item confiscated, lunch detention or after school detention.	Parent notification, item confiscated, lunch detention, after school detention.	Item confiscated, parent contacted, after school detention, 1-3 day suspension.

educational purpose or value at school. (Any items value to school to be determined by staff.)			
Habitual profanity or vulgarity	Parent notification, lunch detention or after school detention, Ripple Effects training.	Parent notification, after school detentions or 1 day suspension	Parent notification, 1-3 day suspension
Personal Displays of Affection – kissing, hugging, groping, etc. that is deemed inappropriate for school.	Parent notification, warning – counsel, Ripple Effects training.	Parent notification, lunch detention or after school detention	Parent notification, after school detention
Disrupting School Activities or Defiance to Staff.	Parent notification, lunch detention, after school detention and parent notification, Ripple Effects training, apology to students and/or person that disrupted.	Parent notification, lunch detention, after school detention, Ripple Effects training, apology to students and/or person that disrupted.	After school detention, Parent notification, and referral to Student Study Team meeting.
Poor Behavior with a substitute teacher	Parent notification, removal from class to another teacher, apology letter, Ripple Effects training.	Parent notification, removal from class to another teacher, apology letter, After school detention	Parent notification, removal from class to another teacher, apology letter, 3 days after school detention.
Cheating	Parent notification; “F” grade assigned or student makes up assignment. lunch detention, Ripple Effects training,	Parent notification; “F” grade assigned or student makes up assignment, after school detention.	Parent notification; “F” grade assigned or student makes up assignment, 3 days after school detention.
Forgery or falsification of notes, forms, passes, etc.	Parent notification, lunch detention.	Parent notification, lunch detention or after school detention.	Parent notification, After school detention or 1-5 day suspension.
Profanity directed toward a staff member	Parent notification, after school detention or 1-3 day class suspension with parent meeting required, counseling	Parent notification, after school detention or 1-3 day class suspension with parent meeting required, counseling	Parent notification, 1-3 day suspension, referral to Student Study Team, counseling
Attack upon school staff member*	Parent notification, 5 day suspension, possible expulsion, law enforcement contact	Parent notification, 5 day suspension, expulsion, law enforcement contact	
Committing an obscene act.	Parent notification, lunch detention, after school detention, Ripple Effects training, counseling, referral.	Parent notification, Lunch detention, after school detention, or 1-3 day suspension.	Parent notification, after school detention, 1-5 day suspension and/or recommendation for expulsion.
Stealing, attempting to steal or in possession of stolen property.*	Parent notification, after school detention, Ripple Effects training, possible suspension, possible law enforcement contact	Parent notification, after school detention or 1-5 day suspension, possible law enforcement contact.	Parent notification, 2-5 day suspension and/or recommendation for expulsion. Law enforcement contact

Gambling	Parent notification, lunch detention, after school detention, Ripple Effects training.	Parent notification, lunch detention, after school detention, or 1-3 day suspension.	Parent notification, 2-5 day suspension.
Fire Alarm Tampering	Parent notification, possible 1-3 day suspension, Ripple Effects training, counseling, possible law enforcement/fire education, community service option	Parent notification, possible 1-2 day suspension, counseling, possible law enforcement contacted, community service option	Parent notification, 3-5 day suspension, law enforcement contacted, and/or recommendation for expulsion
Unlawfully in possession, used, or under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.*	Parent notification, Ripple Effects training, 1-2 day suspension, essay on side effects of substance.	Parent notification, 1-3 day suspension; law enforcement contacted, referral to AODS	Parent notification, 3-5 day suspension; law enforcement contacted; recommendation for expulsion, referral to AODS
Unlawfully furnished or sold any controlled substance, alcoholic beverage, or intoxicant of any kind.*	Parent notification, Ripple Effects training, 5 day suspension; law enforcement contacted; recommendation for expulsion.	Parent notification, 5 day suspension; law enforcement contacted; recommendation for expulsion.	Parent notification, 5 day suspension; law enforcement contacted; recommendation for expulsion.
Possession, sale or manufacture of drug paraphernalia.*	Parent notification, Ripple Effects training, 1-5 day suspension; possible law enforcement contacted.	Parent notification, 3-5 day suspension; law enforcement contacted; and/or recommendation for expulsion.	Parent notification, 5 day suspension; law enforcement contacted; and/or recommendation for expulsion.
In possession or used tobacco products	Parent notification, Ripple Effect training, 1-2 day suspension.	Parent notification, 1-3 day suspension; law enforcement contacted.	Parent notification, 5 day suspension; law enforcement contacted and/or recommendation for expulsion.
Committing or attempting to commit robbery or extortion.	Parent notification, Ripple Effects training, 1-3 day suspension.	Parent notification, 3-5 day suspension; law enforcement contacted.	Parent notification, 5 day suspension; law enforcement contacted; recommendation for expulsion.
Caused or attempted to cause damage to school or personal property, including vandalism and graffiti.	Parent notification, Ripple Effects training, Lunch detention, after school detention or 1-5 day suspension; Possible law enforcement contacted.	Parent notification, 3-5 day suspension; law enforcement contacted and/or recommendation for expulsion.	Parent notification, 5 day suspension, law enforcement contacted, and/or recommendation for expulsion
Vandalism	Parent notification, Ripple Effects training, clean up mess, parents held accountable for fixing or paying for damages, possible suspension.	Parent notification, clean up mess, parents held accountable for fixing or paying for damages, 1-3 day of suspension	Parent notification, clean up mess, parents held accountable for fixing or paying for damages, 3-5 days of suspension

Possession of any gun, knife, explosive or dangerous objects.*	Parent notification, Ripple Effects training, 1-5 day suspension; law enforcement contacted; possible recommendation for expulsion.	Parent notification, 5 day suspension; law enforcement contacted; recommendation for expulsion.	Parent notification, 5 day suspension; law enforcement contacted; recommendation for expulsion.
Sexual Harassment	Parent notification, lunch detention, after school detention, or 1-3 day suspension, Ripple Effects training, Counseling	Parent notification, after school detention or 1-3 day suspension. Possible law enforcement contacted.	Parent notification, 1-5 day suspension; law enforcement contacted and/or recommendation for expulsion.
Committed or attempted to commit sexual assault.*	Parent notification, counseling referral, 1-5 day suspension; possible law enforcement contacted, and/or recommendation for expulsion.	Parent notification, 3-5 day suspension; possible law enforcement contacted, and/or recommendation for expulsion.	Parent notification, 5 day suspension; law enforcement contacted, and recommendation for expulsion.
Harassment, threats or intimidation.	Parent Notification, Principal meeting with both parties, Ripple Effects training, lunch detention, after school detention, or 1-3 day suspension.	Parent notification, After school detention or 1-5 day suspension.	Parent notification, 3-5 day suspension and or recommendation for expulsion.
Harassment, threat or intimidation towards a witness involved in a school disciplinary proceeding. Including calling a student “snitch, rat, narc, etc.”	Parent notification, Ripple Effects training, counseling, possible 1-3 day suspension, after school detention.	Parent notification, 1-5 day suspension.	Parent notification, 3-5 day suspension.
Cyber bullying (see Ed Code 48900r) including inappropriate or threatening social website postings, e-mails, texting, etc.	Parent notification, Ripple Effects training, after school detention, counseling, or 1-3 day suspension; possible law enforcement contacted.	Parent notification, 1-5 day suspension; possible law enforcement contacted.	Parent notification, 3-5 day suspension; law enforcement contacted and/or recommendation for expulsion.
Videoing and/or other harmful media and/or posting such media on a website or text.	Parent notification, Ripple Effect Training, after school detention or 1-3 day suspension	Parent notification, 2-5 day suspension	Parent notification, 3-5 day suspension
Thoughtless or Careless Behavior that results in injury/harm to another	Parent notification, Ripple Effects training, after school detention or 1-3 day suspension	Parent notification, after school detention or 1-3 day suspension	Parent notification, 2-5 day suspension

Causing, attempting to cause, or threatening to cause physical injury to another person. (Mutual combat or Fighting).	Parent notification, Ripple Effects, refer to counseling, possible 1-5 day suspension; possible law enforcement contacted.	Parent notification, 2-5 day suspension; possible law enforcement contacted; and/or recommendation for expulsion.	Parent notification, 5 day suspension; law enforcement contacted; and/or recommendation for expulsion.
Assault (not fighting or mutual combat)	Parent notification, Ripple Effects training, 1-3 day suspension; law enforcement contacted; and/or recommendation for expulsion.	Parent notification, 3-5 day suspension; law enforcement contacted; and/or recommendation for expulsion.	Parent notification, 5 day suspension; law enforcement contacted; and recommendation for expulsion.
Causing, attempting to cause, or threatening to cause physical injury to another person at/near a bus stop or on the bus. (Mutual combat or Fighting).	Parent notification, Ripple Effects training, 1-5 day suspension and/or bus suspension; possible law enforcement contacted, possible loss of bus riding privileges.	Parent notification, 2-5 day suspension and/or bus suspension; possible law enforcement contacted; and/or recommendation for expulsion, loss of bus riding privileges.	Parent notification, 05 day suspension and/or bus suspension; law enforcement contacted; and/or recommendation for expulsion, loss of bus riding privileges.

Expellable Offenses

NOTE: Offenses that are grounds for *automatic* recommendation for expulsion are as follows:

- Selling or Furnishing drugs, alcohol, or other controlled substances.
- Possession of a dangerous object or brandishing at school. (Knife, gun, explosive etc.)
- 20 total days of suspension in one school year.
- Sexual Assault.

Burns Valley School also believes that in regards to having inappropriate items at school such as drugs, alcohol, controlled substances or possession of a dangerous object like a knife, gun, or explosive there are times where students bring these items accidentally, without knowledge, or not knowing the expectations. When this happens it is expected that the student turns in the item to a staff member or the office. In these situations, we appreciate the student making the school a safer place and we will hold onto the item and contact parents to pick it up. However, if a student attempts to hide the item or not make the school a safer place by turning it in on their own, the school may recommend the student for expulsion. Making good choices is appreciated and rewarded at BV..

Hands Off Policy

Students are to keep their hands, feet, and objects to themselves at all times, unless permission is granted otherwise from a staff member. Example: Students ask yard duty if they may play “tag” and the yard duty gives them permission.

Cyber-Bullying

California Ed Code 48900r states “*Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.*” Violation of Ed Code 48900r is a suspendable offense.

In these current times the prevalence of social media (Tik Tok, Snapchat, Facebook, Twitter, You-Tube, etc.) websites and the access available for student use brings with it the possibility of bullying via posts or texts that are harmful, hurtful, or threatening. This can include inappropriate, violent, gang-related, harmful, hurtful, and/or threatening videos, photographs, posts, texts, or other forms of electronic media. When this happens with students, the impact is negative for both students, families, and the school. Burns Valley School recommends that parents be active in their children’s online social media accounts and monitor for safety and appropriateness. When cyber-bullying comes to the attention of the school, the school will take action as per educational code. **THIS RULE APPLIES TO OFF-CAMPUS COMPUTER AND CELL PHONE USE THAT INTERFERES, INTERRUPTS, OR HARMS STUDENT AND/OR STUDENT LEARNING.**

Sexual Harrassment

Educational Environment

Within the educational environment, sexual harassment is prohibited between students, between employees and students, and between non-employees and students, between employees and non employees, and between employees and other persons.

Definition of Sexual Harassment

A. Definition

“*Sexual harassment*” means repeated unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the educational institution.

B. Specific Examples: For the purpose of further clarification, sexual harassment includes but is not limited to:

1. Making unsolicited written, verbal, physical, and/or visual contact with sexual overtones. (Written examples include but are not limited to: suggestive or obscene letters, notes, and invitations. Verbal examples include but are not limited to: derogatory comments, slurs, jokes, epithets. Physical examples include but are not limited to: assault, touching, impeding, or blocking movement. Visual examples include but are not limited to: leering, gestures, partial or total nudity, display of sexually suggestive objects or pictures, cartoons, or posters, or the wearing of sexually suggestive clothing not meeting dress standards for students or employees.)
2. Continuing the express sexual interest after being informed that the interest is unwelcome.
3. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. For example, within the work environment either implying or actually withholding support for an appointment, promotion, or change of assignment, suggesting a poor performance report will be prepared, or suggesting probation will be failed. For example, within the educational environment either implying or actually withholding grades earned or deserved, suggesting a poor performance evaluation will be prepared, or suggesting a scholarship recommendation or college application will be denied.
4. Within the work environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work environment or another employee. Within the educational environment, engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
5. Offering favors or educational or employment benefits such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties, or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
6. The viewing, printing or transmission of any obscene, pornographic, or other material of a harassing or sexual nature on a computer.

(Reference Section 703 of Title VII of the United States Civil Rights Act, as interpreted by the United States Equal Employment Opportunity Commission, 29 CFR 16044.11; and Section 7287.6 of Title 2 of the California Administrative Code.)

Complaint Procedures

A. Informal Resolution

1. Employees, students, or other individuals who feel aggrieved because of conduct that may constitute sexual harassment should directly inform the persons engaging in such conduct that such conduct is offensive and must stop.
2. Employees, students, or other individuals who feel aggrieved because of conduct that may constitute sexual harassment shall inform the principal or superintendent so that he/she may take remedial action.

B. Formal Complaints

1. Complaints brought by students – an aggrieved student may file a written complaint with the principal. The

principal shall forward a copy of the complaint to the superintendent.

2. Complaints brought by employees or other individuals – an employee or other individual may file a written complaint with the superintendent.
3. The informal resolution procedures set forth in paragraph above are not a precondition to the filing of a complaint.
4. Persons filing a complaint need not file a complaint with a person who they feel is sexually harassing them. In such a case, the complaint should be filed with that person's superior (i.e., superintendent, School Board), who will then act in place of that person.

C. Investigation

As soon as the superintendent receives the complaint, the superintendent or the superintendent's designee shall conduct an investigation. The investigation shall include interviewing the complaining employee and the alleged harasser, interviewing any witnesses to the conduct and interviewing any other victims of the conduct that the employer has reason to believe may exist. The person investigating the complaint shall complete the investigation and make a determination within fifteen (15) days from the date that the written complaint is received.

D. Determination

The person investigating the matter will prepare a written factual report and a written determination. Even if the investigation is inconclusive, the factual report shall be prepared setting forth the allegations and available information regarding the matter, as well as the disposition of the matter and any corrective action taken. The determination of the principal or superintendent or the superintendent's designee should be communicated to the complaining employee, the alleged harasser, and where appropriate to others directly involved. In appropriate cases, the superintendent will initiate disciplinary action against the harasser which is commensurate with the severity of the offense and sufficient to put a stop to the harassment. Where appropriate, the complaining employee will be told of the disciplinary action taken.

E. Further Harassment

The superintendent will ensure that no harassment of the complaining employee occurs in the future and that no retaliation against the complaining employee occurs as a result of the filing of the complaint.

Retaliation

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

Confidentiality

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designees may keep the identity of a complaint confidential to the extent that the investigation of the complaint is not obstructed.

Penalties for Sexual Harassment

Penalties for sexual harassment include:

- A. For students – suspension or expulsion, or other appropriate discipline.
- B. For employees – suspension or dismissal, or other appropriate discipline.

These penalties also apply to any person who retaliates against a person for filing a sexual harassment complaint.

Should disciplinary action be taken against another student, or an employee under this policy, the disciplinary action shall follow the due process procedures required for such disciplinary action, and the student or employee shall have the appeal rights provided for the action taken. Employee dismissals will follow standard employee dismissal procedures. Student expulsions will follow standard student expulsion procedures.

Where to Obtain Further Information

You may obtain copies of these rules and procedures for reporting charges of sexual harassment and for pursuing available remedies from the district office which is located at 9430 Lake Street, Lower Lake, California – (707) 994-6475.

If your complaint is not dealt with to your satisfaction at the district level, you have a right to employ an attorney, at your own expense, and/or to file a complaint with the State Department of Fair Employment and Housing at the following telephone numbers, email address and addresses: Telephone (800) 884-1684, Email – www.dfeh.ca.gov. Addresses – 2014 "T" Street, #210, Sacramento, CA 95814, San Francisco/455 Golden State Avenue, Suite 7600 San Francisco, CA 94102.

Dress Code

The staff of Burns Valley School takes pride in the appearance of our students. **All students are expected to dress and groom themselves neatly, in clothes that are suitable for school attendance and activities, with due regard for modesty. THE SCHOOL RESERVES RIGHT TO DETERMINE WHAT IS APPROPRIATE ATTIRE FOR OUR EDUCATIONAL SETTING.** Attire which goes beyond the bounds of acceptable standards, disrupts the educational environment, and/or is in poor taste will be dealt with on an individual basis. As fashions and trends change the school may amend the dress code as needed or address specific dress code issues as they arise. The discipline matrix lists consequences for dress code violations. In order to maintain a safe and positive educational environment, the following standards will be in effect at school and all school related activities.

The following are included as examples, **but the dress code is not limited to this list.** BVS standards of dress code policy include...

1. All garments must fit. Clothing should be within one size of the student's measurements and worn in the manner in which they are designed (i.e. pants are to be worn at the waist line, not "sagging").
2. Footwear must be worn at all times. For safety reasons, flip flops, slides or backless sandals are prohibited.
3. Shorts and skirts must extend to at least the bottom of the student's thumb. This includes holes in shorts or pants.
4. Bare midriff tops, tube tops, spaghetti string tops, off the shoulder tops, and tank tops are prohibited. T-shirts must be designed as outerwear.
5. Necklines on shirts must be acceptable and cover cleavage lines.
6. Sheer or see-through clothing is not allowed. At no time shall undergarments be visible.
7. Clothing with suggestive, obscene, vulgar, or culturally offensive writing or artwork is not permitted, including phrases that are offensive innuendos.
8. Clothes that advertise tobacco, alcohol, or other drugs, or uphold usage of such, or advocate violence are not permitted.
9. Clothing, jewelry, accessories, and or body markings which by virtue of their color, arrangement, trademark, or any other attribute, which denotes membership in or affiliation with a gang is prohibited.
10. Hats and head coverings of any kind are not to be worn inside school buildings. Hats must be worn with the visor forward. No bandanas.
11. Any clothing item that is deemed disruptive or offensive to the educational setting.

We reserve the right, if necessary, to add other items to the above list. This includes, but is not limited to, any and all items which become disruptive or disturbing to the learning opportunities of others, are associated with gang membership, or affect the safety and/or security of the campus. The school will exercise its responsibility to determine if a student's appearance is inappropriate. Under such conditions a student may be dismissed from class, and the parent will be notified.

A violation of the dress code will be addressed by having the student correct the violation, changing or removing the item. The school will make an attempt when possible to have students visit Health Start for loaner clothes. Parent contact may be made. Students who cannot or will not correct the violation will be sent home with an "unexcused" absence. Further violations will be considered "direct defiance" and will be dealt with according to the discipline policy.

Recess Conduct

Our play yard and cafeteria have adult supervision during recess periods. Minor infractions are dealt with on the spot. Any child needing help should speak with the supervisor on duty and not leave the playground area without a pass.

GENERAL PLAYGROUND, FIELD, AND BLACKTOP RULES

- **STAY IN BOUNDS**
- **“HANDS OFF POLICY” IS ENFORCED**
- **NO JUMPING ON BENCHES OR TABLES**
- **FOLLOW STAFF DIRECTIONS**
- **NO FOOD OR DRINKS OUTSIDE CAFETERIA/EATING AREAS with the exception of first recess – Students eating snack are to stay seated under the solar panels. Water bottles are okay if they are used appropriately for hydration.**
- **If you use school equipment, please return to the bin when the bell rings.**

PLAYGROUND AREAS:

STAY IN BOUNDS! There are red lines painted on the blacktop, please do not cross them. If you are seen crossing them, you will be given a referral. (See above Discipline Matrix for consequences).

- Equipment Area: is the playground area and equipment. The kindergarten playground is for kinder students only. The main playground area is for grades First through Sixth. Our Seventh graders are not allowed on the playground area due to weight, safety, and equipment wear concerns.
- Field Area: Grass area is to be used for soccer, running (chase), kickball, and other field games. **Do not climb on the fences or jump over the fences.** Students should not interfere or be disruptive with the preschool area on campus. Football and baseball/softball are not allowed at BV. If a ball or equipment go over the fence, a staff member will retrieve it at the end of recess or end of day. Students are NEVER allowed to leave campus to retrieve equipment.
- Blacktop: This area is to be used for tetherball, four square, basketball, jump rope, hop scotch, circle games, etc. **No running or chasing,** unless it is part of a structured game.

Game rules are posted around campus. If a game is not listed here and issues arise, students are encouraged to work with staff to create a set of fair and understandable rules. If at any time issues arise with a game, staff reserve the right to end the game at that time. Students bringing their own equipment are not guaranteed to be able to play that game at school. If a student brings their own ball or other equipment to school, their name is to be clearly written on the item. At BV, all students are included in games regardless if the equipment belongs to the school or individual student.

Conduct on Buses

This is a reminder that all students that ride the bus are transported on a **privilege basis**. The buses and drivers work closely with the school as part of the Burns Valley team. Any student who displays misconduct on the bus runs the risk of citation or suspension from transportation services. All school rules and expectations for proper students conduct are in effect while riding the bus to and from school. This includes bus stops and walking to and from home. **A bus citation will go towards your discipline record and steps at school.** A bus citation may result in a bus suspension for a determined period of time or possibly for the remainder of the school year. We are generally a walking school but transportation is provided to a limited population. If issues, questions, or concerns arise, please contact the school at 994-2272 during normal business hours and the transportation department at 994-9473 between 3:30-5:00 if needed.

Participation in Extracurricular School Activities

Students participating in extracurricular school activities must maintain good standing in their academics, have good attendance, and have good behavior. Students must follow all school rules while participating or attending any school sponsored event. School Discipline will still apply.

- School Sports – students must have met qualifying academic marks set by the district/school with no F's
- School Dances – students must have 1 or less referrals and no unexcused absences or tardies reviewed 30 days prior to the dance.
- Field Day – students must meet qualifying academic, behavior, and attendance marks as set by the district/school.
- Field Trips/Class trips – students must have completed all necessary permission slips to attend. Students who have been disciplined for behavior *may* have to have their parent attend a pre-field trip meeting prior to the trip. Students who violate school rules will face consequences as they would at school. Future fieldtrips/class trips may be loss to the student.
- End of Year Class/School Events & Trips – students must meet qualifying academic and attendance marks as set by the district/school.

Field Trips

Students must obey all school rules and follow all conduct expectations while on a field trip. Students must have their school field trip permission slip turned in on time prior to each field trip. Students who cannot attend or choose not to attend a field trip will be given an alternative activity and lesson at school that ties into the same standards and theme as the academic field trip the class is on. **Teachers and administrators reserve the right to determine academic and behavioral stipulations for participation in school sponsored field trips.**

****OTHER INFORMATION ****

Phone Calls and Messages

We have a current phone system that should assist parents, children, and teachers in improving our communication at Burns Valley School. We have voicemail and lines that go directly to the rooms. **Please do not call your child's classroom during the school day. Instead, call the front office and leave a message for your student. They will receive it.** If there is an emergency situation that requires you to contact your child, contact the front office who will in turn reach out to your child. Teachers are not always available to answer the phone during class time, but the front office can always make contact with students and staff. We will also use this system to communicate with home. BVS has a phone system called Parent Link which allows the school to give you updates by phone and email about Burns Valley School events and information.

Library Books and School Materials

It is the child's responsibility to return all school material or library books checked or loaned in his/her name. Any materials not returned in May could necessitate the school billing the parent/guardian of the child for the missing items. Report cards are not issued in May to students who have materials at home and/or outstanding bills. All students are held responsible for the textbooks issued to them and must pay for any damage or loss.

Lost and Found

Please label all removable clothing such as jackets, sweaters, hats, gloves, and personal possessions (lunch boxes, umbrellas, etc.). Each year several hundred dollars worth of clothing is left at school in the lost and found. The lost and found is located next to the cafeteria. At the end of every month, staff will go through the lost and found looking for names. Any items without a name will be hung on the front fence. Please only take what belongs to your child. **Unclaimed items will be donated to community service organizations.**

Bicycles, Scooters, and Skateboards

Bicycles may be ridden to school and parked in the bike racks provided. **Motorized bikes or motorized scooters are not allowed on campus.** It is suggested that students lock their bikes on the rack. Skateboards and scooters can be left in the main office. Bicycles, skateboards and scooters are not to be ridden on school grounds. The bike rack is located in an out-of-bounds area, and should be visited only when bikes are being picked up or parked. **Helmets are required by law to be worn while riding bikes, scooters and skateboards. Burns Valley assumes no liability for any bicycle, scooter or skateboard equipment that may be damaged or stolen.**

Cell Phones, Radios, Toys, and Other Non-School Materials

Cell phones can be brought but need to be turned off and put away during the school day. They may only be turned on after school. **The standard for this rule is: cell phones are not to be heard or seen at school.** They will be taken away if they are seen or heard during the school day and parents will be called to pick them up. Cell phone consequences are listed in the discipline matrix. **Any content that is stored in the cell phone, such as pictures, videos, music, and other media is expected to be acceptable for school and not offensive, vulgar, or gang related.** Students can face school consequences for violating this. Please routinely check to make sure that cell phones meet school expectations and rules for content. Teachers may authorize the use of cell phones by their students for educational purposes. Authorization for cell phone use will be linked to a specific task, for a specific time, in a specific location.

Students are not allowed to bring any items to school that are not considered school items unless requested by the teacher. Radios, IPODS, hand held video games, and other electronic devices that do not possess an educational use or value are not permitted at any time.

Hardballs, softballs, or other dangerous items of this type are not permitted. Students should not bring large sums of money or valuable items to school.

The school is not responsible for lost or stolen items at school. It is the students responsibility to safeguard their personal items.

Items that have no educational purpose are not to come to school. (Toys)

****MEDICAL GUIDELINES/SAFETY****

Health and First Aid

Nursing Services

Nursing Office: 707-701-0454

Nursing Fax: 707-994-1518

The Nursing staff supports students, employees and families throughout the Konocti Unified School District. Registered Credentialed School Nurses and Licensed Vocational Nurses are available to assist students with medical conditions, medication needs, injuries and illness. The nursing staff tracks immunization compliance, follows up with parents/guardians whose students are on a conditional immunization schedule and assists with medical exemptions. Vision and hearing screening is performed annually, for mandated grades: TK, Kindergarten, 2nd, 5th and 8th, and special education students. The nursing department works with outside agencies to coordinate oral health screening for mandated grades and to provide support to students with medical needs. School nurses coordinate health education delivery on topics such as puberty for 5th grade and sexual health education for 7th and 9th grades.

First Aid, Injuries and Illness

Students requiring first aid should report to their teacher or yard duty supervisor for an office pass. Basic first aid will be provided by the school nurse or trained staff. Parents will be notified when a child is seriously injured or becomes ill at school.

Bee stings, allergies, health problems

If your child is allergic to bee stings or has other serious allergies or health problems, please make sure that TEACHER, OFFICE, AND SCHOOL NURSE know. It is important that we have this information on file.

Medication

The school shall be informed of all medications taken by students. By law, parents/guardians are required to inform the school of any medication to be taken by their child during school hours. This includes all prescription and over-the-counter medications, such as acetaminophen, ibuprofen, cough drops, etc. Medication may be given to students by the school nurse, or trained personnel if the school receives a completed **Medication Authorization** form **signed by the parent and medical provider.** **This form must be resubmitted each school year.** All medication must be kept in its original container, and is stored in the school office. Please do **NOT** send medication to school with your student.

Head Lice Policy

The head lice policy adopted August 17, 2016 by the Konocti Unified School District Board of Trustees, will be strictly enforced. If a student is found with active head lice, he/she will be allowed to stay in school until the end of the school day. The parent/guardian will be given information about the treatment of head lice, encouraged to check all members of the household and begin treatment immediately. Upon the student's return to school, he/she will check-in at the office, the school nurse or designee will check the student for active head lice. If the student remains infected with head lice, the school nurse or designee will contact the student's parent/guardian to pick-up the student from school and discuss treatment. Additional resources may be provided and/or referral to the local health department, health care providers, or other agencies. Students are allowed up to six calendar days of excused absence for head lice per school year. Absences in excess of six calendar days will be counted as days of truancy.

****OTHER SUPPORTS FOR STUDENTS****

Student Support Teams

Burns Valley School has a Student Support Team which meets on a regular basis to address the educational and emotional concerns students are having. Your child may be referred to this team either by you, the parent, or by his/her teacher. The purpose is to seek solutions to help your child succeed. If you have any questions concerning the Student Support Team, please contact the school counselor or your child's teacher.

Counseling, Psychologist, ERMHS and Speech Services

Burns Valley School has a school counselor available for students 5 days a week. Our counselor serves Burns Valley School students exclusively and is available for academic, behavior, grief, friendship, counseling, etc. The counselor strives to help eliminate or minimize any obstacles that are hindering students from succeeding academically and socially in school. The school psychologist is available for appointments for consultation and testing. There is also a speech therapist and ERMHS counselor on a limited basis. These services are only available on certain days of the week.

School Insurance

An insurance program is offered to students. An application form and a letter from the school district concerning this accident insurance program are sent home with your child during the first week of school. Participation in the insurance program is voluntary; however, if your child is injured at school or at a school-sponsored activity, the school/district **DOES NOT** provide for any medical, dental, or hospitalization costs.

Opportunities for Parental Involvement

Parents and community members are encouraged to volunteer at Burns Valley School. Burns Valley holds an annual Back to School Night and Open House. Parents receive communication about events through our Parent Link system, newsletters, and regularly updated teacher voice mail. Parents and community members volunteer in the classrooms, on field trips, and campus events. We encourage and embrace parent involvement at Burns Valley School. A yearly survey will go out to parents asking how you would like to be involved. **All visitors must sign in at the office, and bring your driver's license to scan into the Raptor System. Any volunteer that donates their time for more than 1 day per week must go through a fingerprint process.**

Parent Involvement Policy

BV recognizes that a crucial piece of an effective school is parent involvement. The school and home must work together as a cooperative team in order to see students successfully reach their full potential as scholars and citizens. Research has shown that positive parent involvement and successful collaboration between school and parents as partners contributes immensely to student success. We believe:

1. Families provide the primary educational environment.
2. Parent involvement in their children's education improves student achievement.
3. Parent involvement in children's education is more important to student success than family income or parent education.
4. Parent involvement with their school is most effective when it is supportive, long-lasting, and well planned.
5. The benefit of parent involvement for students is not limited to early childhood or elementary grades; positive benefits continue on through high school.
6. Parents need to be involved in supporting their children's education both at home and in school.

Each year parents will be invited to attend a number of regularly scheduled meetings that are planned for their convenient participation. Parents will be kept informed regarding the progress of the child in the core academic program. Through those meetings, parents will be involved on a continuing basis in the planning, review, and improvement of programs, including the parental involvement policy and the School Plan for Student Achievement.

The principal and staff will prepare timely information about curriculum, local and state assessment results, the proficiency levels students are expected to meet, and the status for the school's Annual Performance Index (API) and Adequate Yearly Progress (AYP) measures. Parents will be informed about student programs, classroom activities, and school events in an ongoing fashion. **A hard copy of this school's SARC is available online for printing or a copy may be requested at the school site and provided.**

General Parent Events & School Committees

- Back to School Night
- Open House
- Monthly Award Assemblies
- Parent Teacher Community Association
- Holiday Ceremonies
- School Site Council

School Site Council

The School Site Council (S.S.C.) is an elected group of parents and staff who plan for "special" programs. This group meets once a month after school. The council helps prepare the budget and programs for the State and Federal Government grants (i.e. Chapter 1 School Improvement Plan, Economic Impact Aide).

All parents are welcome to attend these meetings. Elections for School Site Council members are done in the fall and periodically as needed. If you are interested in being on the School Site Council, please call the school office at 994-2272.

Parent Teacher Community Association

In the past we have had an active PTC that was involved in all facets of our school. We suggest all parents consider joining the new PTC. The PTC has planned school events and school fundraisers. We will send home notices in the blue folders and information will be in the Principal's Weekly Update for dates and times. All parents are encouraged to join!

Visiting Classes Or Campus And Volunteers

Parents are encouraged to visit classes or the campus at BVS. **Please let your child's teacher know in advance, and *always* stop in the main office for a visitor's pass before visiting any area of our campus.** Visitors should walk into the room and be seated as quietly as possible. It is very helpful to have a minimum amount of distraction to the instructional program. We ask that parents refrain from entering the classroom when class is in session.

Parent Volunteers

Volunteers are welcome at our school. There is a formal process to becoming a volunteer that BVS and the district requires. Our District Office is more than happy to help get you signed up as a school volunteer. For more information about parent volunteer requirements, please ask the front office staff. In some cases, parents, guardians, etc. who come to the school on a regular basis to visit the classrooms or campuses will meet the qualifications for a volunteer and be asked to go through our formal process to become an official volunteer. We look forward to you being on our campus and helping out our students and staff.

Statement of Nondiscrimination

Konocti Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, gender information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

For questions or complaints, contact Equity Officer: Chris Schoeneman, Assistant Superintendent, 9430B Lake Street, Lower Lake CA 95457, 707-994-6475, chris.schoeneman@konoctiusd.org and/or Title IX Compliance Officer: Kim Harris 9430B Lake Street, Lower Lake CA 95457, 707-994-6475, kim.harris@konoctiusd.org.

****STUDENT SERVICES****

Transfer and Withdrawal

If it becomes necessary for a child to leave Burns Valley, the office should be notified immediately. The school secretary can help with all of the transfer details. Please call **994-2272 x 2581**.

Independent Study

As per Board Policy 6158(a), independent study can be arranged for no less than 5 days. All work must be turned in within one week of return to school or date of assignment for grades K-3 and within two weeks of return to school or date of assignment for grades 4-8. All work is expected to be completed and turned in and all assessments made up. At the site level and per this handbook, each independent study case will be reviewed individually case by case. If a student is not maintaining expectations or requirements for continuing with independent study, the independent study may be revoked. Students who have previously failed to meet requirements of independent study in the past may be denied future independent study at the site. Site based independent study will not be recommended for students needing more than 4 weeks of independent study. In cases where more time is needed, the student will be recommended to a district independent study program.

Registration for Kindergarten/All other grades

Information on enrollment and disenrollment of students may be found at:

<https://konoctiusd.org/District/Portal/enrollment> or by calling Student Services at: 707-994-0900

Breakfast/Lunch Program

Konocti Unified will continue to provide “Meals at No Charge” to all District students, this includes both breakfast and lunch. We are required by the state to have some basic information on file. Please make sure that you fill out the data collection form. Only one form per family is required.

Hot lunches are available for grades K - 6. All lunches include milk. Students are required to remain in the cafeteria for 15 minutes to eat. They may remain longer if they choose. Students are expected to practice good table manners while in the cafeteria. Breakfast is served every morning from 7:45 a.m. until 8:13 a.m. If your child eats breakfast at school, you need to have him/her here in time to eat breakfast before going to class. Free lunches/breakfasts are available to all. Applications must be renewed every year. There is a daily BREAKFAST and LUNCH program at Burns Valley School. Monthly menus are available online. **Please do not send candy, gum, carbonated drinks, energy drinks, large quantities of any food, “junk food” etc. to school.**

Seconds On Lunches

The board policy on serving “seconds” is as follows: students have the ability to purchase a second school meal for the fee of .25 cents. Students may purchase this meal after they have been served a school lunch. Students may not charge the “seconds”, and must have the .25 cent fee at time of service. Seconds may vary depending on availability.

Snacks

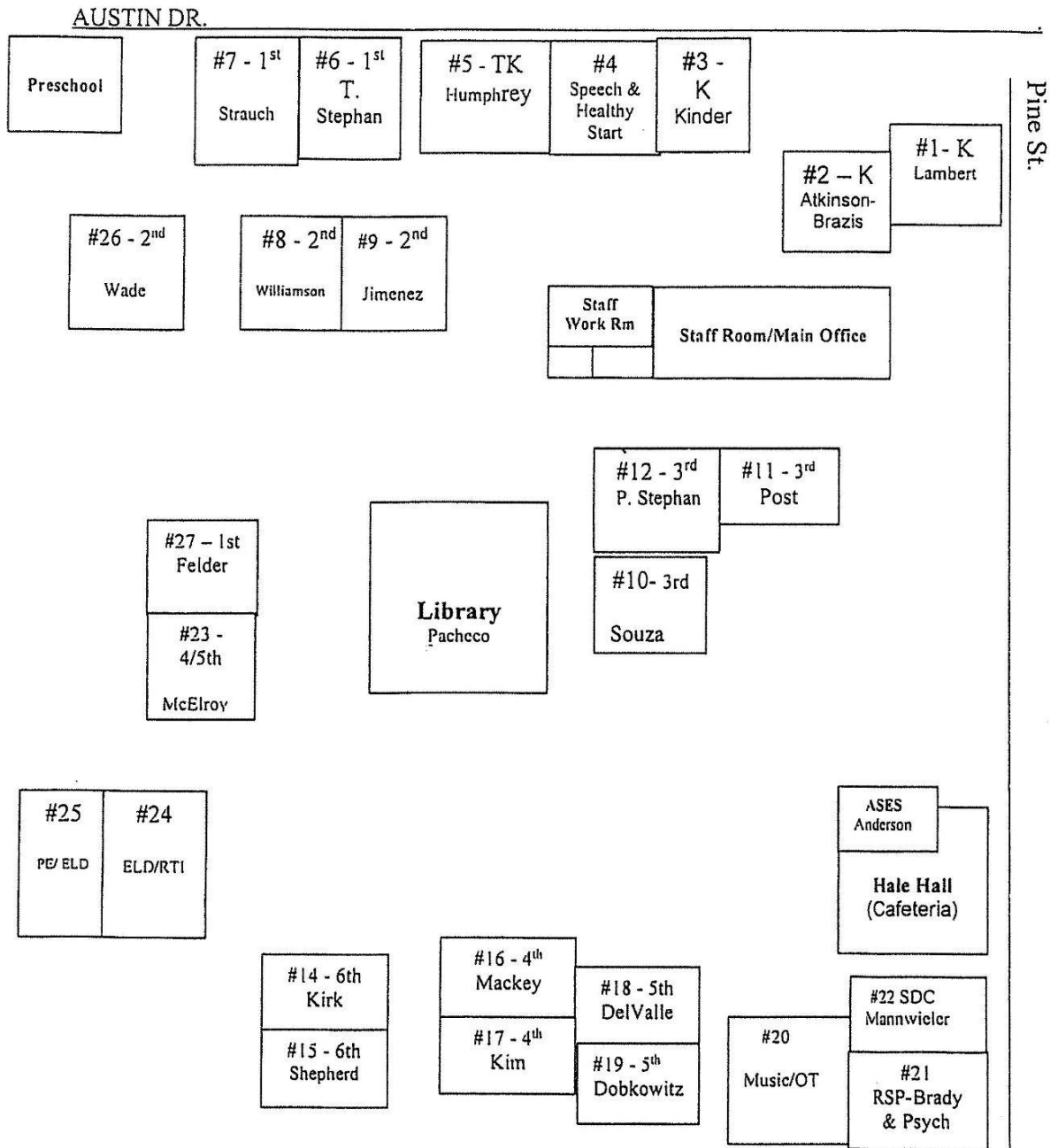
It is very important to send a healthy snack for your child each day. Mid-morning recess is “snack time.” The best snacks are healthy foods such as fruit, vegetable sticks, nuts or crackers. First recess snacks may be provided on occasion from the school. For the safety of all students, snacks must be consumed while seated under the solar panels on the blacktop. Food is not to be shared with other students for safety and sanitary reasons. **Please do not send candy, gum, carbonated drinks, energy drinks, large quantities of any food, “junk food” etc. to school.**

BP 5030(d) School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education by considering nutritional quality when selecting any snacks which they may donate for occasional class parties and by limiting foods or beverages that do not meet nutritional standards to no more than one food or beverage per party. Class parties or celebrations shall be held after the lunch period when possible.

After School Program

Buns Valley School has an after school program that operates from when school end until 6:00 pm. To enroll in the afterschool program, please visit <https://konoctiusd.org/District/Portal/after-school-programs> Students attending the after school program must report directly after school to the cafeteria. All participants must be signed out by 6:00 pm. All school rules are to be followed while attending the program. Failure to follow the rules may result in termination from the program. For more information, contact the 994-2272 x2585.

BURNS VALLEY SCHOOL MAP



Burns Valley School 2023-24 Bell Schedule (REGULAR DAY)

(Teacher Workday 7:45-2:47 -7hr 2min)

(Colors group likewise grade levels together at that time)

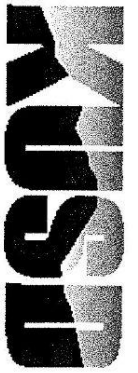
Grade Level	Warning Bell	Starting Bell	Academic Block A		AM Recess	Academic Block B		Lunch	Academic Block C	PM Recess	Academic Block D	Ending Bell/ Instructional Minutes
TK	8:13	8:15	8:15-10:00 105 min	10:00-10:15 Recess	10:15-11:20 65 min.	10:30-11:36 66 min.		11:20-11:59 Lunch	11:59-1:00 61 min.	1:00-1:15 Recess	1:15-2:20 65 min	2:20 (296 min)
K	8:13	8:15	8:15-9:45 90 min	9:45-10:00 Recess				10:00-10:30 EL/D/Rt	11:36-12:15 Lunch	12:15-1:15 60 min.	1:15-1:30 Recess	1:30-2:20 50 min
1 st	8:13	8:15	8:15-10:15 120 min.	10:15-10:30 Recess	10:30-10:45 EL/D/Rt	11:15-11:36 35 min	11:36-12:15 Lunch	12:25-1:30 65 min.	1:30-1:49 PM	1:49-2:20 31 min	2:20 (296 min)	
2 nd	8:13	8:15	8:15-10:15 120 min.	10:15-10:30 Recess	10:30-11:15 EL/D/Rt	11:15-11:50 35 min	11:50-12:25 Lunch	12:25-1:30 65 min.	1:30-1:49 PM	1:49-2:20 31 min	2:20 (296 min)	
3 rd	8:13	8:15	8:15-10:30 135 min	10:30-10:45 Recess	10:45-11:15 30 min	11:15-12:00 EL/D/Rt 45 min.	12:00-12:35 Lunch	12:35-1:30 55 min.	1:30-1:49 PM	1:49-2:20 31 min	2:20 (296 min)	
4 th	8:13	8:15	8:15-10:30 135 min	10:30-10:45 Recess	10:45-12:10 85 min		12:10-12:45 Lunch	12:45-1:30 EL/D/Rt 45 min	1:30-2:20 50 min		2:20 (315 min)	
5 th	8:13	8:15	8:15-10:30 135 min	10:30-10:45 Recess	10:45-12:10 85 min		12:10-12:45 Lunch	12:45-1:30 EL/D/Rt 45 min	1:30-2:20 50 min		2:20 (315 min)	
6 th	8:13	8:15	8:15-10:45 150 min	10:45-11:00 Recess	11:00-12:30 90 min		12:30-1:05 Lunch	1:05-1:35 30 min	1:35-2:20 EL/D/Rt 35 min		2:20 (315 min)	
1-6 RSP	8:13	8:15	8:20-10:40 1:25 RSP 80 min	10:40-10:50 Support	10:50-11:15 1:25 RSP 45 min	11:15-12:10 Post-In	12:10-12:45 Lunch	12:45-1:30 3:05 RSP	1:35-2:20 6:00 RSP		2:20 (315 min)	
1-4 5-6 SDC-LH	8:13	8:15	8:15-10:30 1-4 SDC 135 min 8:15-10:45 5-6 SDC 150 min	10:30-10:45 Recess	10:45-11:00 Recess	10:45-12:10 1-4 SDC 85 min 11:00-12:30 5-6 SDC 90 min	12:10-12:45 Lunch	12:45-2:25 1-4 SDC 100 min 1:30-1:49 1-3 recess 1:05 2:25 5-6 SDC 80min	2:25 (301 min) (320 min)			

Burns Valley School 2023-24 Bell Schedule (MINIMUM DAY)

(Teacher Workday 7:45-2:47 -7hr 2min)

(Colors group likewise grade levels together at that time)

Grade Level	Warning Bell	Starting Bell	Academic Block A		AM Recess	Academic Block B		Lunch	Academic Block C	Ending Bell
TK	8:13	8:15	8:15-9:45 90 min	9:45-10:00 Recess	10:00-10:30 30 min	10:30-11:09 Lunch		11:09-12:40 91 min.		12:40 (211 min)
K	8:13	8:15	8:15-9:45 90 min	9:45-10:00 Recess	10:00-10:30 ELD/Rd 30 min	10:30-11:09 Lunch		11:09-12:40 91 min.		12:40 (211 min)
1 st	8:13	8:15	8:15-10:15 120 min.		10:15-10:30 Recess	10:30-11:00 ELD/Rd 30 min	11:00-11:39 Lunch	11:39-12:40 61 min.		12:40 (211 min)
2 nd	8:13	8:15	8:15-10:15 120 min.		10:15-10:30 Recess	10:30-11:00 ELD/Rd 30 min	11:00-11:39 Lunch	11:39-12:40 61 min.		12:40 (211 min)
3 rd	8:13	8:15	8:15-10:30 120 min.		10:30-10:45 Recess	10:45-11:00 30 min	11:00-11:33 ELD/Rd 33 min	11:33-12:12 Lunch	12:12-12:40 28 min	12:40 (211 min)
4 th	8:13	8:15	8:15-10:30 135 min		10:30-10:45 Recess	10:45-11:00 15 min	11:00-11:37 ELD/Rd 37 min	11:37-12:12 Lunch	12:12-12:42 30 min	12:42 (217 min)
5 th	8:13	8:15	8:15-10:30 135 min		10:30-10:45 Recess	10:45-11:00 15 min	11:00-11:37 ELD/Rd 37 min	11:37-12:12 Lunch	12:12-12:42 30 min	12:42 (217 min)
6 th	8:13	8:15	8:15-10:48 153 min		10:48-11:00 Recess	11:00-11:35 35 min	11:35-12:06 ELD/Rd 31 min	12:06-12:42 Lunch		12:42 (219 min)
1-6 RSP	8:13	8:15	8:15-9:45 1-5 SDC ELA 80 min	9:45-10:00 Kinetic Support	10:15-10:30 Recess	10:30-11:00 1-2 RSP 30 min	11:00-11:30 3-5 RSP 30 min	11:30-12:06 6 RSP 36 min	12:06-12:42 Lunch	12:42 (219 min)
5-6 SDC LH	8:13	8:15	8:15-10:48 5-6 SDC		10:48-11:00 12 min	11:00-12:06 6 SDC		12:06-12:42 Lunch 36 min		12:42 (219 min)
1-4 SDC LH	8:13	8:15	1-2 SDC 8:15-10:15 120 min 3-4 SDC 8:15-10:30 135 min		10:15-10:30 1-2 recess 10:30-10:45 3-4 recess	10:30-11:00 1-2 SDC 10:45-11:37 3-4 SDC	11:00-11:39 1-2 Lunch 11:37-12:12 3-4 Lunch	11:39-12:40 1-2 SDC 12:12-12:42 3-4 SDC	12:40 (211 min) 12:42 (217 min)	

**KONOCTI UNIFIED
SCHOOL DISTRICT**

2023-2024 Instructional Calendar

NO STUDENT ATTENDANCE ON SHADED DAYS

SCHOOL BEGINS: 08/09/2023

LAST DAY OF SCHOOL: 06/07/2024

JULY							NO SCHOOL							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S							
						1																												
2	3	4	5	6	7	8	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26							
9	10	11	12	13	14	15																												
16	17	18	19	20	21	22	13	14	15	16	17	18	19	20	21	22	23	24	25	26														
23	24	25	26	27	28	29	20	21	22	23	24	25	26	27	28	29	30	31																
30	31																																	

NOVEMBER						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	TH	F	S
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	3	4	5	6	7	8
	9	10	11	12	13	14
	15	16	17	18	19	20
	21	22	23	24	25	26
	27	28	29	30	31	

JANUARY						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					

FEBRUARY						
S	M	T	W	TH	F	S
				1	2	3
	4	5	6	7	8	9
	10	11	12	13	14	15
	16	17	18	19	20	21
	22	23	24	25	26	27
	28	29	30			

MARCH

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



JUNE

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

IMPORTANT DAYS

- | | |
|--|---|
| AUG 9 | First Day of School |
| JUNE 7 | Last Day of School |
| SEPT 14, OCT 12, NOV 9, NOV 15-17 (P/T Conferences),
DEC 14, DEC 22, JAN 18, FEB 8, MAR 7, MAR 13-15 (P/T Conferences),
MAR 29, MAY 9, JUN 7 | Elementary Early Release Days |
| SEPT 14, OCT 12, NOV 9, DEC 14, DEC 20-22,
JAN 18, FEB 8, MAR 7, MAR 29, MAY 9, JUN 5-7 | LLHS & Middle School Early Release Days |
| OCT 2-6, FEB 12-16 | Intercession Weeks |
| JUNE 6 | Care/Richard H. Lewis (AlU/Ed) Graduation |
| JUNE 7 | Lower Lake High School Graduation |

GRADING PERIODS

- |  Start of Grading Period
 End of Grading Period | |
|--|-------------|
| MIDDLE SCHOOL/HIGH SCHOOL | |
| AUG 9-DEC 22..... | Semester 1 |
| JAN 9-JUN 7..... | Semester 2 |
| ELEMENTARY SCHOOL | |
| AUG 9-NOV 3..... | Trimester 1 |
| NOV 6-MAR 1..... | Trimester 2 |
| MAR 4-JUN 7..... | Trimester 3 |

HOLIDAYS AND BREAKS (NO SCHOOL)

- | | |
|------------------------------------|------------------------------------|
| JULY 4. . . Independence Day | JAN 1. . . New Year's Day |
| SEPT 4. . . Labor Day | JAN 15. . . Martin Luther King Day |
| OCT 9. . . Indigenous People's Day | FEB 19. . . Lincoln Birthday |
| NOV 10. . . Veteran's Day | FEB 26. . . Presidents' Day |
| NOV 23. . . Thanksgiving | MAY 27. . . Memorial Day |
| DEC 25. . . Christmas | JUN 19. . . Juneteenth |
| NOV 20-NOV 24, 2023. | Fall Break |
| DEC 25, 2023-JAN 5, 2024. | Winter Break |
| APR 1-APR 5, 2024. | Spring Break |