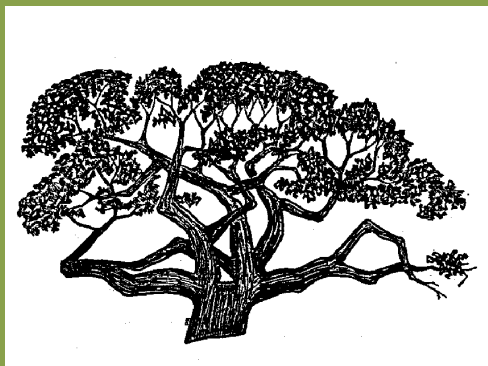


# LAGUNITAS SCHOOL DISTRICT

# HANDBOOK



2017 - 2018

*Lagunitas Montessori Program*  
*Lagunitas Open Classroom Program*  
*Lagunitas Middle School Program*

# LAGUNITAS SCHOOL DISTRICT

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## DISTRICT POLICIES

The public can view the Lagunitas School District's Board Policies and Administrative Regulations on the district website at [www.lagunitas.org](http://www.lagunitas.org).  
Alcohol and tobacco are not permitted on campus at any time.

## **LAGUNITAS SCHOOL DISTRICT**

### **Mission Statement**

We are a community committed to continuous improvement in our educational effectiveness, aimed at fulfilling the needs of each individual student. We strive for quality, balancing academic excellence, social awareness, civic responsibility, and self esteem. We provide a safe and attractive learning environment where all participants benefit. We value parental choice and involvement, collaborating with staff, students, and Board. We seek to ensure that programs continue to be responsive, operations become ever more efficient, and educational opportunity continues to be optimized.

## **2017-2018 SCHOOL YEAR**

### **Message from the Principal**

Welcome to a new school year at the Lagunitas School District. I am excited to begin my seventh year as Principal of this remarkable school district. Together our staff, families, students, and community partners have created a district that builds upon the successes from the past while embracing new ideas for growth and renewal.

Our unique district offers two distinct elementary school programs within our two schools, and a middle school where students from the different elementary programs join together. Our families choose from our Montessori and Open Classroom programs for kindergarten through the start of middle school. All our programs embrace the importance of integrating social and emotional learning, nature, the arts, and movement within the context of the academic curriculum and daily experience. The Lagunitas School District embraces active learning, encourages critical thinking and intellectual curiosity, and inspires joyful creativity.

On behalf of our staff, students, and school families, I extend a warm welcome to our new and returning families.

Laura Shain  
Principal

## **SCHOOL HOURS**

<b>Lagunitas School</b>	Kindergarten	8:35 am – 12 pm
	First – Eighth Grades	8:35 – 3 pm*
	*(Early dismissal every Wednesday at 2 pm)	
<b>San Geronimo School</b>	Kindergarten	8:45 am – 12:10 pm
	First – Sixth Grades	8:45 – 3:10 pm*
	*(Early dismissal every Wednesday at 2:10 pm)	

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## **PROGRAM DESCRIPTIONS**

### **Lagunitas Montessori Program**

Lagunitas Montessori is the only public Montessori program in Marin County. A group of dedicated parents wanting to see their children educated using the methods of Maria Montessori started the program in 1983.

The curriculum is based on the teachings of Maria Montessori with adaptations designed to meet the California State Framework, including ongoing assessment of student progress. Many studies show that Montessori children are well prepared for later life academically, socially and emotionally.

Through the cultural subjects of History, Geography, Botany and Zoology, students are encouraged to see themselves as citizens of the world and learn to recognize the interrelationship of all living things. It is our goal that children develop a lifelong sense of responsibility for themselves and for the earth.

### **Lagunitas Open Classroom Program**

The Lagunitas Open Classroom, which includes kindergarten through sixth grade, has been thriving since 1972. “Open” philosophy was developed from the work of modern educational thinkers such as Dewey, Piaget, Gessell, Neill, Holt and Kohl, as well as the experiences of the cooperative preschool movement and the British Infant Schools.

The Open Classroom sees social, physical, emotional and academic growth as being interrelated and of equal value. We believe that learning is exciting – that the excitement adults and other children feel is catching – and that the best learning is “hands-on.” We strive to provide a rich and accessible learning environment, where spontaneous events as well as formalized learning can occur and where the developmental readiness and individuality of a child can be respected.

### **Lagunitas Middle School Program**

Lagunitas Middle School is committed to creating a safe environment where individual opinions and a variety of learning styles are respected. By making learning exciting and relevant, students become actively involved in their education. Students are surrounded by a nurturing support system of parents, teachers and friends to help them set and achieve their goals.

Middle School students rotate in small groups with several different teachers to receive a core curriculum in language arts, math, science, social studies, and physical education. Flexible scheduling allows for longer periods of instruction twice a week, providing more in-depth learning.

Multiple assessment tools are used to monitor the students’ progress including teacher observation, tests, long term projects integrating several disciplines, traditional and standards based report cards to report student progress.

A variety of enrichment activities are infused into the students’ daily schedule, and through an elective program, including art, drama and music. A social emotional learning (SEL) class is taught

one day per week throughout the year in partnership with the San Geronimo Valley Community Center.

The Marin County Office of Education Special Education department operates a middle school special day class that is located in our middle school building. General education students are able to assist as peer buddies in this classroom.

## ENROLLMENT

### **Residency Requirements**

Parents and guardians must provide the district office the required proof of residency paperwork prior to enrollment. Space will be available for all eligible students who reside within the Lagunitas School District boundaries. Residence is defined as “the physical address where the student resides a majority of his/her school week.”

Parents and guardians must notify the district promptly if they move out of the district and apply for an interdistrict transfer. Former in-district students will be permitted to remain in the district as long as interdistrict forms are completed in a timely manner and approved by the new resident district.

### **Interdistrict Transfers**

Parents and guardians seeking an inter-district transfer into or out of the district must first obtain an interdistrict transfer form and approval from the students’ district of residence.

### **Emergency Forms**

Every student must have a current, signed, Emergency Form on file in the office. Parents must inform the office whenever there is a change in information regarding a student. Changes in home or work phone numbers, address, email, or health information should be reported to the office as quickly as possible. Students will be released only to persons listed on the emergency contact list unless we have heard personally from the parent.

## COMMUNICATION

### **Website**

Our website at [www.lagunitas.org](http://www.lagunitas.org) contains important information about board meetings, as well as district policies, procedures, and links to our three programs.

### **Weekly Notice**

The *Weekly Notice* is published each week. The newsletter has important information and dates, as well as community postings of events and requests.

The newsletter is distributed through email lists and posted on the school website. Paper copies are available in the school offices for families without Internet access.

To submit an item for inclusion in the newsletter, email the Principal or leave a note in the office.

### **Online Media**

Join the Lagunitas School District *Facebook* page and the Lost and Found *Instagram* account to connect with school news and updates.

### **District-wide and Program Email Lists**

District-wide and Program email lists facilitate communication of the Lagunitas School District, the San Geronimo Valley Community Center; and the Middle School, Montessori, and Open Classroom programs.

Notice of events, calls for volunteers, important school-related information, meeting agendas and minutes from program or district committees, or district-sanctioned groups are examples of information that is distributed.

Email lists are not used for commercial or private business purposes, nor to solicit support for a particular political position, to endorse candidates, or to advocate a vote on a particular issue. Email lists are not to be used for discussion, sharing chain letters or jokes, threatening or harassing messages, anything of a discriminatory nature, or to libel or otherwise defame any person. District administration may permit the use of the email distribution lists to share opportunities or information about services appropriate for students.

### **How to Contact Staff**

The school secretary and administrative assistant can help direct your questions or phone calls to the appropriate person.

Whenever possible, contact the classroom teacher with concerns regarding a child's academic performance, the curriculum, or issues that arose during the school day. If you feel you need further assistance, contact the school Principal.

Please share your concerns directly with us so that we may have the opportunity to work together to improve the school experience for everyone.

Administration, teaching staff, and office staff can be reached through the district email. Email addresses are first letter of first name, followed by last name@lagunitas.org. Please see the staff roster in the Appendix for a list of current staff members.

Voicemail messages can be left for teachers during the school day, but usually cannot be accessed until the day is over. Please contact the school secretaries with information that is urgent or time sensitive.



Consider the best mode of communicating with staff before sending an email or leaving a message. Lengthy or issue-laden messages are often better suited for face-to-face or phone discussion.

No email distributed through any district-wide email distribution list should ever reference a district employee, student, or parent unless they are being listed as a specific contact for further information.

### **School Directory**

The school directory is compiled each year by the school staff. Your approval for the inclusion of your name and other information is marked on registration paperwork.

## **THE SCHOOL DAY**

### **Calendar**

The 2017 – 2018 school year calendar is in the Appendix of this handbook and on our website.

### **Schedule**

<b>Lagunitas School</b>	Kindergarten	8:35 am – 12 pm
	First – Eighth Grades	8:35 – 3 pm*
	*(Early dismissal every Wednesday at 2 pm)	
<b>San Geronimo School</b>	Kindergarten	8:45 am – 12:10 pm
	First – Sixth Grades	8:45 – 3:10 pm*
	*(Early dismissal every Wednesday at 2:10 pm)	

### **Minimum Days**

Every Wednesday is a minimum day. During these days, the teachers attend program or classroom meetings, district staff meetings, or staff development opportunities. In addition, the following days have been selected as minimum days for the 2017 – 2018 school year. Dismissal is at 2 pm at Lagunitas School and 2:10 pm at San Geronimo School on Minimum Days.

Wednesday, October 4	-	Parent Conferences*
Thursday, October 5	-	Parent Conferences
Friday, October 6	-	Parent Conferences
Monday, October 9	-	Parent Conferences
Tuesday, October 10	-	Parent Conferences
Wednesday, October 11	-	Parent Conferences*
Tuesday, October 31	-	Halloween
Wednesday, December 20	-	Noon Dismissal
Wednesday, January 24	-	Teacher Work Day*
Thursday, January 25	-	Teacher Work Day
Friday, January 26	-	Teacher Work Day

Monday, January 29	-	Teacher Work Day
Tuesday, January 30	-	Teacher Work Day
Wednesday, January 31	-	Teacher Work Day*
Wednesday, April 25	-	Parent Conferences*
Thursday, April 26	-	Parent Conferences
Friday, April 27	-	Parent Conferences
Monday, April 30	-	Parent Conferences
Tuesday, May 1	-	Parent Conferences
Wednesday, May 2	-	Parent Conferences*
Thursday, June 14	-	Noon Dismissal

\*Regular Wednesday early dismissal schedule (2 and 2:10 pm)

### **Attendance**

Call the Absence Hotline each day of an absence to report the absence. For safety reasons we must confirm all absences. You must call the office even if the teacher is aware of the absence.

**Lagunitas School Absence Hotline: 488-4118 ext. 228**  
**San Geronimo School Absence Hotline: 488-4118 ext. 328**

Regular school attendance is the responsibility of parents, guardians, and students. California Education Code (Ed Code 48205) states that an “excused absence” occurs only under the following circumstances:

- Illness or injury.
- Quarantine under a county or city health officer’s direction.
- Medical, dental, optometry or chiropractic appointment.
- Funeral of an immediate family member (one day in state; three days out of state).
- For justifiable personal reasons, including, but not limited to: an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, when the pupil’s absence is requested in writing by the parent or guardian and approved by the Principal or a designated representative. (For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.)
- For the purpose of spending time with a member of the pupil’s immediate family, who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

Under state law, a pupil who, without a valid excuse, is absent from school for three full days in one school year, or is tardy or absent for more than 30 minutes during the school day on three occasions in one school year, is considered truant. Once a student is designated a truant, state law requires schools, districts, counties, and courts to intervene to ensure that parents and pupils receive certain services to assist them in complying with attendance laws.

### **Tardy Policy**

It is important for students to arrive at school on time. Classes begin promptly and important community building and academic discussion is missed when a student is late. Tardiness is disruptive for the child, the class, the teacher, and the school staff.

All tardiness is considered unexcused except when a student must attend a previously excused medical or dental appointment. Please notify us in advance if your child is going to be late due to a medical or dental appointment.

When students arrive 5 minutes or more late to class, they must go directly to the office and check-in for a late pass. The office will document the tardy. After three unexcused tardies in a trimester, parents and/or guardians will be informed by letter of need to arrive to school on time. On the fifth tardy, a phone call will be placed to discuss the situation. With continued tardies, a conference will be requested between parent, student, teacher and administrator. If the situation does not improve, we may refer the problem to the School Attendance Review Board.

### **Early School Arrival**

The Lagunitas School District does not provide supervision for students who arrive early to school. Students should plan to arrive no more than 10 minutes before school begins unless specific arrangements have been made.

### **Leaving During School Hours**

Parents must report to the school office prior to taking students off campus. Students returning from appointments must report to the office to check in.

### **Independent Study**

Independent study is an alternative instructional strategy, not an alternative curriculum. Students work independently, according to a written agreement and under the general supervision of a credentialed teacher.

Advanced notice of **at least two weeks** should be given to the classroom teacher and the school secretary if a parent/guardian plans to take a child out of school for no less than five consecutive days to obtain an independent study contract. Completed work must be turned into the teacher at completion of the independent study period.

### **Parent Travel**

When parents leave on vacation or business without their children, they should inform the school indicating their date of absence and the name of the persons responsible for their children during their absence. The caregivers should be listed on the emergency form.

### **Transportation**

Please observe the traffic signs and laws on and near the school campus. Drive cautiously on the road connecting the two campuses and be aware that children may move quickly and unpredictably in school parking lots.

Students who ride bicycles, skateboards, scooters, or other wheeled devices to school must wear helmets. California State Law requires that helmets must be worn by bicyclists under the age of 18. Students may not ride on the road connecting the two campuses.

### **Lunch Program**

The district operates a pay-in-advance lunch program with healthy entrees, salads, and milk served daily. Vegetarian options are available each day. Information and applications for free or reduced cost lunches are sent out at the beginning of the school year and are also available at the school offices. Menus are sent out each month. Online payment is available at [mymealtime.com](http://mymealtime.com).

### **Library**

Each campus has a library with a school library aide available for student use. It is important for students to have the opportunity to access the books and resources in the library, and to develop the habit of returning books on time. Please note the due dates when books are brought home.

### **Arts and Enrichment**

Each program employs talented specialists to bring arts and enrichment experiences to our students each week. Classes include music, visual art, physical education, games, trapeze, garden, Spanish, yearbook, and various sports. Parent volunteers also support the programs during festivals, special occasions, theme days, and through elective classes.

### **Garden and Barnyard**

The district programs share a garden on the upper campus field that uses a rainwater irrigation system and has a greenhouse. Students plant, tend, and harvest plants and vegetables as they learn about the natural environment.

The barnyard and smaller garden on the upper campus has resident chickens and rabbits that are cared for by the students.

### **Afterschool Sports**

An afterschool team sports program, the Lagunitas Bobcats, is offered for all middle school students. Sports this year include basketball and volleyball.

### **Field Trips**

Field trips are considered an integral part of our school year curriculum and activities. A permission slip will be sent home prior to each outing. Please return the slip promptly. Students will not be permitted to participate without the signed slip.

Permission slips will indicate whether the trip is a walking, public transportation, or parent driven trip. Parent drivers must have a completed Volunteer Driver form with proof of a set level of liability and medical coverage insurance on file with the office.

Under California law, children under the age of 8 must be secured in a car seat or booster seat in the back seat. Children under 40 pounds must use a car seat. Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat.

### **Band Program**

A Beginning, Intermediate, and Advanced Band program is available to students in the fourth through eighth grades. Band classes meet once per week under the supervision of the district Band Director and assistants. The bands perform informally and formally throughout the year. Many instruments are available for loan.

### **Lost and Found**

Please mark all students' clothing, coats, lunch containers, and backpacks with their names. Lost and Found items will be collected in bins on each campus. Items not collected in a reasonable time will be donated to a local charity.

## **HEALTH PROCEDURES**

The Lagunitas School District contracts for nursing services a limited number of days throughout the year for consultation, hearing and vision exams, staff training, and immunization support.

### **Immunizations**

The California School Immunization Law requires schools to enforce immunization requirements, maintain immunization records of all children enrolled, and submit reports to the local health department.

Since July 1, 2016 personal or religious belief exemptions are not allowed, per California law. Exemptions filed before July 1, 2016 will be in effect until the student enters kindergarten or 7<sup>th</sup> grade; or enroll in a new school. Unimmunized students are at greater risk of contracting diseases and spreading them to their families, schools and communities. The district maintains an up-to-date

list of students with exemptions, so that these students can be excluded from school quickly if an outbreak occurs.

### **Medication at School**

Students may not carry prescription or over-the-counter medications at school. All medications need to be handled by the school office with a completed medical form detailing the method, amount, and time schedule for taking the medication. Medication must be in the original prescription container with the pharmacy label including the date dispensed, physician's name, student's name, medication, and instructions for administer the medication. All medicines must be administered by adults.

Students with serious allergies should have medication available in the office and on field trips in case of emergency.

For non-prescription medication, the requirements are the same as for prescription medication. It is recommended that all medications be brought to the school by the parent or guardian. Whenever possible, the medication should be given at home before or after school, providing this meets with the physician's approval. The medication should be noted on the child's emergency card and emergency form (which should be updated as needed). **All medications must be dispensed by the office and kept in the office.** A doctor's prescription is also required for inhalers, including the right to carry the inhaler in the student's backpack.

Over the counter medications may be given by office staff or teachers if there is a "Medical Form for School and Field Trips" on file in the office. This form must be completed and signed each year.

### **Minor Ailments and Injuries**

The school office is equipped to handle all minor ailments and injuries. A student who becomes ill at school will be sent to the office for care. Parents or persons on the emergency form may be contacted and arrangements made for transportation home. Be sure to include persons on the Emergency Form who can easily be reached during school hours.

Parents will be notified and asked to come for the child if the student exhibits any of the following: temperature above normal, nausea or vomiting, severe headache, evidence of a communicable disease; or, with discretion, complaints from the child feeling ill. If a child has had fever, vomiting or diarrhea within the past 24 hours, do not send him or her to school.

### **Accidents at School**

A student injured at school should report to the office when possible. First-aid is administered by school personnel. Parents will be notified if an injury is of a serious nature or follow-up care is indicated.

In the event of a medical emergency, the following procedure is followed:

- The school office is notified.
- 9-1-1 emergency services are called if needed.
- Parents are notified. If they are not available, emergency contacts on the child's record are notified.
- If an emergency contact cannot be located and the child needs further emergency care, the child will be taken to your family doctor or hospital in the company of a school employee.

### **Communicable Diseases**

Please report all communicable diseases to the office (strep throat, pink eye (conjunctivitis), measles, chicken pox, whooping cough, etc.) Also report any case of head lice as quickly as possible. Students who have been exposed to a communicable disease will receive an "exposure notice" which explains the symptoms of the disease, and the requirements to return to school.

### **Lice Policy**

It is our goal to maintain a lice-free environment at school. Our parent volunteers occasionally conduct lice checks. Parents are contacted when students are found to have nits or lice. They are sent home at the end of the day with information and a treatment verification form. Students with chronic occurrences may be excluded from school until the situation is resolved. Please refer to our recently updated Board Policy on head lice management.

## **EMERGENCY PLANS**

### **Emergency Plan**

In case of a disaster such as a major earthquake, students will be supervised at the school site until a parent or emergency contact person picks up the child. Earthquake and fire disaster drills are held throughout the year so the staff and students are familiarized with all emergency procedures. First aid and emergency supplies, including food, water, and blankets, are stored on the lower campus in case of an emergency. The school has procedures in place in case of a hostile intruder on campus.

### **Disaster Preparedness**

In the event of severe earthquake or other disaster during the school day, students will be kept on the school site with the faculty until the Principal declares it is safe to dismiss students. Close contact with other agencies will be maintained and decisions will be made based on best judgment for the welfare of our children.

## **GUIDELINES and INFORMATION for STUDENTS**

### **Conflict Resolution**

Students are taught to communicate needs verbally and peacefully solve disputes with their peers. Each program embraces methods to guide students in expressing themselves and working through difficulties with the support of adults if needed.

### **Student Leadership**

Leadership opportunities are offered to Middle School students through our elective program in a variety of formats.

### **Dress and Appearance Standards**

Students shall dress appropriately for daily attendance at school. The school shall be concerned only when these may cause school disruption or are unsafe. Clothing should not be inappropriately revealing, contain inappropriate words or graphics, or limit a student's full involvement in school activities. When staff and administration deem a student's dress to be inappropriate, parents will be called.

### **School Safety**

Weapons and toy weapons, including, but not limited to, firearms, knives (including pocketknives), slingshots, and explosives, are not allowed at school. Lighters and matches are not allowed at school. Students must not bring any illegal or prohibited substances to school, including drugs, alcohol, tobacco, vaporizers, or cigarettes. Students are subject to suspension and/or expulsion for bringing prohibited items school.

Wooden and metal baseball bats and hard balls are not allowed at school, unless under direct supervision by a physical education teacher during instruction. Do not bring glass drink containers in lunches or snacks.

Lockers, backpacks, and student belongings may be searched when administrators have reasonable suspicion that a student is carrying an illegal or prohibited substance or weapon. The Marin County Sheriff's Office may be contacted to report alleged criminal behavior.

### **Safety While on Wheels**

Bicycles, skateboards, scooters, and rollerblades are not allowed on the school playgrounds or corridors until 30 minutes after school dismissal. Students who ride bicycles or skateboards to or from school must follow basic safety rules, and must wear safety helmets as required by California State law. All students who ride to school must cross Sir Francis Drake Boulevard with the school crossing guard. Adults riding bicycles to or from school are asked to observe the same rules that are in effect for the students. Bicycles must be locked on bike racks, and other wheeled items must be left in the school office during the day.



### **Computer and Internet Use**

All students are required to submit a parental use form to allow your child access to the Internet. Students are not allowed to access unauthorized web applications or sites.

School computers are available on campus for students with permission from teachers for use with academic work. Students are expected to comply with the computer agreements signed by students and parents stating that they understand the appropriate use of the school computers. Violation of the agreement will lead to withdrawal of the student's privilege to use the computers and possible other consequences depending on the nature of the misuse.

### **Electronic Devices and Valuables**

Students are not permitted to bring MP3 players (such as iPods), electronic games, laptop or tablet computers to school unless through prior arrangement. Students are advised to keep cell phones and expensive items at home. If cell phones are brought to school for afterschool use, they must not be used, heard or seen on campus during school hours without permission.

Any of these items that are observed in use or present at school may be confiscated and returned only to parents/guardians. Continued issues with bringing or use of these items to school may result in discipline proceedings.

Valuable items should be locked in lockers during the day. The school is not responsible for the loss or theft of student valuables. Students should not bring large amounts of money to school.

### **School Office Phones**

The telephones located in all school offices and classrooms are for school business. Students may use the phones with permission from the office staff when there is an urgent need. School phones are not to be used for afterschool social plans.

### **Substitute Teachers and Staff**

Substitute teachers and staff have full authority granted to a regular staff member.

### **Behavior Guidelines and Responses**

Students are expected to behavior appropriately so that all students and staff feel safe, respected, and are able to learn and teach without disruption. Discipline issues may be handled by the staff, teachers, and school administrators. Students are subject to suspension and expulsion under the guidelines of the California Education Code.

The school adheres to the principles of progressive discipline, often using a counseling and discussion approach when first addressing problem behavior. With progressive discipline, responses escalate with repeated occurrences. Restorative practices are also used to help students make positive changes and decisions. With a restorative approach, students may talk with peers

who have been impacted by their behavior and may provide service to repair harm to the community.

Serious disciplinary issues may require the involvement of the local sheriff. School staff will work with law enforcement officers as needed to maintain a safe and orderly environment. Police investigations are conducted independently from the school district and school officials cannot interfere in police investigations. School officials shall provide support and privacy for the student to the extent possible. By law, parents/ guardians do not need to be informed or to give consent before the law enforcement officer interviews a student on school premises. PC 830.1 However, the school official will ensure that the student's parents are notified that the interview took place unless instructed otherwise by the police officer.

## **PARENT INVOLVEMENT and INFORMATION**

### **Reporting Student Progress**

Parent Conferences are held twice during the school year. The Open Classroom program holds a third conference session as their progress reports are given orally during conferences. All parents are expected to attend scheduled appointments. Students join parents for Middle School conferences. Parents can make appointments with teachers to discuss student progress at any time. Progress Reports are sent home according to the schedule in the Montessori and Middle School programs.

### **Standardized Testing**

Smarter Balanced is the system of academic tests that replaces the Standardized Testing and Reporting (STAR) Program tests in English–language arts and math. The Smarter Balanced tests are based on the Common Core State Standards adopted by California in August 2010.

The Smarter Balanced tests will generally be taken on computers, and the Practice Tests provide a good idea of what the new tests will look like. The Practice Tests are available for everyone to use at <http://www.cde.ca.gov/ta/tg/sa/practicetest.asp>. There is a Practice Test for each of grades 3 through 8 and grade 11 in both English–language arts and math. Each Practice Test has about 30 questions, as well as an answer key.

*CA Education Code Sections 60615 and 60640 state, “A parent or guardian may submit to the school a written request to excuse his or her child from any or all parts of any test provided pursuant to Education Code section 60640. A school district and its employees may discuss the Standardized Testing and Reporting Program with parents and may inform parents of the availability of exemptions under Education Code section 60615. However, the school district and its employees shall not solicit or encourage any written exemption request on behalf of any child or group of children.” The parent or guardian must initiate the request.*

### **Special Education Services**

The Lagunitas School District has a team of specialists who provide assessment and services to students with special needs. Parents should contact the classroom teacher when concerns arise. When appropriate, the school will convene a Student Success Team (SST) meeting with parents to

determine adjustments needed for student success. A referral for Special Education assessment may come from this meeting. Students eligible for Special Education services will have an Individualized Education Plan (IEP) that will be reviewed annually. Questions or concerns regarding a student's IEP can be addressed to the classroom teachers, special education case manager, or school administrator.

### **School Visitors**

All visitors must check in with the school office before going to any classroom or walking through the campus. Visitors will be given a Visitor Badge to wear during the duration of their visit.

### **Parent Volunteers**

Parents are important partners in our mission to provide an exemplary education for our students. Parents are welcome and encouraged to volunteer in classrooms throughout the school, drive on field trips, and help with special projects.

The California Health and Safety Code (§121545) requires all school district volunteers to be examined and found free of communicable tuberculosis once every 4 years. The Lagunitas School District is required to keep an up-to-date certificate on file for each volunteer. Volunteers who need to be screened are those in regular and/or direct contact with students. Please note that TB testing is done at the volunteer's own expense.

Unsupervised volunteers need to obtain fingerprint clearance through the school office prior to working with one or more students alone.

### **Parent Leadership Groups**

Each program has a parent group which meets to discuss program interests, issues and concerns. Each group operates under unique structures and decision-making agreements. Agendas are sent out before meetings, and minutes distributed after. All parents are welcome to attend. Please call the school office for information about the parent group meeting schedules.

### **School Site Council**

The School Site Council oversees efforts to improve student achievement. School Site Council is a group including administration, staff, parents, and community members who meet throughout the year to make decisions or advise the Principal on parent engagement, academic improvement, or other areas deemed important to the district. Each program has one parent and one staff position allocated. Please contact your parent group representative or the school Principal if you are interested in serving on this committee.

### **LEAP (Lead, Enrich, Achieve, Progress)**

LEAP (The Foundation for the Lagunitas School District) is a non-profit foundation of parent volunteers to develop, cultivate and sustain resources to benefit all the children in the Lagunitas

School District. We raise funds for all the schools in the Lagunitas School District: the Montessori Program, Open Classroom, and Middle School.

This group meets monthly. Meetings are open to all parents. For information about LEAP, please call 456-8938 or see the LEAP website at <http://leap4education.org>.

### **Insurance**

Low cost student accident insurance is available to all students. The insurance covers students at school during school hours, traveling directly to and from school, and on school sponsored activities. The school's limited liability insurance does not cover school ground accidents.

### **School Pictures**

School pictures will be taken near the beginning of the school year. There will be one makeup day scheduled for students absent during Picture Day. Packets are available to parents on a prepaid basis. All students have their pictures taken for school records. Each student, whether ordering a packet or not, receives a group class photo.

### **Child Abuse and Neglect**

District employees are mandated reporters and must report known or suspected instances of child abuse and neglect in accordance with state law and District regulations. Employees will cooperate with child protective agencies responsible for reporting, investigating, and prosecuting cases of child abuse.

### **Dogs on Campus**

Dogs are not allowed off-leash on school property, according to Marin County Ordinance 3377. According to Marin County Ordinance section 8.04.160: It is unlawful for the owner/guardian or person having control of any dog to permit the same, under any circumstances, to run at large in any public parks, or in any school, or upon any school grounds, or in any commercial district, or in any game refuge, or in any public watershed area; and every dog found running at large in violation of the provisions of this section shall be immediately seized and impounded. Any duly authorized peace officer shall be entitled to take such other action as may be reasonably necessary for the protection of wildlife.

## **COMMUNITY CONNECTIONS**

### **San Geronimo Valley Community Center**

The San Geronimo Valley Community Center (SGVCC) is a dynamic center for locally-based human services, arts and culture, education, health and wellness, and community building. The Lagunitas School District partners with the Community Center to provide programs such as emotional literacy classes to our middle school students, afterschool sports and programs, and a shared use of facilities. The Valley After School Tutoring Program (VAST) through the SGVCC

offers tutoring and homework help on the Lagunitas School campus Monday through Thursday afternoons. Afterschool care is available at the LOFT for 4<sup>th</sup> – 8<sup>th</sup> grade students. Zoila’s Day Care is available for students in kindergarten through nine years of age.

### **Wilderness Way**

Wilderness Way is an environmental education organization founded by the Berensmeier family that partners with Lagunitas School District to provide classroom instruction and hands-on experiences. Wilderness Way has developed projects and activities that include experiences with salmon, steelhead trout, native and non-native plants, wildlife, habitat restoration, and Native American studies and values.

### **West Marin Montessori Preschool**

The West Marin Montessori preschool, a private preschool operating on the Lagunitas School District campus offers morning preschool from 8:50 am – 1 pm, and aftercare until 4 pm. Information is on their website at [westmarinmontessori.com](http://westmarinmontessori.com) or 415-488-4500.

## **GOVERNING BOARD and POLICIES**

The Board of Trustees is the governing body of the Lagunitas School District. The elected members of this board hold regular monthly meetings in Room 12 on the Lagunitas School campus. Dates and agendas for these meetings including the location are posted in local post offices and are on the school website. The public is welcome and encouraged to attend these meetings. School Board members are listed on the first page of this handbook.

### **Board Policies**

Lagunitas School District’s Board Policies and Administrative Regulations are posted on the district website at [www.lagunitas.org](http://www.lagunitas.org).

### **Parent Rights Notification**

Governing boards of school districts are required to notify parents or guardians of their rights as specified in California Education Code. At the beginning of each school year, the district provides a copy of parental rights. English and Spanish versions are available.

### **Sexual Harassment, Uniform Complaint Procedures, and Board Policies**

Sexual Harassment (BP5145.7) and Uniform Complaint Procedures (AR1312.3) are included in the Lagunitas School District Handbook/Annual Parent Notification as well as online or at the District Office. Lagunitas School District’s Board Policies and Administrative Regulations may be viewed on the district web site.

The Lagunitas School District has adopted a policy and procedures to deal with sexual harassment when it occurs. It is important that students feel safe and supported at school. Sexual harassment can undermine this essential feeling of security. If a student feels that an

incident or ongoing sexual harassment has taken place, the teacher or Principal should be informed immediately. Parents should contact the child's teacher or Principal if they become aware of any form of sexual harassment.

## **PROCEDURES FOR ADDRESSING DISCRIMINATION, HARASSMENT, INTIMIDATION and BULLYING**

Discrimination, harassment, intimidation, and bullying are prohibited on our campuses, during the after school/extended care program, at school field trips, sports and school sponsored events, and when students are traveling to and from school. It applies to all students, teachers, staff, specialists, and anyone who works on our campus, whether employed by the school, working as contractors, or volunteers. It extends to all acts related to school activity or school attendance occurring within our school under the jurisdiction of our superintendent.

### **Definitions**

**Bullying and intimidation** occur when a student, or group of students, try to frighten, hurt, humiliate or exclude another student.

- **Physical bullying** is when a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, taking a student's belongings or stealing their money.
- **Verbal bullying** is when a student uses words or gestures to intimidate or humiliate another student by taunting, name-calling, teasing, put-downs, insults, graffiti, threats and blackmail.
- **Relational bullying** is when a student excludes or isolates another student through leaving them out, gossiping, or spreading rumors.
- **Cyberbullying** is when a student uses their cell-phone, text messages, e-mails, instant messaging, chats and social networking sites (such as Facebook or Instagram) to bully or intimidate another student in any of the ways described above.

Bullying is different from conflict. Conflict is an inevitable part of life and sometimes occurs when a student perceives another student as getting in the way of what they want or value. Conflict only becomes bullying when a student engages in harassment, intimidation or bullying and gets power over the other student. If students are in conflict with each other, but are not bullying, each of the programs at our two schools are committed to helping them to talk it through.

Bullying and intimidation may at times amount to **discrimination or harassment**. It is discrimination or harassment to target a student because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, weight or appearance, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

It is sexual harassment to target a student with unwanted sexual comments, touching, and/or gestures that cause the student to feel uncomfortable or unsafe at school, or interferes with schoolwork.

Our school does not tolerate discrimination or harassment for any reason. You are breaking the law if you harass anyone from our school community.

### **Expectations for Student Conduct**

Our school is a community where everyone is included. All students need to show respect for each other.

- Be kind and respectful to everyone on this campus. Never threaten or bully another student or be a bully-follower.
- Be an ally to the student that is being targeted when discrimination, harassment, intimidation, or bullying is seen. Ask the other student to stop or immediately find an adult on campus if the behavior continues.
- Incidences of bullying and harassment often need adult intervention to stop. Tell a teacher, staff member or administrator when targeted. Or tell your parents and ask them to contact the school.
- Never take revenge or ask someone to threaten or hurt a student that has reported intimidation, harassment, discrimination or bullying.
- If threatened or disrespected after reporting an issue, or if the problem behavior continues or restarts later, inform the school Principal.

### **Expectations from Adults on this Campus**

- All teachers, staff and volunteers support a campus-wide system for preventing and stopping discrimination, harassment, intimidation, and bullying.
- The Lagunitas School District uses a variety of methods to prevent and end discrimination, harassment, intimidation, and bullying. We may use *No Bully* Solution Teams, progressive discipline with increased consequences if behavior continues, and suspension or expulsion when deemed appropriate as a response to discrimination, harassment, intimidation, and bullying.
- If any adult on campus witnesses an act of discrimination, harassment, intimidation, or bullying, he or she shall take immediate steps to intervene when safe to do so and shall notify the classroom teacher as soon as possible.
- Contact the classroom teacher immediately when a parent knows or suspects that their child is being intimidated, harassed or bullied.
- If a Solution Team approach is used, we have a trained staff team who serve as our school's Solution Coaches.
- If progressive discipline, suspension, or expulsion is used, administration will meet with the target, the bully, and involve their parents and teachers when determining consequences to change behavior and to provide a safe educational experience for all students.

### **Solution Team Process**

School Solution Coaches have been trained by *No Bully* how to bring together teams of students, including those acting as bullies, bystanders, and positive role models, without using punishment

to help solve the bullying. For school year 2015– 2016 our trained Solution Coaches® are: Laura Shain, Principal; Anita Collison, Teacher.

### **Response to Student Harassment and Bullying**

**Step 1 – Prevent & Interrupt.**

**Step 2 – Refer to an Administrator.**

**Step 3 – Convene a Solution Team, Progressive Discipline, or other appropriate response.**

**Step 4 – Implement an Empathy-Building Action Plan** if a pattern of harassment or prejudice is apparent across the entire class or program.

### **Timeline for Complaints**

#### **Week One**

- Student, teacher or parent notifies school administration of harassment or bullying.
- Teacher, administrator, or counselor checks in with suspected target.
- Parents of target and bully informed on day students meet with administrator.
- When appropriate, Solution Team process begins or school may engage progressive discipline process or issue other consequences.

#### **Week Two**

- Administrator, teacher, or counselor checks in with target and bully.
- Second meeting of Solution Team if this has been initiated.
- Further progressive discipline or consequence response issued when necessary.

#### **Week Three**

- Administrator, teacher, or counselor checks in with target.
- Third meeting of Solution Team if this has been initiated.
- Target invited to attend Solution Team and parents notified of outcome.

If the school's intervention does not resolve the bullying, the student or parent/guardian should inform the Principal. If the student or parent/guardian disagrees with how the school has responded to their complaint of discrimination, harassment, intimidation, or bullying, write an appeal to the school district Superintendent, John Carroll at [jcarroll@lagunitas.org](mailto:jcarroll@lagunitas.org).

### **Person Responsible for Implementation of Policy**

The Lagunitas School District Superintendent is the responsible local educational agency officer for ensuring school district compliance with the requirements of this policy and the requirements of Chapter 5.3 (commencing with Section 4900) of Division 1 of Title 5 of the California Code of Regulations and Chapter 2 (commencing with Section 200).



## APPENDIX

### Staff Roster and Voice Mail Extensions

Staff emails are all *first initial* followed by *last name @lagunitas.org*.

**District Office: 415-488-4118**

**Lagunitas School: 415-488-9437**

**San Geronimo School: 415-488-9421**

#### Administration and District Office

John Carroll, Superintendent (x255)

Jeff Lippstreu, Chief Business Official (x226)

Laura Shain, Principal (x202)

Donna Henderson, Administrative Assistant (x201)

Nancy Gilboy, Payroll Clerk (x227)

#### Office Staff

Linda Craig, San Geronimo School Secretary (x301)

Beth Wolf, Lagunitas School Secretary (x203)

#### Teaching Staff

##### **Middle School Program**

Tony Guerrero, 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Math – 7<sup>th</sup>/8<sup>th</sup> grade homeroom (x213)

Caitlin Mohan 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Language Arts – 6<sup>th</sup> grade homeroom (x212)

Katherine Sanford, 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Social Studies – 7<sup>th</sup>/8<sup>th</sup> homeroom (x217)

Rae Turner, 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Science – 7<sup>th</sup>/8<sup>th</sup> grade homeroom (x216)

Stephanie Weiss, 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> MCOE Special Education class (x214)

##### **Montessori Program**

Michelle Benjamin, TK/K/1<sup>st</sup> (x204)

Alex Cusick, 4<sup>th</sup>/5<sup>th</sup> (x208)

Pauline Hope 3<sup>rd</sup>/4<sup>th</sup> (x209)

Nathan Murray, 1<sup>st</sup>/2<sup>nd</sup> (x207)

##### **Open Classroom Program**

Anita Collison, 5<sup>th</sup>/6<sup>th</sup> (x312)

Marlene Maiello, TK/K/1<sup>st</sup> (x314)

Larry Nigro, 1<sup>st</sup>/2<sup>nd</sup> (x313)

Jenelle Ferhart, 3<sup>rd</sup>/4<sup>th</sup> (x311)

### **Special Education Staff**

Meredith Hanrahan, School Psychologist (x211)  
Karen Mansell, RSP Teacher (x216)  
Melissa Ramirez, Occupational Therapist  
Mary Frances Reed, Speech and Language Specialist (x224)

### **Counseling Services**

Lauren Bock, Seeds of Awareness Counselor (x325)  
Taylor Rechtschaffen, Seeds of Awareness Counselor (x325)

### **Information Technology**

Mark Tong, Technology Consultant

### **Classified Support Staff**

Kristy Arroyo, Student Supervision  
Roberta Bickel, RSP Assistant, Student Supervision  
Buck Chavez, Student Supervision  
Howie Cort, RSP Assistant  
Alison Double, RSP Assistant  
Gabi Friedrich, Instructional Assistant  
Mwanza Furaha, Assistant Cook  
Arielle Ikeda, Instructional Assistant  
Amy McConnell, RSP Assistant  
Amy Nestler, Program Instructional Assistant, Montessori Program  
Natalie Swenty, Instructional Assistant, Student Supervision  
Sue Waber, Science Resource Technician, Instructional Assistant, Student Supervision

### **Grounds and Maintenance Staff**

Alejandro Alvarado, Maintenance Worker  
Victorio Centeno, Custodian  
Dublas Lopez, Custodian

### **Food Service Staff**

Leonora DeNarie, Cook  
Mwanza Furaha, Assistant Cook

### **Library Staff**

Arielle Ikeda, Library Aide

### **Band Program**

Terry Shea, Director

### **Specialists and Contractual Staff**

The district hires many dedicated and talented specialists and consultants throughout the year to support our academic, elective, and arts programs on a contract basis. Specialists include:

Kristy Arroyo, Open Classroom and Montessori art

Judy Cervantes-Connell, Open Classroom Spanish

Buck Chavez, Middle School physical education

John Cunningham, Open Classroom music

Will Hubert,

Zach Laurie, Roots to Branches Middle School SEL program

Jess Lerner, school garden

In addition, our students benefit from many Middle School elective specialists each trimester.

### **Community Extensions**

San Geronimo Valley Community Center 415-488-8888

The LOFT (x218)

VAST 415-488-8888 (x214)

West Marin Montessori Preschool 415-488-4500 (x308)

Zoila's Day Care 415-488-9344 (x309)

## PLAYGROUND RULES

### San Geronimo Campus

- Students must be **respectful** toward adults, follow rules, and do what is asked by yard supervisors.
- Children are not allowed on the playground without direct **adult supervision**.
- **Kindergarten students** are not allowed on the playground during lunch recess. **Toddlers** and **babies** are not allowed on the playground during school hours.
- No teasing, hitting, kicking, spitting, swearing, kissing, or other **disrespectful behavior**.
- No **grabbing** of bodies or possessions (including hats or other items).
- No **roughhousing**, **mock fighting** games, or **violent language**.
- **Sticks** may not be carried, thrown, or used as weapons. **Rocks** may not be thrown.
- **Shirts** and **shoes** are required for everybody. No **flip-flops** (sandals without back straps).
- **Slides** are for going down, one child at a time. No climbing on the outside of the tube slide.
- No climbing **trees** or swinging from branches.
- No climbing **basketball poles** or hanging from the hoop or net.
- Take turns on the **swings**. No jumping onto or off the swings (regular and tire swings). Do not swing sideways. Sit in the swing – do not stand. No games allowed that involve running in front of or between people who are swinging. Observe the safety zone by staying away from moving swings.
- No kicking **tetherballs**, hanging from tetherballs or ropes, or climbing on tetherball poles.
- No **wheels** on campus before, after, or during school hours; including: bicycles, tricycles, skates, skateboards, scooters, or shoes.
- No **dogs** on campus at any time.
- No **glass** containers are allowed.

#### Guidelines for Games:

- All games are open to any student who agrees to play by the rules of the game. (On Fridays, the fourth grade and older students are allowed to play sports games that exclude younger students and vice versa. The lower field may be divided for both games.)
- No “pegging,” “knockout,” or “elimination” games.
- No running or tagging games on the structure.
- No games in which anyone is teased, mocked, bullied, touched inappropriately.
- No program vs. program games, or boy vs. girl games.
- Jump ropes are only for jumping.

#### Lunchtime Supervision

- No playing, or hanging out, in or around the bathrooms or office.
- Students need permission and visual supervision to be on the lower field.
- Food must be eaten at the picnic tables or benches only (and cleaned up after eating).
- The following areas are off-limits: the **parking lot**, the **sidewalks**, the **hill** above the parking lot, the **fishpond**, the **woods**, any area determined to have **poison oak**, the **garden**, **behind** the buildings (including Laurie’s classroom and the library).

## Lagunitas Campus

- Students must be respectful toward adults, follow rules, and do what is asked by yard supervisors.
- Do not exclude students when choosing teams for activities or games.
- Unacceptable language and behavior include: swearing, teasing, hurting another person's feelings, harassment of any kind, shoving, tripping, pushing, spitting, throwing rocks, throwing sticks, throwing sand, littering, destroying another person's or the school's property.
- Dangerous play is not allowed. This includes: jumping from high places, hanging from basketball rims, playing tag or chase games on play structures, playing rebound games such as handball or two-touch on the multipurpose room wall.
- Violent behavior is never permitted. This includes fighting, biting, hitting, and throwing objects at another person.

### Boundaries

- The following areas are off-limits: the Montessori or Middle School lockers and classroom areas, all classroom hallways or corridors, the field when it is wet or when yard supervisors tell students it cannot be used, the baseball dugouts, behind any school buildings, the school library, any rooms or buildings without adult supervision.
- Montessori students may not play near the Middle School area or Multipurpose Room; and Middle School students may not be near the Montessori area without specific permission.
- Students must share the playgrounds, playing fields, and structure.
- Basketball courts are reserved as follows: Court #1 is for Middle School students only; Court #2 is shared; Court #3 is for Montessori students only.

# Lagunitas School District

## SCHOOL YEAR CALENDAR FOR 2017-2018

JULY 2017						
S	M	T	W	T	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					
AUGUST 2017 days						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	15	16	SD	W	W	19
20	W	22	23	24	25	26
27	28	29	30	31		
SEPTEMBER 2017 days						
S	M	T	W	T	F	S
					1	2
3	H	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
OCTOBER 2017 days						
S	M	T	W	T	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				
NOVEMBER 2017 days						
S	M	T	W	T	F	S
			SD	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	LH	LH	LH	H	LH	25
26	27	28	29	30		
DECEMBER 2017 days						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	LH	LH	23
24	H	H	LH	LH	LH	30

8/22/17..... First Day for Students  
 9/6/2017 ..... Back to School Night  
 1/22/18 – 2/2/18 ..... Classroom Tours  
 2/5/2018 ..... K Registration begins  
 5/2/2018 ----- Open House

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 11/17/17..... End of 1<sup>st</sup> Trimester  
 3/9/2018..... End of 2<sup>nd</sup> Trimester  
 6/8/2018..... End of 3<sup>rd</sup> Trimester  
 6/12/2018 .... 8<sup>th</sup> grade Graduation

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 Parent Conferences – Minimum Days  
 Oct. 4 – Oct. 11, 2017  
 April 18 – April 25, 2018

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 Teacher Work Time – Minimum Days  
 January 24 – January 31, 2018

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 6/14/18..... Last Day for Students

Non-Student Days

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 9/4/17..... Labor Day  
 11/10/17 ..... Veterans' Day  
 11/20-24 ..... Thanksgiving Holiday  
 12/21-1/5/18 Winter Break  
 1/15/18 ..... Martin Luther King, Jr. Day  
 2/19-2/23/18 February Break  
 4/9-4/13/18 .Spring Break  
 5/28/18 ..... Memorial Day

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 8/17/17..... Staff Development Day  
 8/18/17 ..... Teacher Work Day  
 8/19/17..... Teacher Work Day  
 8/21/17 ..... Teacher Work Day  
 11/01/17..... Staff Development Day  
 3/12/18 ..... Staff Development Day  
 6/15/18 .....Teacher Work Day

H = Federal/State Holiday  
 LH = Local Holiday  
 SD = Staff Development Day  
 W = Teacher Work Day  
 All Wednesdays - Minimum Days  
 Oct. 31 Halloween – Minimum Day  
 Dec. 20 – Noon Dismissal  
 June 14 – Noon Dismissal

JANUARY 2018 days						
S	M	T	W	T	F	S
31	H	H	LH	LH	LH	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
FEBRUARY 2018 days						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	LH	LH	LH	LH	24
25	26	27	28			
MARCH 2018 days						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	SD	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
APRIL 2018 days						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	LH	LH	LH	LH	LH	14
15	16	17	18	10	20	21
22	23	24	25	26	27	28
29	30					
MAY 2018 days						
S	M	T	W	T	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	H	29	30	31		
JUNE 2018 days						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	W	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Approved

