



2021-2022

CLEAR CREEK STAFF HANDBOOK

Mission...

Encourage students to reach their full potential as productive citizens in a changing world.

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Absences/Attendance/Frontline

[Frontline is for CCESD certificated teaching staff:](#)

- In case of an absence, please use the automated service called Frontline. The Frontline service is available 24 hours a day, seven days a week. Frontline can be accessed via internet and phone.
- You can interact with [Frontline on the internet](#). Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading loading lesson plans for substitutes to view online.
- In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone toll free [1-800-942-3767](#). You will be prompted to enter your ID number (followed by the # sign) and then our PIN number (followed by the # sign).
 - Over the phone you can create an absence (within 30 days)- Press 1
 - Review upcoming absences – Press 3
 - Review a specific absence – Press 4
 - Review of change your personal information – Press 5
- When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive confirmation.**
- If you have questions, concerns, absence cancellations, or comments please contact Jennifer Vierra by phone 273-3664, text 530 277-9620 or email jvierra@clearcreekschool.org

Substitutes may be in short supply, enter your absence before 6:00 a.m. the day of your absence and send a text message to Jennifer Vierra confirming you have created an absence.

Does Frontline have an app?

The Frontline Education mobile app provides increased accessibility to features such as absence creation, leave balance recognition, and multiple absence tools. You can download and access this app in a few quick steps!

Access the app store on your mobile device and enter “Frontline Education” in the search bar. Click “Get” or “Install” button and install the app. Once download is complete, a welcome page will display. Click “Get Started” to proceed. The sign in page then appears. Simply enter your Frontline ID account and click “sign in”. The mobile app code for all teachers is 7354.

Absences: Classified

Please contact Jennifer Vierra in person, text 530 277-9620, or by phone 530 273-3664 as soon as you know you will be out. Complete the proper paperwork and place it in Jennifer’s box. Paperwork in the staff room and attached in the appendix section.

Accidents and Injury Prevention

Both employees and students have accidents. It is important that work and school related accidents are immediately reported to your administrator and school office.

Staff: If you have an accident, please see Kindell Tygart and complete the necessary paperwork as soon as possible. If it is a life-threatening emergency dial 911 immediately.

Students: At the beginning of each year, registration for accident and accident insurance is available. Paper applications are also available in the school office.

Injury Prevention: Injury prevention is a joint responsibility. District Injury, Illness Prevention Plan (IIPP) is available on the school website.

Adopted District Materials

English Language Arts

TK-6 Journeys
7-8 Collections

Math

TK-5 Expressions
6-8 Big Ideas

Social Studies

TK-6 Studies Weekly
7-8 Pearson

Science

TK-8 Amplify

Alarm and Lock up

Please remember to turn off the alarm if you are the first or only one on campus. Also, please set the alarm if you are the last one to leave campus. The keypad is in the staff room near the side door. If you set off the alarm on accident, please see the number on the keypad and notify Everguard, the alarm company of a false alarm. You will need to remember the alarm code and the password.

Also, if you are the last one to leave campus, please lock the driveway gates as you leave.

Animals on Campus

Schools Insurance Group (SIG) requires a pre-approval application for animals on campus:

Before any student or employee brings an animal to school for an instructional purpose, he/she shall receive written

permission from the principal or designee. The principal or designee shall give such permission only after he/she has provided written notification to all parents/guardians of students in the affected class, asking them to verify whether their child has any known allergies, asthma, or other health condition that may be aggravated by the animal's presence. When a parent/guardian has provided notification that his/her child has an allergy, asthma, or other health condition that may be aggravated by the animal, the principal shall take appropriate measures to protect the student from exposure to the animal.

Assemblies

Assemblies will be posted on the school calendar and in our monthly newsletter. Teachers, please plan on walking your students to the assembly, sitting with them or having close proximity and then walking with them back from the assembly.

Assessment

- Entry-Level Assessment: These are used to determine the proficiency of individual students or groups of students according to a specific standard or prerequisite skill of knowledge. This determination informs the teacher what needs to be included in upcoming lessons or in pre-teaching or re-teaching lessons.
- Monitoring of Progress: These assessments focus on the general skills and knowledge according to grade level standards. Through tests developed by publishers, teachers, or district, the domains of the California Standards are assessed at the end of each major set of lessons (every six to eight weeks) to ensure all students are progressing as expected and to provide feedback on the effectiveness of instruction.
- Summative Assessment: These assessments include trimester, midyear, and end-of-the year tests developed by the publisher, teachers, and the school district. They are used to determine whether the student has mastered the content and to document long-term growth.

Attendance (Student)

Teachers should take attendance and lunch count online each morning by 8:45. If you have trouble doing this online, please let the office know.

Back to School Night

At no other time during the year will we have the majority of our most important audience on site and ready to engage. Back to School Night is a time for our staff and school to “shine.” The date and times of Back to School Night are determined by the principal and school site staff.

Back to School Night is scheduled for August 26, 2021. Time will be determined at our August staff meetings. Participation in Back to School Night and Open House are required of all teaching staff members. Please see a list of Back to School Night topics at the end of the handbook in the appendix section.

Blue Binder

Each teacher receives a blue binder with important school information. Information includes: staff contact information, aide schedule, committee lists, calendar, field trip permission slips, conference forms, and at risk conference information, and so much more. Please review the information in the binder frequently so that you become familiar with the contents. Please look in your blue binder for the forms that are referred to in this handbook. Once you have read the staff Handbook and reviewed the information in the Blue binder, please keep your handbook with your binder or in a convenient spot so that you may refer back to it.

Board Meeting Dates and Times

The Clear Creek School Governing Board has scheduled meetings once a month, typically on the second Tuesday of each month in Rm. 2. Meetings are scheduled to start at 4:30 p.m. unless otherwise posted.

All meetings and related materials are available in the school office or online.

Special Board Meetings: Special meetings will be called as determined by governing board business.

For answers to all questions regarding the Board of Trustees please contact Jennifer Vierra or Carolyn Cramer in the school office.

Board Members

Karen Wallace, President
Patsy Hannebrink, Clerk
Bart Riebe, Trustee
Jerily McCormick, Trustee
Maureen Davies, Trustee

Board Policies: The Clear Creek Elementary School District has all board policies and administrative regulations on our website and in the school office.

Budget – District

The first thing to understand is that district budgets in California use standardized object codes to classify their General Fund revenues and expenditures. The following represent the main categories into which these are placed.

1000	Certificated staff
2000	Classified staff
3000	Health and Welfare
4000	Materials and supplies
5000	Services and Other Operating Expenses
6000	Capital Outlay

7000 Direct Support/Indirect Costs; Other Outgo

8000 Revenue: Federal, State, and Local

A school district budget is more than numbers. It is a record of a district's past decisions and a spending plan for its future. It shows a district's priorities whether they have been clearly articulated or simply occurred by default. It is a communications document that can tell constituents a lot about the district's priorities and goals.

For more information please contact Kindell Tygart, Business Official.

Bullying Prevention and Reporting

Student safety and well-being is a top priority for Clear Creek School. As a community of learners, we believe that all students deserve a safe, caring, respectful, and inclusive learning environment free from bullying, harassment or intimidation of any kind. Clear Creek School has developed and adopted policies, procedures, and strategies for bullying prevention and intervention to help keep students safe and ensure a supportive learning environment. Students may access Stop It by downloading the app on their phone and the access code clearcreek to report bullying.

As a school, we believe that to effectively address and counteract bullying, we must work as a community and implement policies, procedures, practices, and strategies that support our collective belief that bullying does not belong in our schools. The CCESD Governing Board recognizes the harmful effects of bullying in our community and has adopted board policies to provide safe school environments that protects students from physical and emotional harm.

Business Procedures

Each teacher receives \$25.00 per student as of the October count. There are catalogs and order forms in the staff room and office. If you need assistance with ordering supplies, please see Jennifer Vierra. If you purchase on your own, please save your receipts and complete the proper form in the staff room for reimbursement. If you have questions or need assistance about your balance or reimbursement procedures, please see Kindell Tygart.

COVID-19

Clear Creek Elementary School District has an approved School Site Safety Plan in place for protective measures regarding specific control measures and screenings, cleaning and disinfecting protocols, physical distancing guidelines, notification training for staff, and compliance and documentation. You may find the plan on our school

website. Also available by following the link is the [CDPH Covid-19 Exposure Guide for Schools](#), [Covid-19 Daily Symptom Checklist](#) (includes actions to take if staff or student has answered yes to one or more questions)

If an employee is out and has any COVID-19 symptoms, please notify the office and/or administrator.

California Assessment of Student Performance and Progress (CAASPP)

On January 1, 2014, California Education Code Section 60640 established the CAASPP System of assessments. [The CAASPP –CDE Web](#) page provides a more detailed overview of the system.

Delivery of Smarter Balanced includes

- Computer adaptive
- California Science Test (CAST) 5th & 8th Grades
- [CAASPP Portal](#)- Latest news, resources and links to all testing modules
- English-language arts and mathematics, in grades 3-8
 - Available testing window begins when 66 percent of instructional year has been completed and continues through the last day of instruction:

LEAs may select their own testing window each year: Schedule in Test Operations Management System (TOMS)

Minimum window of 25 instructional days

Must fall within the available testing window.

California Science Test:

March 20 through the last day of instruction or the end of the selected testing window.

- Teachers in grades 3-8 are expected to use the Interim Assessment Blocks for testing practice and to guide instruction.

Please contact Jennifer Vierra or Carolyn Cramer CAASPP Coordinators if you have further questions.

California Department of Education (CDE)

[The CDE website](#) is a valuable resource, providing information about various programs and education links.

California School Dashboard

[California School Dashboard](#) is California's accountability and continuous improvement system which provides information about how local educational agencies and schools are meeting the needs of California's diverse student population. It is an online tool designed to help communities across the state access important information about K–12 schools and districts. The Dashboard features easy-to-read reports on multiple measures of school success. The Dashboard is just one step in a series of

changes that have raised the bar for student learning, transformed testing, and increased the focus on equity.

California State Standards

The [California State Standards](#) define the knowledge, concepts, and skills students should acquire at each grade level. The State Standards were developed through a state-led initiative to establish consistent, clear education standards for English-language arts and mathematics across the nation. The standards are research-based and internationally benchmarked—i.e., they are informed by the practices of academically high-achieving nations around the world. The State Standards are designed to prepare students for success in college and careers not only in the nation, but in the competitive global economy.

CPR (Cardio Pulmonary Resuscitation)

Employees who coach sports team or supervise recess, noon duty, and/or before or during school recess and supervise field trips or have the requirement in their job description, shall have a current CPR/First Aide Certificate on file. Coaches must have their CPR/First Aid Certificate on file prior to beginning coaching.

Defibrillators are located in the gym and in the staff room.

Certificated Credentials

It is the responsibility of the certificated teacher and administrators to update all appropriate and needed credentials and/or certificates on time as required. Certificated employees are required to supply the district office with a hardcopy of updated and/or new information within a timely manner.

Child Care Program Extended Care

Camp Cougar is designed to offer a quality, affordable after school experience to students enrolled in the school. The program offers a balance of planned activities and free time every day, to give children the security of a structured environment while still allowing them to relax and unwind after school. Please contact the Lisa Vaughan for more information.

Child Welfare Services (CWS) ~ (530) 273-4291

Suspected Child Abuse Report Procedure (SCAR)

- The paper SCAR forms are no longer used. Reports are now done via phone, electronic form, or email.
- Call the 24 hr. Child Welfare Hotline to make a verbal report. 530 273-4291 or toll free 1 888 456-9380

- Go to www.mynevadacounty.com Go to Departments- Child Welfare Services- Mandated Reporter Information
- Follow the instructions on the website. You will need to download the Suspected Child Abuse Report (SCAR) form. Fill in the requested information.
- Save the completed SCAR PDF form to your computer using the following title: SCAR- Mother's/Guardian's Last Name (example: SCAR-Doe
- Email the completed SCAR report to scarreporting@m1.nevcounty.net

Please see Lisa in the office for assistance.

Civil Rights

All school districts receiving any federal financial assistance must comply with the 1964 Civil Rights Act which reads as follows:

An act to enforce the constitutional right to vote, to confer jurisdiction upon the district courts of the United States of America to provide injunctive relief against discrimination in public accommodations, to authorize the Attorney General to institute suits to protect constitutional rights in public facilities and public education, to extend the Commission on Civil Rights, to prevent discrimination in federally assisted programs, to establish a Commission on Equal Employment Opportunity, and for other purposes. For more information, you may visit the school website.

Classroom Care and Maintenance

Care and maintenance of classrooms are a joint responsibility of teachers, custodians, and students. Please note that due to insurance liability purposes and student health and welfare, strong scents, diffusers, and incense should not be used in classrooms while students are present. Also, please do not use microwaves or hot plates to heat food or water for student consumption.

Classroom Safety

Each teacher has a red first aid pack and walkie-talkie. Please set the walkie-talkie to Channel 13 and keep both the walkie and first aid pack with you when you leave the classroom. If you need to replenish first aid supplies or replace dead batteries, please see Lisa Vaughan or Jennifer Vierra.

Closed Campus

Students are not allowed to leave campus during the day without being under the supervisor of an authorized adult and having been checked out of the office.

Committees/Meetings

Everyone is encouraged and appreciated for voluntarily serving on a committee.

- Staff Meeting: 1st Wednesday of the month 8:00 AM in the Library
- Budget: 2nd Tuesday at 3:30 PM
- Parent Teacher Club (PTC): 3rd Tuesday of the month 3:00PM in the gym
- Technology/Curriculum 1st Friday of the month 2:00PM as needed
- Site Council: 4th Tuesday of the month 3:00 PM
- Board Mtg Rep: 2nd Tuesday of the month 4:30 PM
- Wellness Committee: TBD
- Medi-Cal: TBD

Communication

It is very important to check your school-mailbox and email daily. Please respond to emails within 24 hours.

Computer Carts

Each classroom 2nd- 8th grade has a charging cart with class set of either Chromebooks or Winbooks. K and 1st grade have tablets with a charging station. Each student is assigned a school gmail account for classroom work and assignments. Please be sure to maintain the computers in good order and if you have technology issues, please let Jennifer Vierra know so that she can add to Jad's weekly list.

Constitution Day, September 17, 2021

Each teacher is mandated by California law to provide a lesson/activity to supplement the history/social studies curriculum on Constitution Day.

Concussion Information

Clear Creek School recognizes that concussion and head injuries are a leading cause of injuries in children and adolescents. Concussion is a type of traumatic brain injury that can go undetected and lead to physical and cognitive damage, if not death. We need your help in supporting our plan for prevention and detection so that your students are safe and can return to school and sport activities with optimum success.

Please take time to review the following information and [visit the resource website for further information](#) on concussion and head injuries, signs and symptoms, and practices for prevention. Our coaches, and school staff are making every effort to keep our students safe.

Office Procedures:

1. Parents should be notified by phone of:

- a. ANY head injury that occurs at school, even mild.
- b. ANY symptoms in the days following a head injury.

2. Students should be sent home if:
 - a. A forceful blow has been sustained.
 - b. The student has any symptoms following 30 min observation.
 - c. The student has a history of concussion and has a subsequent head injury at school.
3. Send students home with:
 - a. [Heads Up Schools a Fact Sheet for Parents](#)
 - b. [Returning to School after a Concussion](#) to be given to the Licensed Health Care Provider.

Coordinator of Nondiscrimination

The Coordinator of Nondiscrimination handles complaints regarding discrimination, harassment, intimidation, or bullying.. To answer inquiries regarding the district's nondiscrimination policies: (Education Code 234.1; 5 CCR 4621). Contact Superintendent Carolyn Cramer ccramer@clearcreekschool.org

County Tournaments

Tournament Contact: [NCSos](#) 530-478-6400

Tournament/Grade	TBD Date & Time		Location
Geography/7	October	9-1 p.m.	Chicago Park
Spelling/5&6	November	9-1 p.m.	Miners Foundry
Spelling/7&8	November	9-1 p.m.	Miners Foundry
Writing/7&8	January	9-1:30 p.m.	Miners Foundry
Speech Prelims-4-8	March	9-12:30 p.m. (grades 6-8) 1-4:30 p.m. (grades 4-5)	Calvary Bible Church
Speech Finals-4-8	March	6:30- 8:30 p.m.	Nevada Theatre
STEAM Expo Grades K-12	Saturday TBD	9-3 p.m.	Nevada County Fairgrounds
Tech Test Jr Part of STEAM	TBD	TBD	Telestream AJA Video



Cumulative Records Folders (CUM Folders)

- Please use checkout process when removing a cum folder from the file cabinet
- Please remember that Cum Folders should not be left in classrooms overnight and must never leave campus.
- Be mindful parents have access to cum folders upon request, however office staff personnel must be present.
- Grades should be recorded in cum folder. DO NOT WRITE IN CUM FOLDER, "SEE REPORT CARD." You will need to write specific comments on cum folder.

- Let the office know if you would like an Attendance Profile run on any student
- Note the number of actual tardies
- Note the number of absences
- Place Student Success Team summary reports in cumulative folder
- Alphabetize CUMs – do not separate boys and girls
- Complete report cards: file one in the cum and one copy goes home with the students on the last day of school
- Complete the appropriate information on the bottom of last page of the cumulative file regarding teacher's estimation of student progress, including quality of work, promoted, etc.
- Return to office file cabinet in alphabet order

Curriculum and Lesson Plans

District adopted curriculum materials must be followed as guidelines for instruction. If you would like integrate a novel into your curriculum, please consult with the school principal to determine if a parent permission slip is required. Lesson plans should be prepared in advanced, accessible on your district assigned computer or written in a plan book, and available for preview by site administrator.

Custodial Requests and Help

Please use the form located in the staff room and place in Ray's box when you need repairs or have a special request for your space.

Diagnosis of Reading Deficiencies

Diagnosis and appropriate instruction are essential to a comprehensive reading program. In transitional kindergarten, kindergarten, first and second grades, the focus of assessment should be on individual diagnosis, including teacher observations and judgment as well as more formal assessment measures. Assessment should be frequent to prevent students from falling behind. Instruction should be planned on the basis of class and individual evaluation. Each subsequent grade requires the use of different instruments that match the instructional needs of all students.

Disaster, Fire Drills, Lockdowns

Clear Creek shall participate in regularly scheduled disaster and fire drills. Each staff member shall have a copy of the emergency procedures in their classroom. Staff should read plans and be familiar and prepared for their roles during an emergency. Emergency Plans will be posted by the classroom door.

Distribution of Materials

Prior to the distribution, posting or publishing of any non-school group's promotional materials or advertisement, the

Superintendent's Office will review and make a determination whether to approve the materials. Please try to provide a couple of days in advance for approval. Staff members organizing events for school activities should submit flyers and parent communications to the office prior to distribution.

Diversity

Clear Creek School strives to be a safe community for all students, their families, and employees regardless of race and skin color, national origin and ancestry, religion, disabilities, gender (including gender identity and expression), and sexual orientation. We understand that creating a diverse and accepting community also means working to educate ourselves and one another, address bias, and apply critical analysis to our curriculum and materials. Our goal is to create a community of learners of all ages who feel safe to express themselves, explore the world around them, and develop and grow.

Dress and Grooming

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

Drug, Alcohol, and Tobacco Free Workplace

All California school sites are considered a "drug free" workplace. There shall be no advertisement of drugs, alcohol, and/or tobacco on campus. Each school site shall have displayed a notice of "drug free" zone – this is a metal sign usually attached to a fence or building on campus.

CCESD strives to maintain a workplace that is free from the illegal use, possession, or distribution of controlled substances. Employees found to be in violation of this policy may be subject to corrective action, up to and including dismissal, under applicable district policies, or may be required at the discretion of the district to participate satisfactorily in a Substance Abuse Program.

Early Student Release Friday's for Staff

Collaboration:

Every Friday starting August 20, 2021 – June 3, 2022, students are dismissed at 1:30 PM so that the staff can

participate in professional development, training, or collaboration.

Electronic Payroll – Direct Deposit

Electronic transfer of your net payroll amount is available to most banks and/or credit unions for all employees. There is no charge for employees to participate. By participating in the direct deposit program, your net pay will be available at your banking institute on payday. The direct deposit forms are available through Kindell Tygart in the school office.

Don't forget to log in and use the Employee Payroll Portal. The portal allows you to see what your net pay would be if you make changes to your tax withholdings, your contributions to your Health Saving Account or 403 (b) plan. Check it out <https://nevadaportal.xcoe.online>

Emergency School Closure/Late Start

If snow or other conditions should make travel to school unsafe, schools may be closed or a late start for students would be initiated at 10:30 a.m. If such an emergency should occur, the emergency will be announced radio stations [KNCO 830 AM](#) and 94.1 FM. The school will also send out an all call and email as well to staff and students by 6:30 AM. Depending on the circumstances, notice could be a little later, but the goal is no later than 6:30 AM so that families can make arrangements.

Employee Use of District Property – equipment

Employees shall use district equipment only for school related tasks. The Superintendent or designee shall ensure that all employees understand that personal use of district equipment is prohibited. Please see Carolyn Cramer if you have questions.

Equipment includes: all electronic equipment, tables, chairs, curriculum and classroom materials, email, tools, vehicles, and consumables, etc.

End of Year Classroom Check-Out List



Before your last day, please complete the Check Out form provided to you by Jennifer Vierra and return to the Principal's box for sign off before you leave on your last day.

English Language Proficiency Assessments (ELPAC) in California

The [ELPAC](#) is the successor to the California English Language Development Test (CELDT) as the current required state test for English language proficiency that must be given to students whose primary language is other than English. State and federal law require that local educational agencies administer a state test of English Language Proficiency (ELP) to eligible students in

kindergarten through grade twelve. The California Department of Education (CDE) transitioned from the CELDT to the ELPAC as the state ELP assessment in 2018. The ELPAC is aligned with the 2012 California English Language Development Standards and is comprised of two separate ELP assessments. The ELPAC Initial* is only given once in a student's career, for the initial identification of students as English learners (ELs). The ELPAC Summative** will be given yearly to all English Learners to measure a student's progress in learning English and to identify the student's level of ELP. For more information please contact our district coordinators Jennifer Vierra or Carolyn Cramer.

Facilities

All requests for use of school facilities (which includes classrooms), must be made in advance to the District Office and must be approved by the Superintendent or designee. The request must be made on the approved "Use of Facilities" form and submitted with Insurance Certificate and application fee. Staff members are **not** allowed to loan their school keys at any time or give permission for use of their room.

Field Trips Procedures

All field trips are to be discussed with the principal and a request for field trip and itinerary form must be submitted before making firm commitments. Complete all pertinent information on the permission slips before having students get parental signature. Complete an activity roster for each field trip. For walking field trips, where advance notice has been secured, be sure to send a note home advising parents of each activity as they are scheduled. Remember the ratio of the walking trip should be 1 to 10 (one adult to ten students). Completed permission slips, activity roster and driver information must be submitted to the office the day before the field trip. A copy of the completed permission slips for each student must accompany the teacher on each trip. You should provide each parent volunteer with the list of student names and emergency contact numbers they will be responsible for during the field trip. If lunches are required for a field trip, please let Lisa Vaughan know at least one week in advance of the trip. Bus transportation must be submitted to the office immediately after the trip is scheduled. You should call Durham Transportation to confirm availability at 273-2782.

* All volunteers for overnight field trips must have a current TB test and fingerprint clearance to participate.

Fire Drills

Fire drills are held throughout the year. Upon initiation of a drill, students are to file out in a single line and proceed to their designated area following the assigned path. Teachers are to carry their emergency folder with a copy of

the emergency plan and roster of their students, turn out the lights, close the door and leave unlocked on your way out of the classroom. When you arrive at your assembly area, take roll, display the YES/NO sign, and remain there until you receive the all clear or until you receive further directions.

504 Accommodations – 504's are not a function of Special Education

Students with physical and/or mental disabilities that interfere with the major life activity of learning are provided protections under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). The development of accommodation plans for these students are intended to help these students successfully access the regular curriculum. Students who are provided protections under Section 504 of the Rehabilitation Act and ADA will be placed in the respective grades pursuant to the general requirements of this policy unless the accommodation plan creates an exception to those requirements in response to the effects of the presenting disability. If the student is to be retained, the accommodation plan must specify services and intervention recommendations.



Flag Salute/Patriotic Duty

Education Code requires that the flag salute or some other form of patriotic activity is performed daily. Every classroom must have an American flag on display.

Grading Periods

TK through eighth grade students are issued report cards at each trimester and 5th-8th grade students also receive a mid-trimester report on 9/29/21, 1/19/22, 4/27/22. Teachers will administer grade level common benchmark assessments, or curriculum embedded assessments to students every six to eight weeks for progress monitoring. See the current school calendar for Trimester dates.

TK-4th grade report cards may be found in the staff room. If you need assistance finding them, please ask in the office. 5th-8th grade teachers will submit their grades online. Jennifer Vierra will share date final grades should be posted online so that she can post for parent view. If a parent prefers to receive a paper copy of the report card, please ask Jennifer to print for you. Some parents prefer paper copies to online access. Parents may also contact Jennifer if they need help with the online access.

Holidays

Clear Creek School supports holidays and celebrations. Please be mindful and inclusive of the many cultures and different practices in our community.

Homework

- 1) Always ask, "What learning will result from this homework assignment?" The goal of your instruction should be to design homework that results in meaningful learning.
- 2) Assign homework to help students deepen their understanding of content, practice skills in order to become faster or more proficient, or learn new content on a surface level.
- 3) Check that students are able to perform required skills and tasks independently before asking them to complete homework assignments.
- 4) Consider parents and guardians as your allies when it comes to homework. Understand their constraints, and, when home circumstances present challenges, consider alternative approaches to support students as they complete homework assignments (e.g., before- or after-school programs, additional parent outreach).

Individualized Education Program (IEP)

Meetings

The Individuals with Disabilities Education Act (IDEA) mandates that teachers are required to attend the entire IEP meeting for the students who are on their class roster.

Instructional Minutes

36,000 minimum instructional minutes TK and Kindergarten

50,400* minimum instructional minutes for grades 1 – 3

54,000* minimum instructional minutes for grade 4

54,000 minimum instructional minutes for grade 5 - 8

Physical Education Minutes

Grades 1-8 - 200 minutes each 10 school days

Keys

The principal is in charge of issuing keys. It is essential that you keep careful track of your keys. Should you lose your keys, please let your principal know **IMMEDIATELY**. Keys shall be used only by authorized employees and shall never be loaned to students, parents, or others. The master key shall not be loaned and the duplication of keys is prohibited.

Local Control Funding Formula (LCFF)/Local Control Accountability Plan (LCAP)

The LCFF is comprised of three components: base, supplemental, and concentrated grants in place of most existing K-12 funding streams.

The LCAP is an important component of the LCFF. Under the LCFF all LEAs are required to prepare an LCAP which describes how they intend to meet annual goals for all pupils, with specific activities to address state and local priorities identified pursuant to EC Section 52060(d). Staff are encouraged to provide input during the LCAP development process. Our approved LCAP may be found on our school website.

Mental Health Services

Clear Creek School wants to ensure that parents, guardians, and students are informed about resources available for anyone who believes they are in a mental health crisis. Please contact the school principal and/or school counselor, Nancy Zeisler to share your concerns. We also encourage parents/guardians and students to talk with any adult on the campus if they are concerned about other students and possible mental health needs. Take all threats of suicide seriously. Suicide Hotline: 1 800 273-8255.

Minimum Days

- September 29, 30, October 1, 2021 – Parent Teacher Conferences
- December 17, 2021 - Friday before Winter Break

June 10, 2022- Last day of school.

Monthly Newsletter

Newsletters are for students, families, and staff. Teachers should share pertinent information from the newsletter with students. If you would like have anything in the newsletter, please let the school office know.

Name, Address and Other Changes

If you have any changes to your contact information please let Kindell Tygart and Lisa Vaughan know in the office.

Nevada County Superintendent of Schools (NCSOS)

The [NCSOS Superintendent of Schools](#) is [Scott Lay](#). Phone #:478-6400, Extension 206

The Assistant Superintendent of NCSOS is [Teena Corker](#). Her contact information is: Phone #:478-6400, Extension 205

Nurse

Stacie LaJeunesse is our school nurse. Stacie is responsible for conducting health screenings, following up on teacher referrals, and checking on immunizations. Stacie is on campus once a month. Days and time TBD. If you have questions about Stacie's availability, please contact Lisa Vaughan in the office.

Office Hours

Our school office is open Monday – Friday 7:30 AM – 4:00 PM. Our office staff is Lisa Vaughan, School Secretary, Jennifer Vierra, Administrative Assistant, Kindell Tygart, Business Official, and Carolyn Cramer, Principal/Superintendent.

PBIS Positive Behavior Intervention Supports

Positive Behavior Interventions and Supports (PBIS) is a program supporting student behavior in a proactive, consistent, and predictable way. Many traditional models of discipline have focused on reacting to individual events of misbehavior by punishing the student to a varying degree. Research has shown that this punishment can be ineffective when used inconsistently or in the absence of other positive strategies. PBIS provides a framework for both positive feedback for good behavior and also a tracked and consistent response for misbehavior. PBIS is a school-wide program which is a proactive approach to establish the behavioral supports and social culture for all students to achieve social, emotional and academic success. Reward coupons, known as Caught You Being Good tickets are used to reward students for positive behavior on the playground and in the classroom.

Parent/Teacher Conferences

September 29, 20, October 1, 2021 Minimum Days. Please submit your completed conference schedule to the office so that we can field phone calls and assist parents with appointment times.

Parental Communication and Reporting

Staff is expected to be responsive to parental requests for parent and teacher conferences and providing information in a timely manner. Good communication is critical for a successful education program. Please return phone calls and emails within 24 hours. Please provide parents with classroom newsletters as often, weekly or bi-weekly, as appropriate for your grade level. Please communicate with parents and students using your school email or phone.

Please avoid texting parents and students on personal cell phones.

Parent Teacher Club (PTC)

PTC holds meeting monthly on campus. Typically, they are the third Tuesday of the month at 3:00PM in the gym. All staff are invited to attend and participate. PTC assists teachers with some classroom funds through the Adopt-a-Class program. The PTC treasurer, Carrie Ramsour, can provide you with your grade level balance. PTC has organized wonderful events for our school in the past such as the Walk-a-thon, Fall festival, ice cream social, and Cougarpawlooza.

PE Shed/Equipment

We have a PE shed with equipment that is available for teachers to use. Please do not have students enter the shed to retrieve equipment. Please return equipment to shed when you are finished in an orderly fashion and lock the door.

Physical Fitness Testing

Purpose and Content

The State Board of Education designated the *FITNESSGRAM*® as the Physical Fitness Test (PFT) for students in California public schools. The *FITNESSGRAM*® is a comprehensive, health-related physical fitness battery developed by The Cooper Institute. The primary goal of the *FITNESSGRAM*® is to assist students in establishing lifetime habits of regular physical activity. Public school students in grades five, seven, and nine are required to take the PFT. These students include those enrolled in local educational agencies (LEAs) such as elementary, high, and unified school districts, county offices of education, and charter schools. LEAs must also test all students in alternate programs, including, but not limited to, continuation schools, independent study, community day schools, county community schools, and nonpublic schools. Students who are physically unable to take the entire test battery are to be given as much of the test as his or her condition will permit. (*Education Code (EC) Section 60800 and the California Code of Regulations, Title 5, Section 1041*). Jennifer Vierra will be contacting you to schedule and coordinate testing for the 5th and 7th grade.

Political Activities of Employees

The Governing Board recognizes the importance of political activity, voting, and civic engagement, and respects the right of district employees to engage in political discussions and activities as individuals on their

own time and at their own expense. When engaging in such activities, employees shall make it clear that they are acting on their own behalf and not as representatives of the district.

District employees, as members of the community, may use school facilities for meetings, including political activities, as permitted under the Civic Center Act and district policy.

Employees shall refrain from prohibited political activities identified in law, Board policy, and administrative regulation. Employees who engage in these activities shall be subject to disciplinary action and/or criminal penalties.

Psychologist

The School psychologist provides student assessment; identifies developmental, learning and behavioral needs of students.

She consults with teachers, staff and parents to improve the mental and emotional development and work with teachers, staff and parents to provide behavioral interventions and support.

Melanie Facundo will be our Special Ed Director and School Psychologist. She will be on campus two days per month. Days TBD

Professional Standards

The Governing Board expects district employees to maintain the highest ethical standards, behave professionally, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employees shall engage in conduct that enhances the integrity of the district, advances the goals of the district's educational programs, and contributes to a positive school climate. For more information, please review BP 4157, 4119.11 & AR4158, 4219.12.

Public School Works

Required training for the 2021-2022 school year for all CCESD employees to be completed as assigned throughout the year. For more information or log in troubleshooting please contact Kindell Tygart.

Security and Video Surveillance

Video Monitoring: The school has installed video cameras to monitor buildings, some interior areas, exterior areas, including, but not limited to: parking lots, perimeters, recreation areas, and entrances and exit doors. These cameras are intended to enhance the safety of students, staff, and visitors by deterring disruptive, inappropriate, or illegal conduct. Individuals, particularly students, should therefore be aware that they may be recorded while on

school property. Video recordings shall be reviewed only by authorized persons and retained only when necessary for safety, disciplinary or otherwise legal purposes.

Special Education

Students who are eligible for special education and related services are provided protections under the Individuals with Disabilities Education Act (IDEA). These students have an Individualized Education Plan. Special Education programs are designed to provide special education students an overall foundation for school success. Please contact Dianna (Di) Wilkinson our RSP teacher for more information. Di will be on campus from 8:00- 3:30 on Tuesday's and Thursday's.

Staff Hours

Office staff hours are listed in a previous section. Full time teachers are expected to be on campus from 8:00-3:30PM each day. Part-time teachers should check with the Principal to confirm hours and days. Ray: Custodial/Maintenance is on campus 6:00-2:30PM. Aide schedules vary. The draft schedule will be distributed in August.

Staff Meetings

Staff meeting are the 1st Wednesday of the month at 8:00 AM.

Staff Links and Documents

Staff links and documents can be found on the school website at www.clearcreekschool.com/staff-links

Student Handbook

Please read and become familiar with the information in our Student Handbook. It is also a good idea to refer to it in class and share information in it with students to remind them of our school expectations, rules, dress code, and procedures.

Student Success Team (SST)

Our school conducts Student Success Team meetings as part of the process for ensuring the success of our students. These are initiated after interventions, team meetings (family, administrator, and support staff) and other strategies are not effective. Please see Di Wilkinson to request an SST meeting for your students.

Student Transfers-Interdistrict Attendance Agreements (IAA)

1. Families often do not notify the office when they move but sometimes mention it to their teacher. Please let the office know.
2. When a family reports that they have moved out of the CCESD attendance boundaries, but intend to stay enrolled in the district, please notify

Jennifer Vierra or Lisa Vaughan in the office, as they will contact the family and request they fill out an IAA form to submit to their new district of residence.

Substitute Teachers

When you are not able to be at school please have the following ready for a substitute teacher:

- Classroom rules and expectations
- Lesson plans
- Materials and activities
- Names of the teacher/s next door
- Seating chart
- Student helper list
- Students individual schedules i.e. speech, special education
- Who to telephone for help
- Dismissal procedures

Suicide Prevention

The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. As a result, we are ethically and legally responsible for providing an appropriate and timely response in preventing suicidal ideation, attempts, and deaths. We also must work to create a safe and nurturing campus that minimizes suicidal ideation in students.

Sunshine Activities

We have a list of staff birthdays that is maintained in the staff room. In the past, pre Covid-19, we had birthday potluck luncheons to celebrate our staff members. We modified it last year for Covid-19 and we will see what we are allowed to do this year. Also, we collect 10.00 -20.00 per staff member, on a voluntary basis, to have a fund so that we can support staff members going through a challenging time such as an illness or death in the family. If you would like to contribute, please see Kindell in the office.

Technology Acceptable Use

The CCESD internet will be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives and the student behavior guidelines of the CCESD. A signed Technology Acceptable Use form must be signed by both employees and students/parents. Transmission of any materials in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to the following:

- Violating copy right laws

- Forwarding of personal communications without author's prior consent
- Using threatening or obscene material
- Conducting union business during contract time.
- Distributing materials protected by trade secret
- Utilizing the CCESD network for commercial purposes
- Providing political or campaign information
- Send Jennifer Vierra your technology needs and she will create a list for Jad when he is on campus on Wednesday's.



Timesheets

A timesheet is required for all classified employees. A timesheet shall be used for all paid time beyond any normal work schedule for certificated. Timesheets are used per contract agreement or with prior approval. Site administrators must sign the timesheet before processing. All overtime must be pre-approved by the administrator before entering it on your timecard. Timesheets must be handed in by the first day of the following month in order to be paid.

Title IX Coordinator

The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX requirements and coordinating the institution's compliance with Title IX in all areas covered by the implementing regulations. The major responsibility is the prevention of sexual harassment and discrimination. The district Title IX Coordinator is Superintendent/Principal Carolyn Cramer.

Uniform Complaint Procedure

The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, sex, sexual orientation, gender, color, race, ancestry, national origin, physical or mental disability in any program or activity that receives or benefits from state financial assistance. The District shall also follow uniform complaint procedures when addressing complaints alleging failure to comply with state or federal law, categorical aid

programs, migrant education, vocational education, childcare and development programs, child nutrition programs and special education programs. Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's William Uniform Complaint Procedure. Complaints will be kept confidential. The District prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned. BP 1312.4 or www.clearcreekschool.com/board-policy/

Visitors and Volunteers

Parent and community volunteers are encouraged however all visitors shall sign in and get an ID badge at the school office prior to going anywhere on campus. This procedure is for both student and staff safety.

TB certification – must be submitted to the school within 30 days of accepting a volunteer assignment. Lisa Vaughan will provide you with Volunteer packets.

Website – District

Please use the school website for the most current information about our district. i.e. master calendar, board policies, board meetings, upcoming events, and current announcements. www.clearcreekschool.org

Work Place Wellness

The Clear Creek Wellness Committee is committed to creating a positive environment, creating fun and a healthy culture within the school district. Our aim and goal is to offer avenues to our employees that generate inspiration and creativity at all levels while infusing wellbeing into the workplace. Also available at no charge is our [GROKKER app](#). Grokker offers amazing videos for fitness, yoga, mindfulness, financial and cooking. For more information, please see Kindell in the office.

The California Standards for the Teaching Profession (CSTP)

The California Standards for the Teaching Profession (CSTP) were developed to provide a common language and a vision of the scope and complexity of the profession by which all teachers can define and develop their practice. The standards serve and support professional educators in fulfilling their professional roles and responsibilities from pre-service teacher to experienced practitioner. The standards are intended to guide teachers as they develop, refine, and extend their practice. More recently, the CSTP was revised to address the diversity of students and teachers in California schools today, and reflect a holistic, developmental view of teaching.

THE STANDARDS

Standard 1: Engaging and Supporting all Students in Learning

- 1.1 Using knowledge of students to engage them in learning;
- 1.2 Connecting learning to students' prior knowledge, backgrounds, life experiences, & interests;
- 1.3 Connecting subject matter to meaningful, real-life contexts;
- 1.4 Using a variety of instructional strategies, resources, & technologies to meet students' diverse learning needs;
- 1.5 Promoting critical thinking through inquiry, problem solving, & reflection;
- 1.6 Monitoring student learning & adjusting instruction while teaching.

Standard 2: Creating and Maintaining Effective Environments for Student Learning

- 2.1 Promoting social development & responsibility within a caring community where each student is treated fairly & respectfully;
- 2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, & encourage constructive & productive interactions among students;
- 2.3 Establishing & maintaining learning environments that are physically, intellectually, & emotionally safe;
- 2.4 Creating a rigorous learning environment with high expectations & appropriate support for all students;
- 2.5 Developing, communicating, & maintaining high standards for individual & group behavior
- 2.6 Employing classroom routines, procedures, norms, & supports for positive behavior to ensure a climate in which all students can learn;
- 2.7 Using instructional time to optimize learning.

Standard 3: Understanding and Organizing Subject Matter for Student Learning

- 3.1 Demonstrating knowledge of subject matter, academic content standards, & curriculum frameworks;
- 3.2 Applying knowledge of student development & proficiencies to ensure student understanding of subject matter;
- 3.3 Organizing curriculum to facilitate student understanding of the subject matter;
- 3.4 Utilizing instructional strategies that are appropriate to the subject matter;
- 3.5 Using & adapting resources, technologies, & standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students;
- 3.6 Addressing the needs of English learners & students with special needs to provide equitable access to students.

Standard 4: Planning Instruction and Designing Learning Experiences for All Students

- 4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, & individual development to plan instruction;
- 4.2 Establishing & articulating goals for student learning;
- 4.3 Developing & sequencing long-term & short-term instructional plans to support student learning;
- 4.4 Planning instruction that incorporates appropriate strategies to meet the learning needs of all students;
- 4.5 Adapting instructional plans & curricular materials to meet the assessed learning needs of all students.

Standard 5: Assessing Students for Learning

- 5.1 Applying knowledge of the purposes, characteristics, & uses of different types of assessments;
- 5.2 Collecting & analyzing assessment data from a variety of sources to inform instruction;
- 5.3 Reviewing data, both individually & with colleagues, to monitor student learning;
- 5.4 Using assessment data to establish learning goals & to plan, differentiate, & modify instruction;
- 5.5 Involving all students in self-assessment, goal setting, & monitoring progress;
- 5.6 Using available technologies to assist in assessment, analysis, & communication of student learning;
- 5.7 Using assessment information to share timely & comprehensible feedback with students & their families.

Standard 6: Developing as a Professional Educator

- 6.1 Reflecting on teaching practice in support of student learning;
- 6.2 Establishing professional goals & engaging in continuous & purposeful professional growth & development;
- 6.3 Collaborating with colleagues & the broader professional community to support teacher & student learning;
- 6.4 Working with families to support student learning;
- 6.5 Engaging local communities in support of the instructional program;
- 6.6 Managing professional responsibilities to maintain motivation & commitment to all students;
- 6.7 Demonstrating professional responsibility, integrity, & ethical conduct.

School Calendar

2021-2022 School Year

July 2021	August 2021	September 2021	October 2021
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4	M 2
4 H 6 7 8 9 10	8 9 10 C C PD 14	5 H 7 8 9 10 11	3 4 5 6 7 8 9
11 12 13 14 15 16 17	15 16 17 18 19 20 21	12 13 14 15 16 17 18	10 11 12 13 14 15 16
18 19 20 21 22 23 24	22 23 24 25 26 27 28	19 PD 21 22 23 24 25	17 B B B B B 23
25 26 27 28 29 30 31	29 30 31	26 27 28 M M	24 25 26 27 28 29 30
			31
November 2021	December 2021	January 2022	February 2022
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3 4	1	1 2 3 4 5
7 8 9 10 H E 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8	6 7 8 9 10 11 12
14 15 16 17 18 19 20	12 13 14 15 16 M 18	9 10 11 12 13 E 15	13 14 15 16 17 H 19
21 22 23 B H H 27	19 B B B B H 25	16 H 18 19 20 21 22	20 H 22 23 24 25 26
28 29 30	26 B B B B H	23 24 25 26 27 28 29	27 28
		30 31	
March 2022	April 2022	May 2022	June 2022
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2	1 2 3 4 5 6 7	1 2 3 4
6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 M 11
13 14 15 16 17 18 19	10 B B B B B 16	15 16 17 18 19 20 21	12 C 14 15 16 17 18
20 PD 22 23 24 25 26	17 E 19 20 21 22 23	22 23 24 25 26 E 28	19 20 21 22 23 24 25
27 28 29 30 31	24 25 26 27 28 29 30	29 H 31	26 27 28 29 30

August 11-12, 2021
 August 13, 2021
August 16, 2021
 September 6, 2021
 September 20, 2021
 September 29-30 & Oct. 1, 2021
 October 18-22, 2021
 November 11, 2021
 November 12, 2021
 November 24, 2021
 November 25-26, 2021
 December 17, 2021
 December 20-31, 2021
 January 14, 2022
 January 17, 2022
 February 18, 2022
 February 21, 2022
 March 21, 2022
 April 11th-15th, 2022
 April 18, 2022
 May 27, 2022
 May 30, 2022
June 10, 2022
 June 13, 2022
Board Approved: 2/9/2021

Contract Day-Certificated Staff Only
 Professional Development Day-All Staff
First Day of School
 Labor Day Holiday
 Professional Development Day-All Staff
 Minimum Days (Parent Conferences)
 October Break
 Veteran's Day Holiday
 Emergency Day
 School Break
 Thanksgiving Holiday
 Minimum Day
 Winter Break
 Emergency Day
 King Holiday
 President's Holiday
 President's Holiday
 Professional Development Day
 Spring Break
 Emergency Day
 Emergency Day
 Memorial Day Holiday
Last Day of School-Minimum Day
 Contract Day-Certificated Staff Only

BACK TO SCHOOL 8/26/2021
CAASP TESTING APRIL/MAY
OPEN HOUSE 5/5/2022
 1st Trimester Ends 11/19/2021(61days)
 Report Cards Out 12/3/2021
 2nd Trimester Ends 3/4/2022 (58 days)
 Report Cards Out 3/18/2022
 3rd Trimester Ends 6/10/2022(61 days)
 Report Cards Out 6/10/2022

Key to Symbols:
PD - Professional Development
C - Contract Day-Certificated Only
B - School Break
M - Minimum Day-12:10pm dismissal
H - Holiday
E - Emergency Day
 180 days of student instruction
 186 day teacher contract