

# Message from the Principal, Dr. Craven Aspen Elementary School

August 6, 2024

Dear Aspen Families,

I hope everyone is having a wonderful summer! As we are getting closer to the start of the school year, I would like to welcome our new families and welcome back our returning Roadrunner families! It is with great pride and excitement that I start my fourth year at Aspen Elementary as your Principal. I look forward to another great school year and working with each of you to support our community here at Aspen. Please do not hesitate to reach out as my door is always open.

I want to take this opportunity to welcome our new teachers: Mr. James Marshall- 5<sup>th</sup> Grade, Mrs. Whitney Miller- 3<sup>rd</sup> Grade, Mr. Sean Gaynor- 3<sup>rd</sup> Grade, Mrs. Kirsten Walker- 2<sup>nd</sup> Grade, Mrs. Amanda Dorado- 2<sup>nd</sup> Grade Specialized Program, and Mrs. Jillian O'Keefe- Transitional Kindergarten. I would also like to welcome Mr. Andrew Grant who is our new school psychologist, Mrs. Lucy Lombardi who is our new IMT/Librarian, and Mrs. Jennifer Sheppard who is our new school counselor.

To help you get ready for the upcoming year, I have included some important information:

## 2024-2025 BELL SCHEDULE:

### TK and K

Monday – Friday	School Begins 8:15 AM	School Ends 1:20 PM
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### 1<sup>st</sup> – 5<sup>th</sup> Grade

Monday – Thursday	School Begins 8:15 AM	School Ends 2:40 PM
Friday	School Begins 8:15 AM	Early Release 1:30 PM

The complete bell schedule is available on [Aspen's website](http://www.conejousd.org/aspen) (www.conejousd.org/aspen – Our School – Bell Schedule).

### Annual Updates

You should have received an email from CVUSD regarding Annual Updates on Thursday, 8/1. **Please note that these are required to be completed by all families (returning and new) by Monday, August 12<sup>th</sup>.** [Please click here for instructions](#). Annual Updates include acknowledgements and permissions for the upcoming school year, as well as reviewing and updating the information we have for yourself and your student(s). You can complete Annual Updates through your Q-Parent Connect account found on the District website or at: conejo.vcoe.org. [Click here to view instructions](#) for logging in to [Q Parent Connection](#) and for accessing and completing the Annual Updates.

### Assignment Notebook

Students in grades 2 – 5 use an assignment notebook in order to assist in strengthening their study habits. There is a \$7.00 voluntary donation associated with the assignment notebook. No student will be denied an assignment notebook if parents are unable to provide this item. Assignment notebooks may be purchased at the End of Summer Social or through your student's teacher.

### **Attendance**

If your child will not be in school, please call (805) 495-3130 and leave a message on the answering machine (include your child's name, date of absence and reason for absence). If we do not hear from you by **9:00 a.m.** on the day of the absence, you will receive a phone message and email to be sure your child is accounted for, as this is a safety issue. We must hear from the parent within 72 hours after the student returns to school in order to change the reason for an absence.

### **Class Placements**

Parents can pick up an envelope with their student's class placement on Tuesday, August 20<sup>th</sup> from 4:00–6:00 p.m. The Aspen PFA is also sponsoring an End of Summer Ice Cream Social that begins at the same time. This is a great opportunity to join the Aspen PFA, purchase spirit wear, and enjoy some ice cream. If you are unable to pick up your student's class placement during that time, class placement information will be available on Wednesday, August 21<sup>st</sup> at 7:30 a.m. in the front office.

### **Classroom Interruptions**

Our goal is to create an instructional environment that is as free from interruption as possible. Please do not call the office requesting messages to be sent to your child unless it is a true emergency. School materials and late lunches should be delivered to the office. We will make every effort to email or contact the teacher at the break. Let your child know that they may come to the office during recess/lunch to check for their forgotten materials/lunches.

### **Communication**

Stay up to date with what's going on at Aspen by reading the **Roadrunner Report**, our weekly newsletter that is emailed to parents. You can also stay up to date on information, upcoming events, school lunch menus etc. by bookmarking Aspen's website at <http://www.conejousd.org/aspen>.

### **First Day of School**

Our first day of school is Wednesday, August 21<sup>st</sup>. Our start time is 8:15 a.m. for TK – 5<sup>th</sup> Grades. Due to traffic in the parking lot, we ask parents to park on Oberlin Avenue and Marlowe Street. The gates at the front of the school will be open for entry/exit. **There will not be entry/exit access through the gate on Marlowe Street.** Please be courteous of our neighbors and do not block any driveways. Lastly, practice safety by using the assigned crosswalk to cross Oberlin Avenue.

### **Label Everything**

Please label everything: jackets, sweatshirts, sweaters, backpacks, lunch boxes. These often end up unclaimed in the lost and found which may be located in the foyer of the multipurpose room.

### **School Meals**

Breakfast and Lunch meals for the 2024-2025 school year will be available to all students **at no charge**. A la Carte items will be offered for purchase at recess. Online payments are encouraged using your Parent Connect Portal at [conejo.vcoe.org](http://conejo.vcoe.org). In Parent Connect you are able to monitor your students' a la cart purchases. **Although all students will receive meals at no charge again this school year it is very important for parents or guardians, to complete and submit [this Online Free / Reduced Meal Eligibility for School Year 2024-2025 form](#) as soon as possible**, as this form affects a variety of areas unrelated to school meals, including school funding and more. Even if your child does not plan to eat school meals, it is important to fill out this form to help ensure our schools and families receive the available resources. More information is available on the [CVUSD website](http://www.conejousd.org) (www.conejousd.org–Departments–Child Nutrition Services).

## **Parking Lot**

Keeping your child safe is of vital importance! The following guidelines will assist us in keeping our students safe in the parking lot:

- Proceed in the Aspen parking lot at no more than 5 miles per hour.
- Walk with your child across the parking lot using the marked crosswalk.
- Do not allow your child to walk unattended between cars.
- Stay in the right hand lane, move all the way forward, and drop your student off from the right side of the vehicle.
- Never leave your vehicle unattended in the drive-thru lanes.
- Follow the California Vehicle code laws.
- Remind your child to respect people's property.
- Consider the following:
  - o You may pull up to the curb at the front of the school to drop off your student.
  - o You may park on the street on Oberlin or Marlowe and walk your student on campus. Please do not block driveways. Be mindful of labeled No Parking zones near the crosswalks.
  - o The gates at the front of the school will be open for entry and exit. **There will not be access through the gate on Marlowe Street.**
  - o Arrange with your student ahead of time a location for pickup.

### **Upcoming Events – Mark your calendars!**

<b>Date</b>	<b>Event</b>
Monday, August 19 <sup>th</sup> - 3:30 PM	Kindergarten Orientation
Tuesday, August 20 <sup>th</sup> - 9:00 AM	Transitional Kindergarten Orientation
Tuesday, August 20 <sup>th</sup> - 10:00 AM	New Student Orientation (Grades 1-5)
Tuesday, August 20 <sup>th</sup> - 4:00-6:00 PM	End of Summer Ice Cream Social/ Class Placement Distribution
Wednesday, August 21 <sup>st</sup>	First Day of School!
Monday, September 2 <sup>nd</sup>	No School – Labor Day
Thursday, September 5 <sup>th</sup> - 6:00-7:30 PM	Back to School Night
Friday, September 6 <sup>th</sup> - 6:30-9:30 PM	Outdoor Movie Night on the Aspen Grass Field Doors open 6:30 PM. Movie begins 7:30 PM
Tuesday, September 10 <sup>th</sup> - 7:00 PM	PFA Meeting
Friday, September 13 <sup>th</sup>	Picture Day
Wednesday, September 18 <sup>th</sup> - 3:00 PM	School Site Council Meeting

I look forward to a great school year!

Go Roadrunners!

Shane Craven, Ed.D.  
Principal