

23001 Euclid Ave. Euclid, Ohio 44117

216.750.2070

| www.euclidprep.org

July 2023

Dear Euclid Preparatory Families,

On behalf of the staff at Euclid Preparatory School, we are happy to welcome you to the 2023-2024 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and go on to college

In this packet you will find important dates for parent orientation, calendar of events, leadership contact information, drop off/pick up information as well as options for childcare. If you have any questions about the rules and expectations, please feel free to contact us or to discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year.

The wonderful Euclid Preparatory staff feel privileged that you will be a part of this school family. We thank you for your support and look forward to meeting you.

Sincerely,

Euclid Preparatory Leadership Team



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July 2023

Dear Euclid Preparatory School Families:

The Leadership Team at Euclid Preparatory is excited for the 2023-2024 school year. Our goal at Euclid Preparatory School is to provide our students with an outstanding education in a safe, secure, and nurturing environment. In an effort to provide a safe environment for your child, we have established appropriate arrival and dismissal procedures for our scholars. I trust that each parent/guardian has the same concern for the safety of their scholar(s) and is willing to cooperate with the procedures each day.

Attached you will find a detailed outline of the arrival/dismissal logistics and procedures. The included map will provide an aerial view of the traffic flow expected in the parking lot. Thank you in advance for your cooperation and support for our arrival/dismissal procedures as we strive to protect your child.

Yours in education,

Euclid Preparatory Leadership Team



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6/9/2021

23001 Euclid Ave - Google Maps

Google Maps

23001 Euclid Ave

EPS ARRIVAL TRAFFIC PATTERN



Imagery ©2021 Google, Map data ©2021 , Map data ©2021 20 ft













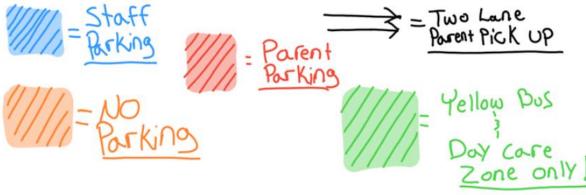


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Euclid Preparatory School Arrival/Dismissal Policy

Parent Pick-Up/Daycare rider/Van Rider Dismissal

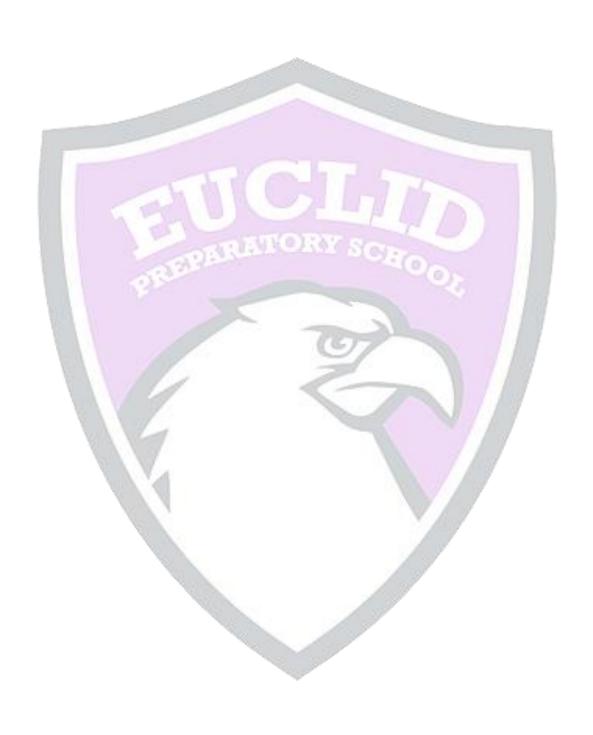
- ❖ If your scholar is a parent drop-off, daycare rider, and/or van rider; they will need to be picked up in the school's parking lot. The entrance of the parking lot is located off of 23001 Euclid Ave (SEE ATTACHED MAP).
- NO parents will be admitted to the school building for Parent Pick-up after 2:45pm (Monday-Friday) unless they have a scheduled visit/appointment with school personnel or in the event of an emergency (child being dismissed due to illness or injury).
- Upon entering the parking lot, there will be two lanes established: both will be used for parent vehicles (SEE MAP).
- Staff member may begin to form the Parent Pick-up "lines" in the parking lot right after the entrance to the parking lot (SEE MAP) beginning at 3:15pm (Monday-Friday).
- Three staff members will be present outside in the parent pick up line: one staff member at start of the Parent Pick-up line at approximately 3:20PM (Monday-Friday) to develop a list of the parent(s) and vans present. Two other staff members will be positioned at "No Parking Zone" near walkway (SEE MAP) to ensure scholar safety while going to vehicles and to also maintain consistent flow of traffic.
- At 3:30pm (Monday-Friday) one outside staff member will begin to send names to schoolwide Microsoft Teams chat. Students will be dismissed in waves of 15 beginning with daycare riders, followed by car riders.
- ❖ After the first set of cars to arrive are filled/students dismissed, those cars will be able to pullout of their respective line and leave the parking lot (please see the traffic pattern on the attached map).
- At this time, the lines move forward so that the car without their scholar is at the crosswalk (SEE ATTACHED MAP). PLEASE NOTE no cars will be permitted to move forward while students are outside on the sidewalk area. Students will be held aside until the line stops moving. Please adhere to the traffic signals being provided by the staff member (stop, move ahead, slow, etc.).
- This process will continue until all students/cars are dismissed.



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Point of Emphasis for Dismissal:

- At no time do parents enter the school building after 2:30pm (Monday-Friday) for Parent Pickup.
- Please have the placard provided to you in the dashboard of your car. This will allow for the person typing the names, spells your scholar name correctly, and the process is more efficient.
- * At no time should parents exit their vehicles in the Parent Pick-up line once dismissal begins
- No scholar will be dismissed to vehicles while the line is moving (cars in motion).
- Vehicles must follow the traffic pattern (SEE MAP ATTACHMENT), and follow all traffic rules/laws with regards to pedestrians and right-of-way.
- Students that are not picked-up by the conclusion of parent-pick up dismissal (4:00PM) must be picked up in the main office area or Multipurpose room.
- ❖ A signed note must be provided or a phone call must be made to the school to the office manager before 2:45PM (Monday-Friday) if a student is going home with another family member at Parent Pick-up (the same process that should be followed if a child is going home on a different daycare/after school van).

Parking Lot Arrival Procedures

- If your scholar is a parent drop-off, daycare rider, and/or van rider; they will need to be dropped off in the school's parking lot. The entrance of the parking lot is located off of 23001 Euclid Ave (SEE ATTACHED MAP).
- Arrival traffic patterns will be the exact same as dismissal (SEE ATTACHED MAP).
- ❖ Mr. Burnett or another staff member will be at the front walkway of the school to greet scholars. (subject to change based on weather conditions)
- NO Scholars will not be allowed to enter the building before 7:15am, unless weather permits otherwise.
- NO Parent/Guardian are permitted to enter the building during arrival (Monday-Friday 7:30AM-8:30AM) unless you have an appointment with a school leader or teacher.
- ❖ If your scholar uses Yellow Bus transportation; they will enter the building from the parking lot (North Side of Euclid Ave) walking on a designated path. A Euclid Preparatory staff member will be present in the parking lot to escort scholars into the building from the yellow bus.



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Walkers Arrival/Dismissal Procedures

- Families who walk to the school from home will pick up and drop off their scholar(s) at the main entrance of the building (North Side of 23001 Euclid Ave).
- The family member coming to pick up the scholar will give one of the staff members the name of the scholar(s) and the scholar(s) name(s) will be dismissed from the multipurpose room.
- If a scholar walks to the school from home on his or her own, those scholars will be escorted from the multipurpose room to the main entrance of the school and will enter through the main entrance of the school for arrival.

RTA Arrival/Dismissal Procedures

- Families who take the RTA to and from school will pick up their scholar(s) at main entrance of the building.
- The family member coming to pick up the scholar will give one of the staff members the name of the scholar(s) and the scholar(s) will be dismissed from the multipurpose room.
- If a scholar takes the RTA to and from school on his or her own, those scholars will be escorted from the multipurpose room by a staff member to the bus stop on 23050 Euclid Ave (28-28A Bus).
- * RTA Scholars will enter the front entrance of the school during arrival.
- Please Note: During arrival a staff member WILL NOT be present to meet scholars at the RTA bus stop in the morning.

Yellow Busses

- Scholars who take the yellow bus to and from school will have a designated bus route/stop given by the transportation department. (If you are a Euclid Resident, you will receive a separate mailing for yellow bus transportation).
- If your scholar uses Yellow Bus transportation to arrive at school, they will enter the building from the parking lot (North Side of Euclid Ave) walking on a designated path. A Euclid Preparatory staff member will be present in the parking lot to escort scholars into the building from the yellow bus.
- Scholars who ride the yellow bus from school will be gathered by a staff member as the busses arrive on the school campus in the parking lot (SEE ATTACHED MAP).
- Scholars will be escorted to their respective bus by a staff member at 3:20pm to ensure scholars get on the bus safely.

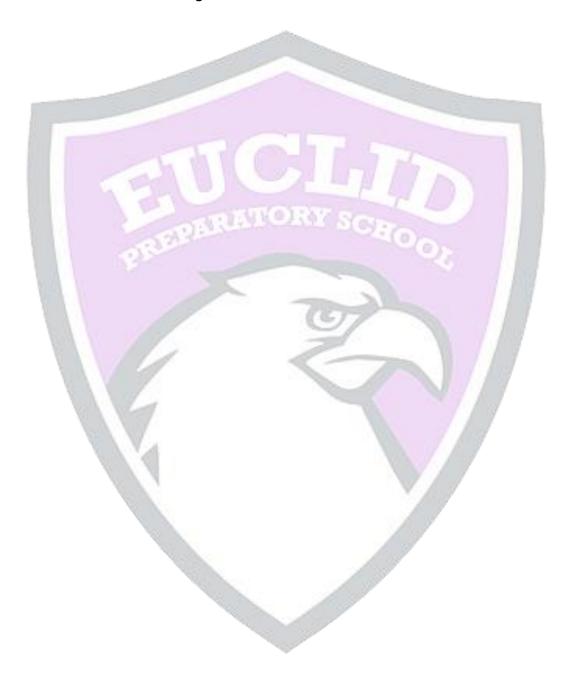


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NOTE: Attendance is taken by the bus monitor prior to scholars getting on the yellow bus to ensure scholars are on the right bus.





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Dear Euclid Preparatory School Families:

This letter is to remind you that we have a strict pick-up/ drop off policy at Euclid Preparatory School. When you enrolled your scholar(s) at Euclid Preparatory School, you received a Family Handbook (www.euclidprep.org, click the resource tab, and you will see the family handbook link on the left hand side of the web page), stating the hours of operation (7:30AM-3:30PM Monday-Friday, scholars are tardy after 8:10AM).

If our hours of operation do not meet your needs, we have provided a list below of child care centers that provide before and aftercare services in our area. The policy states "children are not to be dropped off before 7:30am or picked up after 4:00pm" unless the scholar is participating in an after school activity. **LATE PICK UP POLICY**: Students must be picked up within one hour after the completion of the School day. Students who are serving detention or attending an after school program, must be picked up from the school within 15 minutes after the completion of the detention or school program. If the students are not picked up from school within 15 minutes as described above, then a school staff member may contact the local police station and may contact children services.

Please be considerate of our staff in following the school times, with the exception of an extreme emergency. If a parent or authorized adult will be late, it is their responsibility to notify the office as soon as possible or a member of the leadership team. We understand that emergences arise. We also understand that traffic can be challenging or hectic, but <u>we expect</u> all children to be picked up on time.

We are happy to provide the list of services for our Euclid Preparatory families, but would appreciate you honoring our arrival and dismissal time policy. Thank you for your commitment to be on time to pick- up your child or drop them off at the **mandated time**.

Yours in Education,

Euclid Preparatory School Leadership Team



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Organization/Business	Phone Number	Address	Before care Services	After- care Services	Transportation
Glass Day Care	216-326- 9028	670 S Green Rd, South Euclid	Yes	Yes	Yes
Curious Minds Daycare	(216) 600- 5123	25461 Euclid Ave	Yes	Yes	Yes
Mini Miracles Learning Academy	(216) 731- 7655	22620 Shore Center Dr	Yes	Yes	Yes
Learn & Play Daycare	216-938- 7724	20500 Wilmore Ave	Yes	Yes	Yes
K & M Childcare	216-471- 8782	25921 Euclid Ave	Yes	Yes	No
Kiddie City	216-481- 9044	280 E 206 th St	No	Yes	Yes
Hannah's Child Development Center	216-731- 1588	25200 Euclid Ave	Yes	Yes	Yes
Stair Steps Enrichment Center	216-303- 9322	18482 Lakeshore Blvd	Yes	Yes	Yes
Excel Academy	216-647- 8778	24600 Lakeshore Blvd	Yes	Yes	Yes
Early Steps Day care	440-944- 2223	27027 Chardon Rd	Yes	Yes	Yes
Wickliffe Academy	440-58-2223	28510 Euclid Ave	Yes	Yes	Yes
Prescious Gems Day Care	216-692- 9001	18320 Euclid Ave	Yes	Yes	Yes



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Dear Euclid Preparatory School Families:

As the first week of school gets underway, we are working to ensure that your child arrives home safely each day and takes the correct method of transportation home. We will need to know what method of transportation your scholar takes home each afternoon. This information is vital in ensuring dismissal runs smoothly. In an effort to update our records, we are asking that you complete the bottom portion of this form and return it to the main office as soon as possible. We will use this information to create organized dismissal lists for all staff members and teachers. This layer of accountability will ensure that students arrive home safely each day.

In the event that your scholar's afternoon transportation changes during the school year, please ensure that a phone call is made to our office manager or that a note is sent to school with your scholar so that our records may be updated immediately. We appreciate your prompt attention to this matter.

Yours in Education,

Seth Morgan

Dean of Students K-8 smorgan@euclidprep.org 440-822-7737	Dean of Students K-8 <u>kburnett@euclidprep.org</u> 440-728-6152	Family & Community Liaison cskillern@euclidprep.org 216-750-2070	
My scholar		in grade	, is
to take the following method o	f transportation home each day		
Walk with a parent	or guardian		
Pick up in a car by	parent or guardian		
Take the school bu	s service (Which route?		
Ride the RTA			
After Care Pick Up			
Parent Signature	Ph	one Number	



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Dress Code: Uniform Policy

July 2023

Dear Euclid Preparatory Families,

We are proud of our beautiful school and our beautiful uniforms. Most especially, we are proud of our scholars' academic success. To that end, we want all of our scholars to look and feel their best at school. All scholars at Euclid Preparatory School are required to wear a uniform every day. Our K-8 uniforms consist of a white, purple, or black short or long sleeve polo shirt, white long or short sleeve oxford shirt, black or white socks and black school pants (no jeans). Female scholars are allowed to wear jumpers or skirts. Scholars are allowed to wear black, white or purple cardigans and crew neck sweaters. HOODIES ARE NOT PERMITTED in the classroom. Our classrooms are cold during the summer months so it is highly advised, you purchase a cardigan or crew neck sweater. Scholars CANNOT wear a coat or jacket in the classroom.

In addition, students are allowed to wear black dress/casual shoes (**SOLID BLACK** Air Force One's, Vans, Sperry's will also be allowed). CROCS & BUBBLE Slides are NOT ALLOWED.

Ensuring scholars are at school on time, and in uniform, every day is essential so that:

Scholars are easily identifiable to all Euclid Preparatory staff members

As specified in the family handbook (please obtain a copy on www.euclidprep.org, click the resource tab and look under family handbook) that each family signed at the beginning of the year, we expect ALL scholars' to wear their school uniform daily. If your scholar comes to school without their Euclid Preparatory School uniform, they will receive a consequence. Thank you to the families who have already committed to our uniform policy. If your family has financial difficulties, please let the leadership team know, so we can assist you.

We appreciate your cooperation and support. Please help us create an ideal and joyful learning environment. Our uniform colors are happy, bright, engaging and are an essential part of our school's identity. For additional information, please direct your questions to Mrs. Skillern. Please see below a list of stores you can purchase our school uniform.

Sincerely,

Euclid Preparatory Leadership Team 216-750-2070



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School Uniform Stores

Name	Address & Phone Number	Website
Walmart		www.walmart.com
Target		www.target.com
Kohl's		www.kohls.com
French Toast (Primary vendor)	AREWORN SCH	www.frenchtoast.com Euclid Preparatory School Code: QS61GJS
School Uniforms	10613 Lorain Ave, Cleveland, OH 44111 216-501-8197	N/A



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Dress Code: Uniform Policy

Family Handbook-Revised 6/17/2023

In order to ensure all of our students are ready for classroom learning, all families must adhere to the following uniform policy.

RETORY SO

DRESS AND GROOMING

Parents of Kindergarten through 8th graders can purchase uniform pieces from any vendor of their choosing.

ALL EUCLID PREPARATORY SCHOOL STUDENTS ARE REQUIRED TO BE IN PROPER UNIFORM EVERYDAY, UNLESS NOTED OTHERWISE.



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A NOTICE WITH THE UNIFORM POLICY WILL GO HOME WITH SCHOLAR AND SENT VIA EMAIL TO GUARDIAN / PARENT

2. FINAL WARNING W/ POLICY A FINAL WARNING WITH THE UNIFORM POLICY WILL GO HOME AND SENT VIA EMAIL TO GUARDIAN/PARENT

3. CONSEQUENCE ISSUED W/ POLICY AND **MANDATED MEETING**

A NOTICE OF CONSEQUENCE WILL GO HOME WITH THE UNIFORM POLICY ALONG WITH A MANDATED MEETING WITH THE FAMILY LIASON AND PARENT/GUARDIAN WITHIN 2 SCHOOLS DAYS OF THE RECEIPT OF THE 3RD NOTICE

4. ESCALATION FOR WITHDRAWAL

AFTER MEDIATION HAS BEEN FULLY EXHAUSTED, A SCHOLAR MAYBE REMOVED FOR NOT FOLLOWING FULL UNIFORM **GUIDELINES**.



MALE DRESS CODE

PANTS- Black dress slacks only- NO denim (blue jean material), skinny pants or sweat pants. Long pants only. NO shorts- even in the summer. Belt loops on the pants are MANDATORY.

SHIRTS-

- Full button down with collar (Oxford Style Shirt) long or short sleeve
- Polo shirts will be permitted-Black, white or purple only (K-8).

Polo Shirts with our Logo can be purchased through French Toast.com website.

Our School Code: QS61GJS



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SOCKS – Solid black or white must be worn.

SHOES – Black dress/casual shoes (*SOLID BLACK* Air Force One's, Vans, Sperry's will also be allowed). CROCS & BUBBLE SLIDES are NOT ALLOWED.

BELTS – BLACK ONLY- The buckle should be small and should not say anything. **MANDATORY** – The pants must have belt loops.

Jewelry - Scholars are permitted to wear studs for earrings (one per ear) and wristwatches are permitted; otherwise no other jewelry (including body piercing jewelry) of any kind, is permitted.

Hair- The style is a parenting decision but the inclusion of items into the hair must meet the following restrictions; the items may not be removed for any length of time during the day. The item must be very secure and if the beads or other small items begin to fall the student will be asked to remove the rest, place them in a bag and take them home. If the hair includes any items or symbols that can be interpreted as advocating anything the item must be removed. Students may not groom themselves at school. Hairbrushes, combs and other items used outside of the restroom will be confiscated.

FEMALE DRESS CODE

PANTS- Black dress slacks only- NO denim (blue jean material), skinny pants, leggings or sweat pants. Long pants only. Black Bermuda shorts are allowed (this item can be purchased through French Toast). Belt loops on the pants are **PREFERRED**

SKIRT – the black skirt must not be more than 1 inch above the knee. Girls must wear shorts under skirts on the days designated for physical activity.

JUMPERS – Girls in grade K-8 may wear a black uniform jumper with a simulated vest top attached to the skirt. Skirt length must not be more than 1 inch above the knee.

SHIRTS-

Full button down with collar—white long sleeves or short only



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 Polo Shirts Black, White or Purple only. All shirts must be fully tucked in and buttoned to the top, according to the school policy.

Polo Shirts with our Logo can be purchased through French Toast.com website.

Our School Code: QS61GJS

SOCKS – Solid black or white must be worn.

SHOES – black dress/casual shoes (*SOLID BLACK* Air Force One's, Vans, Sperry's will also be allowed). CROCS & BUBBLE SLIDES are NOT ALLOWED.

PURSES – will be required to remain in the locker. Personal hygiene may be carried in small purse (MS students only)

JEWELRY- No earrings or tongue rings permitted. Conservative jewelry is permitted. Some necklaces bracelets and rings may be prohibited. Anything not listed that you wish to send your child wearing please call the Deans and/or Principals and get written permission before sending. All items not listed are considered out of uniform, unless approved in writing by the Deans or Principals.

TATTOOS – **Fake or Real** – are considered inappropriate and are unacceptable.

HAIR – The style is a parenting decision but the inclusion of items in the hair must meet the following restriction; the items may not be removed for any length of time during the day. The item must be in very secure and if the beads or other small items begin to fall the student will be asked to remove the rest, place them in a bag and take them home. If the hair includes any items or symbols that can be interpreted as advocating anything the item must be removed. Students may not groom themselves at school. Hairbrushes, combs and other items used outside of the restroom will be confiscated.

KEYCHAINS – The keychain should be under the shirt, in the pocket completely. The keys or chains should never be visible at school.

MAKEUP – No Make-up of any kind is permitted including glitter. Even bringing the items unopened and unused is grounds for disciplinary action. All lotions and lip balm must be applied in the restrooms and not during instruction.

UNDERCLOTHES – Any underclothing that can be seen including but not limited to, boxers, briefs, white tees, sleeveless undershirts, is grounds for suspension. All undergarments should stay under the clothing of the child at all times.



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OTHER – All other items must be authorized in writing by the Principals.

HAIR AND HYGIENE

Students who bring hair products, or grooming tools, to school can have them taken if used or seen anywhere other than the restroom.

*All students should wear deodorant. We do not have a shower facility after physical activities classes.

*During enrollment, parents must sign a contract stating that they understand that no child may ever be out of uniform without written permission from the school for any reason. There is no valid excuse for students to come to school without being fully compliant with the dress code.



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Leadership Contact Information

Name	Position	Phone Number	Email
Darlene Goss	Principal K-8	216-750-2070 ext 41899	Dgoss@euclidprep.org
Seth Morgan	Dean of Student Life and Management Grades K-8	216-750-2070 440-822-7737	smorgan@euclidprep.org
Charlea Skillern	Family & Community Liaison	216-750-2070	cskillern@euclidprep.org
Khemet Burnett	Dean of Student Life and Management Grades K-8	216-750-2070 ext 41832 440-728-6152	kburnett@euclidprep.org
Jashon Drummer	Office Manager Assistant	216-750-2070	jdrummer@euclidprep.org
Mia Matthews	Office Manager	216-750-2070 ext 1	Mmatthews1@euclidprep.org



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2023-2024

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August 2023 (9 Instructional Days)									
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20	3	22	23	24	25	26			
27	28	29	30	31					

	(9 Instructional Days)							
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13	14	15	16	17	18	19		
20	3	22	23	24	25	26		
27	28	29	30	31				

December 2023 (11 Instructional Days)							
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31							

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		April 2024 (21 Instructional Days)										
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30	28	29	30									

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26	27	28	29	30	A		23	24	25	26	27	28	29
							30						

Euclid Preparatory School 23001 Euclid Ave. Euclid, OH 44117 Phone:(216) 750-2070

Breakfast: 7:30-8:00 a.m. Instructional Start Time: 8:10 a.m. Student Marked Tardy After 8:10 a.m. Instructional End Time: 3:30 p.m.

COLOR CODE & SYMBOL LEGEND
First and Last Day of School
End of Quarter
All Staff Professional Development Day
Students Return to School (All Grades)
No School for Students
Parent/Teacher Conferences: No Classes
STATE TESTING DATES

TOTAL INSTRUCTIONAL DAYS: 172 1147 hours

	Dates to Remember
August	1- August 18 : All new, certified staff report to school for professional development.
August	7-18: All returning, certified staff report to school for professional development.
August	17 :Back to School Event
August	21 : First day of school
Septem	ber 1: No school for students, all staff report to school for in-service
Septem	ber 4: Labor Day, no school for students and staff. School closed.
Septemi	per 25 : No school for students, all staff report to school for in-service.
October	9 : Indigenous Peoples Day, no school for students. All-day Parent-Teacher Conferences.
Octobe	r 20 : Quarter 1 ends
Octobe	23-27: Fall 3rd Grade Testing Window Opens (TENTATIVE)
Octobe	r 30: No school for students, all staff report to school for in-service.
Novemi	per 22: Thanksgiving Break; No school for students and 10 month staff
Novemi	per 23-24: Thanksgiving Break, no school for students and staff. School Closed.
Novem	per 7 : No school for students, all staff report to school for in-service.
Novem	per 27 : Classes resume, students return to school.
Decemi	ber 18 - January 1 - Winter Break. No School for students and 10 month staff.
Januar	2: No School for students; all staff report for in-service
Januar	3: Classes resume, students report to school.
Januar	15: Martin Luther King Jr. Day, no school for students and staff. School closed.
Januar	12 : Quarter 2 ends.
Januar	29 : No school for students, all staff report to school for in-service.
Februa	ry 19: President's Day, no school for students and staff. School closed.
Februa	y 29: Evening parent-teacher conferences
March 1	: No school for students, all staff report to school for in-service.
March 2	22: Quarter 3 ends.
March :	25-29: Spring Break, no school for students and 10 month staff.
April 1	No school for students, all staff report to school for in-service.
April 2	Classes resume, students report to school.
April 8	26 : State Testing (TENTATIVE)
May 27	: Memorial Day. No school for students and staff. School closed.