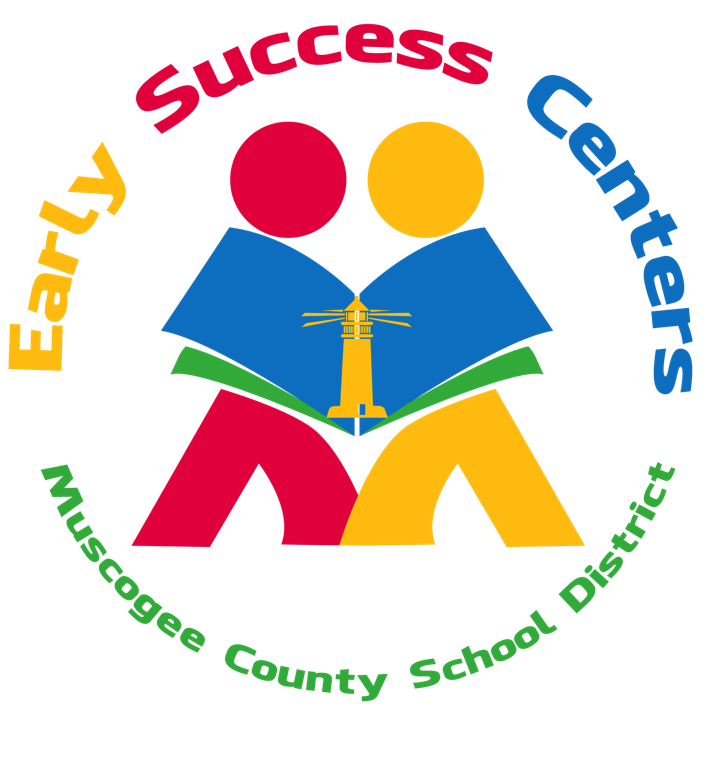
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| --- | --- | --- |
| **Sadiyah Abdullah, Director**  **Melody Albert, Administrative Assistant** |  | **2960 Macon Rd**  **Columbus, Georgia 31906**  **706-748-2118**  **706-748-2518 (fax)** |



**2016-2017**

**Pre-K Parent Handbook**

**Pre-K • Blended Head Start • STEPS**

**Non-discrimination Statement: MCSD does not discriminate on the basis of sex, race, creed, national origin, age, or handicap in our programs, activities, or employment practices and policies.**

**Table of Contents**

**Page**

**4 Welcome**

**4 Mission**

**4 Vision**

**4-5 Beliefs**

**6 Early Success Centers**

**7-8 Blended Head Start/Pre-K Classroom**

**8 Enrichment Services Program**

**9 Field Trip Listing**

**9 Pre-K Curriculum and Introduction**

**10 Enrollment Process**

**10 School Hours**

**10-11 Dress Code**

**11 Attendance**

**11 Tardies and Early Dismissals**

**11-12 Procedures for Chronic/Problematic Attendance Habits**

**12-16 Bus information**

**16-17 Health Records**

**17 Medication**

**17 School Nutrition and Special Dietary Needs**

**17 Illness**

**18 Head Lice**

**18 Teacher/Parent Communication and Involvement**

**19 Class Parties**

**19 Field Trips**

**20-21 2016-2017 Pre-K Calendar**

**WELCOME TO PRE-K AT THE EARLY SUCCESS CENTERS**

**2016-2017**

The Early Success office and school staff anticipates that the 2016-2017 school year will be a great year! We value our parental support and participation as it is an essential part of your child’s success and that of our entire program. This parent handbook is provided to inform you of the various aspects of Pre-K as it relates to you and your child. We look forward to getting to know you and working with you and your child.

# Our Mission

The Pre-K Program in the Early Success Centers of Muscogee County School District is committed to providing educational experiences that will enable each student to become a lifelong learner, enter the work force with necessary skills and achieve academic and personal potential.

# Our Vision

We envision a Pre-K Program in which:

* Each student is given multiple opportunities to excel in his/her academic, social, emotional, and physical development in a safe, nurturing environment.
* Well-prepared, responsible, and caring employees are committed to excellence in education.
* Parents, community members, staff and students, are full partners in the education of children.

**We Believe**

We believe in the qualities and characteristics we expect of ourselves. They are:

#  RESPECT

o High regard for others, oneself, and one’s environment o Demonstrate an appreciation of and value for the people, places, and things we encounter daily

#  TRUST

* Creating an environment of honesty where everyone is valued
* Create an environment where students, parents, teachers, administrators and all employees feel safe communicating and expressing their thoughts.

#  ACCOUNTABILITY

* Accepting responsibility for how we perform
* Hold all employees accountable to high standards as set forth by the vision and mission statements.

#  STUDENT CENTERED

* Focus on what is best for students.
* Communicate that the district’s purpose is to serve students.

#  INNOVATION

o Foster an environment of creativity and imagination.

o Foster an atmosphere that enhances creative thought, innovative problem solving, and promotes imagination.

#  EXCELLENCE

* Consistently performing above the stated goals
* Set the bar at the highest level and find ways to meet and exceed local, state, and federal standards.

# Muscogee County School District

**Early Success Center’s Pre-K Program**

**2960 Macon Road**

**Columbus, Georgia 31909**

**706-748-2118 • 706-748-2158 (fax)**

[**https://www.muscogee.k12.ga.us/Schools/Pages/Early%20Success%20Cente rs.aspx**](https://www.muscogee.k12.ga.us/Schools/Pages/Early%20Success%20Centers.aspx)

# Early Success Centers and their Feeder Schools

**Sadiyah Abdullah, Director of Early Success Centers Melody Albert, Administrative Assistant**

**WEST REGION CENTRAL REGION EAST REGION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Double Churches Elementary Early Success Center** |  | **Eagle Ridge Academy Early Success Center** |  | **Mathews Elementary Early Success Center** |
| Double Churches Elementary | Eagle Ridge Academy | Mathews Elementary |
| Allen Elementary | Blanchard Elementary | Midland Academy |
| North Columbus Elementary |  |  |
| River Road Elementary |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Fox Elementary Early Success Center** |  | **Rigdon Road Elementary Early Success Center** |  | **Forrest Road Elementary Early Success Center** |
| Fox Elementary |  | Rigdon Road Elementary |  | Forrest Road Elementary |
| Hannan Elementary | Brewer Elementary | Reese Road Leadership Academy |
| Johnson Elementary | Clubview Elementary | Wesley Heights Elementary |
|  | Gentian Elementary | Waddell Elementary |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **JD Davis Elementary Early Success Center** |  | **South Columbus Elementary Early Success Center** |  | **Lonnie Jackson Academy Early Success Center** |
| JD Davis Elementary | South Columbus Elementary | Lonnie Jackson Academy |
| Downtown Magnet Academy | Dorothy Height | Dawson Elementary |
| Wynnton Arts Academy | Key Elementary | Dimon Magnet Academy |
|  | Martin Luther King, Jr Elementary | Georgetown Elementary |
|  |  | St. Mary's Road Magnet Academy |

## BLENDED HEAD START / PRE-K CLASSROOMS

A blended classroom is defined as a class that has funding which is braided using both Georgia’s Pre-K and Head Start dollars. Pre-K funding is used for the 6.5 hours of instruction and Head Start funding is used for the wrap-around support services. Muscogee County School District (MCSD) and Enrichment Services Program (ESP) participate in a collaborative agreement to provide the wraparound support. Students are selected for the program based on the following enrollment criteria:

* School Zone
* Resident of Muscogee County
* Having met one (1) or more of the following:
  + TANF Recipient
  + Food Stamps Recipient
  + Medicaid Recipient
  + SSI Recipient
  + Free/Reduced School
  + Lunch Program Recipient

Blended Head Start Pre-K classrooms will operate within a maximum of 20 children enrolled per Head Start guidelines.

Head Start policies regarding student attendance shall be followed in blended classrooms with respect to disenrollment of students due to chronic absenteeism or tardiness and late pick-ups. Teacher and/or school staff will make every effort to contact parents to develop strategies and assist families in resolving attendance issues. Please review the attendance information on page 10-11.

Georgia’s Pre-K guidelines require two (2) family conferences. Georgia’s Pre-K Child Assessment and ESP information must be reviewed with parents/guardians in at least two (2) of the visits/conferences. Family Service Workers (FSW) assist the classroom teacher with parental involvement and parent conferences. Head Start requires additional parental involvement activities, such as:

* Participation with the Head Start Policy Council
* Participation with various committees
* Participation in Family Education classes
* Home visits to the homes of enrolled children
* Parent meetings

Parents are also required to complete ESP specific paperwork to assist the FSW and teacher in better helping the child.

Parents are encouraged to volunteer in the classrooms to assist with children, assist teaching staff, observe classroom dynamics, assist on field trips, share their culture, and help with special events.

Within 30 days of the beginning of the school year, MCSD and ESP will conduct all required diagnostic assessments (Development, Speech, Hearing and Vision) of each enrolled child. The teacher and the FSW will work with the parents to complete the diagnostic assessments.

## Enrichment Services Program

The teachers, paraprofessionals, office staff, and administrators are the point of contact for your child’s school. There will be others from Enrichment Services working with you, your child, and your child’s teacher to best meet the needs of your family.

One of the many primary long range goals of Enrichment Services is to educate students and their families. They are here to develop community capacity to ensure all children receive a high quality, well-rounded education and individuals and families receive educational services that lead to good health and self-sufficiency.

## Field Trip Listing

Your child may have an opportunity to participate in one or more of the following field trips:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Local Pet Store | Oxbow Meadows | Fire Department | Airport | Grocery Store |
| Nursing Home | Area Parks | Columbus Museum | Heritage Park | Planetarium |
| Local Library | National Infantry  Museum | Bradley Theater | Columbus State University | River Center |
| Civic Center | Coca-Cola Space Science Center | Butts Mill Farm  (Harris County) | Pumpkin Patch (Fortson, GA) | Liberty Cultural Center |
| Little White  House (Warm  Springs, GA) | Area High  Schools for  Children’s  Performances |  |  |  |

## PRE-K CURRICULUM AND INSTRUCTION

The Georgia Early Learning and Development Standards (GELDS) form the foundation for Pre-K classroom instruction (see [www.gelds.decal.ga.gov](http://www.gelds.decal.ga.gov/) for more information). The GELDS are correlated to Georgia’s Kindergarten Performance Standards and to the Work Sampling System assessment indicators, thus promoting a seamless educational program for early learning.

## ENROLLMENT PROCESS

**Application Process:**

Online and paper applications for the Pre-K Program available at the Early

Success Centers are the two methods for parents to apply for the program. Applications received during the month of April will be eligible for the lottery. Both formats of the application will be available throughout the school year.

Paper copies of the application may be obtained and completed at all elementary schools or the Muscogee County Public Education Center, 2960 Macon R0ad.

Because space is limited, classes are filled using a lottery process. Priority is given to students living in the school’s attendance zone and to applications submitted during the application acceptance month.

**Eligibility Requirements:**

In order to be enrolled, a child must be four years of age on September 1, be a resident of Columbus (Muscogee County), and provide the following:

* Two (2) Proofs of Residency
* Certified Birth Certificate
* Social Security Card (or Social Security Waiver Form)

Providers cannot require the following as a condition of enrollment; however, all of the health related documents have a certain timeframe wherein which they ***must*** be turned in to the school:

* GA Certificate of Ear, Eye, and Dental (Department of Human Services Form 3300) – ***90 days after the student begins class***
* GA Immunization Certificate (DHS Form 3231) – ***30 days after the student begins class***

**Residency Requirements:**

Muscogee County School District’s Board Policy requires all students, including MCSD’s Pre-K students, to reside in Muscogee County with their parents or legal guardians. If the student resides in a residence that is not owned or leased/rented by their parents/guardians, they must complete an Affidavit of Residency. The affidavit can be obtained from Central Registration, Muscogee County Public Education Center, 2960 Macon Road. Please contact Central Registration for additional information.

A copy of your mortgage or lease agreement and a current utility bill in the parent/legal guardian’s name with physical address on it are sufficient documentation to serve as proof of residency.

## SCHOOL HOURS

School begins at 8:00 a.m. and ends at 2:30 p.m.. The exceptions are Eagle Ridge Academy, which begins at 7:45 a.m. and ends at 2:15 p.m. and Fox Elementary, which begins at 8:00 a.m and ends at 3:00 p.m. If your child is not in their class at the stated school start time, they are considered tardy. Students who are tardy, must be signed in in by an adult to receive a tardy pass.

## DRESS CODE

All students should follow the dress code established by the Muscogee County School District. Schools may request that parents dress K-5 children in uniforms; however, the school ***cannot*** require Pre-K children to dress in uniforms. This includes special attire such as T-shirts for field trips. Children paint, glue, play in the sand and water, and play outdoors each day, weather permitting; sturdy, comfortable clothing that you and your child do not mind getting dirty are encouraged.

Make sure your child’s clothes are easy to pull up and down for restroom needs and fasteners are easily manipulated. Tennis shoes work best for all activities; wheels, heels, backless shoes, and flip-flops are not safe for Pre-K play.

Please send a change of clothes including socks and underwear. Change out the clothing as the season changes or your child outgrows them. As accidents occur, we will work with your child to clean themselves up. Messy clothes will be placed in a plastic bag and sent home in the book bag. It is important that you check their bag each night and send a change of clothes with your child the next day.

Do not send toys, stuffed animals, pillows, or even paper, pencils, scissors, crayons, or glue to school. Teachers will let you know when/if these items are needed.

## ATTENDANCE

Attendance is very important. Children should be in school every day, unless they are too sick to participate comfortably at school or might spread a contagious disease to other students. Do not send children to school when they are running a fever, have thrown up, or have diarrhea. Keep them home for 24 hours after the last episode, or until they receive clearance from the doctor so that you are sure they are well before returning to school.

## TARDIES AND EARLY DISMISSALS

Each site/school has specific procedures regarding tardies and early dismissals. When possible, medical, dental, and therapy appointments should be made outside of school hours. Please schedule extracurricular activities after school hours so as not to interfere with your child’s school day.

### Procedures for Chronic/Problematic Attendance Habits

The following protocol has been taken from the Pre-K Operating Guidelines and is more specifically defined for use by the MCSD Early Success Program.

* Daily attendance records are maintained on site and include the dates when a child is absent and the dates/times when a child arrives late or leaves early.
* If absenteeism/tardiness becomes problematic/chronic, the following will take place:

1. ***Three (3) unexcused absences or tardies -*** The teacher will call the parent to discuss the problem and log the information into Infinite Campus. The teacher or early success clerk will follow up with an email to the Director of Early Success Centers, the school principal, and the school social worker stating the parent has been contacted.

1. ***Six (6) absences or tardies -*** The teacher will send a letter of concern to the parents and log the information into Infinite Campus. The teacher or early success clerk will follow up with an email to the Director of Early Success Centers stating the letter was sent. The parent will be contacted by the Early Success office.

1. ***Eight (8) absences*** **-** The teacher will schedule a parent conference and log the information into Infinite Campus. The principal, director, parent liaison, counselor, and school social worker should be invited. All who are in attendance will discuss the problem and work to develop a plan for success.

1. ***Ten (10) absences*** **-** The teacher will contact the Director of Early Success Centers. Student may be referred to the Pre-K Consultant for

disenrollment.

## BUS INFORMATION

The school office staff and the school system’s transportation office can assist you with information regarding bus transportation.

Riding the school bus is a privilege. Improper conduct on the bus can result in the privilege being denied. Bus transportation rules are designed to help the driver keep a safe, orderly bus and to help students understand their responsibility as passengers on the school bus.

**Bus Discipline:**

The Muscogee County School District is vitally concerned about the safety and welfare of the students riding buses. In an effort to inform students and parents or guardians of acts that can threaten safety and welfare, bus rules and regulations have been adopted. The driver, together with the transportation supervisor and the principal/assistant principal, shall have full responsibility for discipline on buses. (NOTE: All school rules apply when students are riding on buses.)

**Bus Regulations:**

All Muscogee County rules and policies apply to student behavior at the bus stop, school activities, and en route to and from school. The list that follows outlines the expectation of the Muscogee County School District as found in the Behavior and Discipline Handbook.

1. The driver is in full charge of bus and students and will initially work with parents to resolve minor incidents.
2. If problems arise, parents are not to confront the bus driver at the bus stop. Make an appointment with the Transportation Department at (706) 748-2876 to discuss the matter.
3. The driver has the right to assign students to certain seats to promote order on the bus. ALL STUDENTS WILL REMAIN SEATED WHILE THE BUS IS IN MOTION.
4. Parents are responsible for getting their children to and from the bus stop. Parents must escort their Pre-K children to the bus stop and remain there until the bus arrives. Buses run on schedule and CANNOT WAIT for passengers. Parents must also be present at the bus stop when the child arrives to help the child home.
5. Misbehavior at the bus stop could result in refusal of transportation by the principal.
6. Bus passes should be kept with the students at all times in case the driver needs to check bus transportation eligibility.
7. Drivers will only let students off at their designated stop.
8. Students may be expected to sit three to a seat. A standing load of 20% over the seated capacity is permitted, per state mandate.
9. Do not use profane or vulgar language while waiting for the bus.
10. Stand off the roadway while awaiting the bus.
11. Keep arms and head inside windows.
12. Be quiet and orderly on the bus; talk in low tones; ABSOLUTE SILENCE is required at railroad crossings.
13. Tobacco, drugs, and alcohol are prohibited.
14. No eating or drinking is allowed on the bus.
15. Objectionable or dangerous objects are not permitted on the bus.
16. Fighting or physical play is prohibited. Fighting at the bus stop or on the bus could result in refusal of transportation by the principal.
17. No knives or other weapons allowed on the bus.

1. When crossing the street is necessary, the Pre-K student will immediately cross in front of the bus in full view of the driver only when with their parent.
2. Riding the bus is a privilege. Do not abuse it or the privilege may be taken away.
3. Some buses will be monitored by surveillance cameras.
4. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones; or any other electronic device that might interfere with the school bus communication equipment or the school bus driver’s operation of the school bus.
5. Students shall be prohibited from using mirrors, lasers, cameras, or any other lights or reflective devices that might interfere with the school bus driver’s operation of the school bus.

Punishment for violation of any of the above rules may result in your student being removed from the bus utilizing the following progressive plan. Any student found guilty of student endangerment may result in automatic removal from the bus. **Riding the bus is a privilege, not a right. Do not abuse your privilege.**

**First Offense** – Parent conference for the development of a Student Bus Behavior contract and one day suspension from the bus.

**Second Offense** – Parent conference to review/revise a Student Bus Behavior contract and a three (3) school days suspension from the bus based on the discretion of the Principal.

**Third Offense** – Parent conference to modify contract and expulsion from the bus for offenses that lead to a tribunal hearing; otherwise, a five (5) school days suspension from the bus.

**Fourth Offense** – Parent conference to modify contract and suspension from the bus for seven (7) school days.

**Fifth Offense** – Suspension from the bus for ten (10) school days and notice of possible expulsion for continued behavioral referrals.

**Sixth Offense** – Principal has the discretion to expel the student from the bus for the remainder of the semester and/or school year.

Students shall be prohibited from acts of physical violence as defined by Code

Section 20-2-751.6, bullying as defined by subsection (1) of Code Section 20-2751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior.

If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the penalties set forth in that Code Section.

A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a School Bus Behavior contract. The contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to assigned seating, ongoing parental involvement, and suspension from the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violation may result and require use of a Student Bus Behavior contract.

Students who fail to respond to the direction of the bus driver shall be reported to the school principal who may deny the student bus transportation.

**Please discuss these bus responsibilities with your child:**

**Student Responsibilities:**

* To follow the bus driver’s directions the first time they are given
* To sit in your assigned seat when you board the bus
* To remain in your assigned seat with your legs and feet out of the aisle
* To keep your hands, feet, and your personal belongings to yourself and inside the bus at all times
* To speak softly when talking to others
* To be silent at railroad crossings
* To refrain from eating/drinking on the bus
* To follow all rules and driver’s instructions to maintain a safe school bus

**Driver Responsibilities:**

* To make every effort to keep the bus safe and orderly
* To work with the student(s) on understanding and obeying the bus rules
* To notify parents of bus misbehavior
* To notify the school administrators if misbehavior continues
* To notify the school administrators if severe misbehavior continues
* To notify the school administrator of severe misbehavior and/or emergency situations

**School Administrator Responsibilities:**

* To assist the driver with the safety and protection of the children on the buses
* To communicate with parents about unacceptable conduct on the bus.
* To enforce consequences according to the offense

**Changes in transportation should be made in writing and require a parent’s signature. Phone calls to request a change in transportation cannot be honored**.

## HEALTH RECORDS

Health Screenings are necessary for Georgia’s Pre-K students so that any problems that might interfere with the child’s ability to learn can be identified and addressed as soon as possible.

All children attending Georgia’s Pre-K Program with the Early Success Centers of

Muscogee County School District must have a Certificate of Vision, Hearing,

Dental, and Nutrition Screening (Georgia Department of Human Services Form 3300) and a DHS Certificate of Immunization (Form 3231). Form 3231 must have either the *date of expiration* or *school attendance* block checked. Children who attend Pre-K must be up-to-date on all immunizations required for school entry.

Parents will be contacted by Pre-K personnel to remind you in advance of the immunization expiration dates. Expired certificates must be updated within 30 calendar days of the expiration date. If the updated certificate is not presented

prior to the morning of the 30th day, parents will be contacted and informed that their child cannot return to school until they have the necessary certificate of immunization. If at that time the parent can present a valid appointment card, the child can remain in the program until the date of the appointment. An updated certificate, letter from a physician about continued treatment, or another appointment card should be provided upon the child’s return to the program. Pre-K personnel will contact the offices of the Early Success Centers to advise them of the situation. A phone call will then be made to the parents from the offices of the Early Success Centers to determine the next steps.

If the 3300 is marked Needs Further Professional Examination, families will be asked to bring updated and completed certificates after each appointment and follow-up visit. The Pre-K site should have documentation of the follow-up (i.e., doctor’s notes, scheduled appointments, information from parents, etc.). It is the goal of the Pre-K program to have a completed and valid certificate (3231 and 3300) for each child enrolled in the Pre-K program prior to Kindergarten registration.

When children enter the program later in the year, the Pre-K provider shall make every effort to obtain the Certificate of Vision, Hearing, Dental, and Nutrition Screening as soon as possible to identify any follow-up needed.

**MEDICATION**

Please follow procedures outlined by your assigned school regarding medication.

## SCHOOL NUTRITION AND SPECIAL DIETARY NEEDS

Please follow the outlined cafeteria menu and the procedures established by your assigned school regarding any special dietary needs.

## ILLNESS

You will be contacted if your child becomes sick, throws up, or complains of continuous discomfort or pain at school. It is your responsibility to pick up your child promptly when called as some illnesses can be contagious. It is important to make sure the school has current, active telephone numbers where a parent, relative, or emergency contact person can be called at ALL times. A doctor’s note may be required before a student returns to school when he/she has a contagious disease and is out sick for an extended period of time. Also, students must be free of fever, vomiting, and diarrhea for 24 hours before returning to school. This is very important for the well-being of you, your child, and the other children in the PreK program.

## HEAD LICE

You will be contacted if your child has lice or lice eggs found on his/her head. At the discretion of the school officials, parents will be required to pick up the child. Information on head lice and treatment options may be provided. Prior to returning to school, treatment must be completed and the parent must bring the child to the school office for clearance to return to class. The parent must also bring proof of treatment. A letter will be sent home notifying classmates’ parents that a case of head lice is suspected.

## TEACHER/PARENT COMMUNICATION AND INVOLVEMENT

* Parents are encouraged to maintain open communication with their child’s teacher and the school office staff
* All written communication needs to have the child’s name referenced and be signed and dated by the parent/guardian.
* You will receive newsletters from your child’s teacher at least once a month.
* If you need to contact the teacher during the school day, please follow the procedures established by your child’s school and teacher.

The teachers and school administrators will provide opportunities for parents to participate in their child’s educational experience. Parents are encouraged to volunteer their time, talents, and experiences in the classroom. Additionally, your school or the offices of the Early Success Centers will conduct parent meetings to keep parents informed throughout the year.

Information on your child’s performance, to include a Work Sampling Online (WSO) Narrative Summary will be shared with you during two (2) documented family conferences that are required during the school year.

An on-site family orientation night will take place at your child’s school. Parents will receive written notification concerning the day and time of the orientation.

All parents are required to attend.

## CLASS PARTIES

Please follow the procedures established by your child’s school and their teacher regarding class parties.

## FIELD TRIPS

Field trips are a part of the instructional program. Programs may request a per child donation per field trip. Donations requested should not exceed a total of $25 per child per year. Parents who participate in field trips may be charged a fee. If a child does not provide a donation, Pre-K funds may be used to provide the field trip for that child. A child cannot be denied participation in a field trip based on whether or not a donation was received.

**2016-2017 Pre-K Calendar**

|  |  |
| --- | --- |
| **DATE** | **EVENT** |
| Monday-Wednesday, August 1-3 | Teachers Pre Planning Days (No school for students) |
| Wednesday, August 3 | School Wide Verification |
| Thursday, August 4 | Staff Professional Development Day |
| Monday, August 8 | First Day of School |
| Monday, September 5 | Labor Day: No School for Students/Teachers |
| Thursday, September 8 | Progress Reports |
| Monday, October 10 | End of 1st 9 weeks |
| Monday, October 17 | Staff Professional Development Day ((No school for students) |
| Tuesday, October 18 | Report Cards (All levels) |
|  | Veteran’s Day (System wide shut down) |
| Monday, November 14 | Progress Reports |
| Monday, November 21 – Friday, November 25 | Thanksgiving Break: (System wide shut down) |
| Tuesday, December 20 | End 1st Semester Grading Period |
| Wednesday, December 21 – Wednesday, January 4 | Winter Break : (System wide shut down) |
| Monday, January 9 | Staff Professional Development Day ((No school for students) |
| Tuesday, January 10 | Teachers Pre Planning Day (No school for students) |
| Wednesday, January 11 | Begin 2nd Semester |
| Monday, January 16 | Martin Luther King, Jr. Holiday(System wide shut down) |
| Monday, February 13 | Progress Reports |
| Monday, February 20 | President’s Day: No School for Students and Teachers |
| Thursday, March 16 | End of 3rd nine weeks |
| Monday, March 20– Friday, March 24 | Spring Break |
| Tuesday, April 25 | Progress Reports |
| Friday, May 26 | LAST DAY OF SCHOOL / Report Cards (Elem) |