



# Plan of Operations

## for the parents of Explorers

### Hours Days and months of Operation

Studio Bella Explorers follows the DISD School Calendar and opens the first day of school (late August) and runs through early June- the last day of school. We are open from 3:00 pm-6:00 pm every day that DISD has a full day of school. If DISD has a holiday, Studio Bella Explorers is on holiday. See the attached DISD Calendar in regards to holidays and days off.

### Procedure for Releasing Children

Children are picked up at various times due to the varying needs of families. Parents will sign their child out in the sign out binder and provide the security number they received at the time of registration. If another adult needs to sign a child out, their name will need to be on the list from registration or added later on the Additional Adult Pickup Form which will be located in the binder. This Additional Pickup form is filled out by the parents of the child in the program. If needed, a picture ID may be requested. The sign out binder will be on the Pavilion with a Studio Bella staff member. If for any reason the binder needs to move with the Studio Bella staff member, a note will be provided on to where the group has moved within the school's area.

*Studio Bella hours of operation are from 3:00-6:00 pm. It is best to plan to pick up your child at 5:55 or earlier to avoid a late fee. A late fee will be charged for any children picked up after 6:00. At 6:01, late arrival will be documented and a late fee invoice will be sent via email. Studio Bella remains firm on the 6:00 pickup time, so that Studio Bella employees may be able to get home to their families. The director's cell phone will be used to determine time of pickup. Late fees must be paid within a 5 day window. If the payment is not made within the 5 day window, the child will not be able to return to Explorers until the payment is made.*

- *If we suspect the person picking up a child is under the influence of drugs or alcohol, we may call local police and request their assistance.*
- *Studio Bella may not legally prevent the child from being picked up by a parent or person designated by the parent; let us know what you would like for you to do if you do not feel comfortable releasing the child to another parent so that we can document your concerns. We do require custody agreements so that we know of the arrangements.*
- *Law enforcement officers and DFPS Child Protective Services staff have the authority by law to remove a child without a parent's permission.*
- *Studio Bella will ask to see the identification of persons we do not know.*

### Illness and Exclusion Criteria

- Children may not attend Studio Bella attend your operation if one or more of the following exists:
- Illness prevents the child from participating comfortably in the operation activities including outdoor play;
- Illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
- The child has one of the following (unless a medical evaluation by a health-care professional indicates that we can include the child in your operation's activities):
  - *An oral temperature above 101 degrees that is accompanied by behavior changes or other signs or symptoms of illness;*
  - *A tympanic (ear) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness;*
  - *An axillary (armpit) temperature above 100 degrees that is accompanied by behavior changes or other signs or symptoms of illness*
  - *Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill;*
  - *A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.*

### Procedure for dispensing Medication or a statement that medication is not dispensed

We require authorization to administer medication from the child's parent in the following format:

- In writing, signed and dated;
- In an electronic format that is capable of being viewed and saved; or
- By telephone to administer a single dose of a medication.

*Please note: Authorization to administer medication expires on the first anniversary of the date the authorization is provided.*

We will NOT administer medication in excess of the medication's label instructions or the directions of the child's health-care professional.

*FYI, according to the State of Texas: Parent authorization is not required if you administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided that you administer the medication as prescribed, directed, or intended.*

Protocol: Children that require medication will be taken to the school nurse. If the school nurse is no longer on campus, the director is in charge of administering medicine.

### **Procedure for Handling Medical Emergencies**

The following information is a general response to injuries or illnesses.

1. The staff responsible for the child will employ first aid techniques as trained.
2. If the child has fallen from a high place, we do not move the child unless there is a life-threatening situation.
3. If medical attention is required immediately, the staff responsible for the child will have a fellow staff member contact local emergency medical services by calling 911.
4. The director or designated staff member (preferably the staff member who is responsible for the child) will accompany the child during EMS transport to the hospital.

If the illness or injury does not require immediate medical attention and is non-life threatening but requires a doctor's care, the child care center/child care home director or designated staff member will:

1. Contact the parent or guardian.
2. Arrange for transportation to the emergency room, pediatric clinic, or hospital if deemed necessary. The decision should be in accordance per the instructions of the parent or guardian. If the parent is unavailable, the Studio Bella Explorers employee will make a decision that is in the best interest and safety of the child. The staff responsible for the child will document treatments and any action that took place due to the injury or illness.

### **Procedure for Parent notification**

Communication between caregivers and parents is essential to both the safe and healthy operation of the program and to the parent's ability to assess the care their children are receiving.

#### **For injuries or sickness:**

We will notify the parent immediately via phone (1<sup>st</sup>) and text (2<sup>nd</sup>) after a child:

- Is injured and the injury requires medical attention by a health-care professional;
- Has a sign or symptom.
- Has been involved in any situation that placed the child at risk.
- Has been involved in any situation that renders the operation unsafe, such as a fire, flood, or damage to the operation as a result of severe weather.

Parents will be notified of less serious injuries when the parent picks the child up from the operation. Less serious injuries include, but are not limited to, minor cuts, scratches, and contusions requiring first-aid treatment by employees.

We will notify parents in writing within 48 hours of becoming aware that a child in your care or an employee has contracted a communicable disease deemed notifiable by the Department of State Health Services as specified in 25 TAC Chapter 97, Subchapter A (relating to Control of Communicable Diseases).

We will provide written notice within 48 hours to the parents of all children in a group when there is an outbreak of lice or other infestation in the group via email.

**For updates on policies, special events, and schedules for the week:**

Email will be the most common form of communication. A weekly email will be sent to notify the parents of the updates for the week when applicable. Holiday and important events will also be shared on the school Facebook page. Updates will also be on our parent board.

**For discipline issues:**

Parents will be notified immediately for DISD code of conduct violations and other issues, depending on the severity of the discipline issue by phone. Parents will be notified at the time of pickup regarding any issues of the day. Discipline issues will be documented. A copy of the discipline report will be given to the parent upon pick up or a copy will be provided via email, depending on the needs of the other children of the day at the time of pickup. Please note that pick up time may be a hectic time and may not be a time when a director can sit down and have a conference regarding the issue at hand. If needed, a conference may be scheduled at a later time to give full attention to the matter at hand.

**Other communication:**

Notes may be sent home if email communication has not been successful or if there are other items that may need to be brought to your attention. Text may be used if a phone call has not been successful.

**Discipline and Guidance**

*The following guidelines are required information by the Texas Department of Family and Protective Services for the protection of your child.*

Studio Bella Caregivers will NOT be physically or emotionally damaging your child as we guide your child in correcting behavior. Studio Bella will make sure that the guidance and discipline we provide will be appropriate to the child's age and level of understanding; and be appropriate to the incident and severity of the behavior demonstrated.

Studio Bella Explorer caregivers may only use POSITIVE methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

Studio Bella Explorers guidance and discipline WILL BE appropriate to the child's age and level of understanding; and be appropriate to the incident and severity of the behavior demonstrated.

*Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The goal is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior.*

There will be no harsh, cruel, or unusual treatment of any child. This includes: Corporal punishment or threats of corporal punishment, pinching, shaking, or biting a child, hitting a child with a hand or instrument, putting anything in or on a child's mouth, humiliating, ridiculing, rejecting, or yelling at a child, subjecting a child to harsh, abusive, or profane language, placing a child in a locked or dark room, bathroom, or closet or requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

All children sign Studio Bella Explorers rules on the first day of Explorers the first semester and the second semester after discussing the rules as a group. Children are also required to continue to follow DISD Code of The Code of Conduct is provided by the school at the beginning of the year to each child and parent and must be signed. The Studio Bella rules are below the DISD Code of Conduct briefing.

**DISD Code of Conduct (Copied from the DISD Code of Conduct)**

Five standards of student conduct are offered as guides to the development of Campus Classroom Rules for each campus, as well as a districtwide model. These standards assert that responsible students should be encouraged and taught to:

Exercise self-control

- use courteous language
- resolve conflict in a mature manner
- be appropriately dressed and groomed

Demonstrate a positive attitude

- take a leadership role
- be polite
- be cooperative

Respect the rights and feelings of others

- behave in a manner that does not disrupt others
- treat others with courtesy and respect (i.e., put oneself in the place of the other person, whether that person is another student, teacher, parent/guardian, community person, administrator, lunchroom or custodial worker, or any other person on campus)

Take responsibility for school property

- respect the building, grounds, and property and keep the campus free from trash and graffiti

Support the learning process

- attend all classes regularly and on time and be prepared for class (i.e., bring assignments, books, and supplies)
- listen carefully to instructions and participate in class activities

### **Studio Bella Rules**

The rules will be signed by each student at the beginning of each semester:

- Continue to follow your school's rules while you are at Explorers.
- Be respectful to Explorers Leaders. They are here to help you have fun.
- Be kind to other Explorers. If you have a problem with another Explorer, please let a leader know.
- Help others... especially those younger than you. Younger kids can help older kids too!
- Create to the best of your ability and challenge yourself.
- Clean up your messes and keep your school neat.
- Stay with your group when you are inside or outside.
- Do not leave the school grounds unless you have checked out at the checkout table with a parent.
- Keep the bathroom neat, always flush and wash your hands.
- Go to the bathroom in pairs.
- Participate in group activities- Games are more fun when everyone participates.
- Have fun!

Those that break the DISD code of conduct rules of the school will be guided to by the caregiver to correct his or her actions/behavior, and if needed by the director, depending on the age and nature of the offense. An incident will be created and placed in the child's file and a copy will be provided to the parents. Studio Bella policy follows the three strike rule. A strike may constitute calling the parent for immediate pickup for the day, depending on the severity of the action and the complexity of the situation. In serious situations such as destruction of, property, since the children are on campus, the disciplinary actions of DISD may apply along with suspension or expulsion.

A definition of a strike is (but not limited to):

- A student striking a child w/o that child provoking him/her.
- Three documented incidents of disrespectful behavior/refusing to cooperate or participate/lying to a teacher/director/taking things that do not belong to him/her.
- Destruction of school or other students' property.
- Using the bathroom outside or purposely using the bathroom in any spot that is not a toilet or urinal.
- Inappropriate touching of another student.
- Leaving the campus

One strike may require a mandatory conference, depending on the severity of the strike.

Two strikes will require a mandatory conference, behavior plan or suspension depending on the severity of the behavior.

Three strikes will result in removal from the program.

## Suspension and Expulsion of Children

The conference will result in a behavioral plan, suspension or removal from the program. Depending on the severity of the behavior and the history of the child's behavior, the following may occur:

- 1 day suspension
- 3 days suspension
- expulsion from the program
  
- A physical fight with another student is an automatic 1 day suspension.
- If two strikes occur with physical injury, bullying or damage to the schools property, a 3 day suspension will be enforced.
- Automatic expulsion will occur upon three strikes.

Please note: other situation involving children and/or parents may result in suspension/expulsion. Situations and incidences will be reviewed on a case by case basis.

## Meals and Food Service Practices

Studio Bella Explorers does not provide meals.

## Immunization requirements- 2018-2019 Immunization Requirements for Schools.

A student shall have their immunization requirements filed in the office of the school or have a medical exemption on file that follows Texas Law.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level			NOTES
	K - 6th	7th	8th - 12th	
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/Tdap) <u>1</u>	5 doses or 4 doses	3 dose primary series and 1 Tdap/Td booster <i>within last 5 years</i>	3 dose primary series and 1 Tdap/Td booster <i>within last 10 years</i>	<p><b>For K — 6th grade:</b> 5 doses of diphtheria-tetanus-pertussis vaccine; 1 dose must have been received on or after the 4th birthday. However, 4 doses meet the requirement if the 4th dose was received on or after the 4th birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4th birthday.</p> <p><b>For 7th grade:</b> 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine.</p> <p><b>For 8th — 12th grade:</b> 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.</p>
Polio <u>1</u>	4 doses or 3 doses			<p><b>For K — 12th grade:</b> 4 doses of polio; 1 dose must be received on or after the 4th birthday. However, 3 doses meet the requirement if the 3rd dose was received on or after the 4th birthday.</p>
Measles, Mumps, and Rubella (MMR) <u>1</u> ; <u>2</u>	2 doses			<p><b>For K — 12 grade:</b> 2 doses are required, with the 1st dose received on or after the 1st birthday. Students vaccinated prior to 2009 with 2 doses of measles and one dose each of rubella and mumps satisfy this requirement.</p>
Hepatitis B <u>2</u>	3 doses			<p>For students aged 11 — 15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax®) was received. Dosage (10 mcg / 1.0 mL) and type of vaccine (Recombivax®) must be clearly documented. If Recombivax® was not the vaccine received, a 3-dose series is required.</p>

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level			NOTES
	K - 6th	7th	8th - 12th	
Varicella <u>1</u> , <u>2</u> , <u>3</u>	2 doses			The 1st dose of varicella must be received on or after the 1st birthday.  <b>For K — 12th grade:</b> 2 doses are required.
Meningococcal (MCV4) <u>1</u>	Not Required	1 dose		<b>For 7th — 12th grade,</b> 1 dose of quadrivalent meningococcal conjugate vaccine is required on or after the student's 11th birthday.  Note: If a student received the vaccine at 10 years of age, this will satisfy the requirement.
Hepatitis A <u>1</u> , <u>2</u>	2 doses		10th - 12th Grade:  Not Required	The 1st dose of hepatitis A must be received on or after the 1st birthday.  <b>For K — 9th grade:</b> 2 doses are required.

#### Footnotes

<sup>1</sup>. Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.<sup>2</sup> Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.<sup>3</sup> Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

## Exemptions

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

*Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found [DFPS.com](http://DFPS.com). Original Exemption Affidavit must be completed and submitted to the school.*

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

## Enrollment procedures

1. Go to [Studiobellaforkids.com](http://Studiobellaforkids.com) and fill out the family registration and pay the nonrefundable deposit. You will be providing an email in which Studio Bella will be emailing forms that will be required to be filled out.
2. Wait for the forms that

Fill out the required paperwork that will be emailed to you in July and attach the required documents.

## Transportation

N/A Studio Bella Explorers does not provide transportation.

## Water Activities

Activities will be limited to sponges, rain gutters, sprinklers and buckets. Water week is in the spring.

## Field Trips

N/A Studio Bella Explorers does not take field trips with children as we are an after school program.

## Animals

N/A Animals are not part of Studio Bella Explorers

## Procedures for applying sunscreen and bug repellent

Studio Bella Explorers does not apply sunscreen or apply bug repellent

## Procedures for parents to review and discuss with the director regarding policies and procedures.

Email the director to request a date and time that works for both parties.

## Procedures for parents to visit the operation at any time

Parents are invited to drop in at any time to see the creativity, learning and teambuilding their children are involved in.

## The procedure for parents to participate in the operations activities.

Parents are welcome to volunteer for special events. If parents want to volunteer for a special event, please email the site director. If a parent wants to volunteer wants to volunteer on a weekly basis or more, a background check will be required.

## The procedure for parents to review a copy of the operations most recent Licensing Inspection report and how the parents may access the minimum standards online.

- To review our most recent licensing report, please see our bulletin board with the most recent copy.
- To and access the minimum standards, go to: [www.dfps.state.tx.us](http://www.dfps.state.tx.us) and search for minimum standards for school age and before and afterschool programs.

[https://www.dfps.state.tx.us/Child\\_Care/documents/Standards\\_and\\_Regulations/744\\_School-age.pdf](https://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/744_School-age.pdf)

## Instructions on how parents may contact the local licensing office, the Texas Abuse and Neglect Hotline and access the DFPS Website

DFPS Local Office, 1111 W Ledbetter Dr #150, Dallas, TX 75224, (214) 372-8700

If you suspect abuse, please call the Texas Abuse Hotline (1-800-252-5400), <https://www.dfps.state.tx.us>

## Emergency Preparedness Plan

Caregivers will each have a clipboard of their children for the day to ensure all children are accounted for in an emergency situation

- Fire Drills will be the first Monday of Every Month
- Lock Down Drills will be quarterly, September, December and March. Each will be recorded on an emergency drill sheet.

## SCHOOL RELATED EMERGENCY PLAN- SANGER

Position	Name	Cell Phone Number	Cell Phone Provider	Email Address
Oper. Direct	Tammy Bardwell	469 878 8056	T mobile	<a href="mailto:tammy@studiobellaforkids.com">tammy@studiobellaforkids.com</a>
Prog/Site Dir.	Penny Loe	214 558 8129	ATT	<a href="mailto:penny@studiobellaforkids.com">penny@studiobellaforkids.com</a>
Assist. Site Dir.	Rose Hammond			
Emergency		911		
DISD POLICE Dispatch		214 932 5627		

**Identify the relocation areas in and outside the operation.**

A: The relocation plans are under the basketball goals on the blacktop. If we need to move the children to another site, the relocation site is [White Rock United Methodist Church](#).

*The Studio Bella Operations Relocation Map is attached.*

**Emergency Preparedness** All staff will have each other’s cell phone numbers programmed in their phone for easy communication in case of an emergency.

In any emergency, we will default to [Sanger’s](#) emergency staff if at all possible. Studio Bella Explorers Directors have the [Sanger](#) Emergency Contact Numbers

**Evacuation: requires all staff to leave the building [Diagram Attached](#)**

- In the event of an evacuation, the first priority in to get all students to a safe area. All groups of Studio Bella Explorers will relocate to the blacktop with each group under a basketball goal for role and a headcount. Children must evacuate within 3 minutes.

The Evacuation protocol for [Sanger](#) Elementary, if they need to evacuate to another building is to go to [White Rock United Methodist Church, 1450 Old Gate Lane](#). A phone tree will be used in an emergency situation. Children will be walked/bused to [White Rock United Methodist Church](#).

Call in this order:

Emergency		911
DISD Dispatch		214 932 5627
<a href="#">Program Director</a>	<a href="#">Penny Loe</a>	<a href="#">214 558 8129</a>
<a href="#">Studio Bella Operations Director/Studio Bella founder</a>	<a href="#">Tammy Bardwell</a>	<a href="#">469 878 8056</a>

(In the case that evacuation to another building must occur and our DISD contacts are unavailable, our nearest site to relocate is [White Rock United Methodist Church](#). Children with special needs will be identified at the beginning of the semester and will be assigned to a caregiver. That caregiver will be assigned to keeping that child safe and make sure the child has the tools to travel in emergency situations.

Parents will be notified via phone as soon as children are safe and settled.

**Sheltering/lock-down of children**

Staff/caregivers should move to the nearest room. Students outside should not re-enter a building with a threat. Staff/caregivers should lock doors, cover windows and turn off lights. If classrooms cannot be locked, doors should be barricaded. Students and staff should hide out of sight behind furniture or other barriers. Try to secure the door in another way. Each teacher will secure students currently in their classrooms. Turn ringers off. Caregivers and staff will begin notifying the chain of command above as soon as possible when it is safe to do so. Children will be accounted for by the caregiver in charge. Parents will be notified by phone as soon as it is safe to do so.

**Severe storm/tornado**

**Communication**

Communications will begin with the director onsite. Any mass communication will be delegated out to the caregivers so that they may help facilitate any communication

Communication with local authorities (such as fire, law enforcement, emergency medical services, health department as well with the school leaders will begin with the director and will be delegated out to staff and caregivers.

**Please see the attached map of the evacuation plan.**

**Procedure for conducting health checks, if applicable. Vaccine preventable diseases for employees**

Health checks are N/A

The flu shot is highly recommended for Studio Bella Explorers Employees but not required.

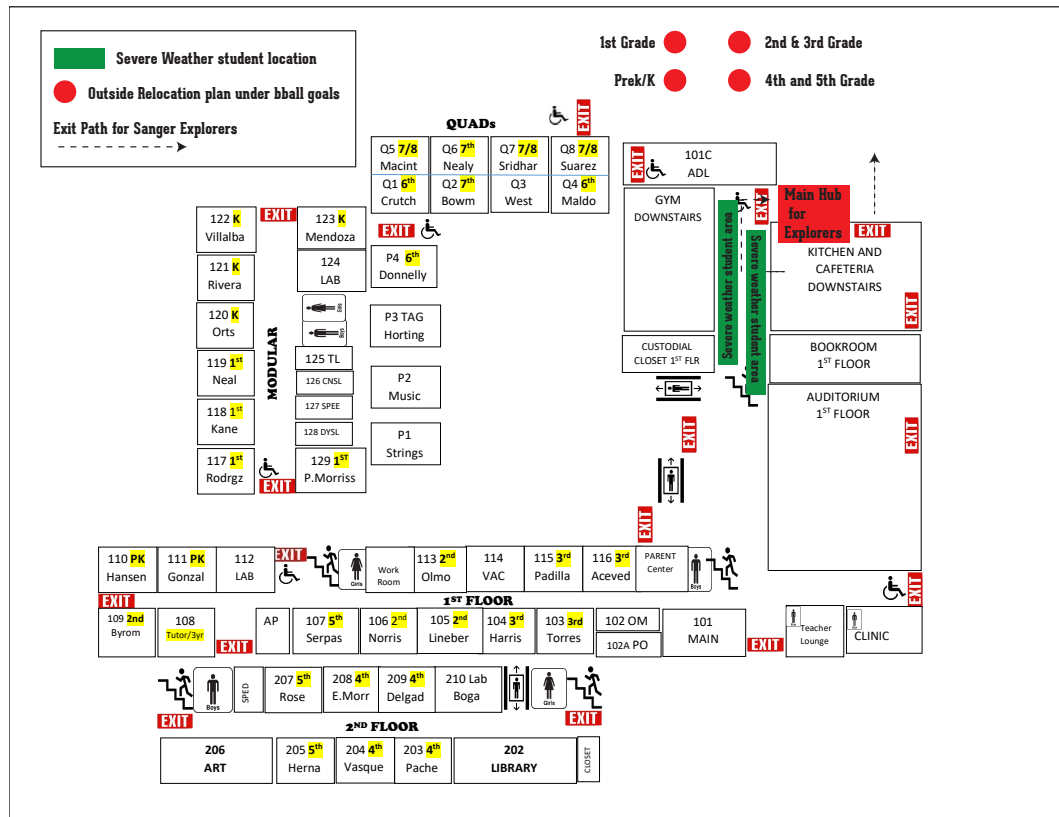


Please note, When filling out the required information for your child, there will be a box to check and a signature line to verify you have read through the Studio Bella Explorers Plan of Operations and understand the policies, rules and regulations while your child attends the 2018-2019 Studio Bella Explorer program. This box must be checked and we must have your signature for your child to attend the Studio Bella Explorers Program.



# GENERAL PROGRAMMING

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>SPORTS &amp; TEAM BUILDING*</b></p> <hr style="border-top: 1px dashed black;"/> <p>*Monthly focus on sports and team building.</p>	<p><b>STEAM PROJECT*</b></p> <hr style="border-top: 1px dashed black;"/> <p>*Hands on creative projects that fuse the fields of science, technology, engineering, art and math.</p>	<p><b>WACKY WEDNESDAY GAMES*</b></p> <hr style="border-top: 1px dashed black;"/> <p>*Monthly focus on games to learn strategy and understanding.</p>	<p><b>STEAM PROCESSES*</b></p> <hr style="border-top: 1px dashed black;"/> <p>*Hands on STEAM processes such as science experiments and building in a group setting.</p>	<p><b>FUN FRIDAY*</b></p> <hr style="border-top: 1px dashed black;"/> <p>*Legos, Perler Beads and themed Fridays.</p>



# DALLAS INDEPENDENT SCHOOL DISTRICT

## 2018-2019 Approved Instructional Calendar

**August**

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10

9, 10, 17: Teacher Work Days  
13-16: Staff Development  
20: First Day for Students

**September**

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

19

3: Staff/Student Holiday

**October**

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	[1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21

12: Elementary Fair Day/Secondary PD Day  
19: Secondary Fair Day/Elementary PD Day

**November**

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				1	2	3
4	[5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

17

19-21: Waiver PD Days\*  
19-23: Thanksgiving Break (District is closed the entire week)  
\*Teachers will receive a catalog of various opportunities to complete these days

**December**

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13

20: Teacher Work Day  
21-31: Winter Break

**January**

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
		1	2	3	4	5
6	7	[8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17

1-4: Winter Break  
7: Professional Development  
21: Student/Staff Holiday

**February**

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	[25	26	27	28		

18

15: Professional Development Day  
18: Student/Staff Holiday

**March**

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

16

11-15: Spring Break

**April**

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	[15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

20

19 and 22: Inclement Weather Days

**May**

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20

27: Student/Staff Holiday  
29: Last Day for Students  
30: Teacher Work Day

**June**

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Legend**

- Holidays
- Inclement Weather Make-Up Day
- Fair Day
- Staff Development/Work Day
- Begin / End Grading Period
- Waiver PD - Options for Completion

Six Weeks	1st = 29	4th = 31
	2nd = 23	5th = 30
	3rd = 28	6th = 30
Semester	1st = 80	2nd = 91
Total Student Days =	171	
Staff Development Days =	10	
Teacher Workdays =	5	
Parent Conference Days =	1	

