# Mill Valley High School

## Student and Parent Information Guide

## 2023-2024

Property of:_____

Address: _____

Phone #:_____

In case of emergency, please notify:

Name:_____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.

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# WE ARE MILL VALLEY

**ACHIEVEMENT • RESPONSIBILITY • EMPOWERMENT**

**Through a cooperative partnership with students, school, home, and community, Mill Valley's mission is to foster individual Achievement and Responsible citizenship by Empowering students through a rigorous curriculum to develop honor, integrity, and life-long learning**

## ADMINISTRATIVE STAFF

Principal.....Dr. Gail Holder- Curriculum & Instruction

Associate Principals

Athletics .....Brent Bechard

SPED ..... Deb Jaeger

Activities/Attendance..... Marilyn Chrisler

Counselors .....Trish Chandler

Erin Hayes

Chris Wallace

Megan Mixon

Media Center .....Ashley Agre

Counseling Receptionist..... Amy Sanders

Resource Officer..... Darion Hillman

Social Worker .....Debbie Gudenkauf

Bookkeeper .....Darlene Deas

Registrar .....Deana Thom

Attendance ..... Julie Rugenstein

Building Secretary .....Leslie Wilson

Athletic Secretary ..... Barbara Kusnierkiewicz

School Nurse .....Heather VanDyke & Michelle Jackson

## ACT TESTING DATES

October 28, 2023 - At MVHS

December 9, 2023 – At DHS

## PSAT TESTING DATE

TBA (October)

## CIVILITY POLICY

"The De Soto Unified School District 232 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of the De Soto School District to treat everyone – fellow employees, students, parents, patrons, visitors, anyone having business with the district – with fairness and respect. The district also expects that anyone having interaction(s) with employees of the district will treat them with professionalism, courtesy, dignity, and respect."

## SCHOOLS FORMS

All forms mentioned in this handbook are available from the school office or on the USD 232 District website.

## DISCLAIMER

Rules published in this agenda are representative of the rules published in the Board of Education Policies and the District Student and Parent Handbook. Not all rules of behavior can be written and inserted in an agenda or handbook. However, we expect students to follow all rules and reasonable requests from authority and avoid violating the rights of others. **Parents and students are encouraged to read relevant Board Policies and the full Student and Parent Handbook available on the district website.**

All rules are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as become necessary for the routine operations of the school.

## FURTHER INFORMATION

Students and parents are encouraged to review all USD 232 Board Policies available on the district website: www.usd232.org/policy

## REPORTS TO LOCAL DCF

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department For Children and Families office or to the local law enforcement agency if the DCF office is not open.

The employee making the report will ***not*** contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

## NOTICE OF NONDISCRIMINATION

Discrimination against any student on the basis of race, color, sexual orientation, gender identity, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. USD 232 District Office 35200 W. 91st., De Soto, KS, (913) 667-6200 has been designated to coordinate compliance with nondiscrimination requirements contained in *Title VI of the Civil Rights Act of 1964*, *Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973*, and *The Americans with Disabilities Act of 1990*.

Any student who believes that he or she has been discriminated against may file a complaint with the building principal, another administrator, the school counselor, or another certified staff member. *See your building administrator for information regarding the Grievance Procedure.

## AVAILABILITY OF ASBESTOS PLAN

Contact the USD 232 Facilities Department at 913-667-6220.

## HOTLINES

JC Mental Health - 913.268.0156

National Suicide Prevention - 800.273.8255 or text 741741

KS School Safety Metro Organization to Counter Sexual Assault - 813.531.0233 or 913.642.0233

The Trevor Project (LGBTQ) 866.488.7386

## BUILDING HOURS

The building will be open for student use at 7:30 a.m. Halls will be cleared at 7:50 a.m. and all students will be in class or a scheduled activity at this time. For safety and security purposes, students are not to be in the building after 3:05 p.m. unless they are engaged in a supervised activity.

## REGULAR BELL SCHEDULE

| | |
|---|---|
| 1st Block | 7:50 – 9:15 |
| 2nd Block | 9:20 – 10:45 |
| 3rd Block/Seminar | 10:50 – 11:30 |
| 4thBlock | 11:35 – 1:25 |
| 5th Block | 1:30 – 2:55 |

## LATE START WED SCHEDULE

| | |
|---|---|
| Teacher CT Time | 7:30-8:15 |
| 1st Block | 8:20-9:40 |
| 2nd Block | 9:45-11:05 |
| 3rd Block | 11:10-11:35 |
| 4th Block | 11:40-1:30 |
| 5th Block | 1:35-2:55 |

## SCHOOL CLOSINGS

In case of severe weather, snow, ice, etc., the official announcement for school closings will be made over local radio and television stations. Listen to those stations or reference the district website at http://www.usd232.org. Parents may also sign up online for free text messages or e-mail alerts by going to www.usd232.org. Please do not call the school or homes of teachers, administrators, etc.

## VISITORS

Patrons and parents are encouraged to visit the district facilities. All visits shall be scheduled with the building principal. ***To ensure safety and security, all visitors must enter through the main entrance and check in at the office to receive a Visitor's Pass and/or guide before proceeding to contact any other person in the building or on the grounds***. Students may not bring student visitors from other schools unless it is a part of an authorized school activity or event.

If you plan to visit the MVHS, **please use the west entrance**. Visitor parking spaces are located on the **west side** of the building for your convenience.

***The east side entrance will be locked during school hours***.

Those who have no legitimate cause to visit or are creating a nuisance will be asked to leave the building.

## CHANGE OF ADDRESS/PHONE NUMBER

Please notify the school registrar within seven days if any of the following change:

- Numbers for home or parents' work;
- Mailing or street address; or
- Emergency contacts.

## TEXTBOOKS

All texts are loaned to students for their use during the school year. Students may be asked to purchase supplemental texts such as paperbacks or workbooks. The student purchases all other supplies.

Students who pay the book rental fee are furnished the use of:

- Appropriate books from the current textbook list. (Some books are furnished as individual copies and others as room copies.)
- Workbooks authorized by the BOE.
- Periodicals that are authorized on a classroom basis.

School owned textbooks and supplementary books lost, destroyed or extensively damaged shall be paid for by the student at the current replacement cost.

# ACADEMICS

## YOUR HIGH SCHOOL RECORD

The record that you compile while a student remains with you for the rest of your life. Habits developed during high school frequently indicate your behavior after you are out of school.

We invite you to take advantage of compiling the best record that you can while in school. It is a permanent record and it is important for your future.

## EDUCATIONAL-TECHNOLOGY CLASSES- EDTEC

A qualified USD 232 student must have completed at least ten (10) credits and/or attained junior/senior status (state guidelines), or be at least sixteen (16) years of age (federal guidelines) in order to participate. In addition to at least one (1) of the criteria, this program should be deemed the most appropriate educational alternative for the student as collectively determined by student, parent, counselors and building administrators.

USD 232 provides bus transportation to and from the vocational technical educational programs. Any other mode of transportation must have administrative approval.

## GRADUATION REQUIREMENTS

Twenty-five units are required, as follows:

| | |
|---|---|
| English/Communications | 4.5 |
| History/Government | 3.5 |
| Science | 3.0 |
| Physical Education/Health | 1.5 |
| Mathematics | 4.0 |
| Fine Arts | 1.0 |
| Technology | 2.0 |
| Electives | 5.5 |

## INCOMPLETES

Students who have not fulfilled responsibilities in a class by the end of a marking period due to extenuating circumstances may receive an "Incomplete." The student is responsible for making arrangements with their teachers and the administration to complete any missed work. Barring extenuating circumstances, students will have a maximum of 10 consecutive school days to complete any missing work. If these arrangements are not made, a permanent grade of "F" may result.

## GRADE POINT AVERAGES

To encourage and reward students who complete more rigorous high school courses, USD 232 will award an additional grade point earned for Advanced Placement or College Now courses completed on De Soto school campuses. In addition, pending prior approval from the district Teaching and Learning Department, other core content college courses required for graduation not on the approved list may also receive weighted status. If a student leaves campus during the school day to take a pre-approved college level course, the grade earned will be included on their USD 232 high school transcript. Although semester college courses equal one high school year long course and transcribed as one full credit, the student must maintain fulltime student status to fulfill compulsory attendance laws. The formula for USD 232 Weighted Grade Points Per Course = Standard grade points + 1 point, for grades A, B or C. Weighted Grade credit is awarded upon course completion.

Students transferring into USD 232 will receive weighted grade credit for only those courses designated as weighted courses by USD 232.

The weighted grading system will be used to determine student honors and distinctions, including class rank. Universities will be informed of the dual grading system when they receive the student's USD 232 transcript.

## HONOR ROLL

An honor roll will be posted after the end of first semester and second semester. The honor roll is a true A, A/B honor roll. A student cannot have any grade lower than a B and their incomplete grades must be made up by the time the honor roll is completed. The reporting system used at Mill Valley High School is:

| | |
|---|---|
| **A** = Excellent | **INC** = Incomplete |
| **B** = Above Average | **WDP** = Withdraw Passing |
| **C** = Average | **P** = Passing |
| **D** = Passing | **NC** = No Credit |
| **F** = Failing | **WDF** = Withdraw Failing |

## NATIONAL HONOR SOCIETY (NHS)

The National Honor Society exists to encourage an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students. Students (sophomores, juniors and seniors) must have at least a 3.7 grade point average to be eligible to apply to NHS.

## COLLEGE CREDIT

With parental and prior administrative approval, junior and senior students who are on schedule to graduate with their class or students with Individualized Education Plans may enroll in college courses and receive credit toward high school graduation. Such courses will not replace courses offered or required by the school, and permission must be secured from the school. Students interested in enrolling in college courses should contact a school counselor.

## ACADEMIC LETTERS

Letters will be given for achievement in academic classes to students who achieve a grade point average of 3.7 or better in their past two consecutive semesters. The academic letter is not based upon an overall grade point average.

## SEMINAR

Seminar will serve a number of purposes for the students and the faculty of Mill Valley High School. Students will be engaged in academic work during seminar. Seminar will also be used for activities that would otherwise disrupt class time. Teachers and students should view seminar period as an opportunity to further enhance classroom instruction and learning. All procedures and guidelines will be reviewed and given out by instructors.

## SCHEDULE CHANGES/WITHDRAWALS

According to district policy, the final decision as to whether or not a student is allowed to change classes will be determined by the administrator with the classroom teacher, counselor and the parent/guardian. The parent/guardian does not have the right to petition the board for a change of class. Students allowed to withdraw following the conference will receive either:

- WNC= Withdrawal No Credit (on recommendation from the teacher or administration and the withdrawal occurs before mid-term grades);

  (or)
- WDF= Withdrawal Fail (if withdrawal occurs after mid-term grade with a failing grade average).
- WDP= Withdrawal Pass (if at the time of the withdrawal from class, student was receiving a passing grade).

With both these transcript distinctions, students recognize that they receive no credit for the withdrawn class.

**COURSE WITHDRAWALS**

1. A withdrawal **after** 15 school days in a semester course.
   - Becomes a "WDP" if a student is passing the course at the time of withdrawal which will not be factored into the student's cumulative GPA.
   - Becomes a "WDF" if a student is failing the course at the time of withdrawal. A "WDF" counts the same as an "F" when computing the grade point average.
2. Loss of credits will accrue to the student who has withdrawn from school due to dropping out completely or expulsion.
3. A withdrawal **within** 15 days of the start of a semester results in a WD.

## SCHEDULE CHANGE GUIDELINES

- Schedule changes will only be made for the following reasons:
  A. The student needs to enroll in a required class.
  B. The student is enrolled in a class for which he/she has already received credit.
  C. The student has not met the prerequisites for the class.
  D. The student has an incomplete schedule.
  E. A teacher recommends the student advance to a higher level course or that the student moves out of the course due to the failure of 1st semester.

If you **COMMIT** to the course (by enrolling and parents signing off) and you are **CAPABLE** (teacher gives consent), then you are expected to **COMPLETE** the course.

Students must attend their classes the first two days of each semester. After the first two days, students who meet one of the above criteria may submit a course change request form during days 3-5 of the semester. Requests must receive administrative approval.

## WITHDRAWALS AND TRANSFERS

A withdrawal form must be obtained from the registrar's office and signed by each of the student's teachers for the withdrawal to be considered official. All books must be returned and the student's locker emptied.

## REPORTING TO PARENTS

Reports of student progress are issued approximately every four weeks. By requesting a password, parents with Internet access will be able to view detailed grade performance information at anytime through Skyward Family Access. Grades are available as soon as they are entered.

## MEDIA CENTER

The Media Center is open Monday – Friday, 7:30a.m. to 3:30p.m. on days school is in session. A pass is required to be in the media center during school hours. **No food or drink is allowed in the Media Center.**

1. Check Out Policy – Fiction and non-fiction are checked out for two weeks. Reference books are checked out overnight only. Periodicals are checked out for one week. Fines are 5 cents per day, per item, up to $1.00 for each checkout period. Materials can be renewed up to 3 times, unless requested by another student.
2. Computer Use – The use of computers must be in support of education and research and be consistent with the educational objectives of the De Soto School District. Inappropriate use of the computers is considered a violation of the Accepted Use Policy (AUP) and computer privileges will be lost.
3. Internet Use – Students will not be allowed to access e-mail accounts without permission from a teacher, counselor or an administrator. Students are not allowed to access social media sites, chat rooms or bulletin boards, or play games.
4. Printing – Before printing, please make sure you are hooked up to the correct Media Center printer. Please print only one time! If your document does not print, tell Media Center personnel. All printing must be in support of education and research. Printing for personal use will cost ten cents per page.

## ACADEMIC MISCONDUCT

USD 232, recognizes, by policy, four avenues of academic misconduct

1. **Cheating** – using unauthorized notes, study aids or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. **Plagiarism** – submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct sources.
   - Direct copying from books, Internet, etc. (unless in the form of attributed quotations),
   - Direct copying from other student's work without formally quoting and acknowledging the original author.
   - Paraphrasing material from books without stating that these are the ideas of other authors.
3. **Obtaining an unfair advantage** – (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other student's academic work.
4. **Aiding and abetting academic dishonesty** – (a) providing material, information or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) providing false information in connection with any inquiry regarding academic integrity.

A student who engages in any form of academic misconduct will forfeit credit for the work in question and also be subject to additional disciplinary measures. Such measures may include, but are not limited to: in-school or out-of-school suspension and/or loss of participation in extracurricular activities.

## STUDENTS NOT RECEIVING A PASSING GRADE

Students who fail a core class are responsible for recovering the credit through summer school (if offered) or night school and/or may be required to repeat the course. Information on summer school and night school is available from the Counseling Office.

# ATTENDANCE

## ABSENCE REPORTING

Please call (913) 422-4351 as soon as you can between 7:30 a.m. and 3:45 p.m. on the day of the absence. –

Press (1) Attendance or Need to check your student out

Press (2) Counseling

Press (3) Registrar

Press (4) School Nurse

Press (5) Main Office

Please give the following information:

1. Your name and relationship to student.
2. Student's name and grade of student.
3. Date and hours missed.
4. Reason for absence.

**24 HOUR AUTOMATED ATTENDANCE LINE**

**913-441-9491**

## PHILOSOPHY

Regular attendance is an important part of education. Only by attending classes can a student receive the full benefit of instruction. Class participation is one of the areas of student performance used to determine grades. Students are expected to attend all classes every day. Families are urged to schedule vacations and appointments for students when school is not in session.

The primary responsibility for good attendance rests with the student and parent. School officials determine what constitutes an excusable absence. Students are given five excused parent requests. **A call from parents does not guarantee the student will be excused**.

## ADMINISTRATIVE AUTHORITY

School officials determine what constitutes an excusable absence. A call from the parent does not guarantee the student will be excused. School administration has the authority to establish school procedures which promote good attendance and the use of school detention, ISS, and Friday School as a response to unexcused absences.

## KANSAS COMPULSORY ATTENDANCE STATUTES

Regular attendance is required of all pupils enrolled in elementary and secondary school under current Kansas compulsory attendance statutes. It is a parental responsibility under current Kansas statutes to require the regular school attendance "**of any child who has reached the age of seven (7) years and is under the age of eighteen (18) years,"** unless the child is exempted by statute.

## DISTRICT POLICY FOR EXCUSED ABSENCES

The State of Kansas delegates to the Board of Education the responsibility of determining reasons for excusable absences. The following are reasons for excusable absence:

1. Personal illness. A physician's note will be required for chronic absenteeism.
2. Serious illness or death of a member of the family or close friend.
3. Obligatory religious observance of the student's own faith.
4. Participation in a school approved activity.
5. Physician or dentist appointments that can be verified by appointment card.
6. Court appearance that can be verified through court services' officer.
7. Verifiable, emergency situations requiring immediate action. Limit of five.
8. An absence which has been requested in writing and approved in advance by the building administrator.

Parents will be notified after **five** and again after **ten** absences making them aware of their student's attendance record. A student who is absent from class or school without an excusable reason, as outlined above, will be considered unexcused. An unexcused absence for one or more classes will receive disciplinary consequences and credit may not be given.

## MAKE-UP WORK

Students whose absences are excused are given an opportunity to make up missed work. However, no amount of make-up activity can completely duplicate the classroom participation missed during an absence. The importance of daily participation will vary according to the nature of the class. Individual teachers will enforce standards in their subject areas.

After any excused absence, it is the student's responsibility to make the initial contact with his/her teacher(s) to determine make-up assignments and schedule times for taking any tests missed. Students who do not contact the teacher will not be allowed to make-up work for a grade. Students absent one week or less will be allowed double the amount of time they are absent in which to make up missed work. It is reasonable to allow two consecutive days for every day of excused absence to make up work. For absences longer than one week, the time allowed will be one week plus the number of days absent. Students are expected to fulfill long-term assignments as originally scheduled.

Students whose absences extend longer than two weeks may qualify for off-campus educational instruction to enable the student to continue course work at home. Arrangements for homebound instruction for extended illness / injury will be considered on an individual basis.

Students are not allowed additional time to make up tests/classroom assignments when they are absent or leave early to participate in extracurricular activities. It is the student's responsibility to contact his/her teacher prior to the event/activity.

Assignments may be requested, for absences of two days or longer, by contacting the office.

## DISTRICT POLICY FOR UNEXCUSED ABSENCES

An unexcused absence is one that has been classified as such by the school administration. An absence will be classified unexcused if it does not fit one of the BOE eight stated reasons for excusable absence or if the school attendance procedure is not followed by the student and the parent/guardian.

A student is inexcusably absent if (a) such absence is not excusable under the rules of the BOE, (b) he/she leaves school during school hours without permission, (c) he/she does not attend class, (d) he/she does not attend a required conference or detention period, or (e) he/she fails to comply with school attendance procedures.

Some examples of unexcused absences may include oversleeping, missing your ride to school, car trouble, shopping, paying fines, errands and studying. Unexcused absences of three days in succession, five days per semester or seven days per year shall result in a truancy report being filed with the appropriate authorities.

## IMPORTANT

**All absences that have not been excused with a doctor note on the day of the absence will be listed as unexcused. It is the responsibility of the student and parent or guardian to have an unexcused absence cleared with the attendance office or the absence will remain unexcused permanently. Students that are thirty or more minutes late to class will be listed as absent unexcused.**

## TRUANCIES

Unexcused absences may evolve into truancy under the Statutes of the State of Kansas. With certain limited exceptions, every student between the ages of 7 to 18 is required by law to attend school. (See Compulsory Attendance) If a student is absent from school without a valid excuse, either all, or a significant part of a day, three consecutive days, five or more days in any one semester, or seven days in a school year, he/she is truant. "A significant part of the day" is defined as three (3) or more class periods. All cases of truancy must be reported to the appropriate statutory authorities. Kansas Law allows police officers to take a student found off school grounds during the school day into custody and directs the officer to deliver the student to the school. In such occurrences, the school administrator will personally contact the parent.

## STUDENTS ARRIVING LATE OR LEAVING EARLY

A tardy is considered 10 or less minutes late. Anything beyond 10 minutes is an unexcused absence.

Students that arrive to school after the appointed time for the first class to begin (7:50 a.m.) are tardy. Interpretation of student tardiness shall be made by the teacher responsible for the class and by the school administration. Any student arriving to school after the starting time ***must*** report to the office to obtain a tardy slip before going to the classroom. **Failure to sign-in will result in an unexcused absence.**

Appointments should be scheduled outside the school day. Students needing to leave school for an excusable reason must furnish the office with **advanced** parental verification for office approval. **Students must come to the office and "sign-out."** Students returning to school must "sign-in" and provide a verification note to the office. Any student who leaves campus without receiving approval and signing out will be considered unexcused. Students 30 or more minutes late are considered absent and will be assigned a minimum of a 1 hour detention.

**STUDENTS ARE NOT ALLOWED TO CHECK OUT FOR LUNCH.**

**STUDENTS ARE NOT ALLOWED TO BRING OUTSIDE FOOD IN (EXAMPLE-MCDONALDS)**

## SEMESTER TARDY POLICY

A tardy is defined as any student being late to the classroom without an approved pass or excuse. The following progression of consequences will be observed:

| | |
|---|---|
| 1st tardy | 30 minute detention |
| 2nd tardy | 30 minute detention |
| 3rd tardy | 45 minute detention |
| 4th tardy | Administrative Action |

- Detention must be served the day of or day after it is received.
- If the detention is not served on either of these days, it will result in a Friday School.
- If the student fails to serve Friday School, the student will be assigned one (1) day of ISS.

## HALLWAY PASS POLICY

Students are required to have their agenda to serve as their hallway pass and sign out of the classroom prior to leaving.

Student in grades 9-12 are issued school agendas which they are expected to keep with them at all times. The agenda will be used as a hallway pass. If the student does not have his or her agenda with them, they may be restricted from leaving class for any reason other than an emergency.

Permission to leave may be refused by the instructor, especially if the student has been out of previous classrooms.

## LOST STUDENT HANDBOOK

Students may purchase a replacement agenda in the event their original is lost. Cost $5.00

# BEHAVIOR

All students are expected to conduct themselves in a manner conducive to learning and appropriate for high school age students while in school and at all school-sponsored activities. These behaviors include attending classes, working on all tasks assigned by teachers and complying with all reasonable requests made by school staff members. For those students who decide to interfere with or disrupt the educational process, appropriate corrective measures will be taken.

## ANTI-BULLYING INITIATIVE

The BOE prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event.

State and Federal Law and Board Policy expressly prohibit bullying in any form, including electronic means (cyberbullying) and harassment at school, on school property, and at all school-sponsored activities, programs, or events.

Harassment or bullying in any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts—i.e. internet, cell phone, personal digital assistant, or wireless hand held device) that is reasonably perceived as being motivated either by any actual act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on school property, at any school-sponsored function, or in a school vehicle.

If the bullying or harassment is severe, persistent, or pervasive and it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school, school officials may follow school policies in handling the bullying harassment violation.

## QUESTIONING AND SEARCHING STUDENTS & THEIR PROPERTY

Principals (and designees) are authorized to search students and student property and to conduct investigations and question students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches, exclusive of shoes and outerwear, shall **not** be conducted by school authorities. All searches by the principals shall be carried out in the presence of another adult witness.

If there is reason to believe a violation of a criminal law has been committed, the principal shall notify the appropriate law enforcement agency and may request further investigation of the alleged violation.

See Board Policy JCAC for a complete explanation of interrogations and investigations.

## LOCKERS

**The school is not responsible for the loss of personal property**. Students should not carry large amounts of money or expensive personal property to school. If it is necessary to do so, please check the money or item in the office. Do not leave clothing, books or other property in the hall, restrooms, or classrooms. It is the student's responsibility to make sure that lockers and personal property are secured. Students are responsible for maintaining their lockers. Lockers should be kept clean. Students may lose locker privileges for an indefinite period if they tamper with the locking mechanism or abuse or misuse the school property. The lockers remain the property of Mill Valley High School and are subject to inspection by authorized personnel. Periodic clean-outs will be mandatory. Hall/locker checks will be made at random by school administration and the SRO.

**Students are NOT allowed to use or share lockers that have not been assigned to them by administration.*

## ACTS OF BEHAVIOR CONSIDERED UNACCEPTABLE

Acts of behavior which interfere with the safe and orderly operation of a good learning environment or which are antagonistic to the welfare of staff or other students will be considered unacceptable. Examples, without limitation, of those specific acts of misbehavior by students in respect to school activities or at any school activity which are deemed to be grounds for disciplinary action, including suspension or expulsion, are:

1. Breaking of school or classroom rules
2. Extortion
3. Failure to comply with reasonable request
4. Fighting
5. Intimidation/harassment, threats by word or deed
6. Obscenity/profanity
7. Open defiance/insubordination
8. Possession, consumption, selling or being under the influence of illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood altering substances or alcoholic beverages.
9. Possession or use of weapons (including fireworks, mace).
10. Possession, use, consumption or sale of narcotics or drugs
11. Smoking, chewing or smell, or possession of any tobacco product is prohibited (KS. Statute-Students will be charged a fine for those under 18). Visible smoke/odor is prima facie evidence that a student is smoking. This includes electronic nicotine delivery systems, cigarettes and paraphernalia (charger, batteries, liquid, juice, etc.) "Electronic nicotine delivery system" or "(ENDS)" means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.
12. Stealing
13. Excessive tardies
14. Threats (by word or deed)
15. Excessive absences/truancy
16. Unruly conduct that disrupts the school, including unauthorized demonstrations or walkouts
17. Vandalism
18. Disrespect to staff members or school employees
19. Inappropriate conduct at activities
20. Promotion of gang-related affiliations or activities including graffiti, gang signs, or gang clothing
21. Inappropriate computer/technology equipment use
22. Public displays of affection (PDA) Violation.
23. Other matters covered by Kansas State Statutes.

## DISCIPLINARY PROBATION STATUS

Any school imposed discipline (loss of privilege, suspension or expulsion), may be deferred by the principal and/or district hearing officer. The student involved may be placed on probation for a set period of time. The disciplinary action will remain deferred so long as the student meets the conditions of the probation. If a student is placed on probation, written notification shall be sent to the student's parent or guardian containing the terms and conditions of the probation.

The student shall sign a statement that: the terms and conditions have been explained, the student understands the conditions, the student agrees to abide by the conditions and failure to abide by the conditions may be reason to reinstate the original punishment.

Any probation arrangements resulting from violations of the weapons policy shall be handled by the superintendent. See "Weapons"

## ACCEPTABLE USE OF TECHNOLOGY

Students will access technology, computers, information networks, and the Internet to achieve the learning outcomes of the district's academic programs. It is the student's responsibility to access files that are consistent with the learning outcomes/objectives of these academic programs. Use of USD 232 technology, computer resources and the Internet constitutes the student's agreement to these terms. Any violation of these terms and conditions may cause the student's access privileges to be revoked and will result in disciplinary action taken by USD 232 including possible legal action.

## PUBLIC DISPLAY OF AFFECTION (PDA)

Students must maintain high levels of conduct at all times while at school or school-sponsored activities. While positive relationships with other students are encouraged, displaying affection towards another student must follow specific guidelines. Couples may not exceed holding hands while inside the school building or on school grounds. Examples of non-acceptable behavior include kissing, embracing, or any other behavior that may draw attention.

## SEXUAL AND/OR RACIAL HARASSMENT (POLICY SECTIONS JGEC & JGECA)

The BOE encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Any students who believes that he or she has been subjected to sexual harassment should report the alleged harassment to the building principal, another administrator, the guidance counselor, the Title IX Coordinator, or another licensed staff member. All employees receiving reports of sexual harassment from a student shall notify the Title IX Coordinator.

The Director of Human Resources, USD 232, 35200 West 91st Street, De Soto, KS 66018, phone 913-667-6200, has been designated to coordinate compliance with nondiscrimination requirements. The full policy regarding sexual harassment is section **JGEC**, available online at: https://www.usd232.org/Page/151

## ELECTRONIC DEVICES

Students may possess a cell phone or any other electronic device while on school property or while attending a school-sponsored activity. Use of electronic devices during the school day may be allowed under district guidelines and authorization by building administration. Violations of this policy will be handled by appropriate school personnel and may include losing the privilege of bringing a cell phone or other electronic device to school. The school district will not be responsible for lost, damaged or stolen electronic devices.

Students are **NOT** to be on their phones during classroom hours unless approved by the teacher.

Students will be issued a MacBook Air. Students who misuse this device or violate the AUP agreement are subject to lose privileges of the MacBook Air device as well as any other consequences outlined by the district.

## VIOLATIONS OF THE CELL PHONE POLICY:

First Violation –

Device will be confiscated and will be returned to the student after they have served a 30 minute detention. (same day as violation)

Second Violation –

Device will be confiscated and returned to the student after they have served 45 minute detention. (same day as violation)

Additional Violations –

Device will be confiscated, turned in to front office and dealt with by administration.

Upon any additional violations, the device will be confiscated and dealt with according to the student management program. For all violations, the student's name will be recorded by an administrator.

Due to the potential for invasions of privacy and instances of cheating, the use of any audio/video equipment will not be allowed during school hours or at any time in the bathrooms or locker rooms. Violations of this policy will be dealt with by the administration and, possibly, the legal system.

## DISTRICT USE OF VIDEO CAMERAS

Video cameras may be used to record and monitor the conduct of students riding in district vehicles to help ensure orderly and safe operation.

Video cameras may also be used to record and monitor student behavior in or around any district facility.

## ZERO TOLERANCE DRUG FREE SCHOOLS POLICY –( POLICY JDDA)

Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession (including being under the influence), use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited.

As a condition of continued enrollment in the district, students shall abide by the *terms of this policy.*

Students shall not unlawfully manufacture, sell, distribute, dispense, possess, use or be under the influence of illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood altering substances, or alcoholic beverages at school or on school district property, or at any school activity or off campus. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to all disciplinary actions approved by the board.

Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

<u>First Offense</u>

A first time violator shall be subject to one or more of the following sanctions:

- A punishment up to and including long-term suspension. Additional consequences as defined by the co-curricular/extra-curricular participation guidelines

<u>Second Offense</u>

A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension.
- Additional consequences as defined by the co-curricular/extra-curricular participation guidelines
- A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

<u>Third and Subsequent Offenses</u>

A student, who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school.
- Additional consequences as defined by the co-curricular/extra-curricular participation guidelines

Students who are suspended or expelled under the terms of this policy shall be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

All district employees shall report immediately to the school principal any observed use, sale, transfer or possession of any drug, medication, other chemical substance, or the paraphernalia associated with administering drugs. The principal, with the possible assistance of the School Nurse and/or School Resource Officer, will conduct an investigation of the facts surrounding these reported observations, possibly including a review of the student's health record, and shall contact parents or legal guardians when necessary.

**Tobacco-Free School Grounds for Students**

The use, possession, or promotion of any tobacco product by any student is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property. Student violations will result in disciplinary actions as outlined by board policy and/or student handbooks. "Electronic nicotine delivery system" or "(ENDS)" means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridge or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer.

## WEAPONS

Students and staff have the right to work and study in a safe environment free of fear from violence. Students will not knowingly possess, handle, transport, display, offer to sell, barter, or exchange, or threaten to use any object at school, on school property or at a school-sponsored event that can reasonably be considered a weapon by administration or staff. This includes any item being used as a weapon or destructive device, or any facsimile of a weapon. Knives and chains will be considered weapons and will be confiscated.

In the event a student of the district or a visitor is found to be in violation of this guideline, the school administration shall notify the appropriate law enforcement agency.

A student who brings a weapon of any kind to school may be suspended or expelled for extended periods (up to 186 days) in accordance with the BOE policies and laws of the state of Kansas.

## DETENTION

Detentions may be assigned before or after school by the classroom teacher or the administrative team. If work or extracurricular activities interfere with detentions, it is the responsibility of the student to serve the detention and make arrangements with employers, coaches or sponsors. Failure to serve detentions will result in further disciplinary actions.

## FRIDAY SCHOOL

High Schools will conduct a Friday School as one optional disciplinary consequence. Students must arrive by 3:00 P.M. with enough school related work to engage in until 4:00 P.M. Failure to successfully complete the assigned Friday school will result in further consequences.

Students are responsible for making their own transportation arrangements.

## SUSPENSION

It becomes necessary from time to time to take more serious action in attempting to maintain a positive educational climate at Mill Valley High School. Students are reminded of the very serious nature of both in-school (ISS) and out-of-school (OSS) suspensions. If previous measures have not corrected behavior problems, suspension procedures in accordance with KS 72-6114 will apply. In cases of short-term OSS (no more than five days) the student may make application to the building principal for making up major exams or projects that substantially affect his/her grade. Long-term suspensions (suspensions exceeding five days) are of a most serious nature. These suspensions will necessitate a hearing. Recent changes in legislation makes it possible for schools to long-term suspend/ expel students for more than the end of the current semester if violent or illegal acts necessitate the suspension. Districts may share that information with other districts and those students suspended may not be able to attend in another district during the term of the consequence. Students who have been given an OSS consequence may not attend any school sanctioned event, home or away, including neutral locations. Failure to comply with this statute will result in further disciplinary action and may include trespassing notification to local police authorities.

## STUDENT DRESS AND PERSONAL APPEARANCE

The general atmosphere of a school must be conducive to learning. If a student's appearance attracts undue attention to the extent that it may become a disruptive factor in the educational process, they will be sent to the office. An administrator or designee will ask the student to make the necessary changes or will be given a shirt or appropriate clothing to wear. In the event that the change does not take place in the time allowed, the administrator will prescribe the disciplinary action. Dress code violations will be handled according to the student management program.

Additionally, a student's clothing or appearance which is vulgar, indecent, obscene or insulting, or which promotes or encourages behavior such as smoking, drinking, drug use, physical or sexual violence or the use of illegal substances, or which promotes illegal activities is prohibited.

Outdoor clothing, such as headgear, sunglasses, gloves, coats, etc. is to be removed upon entering the building and stored in the locker or other designated area provided by the school.

### THE FOLLOWING LIST IS REPRESENTATIVE OF INAPPROPRIATE AND DISTASTEFUL ATTIRE THAT WILL NOT BE PERMITTED AT SCHOOL OR SCHOOL SPONSORED ACTIVITIES:

- Shirts that expose the midriff on either males or females.
- Clothing with excessive holes that end up being suggestive or distasteful in nature.
- Clothing which exposes undergarment (underwear) on either males or females.
- Short shorts or short skirts.
- Excessively baggy pants, trousers or shorts worn below the waistline.
- Attire of any sort that promotes, suggests or glamorizes gang affiliation, alcohol or violence - (bandanas, shirts with weapon(s) on display, etc.)
- Spaghetti straps (less than one-inch width strap), halter-tops, low-cut tops or muscle shirts (shirts with long armholes).
- Bringing blankets to the classroom.

This list is not meant to be an exhaustive. The administration reserves the right to make judgments on attire and will request students who violate this code to make necessary changes or leave the school premises.  All students are required to wear shoes when in the building.

# EXTRA-CURRICULAR ACTIVITIES

## MISSION

The mission of the USD 232 Athletics and Activities is to deliver the best possible co-curricular experiences that help students to develop character, enhance citizenship, and learn critical life skills.

## PURPOSE

USD 232 believes students act responsibly when given fair rules. These rules reinforce the fact that academic success is the primary goal. School activities and athletics are an important part of a student's success. However, participation is a privilege that must be earned and maintained. The following behavioral expectations have been established to help each student understand the importance of attendance and proper behavior to ensure their academic success and so they represent the district with dignity and respect.

USD 232 complies with all Kansas State High School Activities Association (KSHSAA) rules.

The following rules are considered the minimum required. Coaches and/or sponsors maintain the right to impose additional requirements. These requirements will be discussed in the "pre-season" meeting for the activity.

## ATTENDANCE EXPECTATIONS

Good attendance is the key factor in academic success. Students participating in athletics and activities are required to attend at least a half-day of classes (defined as two full blocks excluding seminar period) to participate in practices, competition and performances. If an emergency arises and a student must be absent for any part of the day, the coach and the administration must be contacted and give approval for participation. It is the responsibility of the student to see their teacher **before** they miss class due to an activity or event. All work shall be made up in accordance with the make-up work policy.

## BEHAVIORAL EXPECTATIONS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Each student who participates in co-curricular and extra-curricular activities is a representative of the school district and is expected to conduct themselves in a lawful and appropriated manner at all times. Each student is expected to demonstrate leadership and discipline in the classroom, on the playing field and in a performance. Students that receive disciplinary actions from school or law enforcement officials are required to notify their coach and/or sponsor within 24 hours of the incident. Students are expected to take responsibility for his/her actions and comply with consequences in a cooperative manner. These expectations apply to activities not only on school property, but also to travel on district transportation, off site school sponsored activities, off site school conduct that causes or results in disruptive behavior on school property, and illegal or violent acts off site that pose a threat to the safety of students or staff, or disrupt the learning environment.

During any activity season (Fall, Winter, or Spring), regardless of the quantity, a student shall not:

unlawfully manufacture, sell, distribute, dispense, possess, use or be under the influence of illicit drugs, controlled substances, manufactured non-medical or non-prescribed mood altering substances, or alcoholic beverages at school or on school district property, or at any school activity.

Mill Valley High School will adhere to all policy/procedures of the USD 232 Code Of Conduct. You can find this document on the USD 232 website.

## GOVERNED ACTIVITIES

All student activities that are governed under the jurisdiction of Kansas State High School Activities Association and those that represent USD 232 at any site or location are included in the policy. Activities and organizations not included in the above definition may operate under the Code of Conduct guidelines at the sponsor's discretion.

## PENALTIES FOR VIOLATIONS

Penalties will accumulate during any activity season from August through July and will affect all activities in which the offending student is participating at the time. Penalties incurred near the end of a season may be enforced at the beginning of the next season of participation. **Penalties may include but not be limited to:**

## *FIRST VIOLATION

At minimum, the student shall forfeit eligibility for the next two (2) consecutive inter-scholastic event dates or two (2) weeks of a competition season (beginning with the first competition date) in which the student is a participant, whichever includes the greater number of contests. Students are not allowed to suit up on the date(s) of their activity suspension. However, at the discretion of the Building Administrative Team, disciplined students may attend games but may not suit up. Students can still practice with a team or individual sport during a competition suspension for violating the substance policy. No exception is permitted for a student who becomes a participant in a treatment program.

## *SECOND VIOLATION

At minimum, the student shall forfeit eligibility for the remainder of the current activity season or remain ineligible for any governed activity for the next six (6) week period, whichever is greater, excluding buffer week, KSHSAA non-practice dates, holidays and spring break.

## *THIRD VIOLATION/SERIOUS VIOLATION

As determined by the Building Administrative Team, a student may become ineligible for multiple seasons of activities not to exceed a period of one year from the date of the last violation.

*Seriousness of the violation may warrant movement to higher levels of consequence.

Students who violate this policy will be temporarily suspended from the team, placed on continued suspension or dismissed from the team as outlined by the Tobacco, Alcohol and Drug Policy.

For additional information, please refer to the district drug policy by going to the district homepage at www.usd232.org and following the link to Mill Valley / De Soto High School. The document is titled Tobacco, Alcohol and Drug Policy.

A student who is assigned in-school suspension is not in good standing and is thereby prohibited from representing his or her school in any school activity during the period of suspension.

## ACADEMIC EXPECTATIONS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

USD 232 requires that all students must pass six (6) core subjects (based upon a cumulative weekly basis)in the previous semester to be eligible for participation in activities and athletics.

In addition to these requirements, USD 232 requires students to have a “C” average in all current classes with no F’s in order to compete or perform. Students’ grades will be checked every week by the athletic director. If a student does not meet academic guidelines, the athletic director will give the student a one (1) week warning of pending academic probation. If the student fails to improve grades to meet the academic standards within one (1) week of the warning, the student will be put on academic probation. During academic probation the student will not be allowed to compete, but will be required to attend practices/rehearsals.

At the end of the week the student’s probationary status will be reviewed and the student will either be taken off probation or remain on probation for another week. If after two weeks the student shows no signs of improvement, the coach/sponsor, student and administrator will decide the next step. A student may be released from a team, group or club if adequate effort is not seen in deficit academic areas.

## SPORTS OFFERED

**Fall:** Football, Boys’ Soccer, Cross-Country, Girls’ Tennis, Volleyball, and Girls’ Golf

**Winter:** Boys’ Basketball, Girls’ Basketball, Boys’ and Girls Bowling, Boys’ Swimming and Boys’ Wrestling, Girls’ Wrestling

**Spring:** Softball, Girls’ Soccer, Track, Baseball, Boys’ Tennis, Girl’s Swimming and Boy’s Golf

## PHYSICAL EXAMINATION AND PARENTAL ACKNOWLEDGEMENT RULE

No student is eligible to represent his or her high school in interscholastic athletics until a physical is on file with the principal. The physical and KSHSAA form must consist of a signed statement by a practicing physician certifying that the student has passed an adequate physical examination and is physically fit to participate in interscholastic athletics. A parent or legal guardian must also sign this statement. The physical examination and KSHSAA form must be on file prior to the first practice.

## STUDENT ID

The student activity ticket (ID card) allows students to go to all home athletic events **except** seasonal playoff games. Students must pay the Activity Fee for the (ID card) to enable student access to those school events.

## FIELD TRIPS

From time to time field trips will be planned to carry out curricular or extra-curricular activities. When students are on field or activity trips they are not considered absent from school, however, students are responsible for any missed work. Students who have excessive absences during a semester may not be allowed to go on field trips. Sponsors should give advance notification to teachers, administration and the attendance secretary of all students attending any field trip.

## ASSEMBLIES AND PEP RALLIES

Assemblies will be scheduled as warranted. Daily schedules will be altered depending upon the time needed for the assembly. Students are expected to be courteous, treat others with dignity and respect and follow all codes of conduct during pep rallies and assemblies.

## STUDENT LEADERSHIP & ELECTIONS

Student Council officers, class officers and class representatives are elected during the 4th quarter of the current school year for the next academic year. Incoming freshmen will be elected to the class leadership positions within the first two weeks of the school year. Elections are by secret ballot no sooner than one week after nomination. All candidates must prepare and present a speech to run for their desired position. Those who are elected to a leadership position are expected to attend student council meetings and plan and participate in the functions of the council a well as remain in good standing as a student at Mill Valley High School.

## EXTRA-CURRICULAR FUNDRAISING

All organizations wishing to conduct projects for the purpose of raising funds must have approval from the Board of Education. Applications should be submitted by the organization sponsor and approved by the principal or AD.

## SCHOOL DANCES

School dances may be held from time to time. The following rules will apply to all school dances:

1. Only students of Mill Valley High School and their guests may attend.
2. Guests will only be admitted with a guest permit. Permits will be issued and approved by the administration. Guests must present photo identification for admittance.
3. Guests are subject to the same regulations as Mill Valley High School students.
4. Recently graduated students under the age of 21 and students enrolled in a high school will be allowed to attend as guests.
5. Students in the 8th grade or below will not be admitted.
6. No admission will be allowed after the first hour of the dance.
7. Students may leave the dance at any time, but they will not be readmitted.
8. Alcohol, tobacco, or drugs will not be tolerated. If it is the opinion of a sponsor that any student is under the influence of any substance, admittance will be denied and efforts will be made to notify their parents/guardians.
9. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, will be asked to leave, and parents will be contacted.
10. School dances are a school sponsored activity and the same student expectations apply to student behavior. Any action that is unacceptable in regards to the PDA policy during the school day applies to dances as well. A student exhibiting crude or sexually inappropriate behavior at a dance, as observed by administration or chaperones will be asked to cease the activity or they will be asked to leave the dance.

## STUDENT- NOT-IN-GOOD-STANDING

A student is deemed not in good standing as determined by the principal or principal's designee. This will result in a "loss of privileges" for a period of time specified by the principal or principal's designee.

If a student is deemed "not in good standing" he/she will be subject to a reduction of school privileges including, but not limited to, school dances, attendance at school activities, field trips, etc. It should be noted that a student may also lose privileges due to an accumulation of points rendered for attendance based referrals, as well as for failure to provide funds for unpaid fees from the previous school year(s).

Any student deemed "Not In Good Standing" will be ineligible to participate and represent the district in extra-curricular activities. The terms and privileges will be addressed by the administration. The student will be responsible for contacting the administrator to re-evaluate his/her good standing status..

A student who is assigned in-school or out-of-school suspension is not in good standing and is thereby prohibited from representing his or her school in any school activity during the period of suspension.

## VISITATIONS TO INSTITUTES OF HIGHER LEARNING

It is often advantageous for seniors and 2nd semester juniors to visit institutes of higher learning in accordance with their post high school plans. Seniors and 2nd semester juniors may be excused for visiting institutions of higher learning providing the following four requirements are met:

1. The student must be in good academic standing.
2. The student must have a solid attendance record.
3. All work must be made up
4. Parental permission is given for the visitation.

## UNAUTHORIZED SCHOOL ACTIVITIES

Students participating in any unauthorized and unscheduled school group activity shall be subject to suspension, expulsion, or such other disciplinary action as may be prescribed by the administration and the Board of Education. Students taking part in unauthorized group leave (skip day) may be required to attend additional day(s) after the end of the regular school term. "Senior Skip Day" is considered an unauthorized activity and participants are subject to disciplinary action.

## ILLNESS OR INJURY DURING SCHOOL

A student who is too ill to remain in class is to report to the nurse's office. If necessary, school personnel will call the parents/guardians. School personnel, including the nurse, are not authorized to prescribe medicine, perform treatments or make a diagnosis. We only practice first aid. **Students who are ill or injured are not to be taken or sent home until parents or other designated responsible people have been contacted.**

## FIRST AID (BOARD POLICY UNDER JGFG)

If a student has an accident which requires medical treatment, no action shall be taken by an employee except the following:

- send for medical help;
- make the student as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal.

If an employee present is qualified to administer first aid, aid may be given. Qualified employees, for this purpose are those employees who have successfully completed an approved Red Cross first aid program.

## HIGH SCHOOL MEDICATION POLICY

The supervision of medications shall be in strict compliance with board policies and guidelines. For any medication, prescription or over-the-counter, to be self-administered or administered by school personnel, the parent must give consent and must agree to release the school district and personnel from liability. **The consent and release from liability must be in writing on the proper District Medication Form.**

Students in grades 9 through 12 may carry and take their own prescription medication unless the prescribing health professional specifically orders the medication to be administered through the health room. Medication is to be carried in prescription bottles with the name of the medication and directions attached. Controlled drugs, such as Ritalin and narcotic pain medications, must be kept in a locked area of the office or health room and administered by the nurse or the designee. Students with chronic conditions should have a record of medications on file in the health room.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

Common over-the-counter medication for minor discomforts (Tylenol, Midol, Advil) may be carried by the students in grades 9 through 12 with parental permission. The student should carry what is needed for that day and it should be carried in the original container that is clearly marked. A limited amount of Acetaminophen and Ibuprofen is stocked in the health room for student use with parental written permission.

The building administrator may choose to discontinue the administration of medication provided he/she has first notified the parents or medical person in advance of the reasons for and date of the discontinuance.

In the administration of medication, the school employee shall not be deemed to have assumed to himself any other legal responsibility other than acting as a duly authorized employee of the school district.

## ACCIDENTS, INJURIES AND INSURANCE

Students are sometimes injured at school or school sponsored activities. **The school does not maintain an insurance policy on students for such accidents.** Student insurance is available for a nominal cost through companies working with the school district. Applications are available from the building office or district web site. Parents are provided this information at enrollment and are requested to purchase or waive the insurance.

## FIRE AND SEVERE WEATHER DRILLS

Fire drills are required by law at regular intervals and are an important safety precaution. When the fire alarm or other signal is given, it is imperative that everyone promptly vacates the building by the prescribed route which is posted in each room. A fire drill plan is posted in each room and students should be aware of the route to be taken for any given hour of the day. Students are to remain outside the building until a signal is given to return inside. Each teacher will be responsible for assisting any student with a disability in their charge to the nearest accessible exit or safe refuge area. Each building administrator will be responsible for assisting any visitor with a disability to the nearest accessible exit or safe refuge area.

Severe weather drills will be conducted during the school year. During a tornado drill or tornado warning, all students are taken to designated areas until an “all clear” is sounded. Students should know where they are assigned to go during a storm warning drill.

After the “all clear”, students may only be released to their parents or to an authorized adult. If the severe weather warning extends beyond the school day, children will remain at school until the “all clear” sounds or are picked up by their parent(s)/ guardian(s) or authorized adult.

## GUIDANCE AND COUNSELING

USD 232 maintains a counseling program for the benefit of students. There are several reasons why students may wish to confer with the school counselor:

1. To have someone listen to and work with personal problems.
2. Gain information concerning vocations and careers.
3. To receive help with class scheduling.
4. To plan for future class enrollments.
5. To gather information concerning colleges, trade schools, military service, scholarships and other information about post high school training.
6. To receive interpretation of test results.

## TELEPHONE CALLS

Telephone calls may be made to the school office 913-422-4351 between the hours of 7:30 a.m. and 4:00 p.m. The office is not open on Saturdays, Sundays or holidays.

Students may make necessary calls home from the office with permission. **Students are not to make or receive calls on personal cell phones during scheduled class time** (See electronic devices). Parents are requested to NOT call their students cell phone during school hours. If it is important, please call the office and ask that a message to be delivered. Tardies resulting from the use of the telephone between classes will be unexcused. **No passes will be given to the office for telephone use.**

## FEES

A student material fee will be assessed each year. For students in grades 6 – 12, this fee includes the cost of one school planner. Additional fees are charged in classes where materials are used and retained by the student. Students who fail to make appropriate arrangements for fee payments may be placed on the loss of privileges list.

## STUDENT RECORDS

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to the educational records which are kept and maintained by the school. Please refer to the Student and Parent Handbook for an explanation of these rights.

## DIRECTORY INFORMATION

Please refer to the Student and Parent Handbook for the list USD 232 has designated as directory information which may be disclosed for any purpose without your consent.

## PERMISSION TO PUBLISH/RELEASE STUDENT INFORMATION

Student photographs, names, and/or student work may be used in the building/district publications, local media, and/or other publications deemed appropriate by the building/district. The information will be used for program descriptions and/or student participation.

You have a right to deny the release of / or designation of any / all of the above student work and directory information by completing the **Student Media and Directory Information Permission Form.** The form **must** be returned to your student's school within two (2) weeks of enrollment. If this form is not filed indicating your denial for releasing information, USD 232 assumes there is no objection and any or all student information deemed public, schoolwork, activities, pictures and directory information listed above may be released to the media.

## WEB PAGE GUIDELINES

We will provide a release form for parents (or students over 18) to sign regarding publishing their picture, name, work, or performance on the district/school web pages.

## PARKING

Parking on campus is a privilege extended to the students of Mill Valley High School. For the purposes of organization and security, the administration of Mill Valley High School has developed a list of guidelines and consequences for violation of parking privileges on the campus. All students must register the car they drive with the SRO. **PRIOR** to parking the vehicle on school property students must visibly display their parking permit/sticker. The parking lot is the property of USD 232 and as such, cars parked in it are subject to search and inspection by authorized personnel and / or school officials. Students may receive a school-issued parking ticket for failure to comply with parking lot regulations. In addition, if students are told to move their vehicles and they are late for a class, they will be subject to class consequences (tardies etc) Students may lose driving privileges after third parking violation. **FRESHMAN STUDENTS WILL NOT BE ALLOWED TO DRIVE OR PARK ON CAMPUS**.

1st time parking violation - $5 Fee

2nd time parking violation - $10 Fee

Each subsequent parking infraction increases in $5 increments.

Enforcement of parking infractions is the responsibility of the administration. Several key rules govern parking on campus. Among these are:

1. Do not park in teacher/staff parking area.
2. NO parking in designated handicap or visitor parking spaces
3. Park within the marked lines
4. Loitering in the parking lot is NOT allowed; once on campus, proceed into the building
5. Follow posted speed limits -15 MPH
6. Students are **not** allowed to go to their cars during the school day without permission from an administrator or the SRO.
7. No through traffic before and after school between high school and middle school parking lots.

## DRIVING VIOLATIONS

Students driving on campus will display prudent and cautious driving behavior at all times. Reckless driving and speeding will be dealt with severely. The administration and local law enforcement will determine punishment for this type of driving. The administration may suspend parking and driving privileges any time for any reason.

## SCHOOL BUS DISCIPLINE

At the first indication of a persistent behavior problem on the part of a bus rider, the driver must arrange for a personal and private conference with the individual. A written record of the conference and any action taken shall be made and the building administrator shall receive a copy. The student must sign this conference slip or a notation must be made that the student refused to sign. The building administrator shall notify the parents of possible consequences. In the event the behavior problem is still not corrected, a green slip will be issued, the bus driver shall contact the parent personally and the student shall be suspended from bus service for three days. If the student continues to be disruptive, the school will have no choice but to protect the rights of other riders through long-term suspension of bus service. A second green slip is required plus notification to the parent.

Parents may request a hearing in the case of long-term suspension. The hearing committee shall consist of a representative of the board and an administrator.

If a green slip is given in the morning, the student's suspension will begin the following day. Activity or behavior by a student riding the bus, which threatens the safety of other bus riders or is in open defiance of a request by the driver, shall result in immediate suspension of bus service pending a parent conference.

Students riding the bus home are to load the bus at the designated time and location. They are not allowed to walk to MTMS.

## STUDENT NUTRITION

Lunch is served daily in the cafeteria or students may bring their lunch.

It is acceptable for parents to bring **their** child any meal options they deem fit. However, they may **not** bring another student any food items. To protect USD 232 students from being exposed to food allergens, and to prevent adulterated food, or food not meeting district wellness policy to enter the school, USD 232 reserves the right to require a segregated seating arrangement when outside food is brought into the MVHS cafeteria.

**Due to various food allergies and restricted diets, parents may only bring food in for their student which is not to be shared with other students. Visitors/friends will not be allowed to accompany. Students may not leave campus during their lunch period.**

## STUDENT NUTRITION CHARGING

Students may charge no more than five (5) meals to this account. Charging of a la carte or extra items to this account will not be permitted.

## CAFETERIA/COMMONS

The cafeteria/commons, besides being a lunchroom is a good place for developing appropriate interpersonal relationships. Each student is expected to practice the general rules of good manners that one should find in the home. Some simple rules of courteous behavior that will make the lunch period pleasant and relaxed are:

1. Observing good dining room standards at the table.
2. Leaving the table and the surrounding area clean and orderly.
3. Replacing chairs and putting trash in the proper containers.
4. Not leaving the commons while eating or carrying food.
5. Only seniors are allowed to eat lunch in the outdoor dining area.
6. Fast food/restaurant food is not allowed in the cafeteria.
7. Fast food/restaurant food cannot be delivered to the school.
8. Students may be asked to eat in a designated area if outside food is brought for them.

All students will report to the commons during their assigned lunch period unless the lunchroom supervisor or their classroom teacher grants them permission to be in other areas of the building. Violators are subject to penalties appropriate for skipping classes.

## EMERGENCY SAFETY INTERVENTIONS

The BOE is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The BOE encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

**Definitions** (See K.A.R. 91-42-1)

"Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

"Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

- "Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.
- "Mechanical Restraint" means any device or object used to limit a student's movement.
- "Physical Restraint" means bodily force used to substantially limit a student's movement.
- "Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.
- "Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

## PROHIBITED TYPES OF RESTRAINT

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, ***except***:
    - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
    - Any device used by law enforcement officers to carry out law enforcement duties; or
    - Seatbelts and other safety equipment used to secure students during transportation.

## TRAINING

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than classified staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

## DOCUMENTATION

The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

**Reporting Data** District administration shall report ESI data to the State Department of Education as required.

**Local Dispute Resolution Process** The BOE encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the BOE by providing a copy of the complaint to the Clerk of the Board and the Superintendent.

Upon receipt of a formal written complaint, the Board President shall assign an investigator to review the complaint and report findings to the BOE as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and Superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the State Board of Education.

*Approved: USD 232 Board of Education*

**HAVE A GREAT YEAR!**

# ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

**By receipt of the handbook, the student acknowledges the following.**

This handbook contains the yearly required notification on the following issues:

- Technology Access and Authorized Use Policy (AUP)
- Nondiscrimination
- Family Educational Right to Privacy Act
- Directory Information
- Drug Free Schools and Communities Policy
- Inoculations/ Immunizations
- Availability of Asbestos Plan

As a condition of enrollment, the student is required to abide by all regulations contained in this handbook as well as other policies and procedures established by the board of education.

If the student chooses not to abide by the regulations contained in this handbook, any other policy and procedure established by the school or board of education, or any reasonable request by school authorities, disciplinary action may be imposed, up to and including expulsion from school.

# DE SOTO USD 232

## ANTI-BULLYING STATEMENT

De Soto USD 232 is a place where the business of education can be conducted in a welcoming environment free of intimidation, violence, and fear. This setting provides an educational climate that fosters a spirit of acceptance and care of every child. It is a place where behavioral expectations are clearly communicated, consistently enforced, and fairly applied.

## STUDENT ANTI-BULLYING PLEDGE

We, the students of De Soto USD 232, agree to join together to stamp out bullying at our school. We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, nationality, sexual orientation, gender identity, and expression.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

## AS A STUDENT AT MILL VALLEY HIGH SCHOOL, I AGREE TO:

- Value student differences and treat others with respect.
- Not become involved in bullying incidents or be a bully.
- Be aware of the school’s policies and support system with regard to bullying.
- Report honestly and immediately all incidents of bullying to a faculty member.
- Be alert in places around the school where there is less adult supervision, such as bathrooms, corridors, and stairwells.
- Support students who have been or are subjected to bullying.
- Talk to teachers and parents about concerns and issues regarding bullying.
- Work with other students and faculty, to help the school deal with bullying effectively.
- Encourage teachers to discuss bullying issues in the classroom.
- Provide a good role model for younger students and support them if bullying occurs.
- Participate fully and contribute to assemblies dealing with bullying.

**I ACKNOWLEDGE THAT WHETHER I AM BEING A BULLY OR SEE SOMEONE BEING BULLIED, IF I DON’T REPORT OR STOP THE BULLYING, I AM JUST AS GUILTY.**

**FIRST SEMESTER**
**1st Quarter**
Aug 16 → Oct 19
**2nd Quarter**
Oct 24 → Dec 21

# Unified School District No. 232
# 2023-24

**SECOND SEMESTER**
**3rd Quarter**
Jan 8 → Mar 8
**4th Quarter**
Mar 19 → May 23

## July 2023

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## September

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## November

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## December

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## January 2024

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## February

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## March

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## April

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## May

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## June

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- BEGINNING OF QUARTER
- END OF QUARTER
- ENROLLMENT (see schedule next page)
- New Teacher Academy
- H.S. Exams – ½ day only for high school; Regular day for K-8 and Early Childhood
- **½ day only for grades K-12;** NO SCHOOL for Early Childhood
- Start of school: **½ day only for grades K-6, & 9;** ½ Teacher Workday
- First Full Day of Class, all grades and Early Childhood; regular school day
- NO SCHOOL (Professional In-Service Day)
- NO SCHOOL (1/2 Professional, 1/2 Workday)
- [ ] NO SCHOOL Professional In-Service Day (floating)
- **½ day only for grades K-8; Regular day for high school**; NO SCHOOL **for Early Childhood;** Parent/Teacher Conferences
- NO SCHOOL Parent/Teacher Conferences – See narrative page for details
- NO SCHOOL (Teacher Workday)
- NO SCHOOL (Schools/Offices Closed)
- GRADUATION - High School Commencement Ceremonies

*See next page for calendar narrative*

Four emergency closure days are included in the calendar. The Board reserves the right to change the calendar to respond to unforeseen circumstances. *Approved October 3, 2022.*

# 2023-24 School Calendar Narrative

**July 2023**

27.....ENROLLMENT -- Students Grades K-12 > Contact schools for details.....12:00 p.m. - 6:30 p.m.
28.....ENROLLMENT -- Students Grades K-12 > Contact schools for details..... 8:00 a.m. - 11:30 a.m.

**August 2023**

2-4.....New Teacher Academy
7.....NO SCHOOL FOR ALL STUDENTS – Professional In-Service Day (Floating)
8.....NO SCHOOL FOR ALL STUDENTS – ½ Professional In-Service Day / ½ Teacher Workday
9.....NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day
10-11.....NO SCHOOL FOR ALL STUDENTS -- ½ Professional In-Service Day / ½ Teacher Workday
14.....NO SCHOOL FOR ALL STUDENTS -- ½ Professional In-Service Day / ½ Teacher Workday
15.....NO SCHOOL FOR ALL STUDENTS – Teacher Workday
16.....First Day of School, **½ day only** for **Kindergarten and Grades 1-6 and 9**; ½ Teacher Workday -- Start of 1st Quarter
17.....First full Day for **all students**, Early Childhood through grade 12

**September 2023**

4.....NO SCHOOL FOR ALL STUDENTS AND STAFF – Buildings Closed – Holiday (Labor Day)
27.....NO SCHOOL for Early Childhood-- Parent-Teacher Conferences 8:15 a.m. – 4:15 p.m. **½ Day of School for grades K-8; Regular school day for Grades 9-12**
Elementary Parent-Teacher Conferences 4:15 pm - 8:15 pm; Secondary Parent-Teacher Conferences 3:30 p.m. - 7:30 p.m.
28.....NO SCHOOL FOR ALL STUDENTS -- Parent-Teacher Conferences
29.....NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed

**October 2023**

19.....End of First Quarter
20.....NO SCHOOL FOR ALL STUDENTS – ½ Professional In-Service Day / ½ Teacher Workday
23.....NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day
24.....Start of Second Quarter – Classes Resume

**November 2023**

20-24.....NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed (Thanksgiving Holiday)

**December 2023**

20-21.....½ Day Final Exams – High School students
21.....**½ Day of School for Grades K-12**; NO SCHOOL for Early Childhood; ½ Teacher Workday
21.....End of 2nd Quarter
22-29.....NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- WINTER BREAK

**January 2024**

1-3.....NO SCHOOL FOR ALL STUDENTS AND STAFF – Buildings Closed
4.....NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day
5.....NO SCHOOL FOR ALL STUDENTS – Teacher Workday
8.....Start of 3rd Quarter – Classes Resume
15.....NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed – Holiday (Martin Luther King, Jr. Day)

**February 2024**

14.....NO SCHOOL for Early Childhood-- Parent-Teacher Conferences 8:15 a.m. – 4:15 p.m. **½ Day of School for grades K-8; Regular school day for Grades 9-12**
Elementary Parent-Teacher Conferences 4:15 pm - 8:15 pm; Secondary Parent-Teacher Conferences 3:30 pm - 7:30 pm
15.....NO SCHOOL FOR ALL STUDENTS --Parent-Teacher Conferences
16.....NO SCHOOL FOR ALL STUDENTS AND STAFF – Buildings Closed
19.....NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed – Holiday (Presidents' Day)
20.....Classes Resume

**March 2024**

8.....End of 3rd Quarter
11-15.....NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed -- SPRING BREAK
18.....NO SCHOOL FOR ALL STUDENTS -- ½ Professional In-Service Day / ½ Teacher Workday
19.....Start of 4th Quarter – Classes Resume

**April 2024**

18.....NO SCHOOL FOR ALL STUDENTS -- Professional In-Service Day
19.....NO SCHOOL FOR ALL STUDENTS AND STAFF -- Buildings Closed

**May 2024**

18.....High School Graduation Ceremonies; times to be announced
22.....**LAST DAY of school for Early Childhood**
22-23.....Half Day Final Exams – High School students
23.....**½ Day of School for Grades K-11**; NO SCHOOL for Early Childhood
24.....Teacher Workday
27.....Buildings Closed – Holiday (Memorial Day)

2023-24 High School Discipline Management System

| Minor- Teacher Assigned | Minor - Office Referral | Major- Office Referral | | | | |
|---|---|---|---|---|---|---|
| **Level 1 - Classroom** | **Level 2 Referral** | **Level 3 Referral** | **Level 4 Referral** | **Level 5 Referral** | **Level 6 Referral** | **Level 7 Referral** |
| | | | | | | |
| Maximum - 30 min. det. | Minimum- 30 min. det. | Minimum - 1 hour det. | Minimum - 2 hour det. | Minimum - Friday School | Minimum 1-5 Days SUSPENSION (ISS or OSS) | Long-Term Suspension/ Expulsion |
| ***Teacher Documented*** | ***Documented in Skyward by Administration*** | | | | | |
| | | | | | | |
| | Parking lot violation | Unauthorized call-in | Unsafe driving | Vandalism - Defacing school property | False Alarm - 911 Call, fire alarm, etc. | Vandalism–Severe (to include setting a fire) |
| Disruptive behavior | Horseplay | Classroom disruption | | Physical aggression toward a student | Fighting | Violent act toward student or staff |
| Inappropriate language (words, tone, volume) | Inappropriate drawings, writing or language | Profane or obscene language/actions/gestures | | | Possession of drug paraphernalia or under the influence of drugs | Possession, use or sale of drugs |
| | Unserved teacher detention | | | Unserved office detention or Friday school | Possession, use or sale of nicotine product | Possession, use or sale of controlled substances |
| | Conflict with peer - verbal or written | Disrespect toward student | Disparaging or racial comments directed at or about a person | Bullying, intimidation, or harrassment (cyber, verbal, physical, sexual, social) | Possession or sale of nicotine product paraphernalia | Possession, use or sale of weapons |
| | Inappropriate behavior - Cafeteria | Inappropriate behavior - School Activity or Assembly | Inappropriate behavior - Bus | Threats toward student or staff | Possession, use, sale or under the influence of alcohol | Threats of Violence toward person or school (including bomb threats) |
| Dishonesty | PDA Violation | Dishonesty/Lying | Academic Misconduct | Theft/stealing | | Possession, use or sale of explosives (including fireworks) |
| Dress Code, Minor | Dress code violation | Leaving classroom / building without permission | Unexcused absence-1 Block/Seminar | Unexcused absence- More than 1 block | | Sexual Misconduct |
| | 1st Electronic Device Violation 2nd Electronic Device Violation (45 minute) | 3rd Electronic Device Violation | | AUP Violation** | | Breach of Privacy |
| Disrespect toward teacher - (e.g. unprepared, listening to music) | Failure to comply | | Repeated Failure to Comply | Disrespect toward staff - (e.g. cursing, name-calling) | Excessive failure to comply | |

*** The administration has the authority to set level and consequences for any specific violation or any violation that may occur.**
***Frequent, documented discipline referrals of a similar nature or frequent referrals of a different nature could result in a long-term suspension referral.**
***Parents will be contacted for each referral determine by the administration to be more than a minor offense.**
***Any student with outstanding detention time or suspension time may be considered not in good standing until time is complete/served.**
****An AUP violation could result in a minimum of 2 week suspension of computer/technology access.**

# AUGUST

| JULY 2023 | | | | | | |
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| AUGUST 2023 | | | | | | |
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| SEPTEMBER 2023 | | | | | | |
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THIS WEEK

**PRIORITY THIS WEEK:**

14 MONDAY

15 TUESDAY

16 WEDNESDAY

| SUNDAY 20 | SATURDAY 19 | FRIDAY 18 | THURSDAY 17 |
|---|---|---|---|
| | | | |
| | | | |

# AUGUST

| JULY 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | | 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 | | | | | |

| AUGUST 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | 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 | | |

| SEPTEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 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 |

THIS WEEK

**PRIORITY THIS WEEK:**

21 MONDAY

22 TUESDAY

23 WEDNESDAY

| SUNDAY 27 | SATURDAY 26 | FRIDAY 25 | THURSDAY 24 |
|---|---|---|---|
| | | | |
| | | | |

# AUGUST

| JULY 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 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 | | | | | |

| AUGUST 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | 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 | | |

| SEPTEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 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 |

THIS WEEK

**PRIORITY THIS WEEK:**

28 MONDAY

29 TUESDAY

30 WEDNESDAY

| SUNDAY 3 | SATURDAY 2 | FRIDAY 1 | THURSDAY 31 |
|---|---|---|---|
| | | | |
| | | | |

# SEPTEMBER

| AUGUST 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 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 | | |

| SEPTEMBER 2023 | | | | | | |
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| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| OCTOBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 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 | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

4 MONDAY

*Labor Day*

5 TUESDAY

6 WEDNESDAY

| SUNDAY 10 | SATURDAY 9 | FRIDAY 8 | THURSDAY 7 |
|---|---|---|---|
| | | | |
| | | | |

# SEPTEMBER

| AUGUST 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | 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 | | |

| SEPTEMBER 2023 | | | | | | |
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| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| OCTOBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 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 | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

11 MONDAY

*Patriot Day*

12 TUESDAY

13 WEDNESDAY

| THURSDAY 14 | | |
|---|---|---|
| FRIDAY 15 | | *Rosh Hashanah begins at sundown* |
| SATURDAY 16 | | |
| SUNDAY 17 | | |

# SEPTEMBER

| AUGUST 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | 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 | | |

| SEPTEMBER 2023 | | | | | | |
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| S | M | T | W | T | F | S |
| | | | | | 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 |

| OCTOBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 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 | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

18 MONDAY

19 TUESDAY

20 WEDNESDAY

| | | |
|---|---|---|
| THURSDAY 21 | | |
| FRIDAY 22 | | |
| SATURDAY 23 | | *First day of autumn* |
| SUNDAY 24 | | *Yom Kippur begins at sundown* |

# SEPTEMBER

| AUGUST 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | 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 | | |

| SEPTEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| OCTOBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 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 | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

25 MONDAY

26 TUESDAY

*Mawlid al-Nabi begins at sundown*

27 WEDNESDAY

| SUNDAY 1 | SATURDAY 30 | FRIDAY 29 | THURSDAY 28 |
|---|---|---|---|
| | | | |
| | | | |

# OCTOBER

| SEPTEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| OCTOBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 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 | | | | |

| NOVEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 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 | | |

THIS WEEK

**PRIORITY THIS WEEK:**

2 MONDAY

3 TUESDAY

4 WEDNESDAY

| SUNDAY 8 | SATURDAY 7 | FRIDAY 6 | THURSDAY 5 |
|---|---|---|---|
| | | | |
| | | | |

# OCTOBER

| SEPTEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| OCTOBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| NOVEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 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 | | |

THIS WEEK

**PRIORITY THIS WEEK:**

9 MONDAY

*Columbus Day*

10 TUESDAY

11 WEDNESDAY

| SUNDAY 15 | SATURDAY 14 | FRIDAY 13 | THURSDAY 12 |
|---|---|---|---|
| | | | |
| | | | |

# OCTOBER

| SEPTEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| OCTOBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| NOVEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 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 | | |

THIS WEEK

**PRIORITY THIS WEEK:**

16 MONDAY

17 TUESDAY

18 WEDNESDAY

| SUNDAY 22 | SATURDAY 21 | FRIDAY 20 | THURSDAY 19 |
|---|---|---|---|
| | | | |
| | | | |

# OCTOBER

| SEPTEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| OCTOBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 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 | | | | |

| NOVEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 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 | | |

THIS WEEK

**PRIORITY THIS WEEK:**

23 MONDAY

24 TUESDAY

25 WEDNESDAY

| SUNDAY 29 | SATURDAY 28 | FRIDAY 27 | THURSDAY 26 |
|---|---|---|---|
| | | | |
| | | | |

# NOVEMBER

| OCTOBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 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 | | | | |

| NOVEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 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 | | |

| DECEMBER 2023 | | | | | | |
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| S | M | T | W | T | F | S |
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| 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 | | | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

30 MONDAY

31 TUESDAY

*Halloween*

1 WEDNESDAY

| THURSDAY 2 | FRIDAY 3 | SATURDAY 4 | SUNDAY 5 |
|---|---|---|---|
| | | | *Standard time begins* |

# NOVEMBER

| OCTOBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 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 | | | | |

| NOVEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| DECEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 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 | | | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

6 MONDAY

7 TUESDAY

*Election Day*

8 WEDNESDAY

| THURSDAY 9 | FRIDAY 10 | SATURDAY 11 | SUNDAY 12 |
|---|---|---|---|
| | | *Veterans Day* | |

# NOVEMBER

| OCTOBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 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 | | | | |

| NOVEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 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 | | |

| DECEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

13 MONDAY

14 TUESDAY

15 WEDNESDAY

| SUNDAY 19 | SATURDAY 18 | FRIDAY 17 | THURSDAY 16 |
|---|---|---|---|
| | | | |
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# NOVEMBER

| OCTOBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 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 | | | | |

| NOVEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| DECEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 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 | | | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

20 MONDAY

21 TUESDAY

22 WEDNESDAY

| SUNDAY 26 | SATURDAY 25 | FRIDAY 24 | THURSDAY 23 |
|---|---|---|---|
| | | | |
| | | | *Thanksgiving* |

# NOVEMBER

| OCTOBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 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 | | | | |

| NOVEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 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 | | |

| DECEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 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 | | | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

27 MONDAY

28 TUESDAY

29 WEDNESDAY

| SUNDAY 3 | SATURDAY 2 | FRIDAY 1 | THURSDAY 30 |
|---|---|---|---|
| | | | |
| | | | |

# DECEMBER

| NOVEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 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 | | |

| DECEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 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 | | | | | | |

| JANUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

4 MONDAY

5 TUESDAY

6 WEDNESDAY

| SUNDAY 10 | SATURDAY 9 | FRIDAY 8 | THURSDAY 7 |
|---|---|---|---|
| | | | |
| | | | *Hanukkah begins at sundown* |

# DECEMBER

| NOVEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 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 | | |

| DECEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 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 | | | | | | |

| JANUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

11 MONDAY

12 TUESDAY

13 WEDNESDAY

| SUNDAY 17 | SATURDAY 16 | FRIDAY 15 | THURSDAY 14 |
| --- | --- | --- | --- |
| | | | |
| | | | |

# DECEMBER

| NOVEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 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 | | |

| DECEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
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| | | | | | 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 | | | | | | |

| JANUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

18 MONDAY

19 TUESDAY

20 WEDNESDAY

| THURSDAY 21 | FRIDAY 22 | SATURDAY 23 | SUNDAY 24 |
|---|---|---|---|
| *First day of winter* | | | |

# DECEMBER

| NOVEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 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 | | |

| DECEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 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 | | | | | | |

| JANUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

25 MONDAY

*Christmas*

26 TUESDAY

*Kwanzaa begins*

27 WEDNESDAY

| SUNDAY 31 | SATURDAY 30 | FRIDAY 29 | THURSDAY 28 |
|---|---|---|---|
| | | | |
| | | | |

# JANUARY

| DECEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 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 | | | | | | |

| JANUARY 2024 | | | | | | |
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| S | M | T | W | T | F | S |
| | 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 | | | |

| FEBRUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 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 | | |

THIS WEEK

**PRIORITY THIS WEEK:**

1 MONDAY

*New Year's Day*

2 TUESDAY

3 WEDNESDAY

| SUNDAY 7 | SATURDAY 6 | FRIDAY 5 | THURSDAY 4 |
|---|---|---|---|
| | | | |
| | | | |

# JANUARY

| DECEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 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 | | | | | | |

| JANUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | |

| FEBRUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 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 | | |

THIS WEEK

**PRIORITY THIS WEEK:**

8 MONDAY

9 TUESDAY

10 WEDNESDAY

| SUNDAY 14 | SATURDAY 13 | FRIDAY 12 | THURSDAY 11 |
| --- | --- | --- | --- |
| | | | |
| | | | |

# JANUARY

| DECEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 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 | | | | | | |

| JANUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | |

| FEBRUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 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 | | |

THIS WEEK

**PRIORITY THIS WEEK:**

15 MONDAY

*Martin Luther King Jr. Day*

16 TUESDAY

17 WEDNESDAY

| SUNDAY 21 | SATURDAY 20 | FRIDAY 19 | THURSDAY 18 |
|---|---|---|---|
| | | | |
| | | | |

# JANUARY

| DECEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 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 | | | | | | |

| JANUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | |

| FEBRUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 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 | | |

THIS WEEK

**PRIORITY THIS WEEK:**

22 MONDAY

23 TUESDAY

24 WEDNESDAY

| SUNDAY 28 | SATURDAY 27 | FRIDAY 26 | THURSDAY 25 |
|---|---|---|---|
| | | | |
| | | | |

# JANUARY

| DECEMBER 2023 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 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 | | | | | | |

| JANUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | |

| FEBRUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 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 | | |

THIS WEEK

**PRIORITY THIS WEEK:**

29 MONDAY

30 TUESDAY

31 WEDNESDAY

| THURSDAY 1 | FRIDAY 2 | SATURDAY 3 | SUNDAY 4 |
|---|---|---|---|
| | *Groundhog Day* | | |

# FEBRUARY

| JANUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | |

| FEBRUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 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 | | |

| MARCH 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 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 | | | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

5 MONDAY

6 TUESDAY

7 WEDNESDAY

| THURSDAY 8 | FRIDAY 9 | SATURDAY 10 | SUNDAY 11 |
|---|---|---|---|
| | | *Lunar New Year* | |

# FEBRUARY

| JANUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | |

| FEBRUARY 2024 | | | | | | |
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| S | M | T | W | T | F | S |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

| MARCH 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

12 MONDAY

*Lincoln's Birthday*

13 TUESDAY

14 WEDNESDAY

*Ash Wednesday*
*Valentine's Day*

| SUNDAY 18 | SATURDAY 17 | FRIDAY 16 | THURSDAY 15 |
|---|---|---|---|
| | | | |
| | | | |

# FEBRUARY

| JANUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| FEBRUARY 2024 | | | | | | |
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| S | M | T | W | T | F | S |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

| MARCH 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

19 MONDAY

*Presidents' Day*

20 TUESDAY

21 WEDNESDAY

| THURSDAY 22 | FRIDAY 23 | SATURDAY 24 | SUNDAY 25 |
|---|---|---|---|
| *Washington's Birthday* | | | |

# FEBRUARY

| JANUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | |

| FEBRUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 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 | | |

| MARCH 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

26 MONDAY

27 TUESDAY

28 WEDNESDAY

| SUNDAY 3 | SATURDAY 2 | FRIDAY 1 | THURSDAY 29 |
|---|---|---|---|
| | | | |
| | | | |

# MARCH

| FEBRUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 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 | | |

| MARCH 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| APRIL 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

4 MONDAY

5 TUESDAY

6 WEDNESDAY

| THURSDAY 7 | FRIDAY 8 | SATURDAY 9 | SUNDAY 10 |
|---|---|---|---|
| | | | *Daylight saving time begins*<br>*Ramadan begins at sundown* |

# MARCH

| FEBRUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 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 | | |

| MARCH 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 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 | | | | | | |

| APRIL 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

11 MONDAY

12 TUESDAY

13 WEDNESDAY

| THURSDAY 14 | FRIDAY 15 | SATURDAY 16 | SUNDAY 17 |
| --- | --- | --- | --- |
| | | | *St. Patrick's Day* |

# MARCH

| FEBRUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 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 | | |

| MARCH 2024 | | | | | | |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| APRIL 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

18 MONDAY

19 TUESDAY

*First day of spring*

20 WEDNESDAY

| SUNDAY 24 | SATURDAY 23 | FRIDAY 22 | THURSDAY 21 |
|---|---|---|---|
| *Palm Sunday* | | | |

# MARCH

| FEBRUARY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 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 | | |

| MARCH 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| APRIL 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

25 MONDAY

26 TUESDAY

27 WEDNESDAY

| | | |
|---|---|---|
| THURSDAY 28 | | |
| FRIDAY 29 | | *Good Friday* |
| SATURDAY 30 | | |
| SUNDAY 31 | | *Easter* |

# APRIL

| MARCH 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 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 | | | | | | |

| APRIL 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | | |

| MAY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 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 | |

THIS WEEK

**PRIORITY THIS WEEK:**

1 MONDAY

*April Fools' Day*

2 TUESDAY

3 WEDNESDAY



| @datebookstore

| SUNDAY 7 | SATURDAY 6 | FRIDAY 5 | THURSDAY 4 |
|---|---|---|---|
| | | | |
| | | | *Laylat al-Qadr begins at sundown* |

# APRIL

| MARCH 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 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 | | | | | | |

| APRIL 2024 | | | | | | |
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| S | M | T | W | T | F | S |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| MAY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 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 | |

THIS WEEK

**PRIORITY THIS WEEK:**

8 MONDAY

9 TUESDAY

*Eid al-Fitr begins at sundown*

10 WEDNESDAY

| SUNDAY 14 | SATURDAY 13 | FRIDAY 12 | THURSDAY 11 |
|---|---|---|---|
| | | | |
| | | | |

# APRIL

| MARCH 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| APRIL 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 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 | | | | |

| MAY 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 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 | |

THIS WEEK

**PRIORITY THIS WEEK:**

15 MONDAY

16 TUESDAY

17 WEDNESDAY

| SUNDAY 21 | SATURDAY 20 | FRIDAY 19 | THURSDAY 18 |
|---|---|---|---|
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# APRIL

| MARCH 2024 | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| APRIL 2024 | | | | | | |
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| MAY 2024 | | | | | | |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

THIS WEEK

**PRIORITY THIS WEEK:**

22 MONDAY

*Earth Day*
*Passover begins at sundown*

23 TUESDAY

24 WEDNESDAY

| SUNDAY 28 | SATURDAY 27 | FRIDAY 26 | THURSDAY 25 |
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# MAY

| APRIL 2024 | | | | | | |
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| MAY 2024 | | | | | | |
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| 26 | 27 | 28 | 29 | 30 | 31 | |

| JUNE 2024 | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

29 MONDAY

30 TUESDAY

1 WEDNESDAY

| THURSDAY 2 | FRIDAY 3 | SATURDAY 4 | SUNDAY 5 |
| --- | --- | --- | --- |
| | | | *Cinco de Mayo* |

# MAY

| APRIL 2024 | | | | | | |
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| MAY 2024 | | | | | | |
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| JUNE 2024 | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

6 MONDAY

7 TUESDAY

8 WEDNESDAY

| THURSDAY 9 | FRIDAY 10 | SATURDAY 11 | SUNDAY 12 |
| --- | --- | --- | --- |
| | | | *Mother's Day* |

# MAY

| APRIL 2024 | | | | | | |
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| MAY 2024 | | | | | | |
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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
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| JUNE 2024 | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

13 MONDAY

14 TUESDAY

15 WEDNESDAY

| SUNDAY 19 | SATURDAY 18 | FRIDAY 17 | THURSDAY 16 |
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# MAY

| APRIL 2024 | | | | | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
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| MAY 2024 | | | | | | |
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| JUNE 2024 | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

20 MONDAY

21 TUESDAY

22 WEDNESDAY

| SUNDAY 26 | SATURDAY 25 | FRIDAY 24 | THURSDAY 23 |
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# MAY

| APRIL 2024 | | | | | | |
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| MAY 2024 | | | | | | |
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| 26 | 27 | 28 | 29 | 30 | 31 | |

| JUNE 2024 | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

THIS WEEK

**PRIORITY THIS WEEK:**

27 MONDAY

*Memorial Day*

28 TUESDAY

29 WEDNESDAY

| SUNDAY 2 | SATURDAY 1 | FRIDAY 31 | THURSDAY 30 |
|---|---|---|---|
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# JUNE 2024

★ GOALS

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY |
|---|---|---|---|
| 27 | 28 | 29 | 30 |
| 3 | 4 | 5 | 6 |
| 10 | 11 | 12 | 13 |
| 17 | 18 | *Juneteenth* 19 | *First day of summer* 20 |
| 24 | 25 | 26 | 27 |

REMINDERS ☑

| FRIDAY | SATURDAY | SUNDAY | NOTES |
|---|---|---|---|
| 31 | 1 | 2 | |
| 7 | 8 | 9 | |
| *Flag Day* 14 | 15 | *Eid al-Adha begins at sundown* *Father's Day* 16 | |
| 21 | 22 | 23 | |
| 28 | 29 | 30 | |

# JULY 2024

★ GOALS

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY |
|---|---|---|---|
| 1 | 2 | 3 | *Independence Day* 4 |
| 8 | 9 | 10 | 11 |
| 15 | 16 | 17 | 18 |
| 22 | 23 | 24 | 25 |
| 29 | 30 | 31 | 1 |

REMINDERS ☑

| FRIDAY | SATURDAY | SUNDAY | NOTES |
|---|---|---|---|
| 5 | 6 | 7 *Muharram begins at sundown* | |
| 12 | 13 | 14 | |
| 19 | 20 | 21 | |
| 26 | 27 | 28 | |
| 2 | 3 | 4 | |

# NOTES

# NOTES

# HALL PASS

| DATE | OUT 🕑 | IN 🕑 | TEACHER | DESTINATION |
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