

# Mountain Vista Elementary

## 2023-2024



### Student and Parent Information Handbook

*Dream. Believe. Achieve.*

22200 East Radcliff Parkway  
Centennial, CO 80015

Main Office: 720-886-2700  
Attendance Line: 720-886-2795  
Fax: 720-886-2788

# Quick Reference

## Phone Numbers:

Main Line	720-886-2700
FAX	720-886-2788
Attendance Line	720-886-2795
Clinic Office	720-886-2704
Before & After Care	720-886-2715
CCSD Weather Hotline	720-554-4701

## School Day Hours:

### Grades K – 5

8:00 a.m. - 2:45 p.m.  
Monday, Tuesday, Thursday, Friday

8:00 a.m. – 1:45 p.m.  
Wednesday

Breakfast is served starting at 7:30am  
First bell rings at 7:55 a.m.  
The tardy bell rings at 8:00 a.m.

### Pre-Kindergarten & Enrichment

Monday, Tuesday, Wednesday, Thursday  
(No Friday classes)

Morning Session: 8:00 – 10:55 a.m.  
Recess/Lunch: 11:00-11:25-11:50 a.m.  
Afternoon Session: 11:50 a.m. – 2:45 p.m.

### Before & After Care

6:30 a.m. to 7:45 a.m.  
2:45 p.m. to 6:00 p.m.

### Office

7:00 a.m. to 4:00 p.m.

**Delayed Start:** If the District announces a delayed start, school will start at 9:00 a.m. and dismiss at 2:45 p.m. (or 1:45 p.m. on Wednesdays). On delayed start days, ALL before school activities, field trips, and special school events will be canceled. Delays or closings are announced through district communication to parent contacts.

If schools are closed due to severe weather, the District may extend the school year to make up for the missed days.

# Extended Childcare Programs

## Before and After School Program

The before and after school program is provided for students (ages 5 – 12) who are enrolled at Mountain Vista. The program includes day care before and after school as well as for non-pupil contact days.

Before School runs from 6:30 a.m. to 7:45 a.m. After School runs from 2:45 p.m. to 6:00 p.m. on Monday, Tuesday, Thursday and Friday and from 1:45 p.m. to 6:00 p.m. on Wednesday. Full Days run from 6:30 a.m. to 6:00 p.m. and include both themed activities and field trips. There are a variety of opportunities offered, including sports and games, team building activities, problem solving, social/emotional development and much more. There are many benefits to attending, such as, on-site care, flexible registration, encouraging role models, social interaction and new friendships. The costs for the Before and After School Care are:

Before School  
1<sup>st</sup> Child \$9.50  
2<sup>nd</sup> Child \$8.55

<u>After School 6:00 p.m. pick up</u>	<u>After School 4:30 p.m. pick up</u>
1 <sup>st</sup> Child \$18.50	\$16.50
2 <sup>nd</sup> Child \$16.65	

Full Day  
1<sup>st</sup> Child \$39.00  
2<sup>nd</sup> Child \$35.10

More information available at [www.cherrycreekschools.org](http://www.cherrycreekschools.org) > Programs and Services > Extended Child Services

Questions, please email or call Kristy Petrocco, Director  
[Kdwyer-petrocco@cherrycreekschools.org](mailto:Kdwyer-petrocco@cherrycreekschools.org)  
720-886-2715

# General Information

## School Hours

Classes begin at 8:00 a.m. If students arrive after the 8:00 a.m. bell, they will be marked tardy. Students should not arrive at school before 7:45 a.m. (unless attending breakfast) since there is no supervision for children before 7:45 a.m. School dismisses at 2:45 p.m. and at 1:45 p.m. on Wednesdays.

## Arrival

Students can be dropped off no earlier than 7:45 a.m. There is no supervision provided prior to this time. If your student(s) eat breakfast, they may be dropped off no earlier than 7:30 a.m. and they must go straight to the cafeteria at this time.

## After School Pick Up

School ends at 2:45 p.m. and at 1:45 p.m. on Wednesdays. Parents are responsible for making plans for their children after that time. Please designate an outside meeting location. After 3:00 p.m. (2:00 p.m. on Wednesdays) all unsupervised children will be escorted to the office, and parents will be notified. Students are not allowed to stay after school to play on playground equipment.

## Attendance

Daily attendance is one of the most important components of success in school. Even if assignments are made up at a later date, a child who has been absent or tardy has missed the interaction and instruction that occurs in the classroom. Students should only be absent from school in case of illness, unusual family difficulty, religious observances, or emergencies.

## Absences

When your child must be absent, please call the attendance line **(720-886-2795)** and leave your name, the student's name, grade and teacher and the reason for absence. **The attendance line is available 24 hours a day. If we do not receive a phone call by 8:15 a.m., we are required to call you to confirm that your child is accounted for and safe.**

When a family knows a child will be absent, it is important to notify the school office and contact the child's teacher to discuss ways to minimize the effects of missed instruction.

If a child leaves the Cherry Creek School District and later returns within the same school year, we cannot guarantee placement with the same teacher upon return.

## Tardiness

Any student arriving at school after 8:00 a.m. should sign in at the school office before joining his/her class and will be considered tardy. Please make every effort to ensure your child(ren) arrives at school on time. Arriving late to school is disruptive to the student who is late and to the rest of the class as well.

## Make-Up Work

Cherry Creek Policy JH: *In an effort to re-engage the student in school and in his/her learning, make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator or unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day he returns to class. The building administration will determine timelines for completion of any make-up work and will notify the student accordingly.*

## Bicycles, Scooters, Skates and Skateboards

Bicycles, scooters, skateboards, and skates may not be ridden/worn on school grounds. Students should dismount before arriving on school grounds. Bikes and scooters should be locked on the bike rack.

## Emergency Procedures

Mountain Vista will have monthly fire drills, periodic lockdown and tornado drills. In the event of a weather emergency during the school day, please remember that our concern is the safety of the children. Children may be held after school if the weather is threatening.

Please take a few minutes with your child and develop an emergency plan of your own. Make sure he or she knows how to get into your house if you are not home or to which neighbor's house he or she might go.

## Cafeteria

Free breakfast is served between 7:30 a.m. and 7:55 a.m. Reservations are not necessary.

Free lunch is available during the school day. Menus are available on the Cherry Creek website ([www.ccsdcafe.org](http://www.ccsdcafe.org)).

À la carte items are available for those who wish to purchase additional snack and treat items. Student meal accounts may be managed through the parent portal – [www.cherrycreekschools.org](http://www.cherrycreekschools.org) > Programs/Services > Food and Nutrition > Payment Options or checks, payable to *Mountain Vista Food and Nutrition Services*, may be sent to the cafeteria. Children will not be able to purchase a la carte items unless they have funds in their account. Please be advised that if you put money into your student's account, we are unable to monitor the frequency or quantity of the snacks/treats they purchase.

Parents are welcome to join their children for lunch. When you arrive, sign in at the main office, wear a visitor's badge and meet your child at the cafeteria.

## Celebrations at School

When your child has a birthday, a *small* treat for the class to share which is easy to eat is welcomed. Please contact your child's teacher to plan a day/time to bring the treats to school. Treats must be store bought. No frosting. No cutting. Clear liquids only (no red, purple or orange drinks are to be brought to school for parties or activities as these colors don't come out of the carpet when spilled.) Balloons, flowers, gifts, etc. should be saved for celebrations outside of the school environment. No birthday/party favors allowed. There will be three classroom parties throughout the year – Winter, Valentines and End-of-Year.

## Party Invitations

Children may not distribute invitations at school for personal parties. By law and District policy, we are unable to provide parents with names, addresses, or phone numbers without prior permission.

## Cell Phones and Smartwatches

Students are discouraged from bringing cell phones to school and Mountain Vista is not responsible for items that are brought from home. If a student brings a cell phone to school, it must be kept off and placed in their backpacks from 8:00 a.m. – 2:45 p.m. Similarly, if a student wears a smartwatch with texting or calling capabilities to school, it is expected that those features be disabled during school hours. Misuse of cell phones or smartwatches may result in confiscation of the device. Confiscated devices will only be released to parents/guardians. Students are allowed to call home with permission from staff during appropriate times.

## Communication

Communication between teachers, students and parents is a key value at Mountain Vista. You can expect these communications:

- A *Mammoth Tracks* newsletter from the school the last Friday of each month.
- A feedback folder from the classroom teacher. The purpose of the feedback folder is to let you know how your child is doing on assignments. The feedback folder may contain corrected papers as well as general newsletters from teachers about what is happening in the classroom. Please watch for feedback folders and class or grade level newsletters coming home with children regularly.
- Parent /Teacher conferences in the fall and spring.
- Other contacts by phone, in person, by additional conferencing and by notes, as situations warrant.
- A prompt call-back on your phone calls to the school.

- Updated School and District websites.
- Updated information on the school marquee.

Other opportunities to communicate, provide feedback, and become involved include:

- Parents for Academically Successful Students (P.A.S.S.) meetings
- Parent Teacher Organization (PTO) meetings
- School Accountability Committee (SAC) meetings

## Homework

Homework is an important part of the learning expectations at Mountain Vista. It will be the responsibility of children, with family support, to complete homework. Homework will begin in kindergarten and will become progressively more demanding as children get older. Here are some general expectations for homework at Mountain Vista:

- All children need to read or be read to every night.
- Homework will be practice of skills children have been taught; homework will not be used to teach new concepts.
- No major projects will be assigned for total completion over a weekend or vacation.
- Children at upper grades will begin to use a homework planner and notebook for keeping track of responsibilities.
- More information about specific homework expectations at each grade level will be outlined in the Back-to-School video sent the first week of school.

## Leaving School During the School Day

As a general policy children should not leave school during school hours. We recognize that scheduling a doctor's or dental appointment during the school day is sometimes necessary. In such cases a note should be sent to the child's teacher in advance, and the parent must come to the office to sign the child out of school. **Children will not be called to the office until a parent arrives to sign out the child. Due to dismissal, we do not allow you to sign your child out of school after 2:25 p.m. (1:25 p.m. on Wednesdays). If you need to pick your child up for an appointment close to dismissal time, please do so before 2:25 p.m. (1:25 p.m.) on Wednesdays.**

## Lost & Found

Lost & Found is located in the cafeteria. Please label all clothing and belongings. Unclaimed items will be given to charitable organizations periodically throughout the year.

## Outdoor Supervision

Mountain Vista provides outside supervision for children during recesses and as children are arriving at school from 7:45 a.m. to 8:00 a.m. Students should not arrive before 7:45 a.m. unless they are eating breakfast. Our staff supervises our

crosswalks, bus loop, and arrival and dismissal as well as traffic and safety matters.

## Registration

When a student enrolls at Mountain Vista, all paperwork must be completed before the student may begin attending class. District required paperwork includes a pupil registration form, authorization to release record from the previous school, and copies of (1) proof of residency, (2) birth certificate, (3) immunization records, (4) photo ID of parent/guardian. All on-line parent forms available on the Cherry Creek website must be completed prior to attendance at Mountain Vista. Please do not expect to register your children and have them start school the same day. We need to allow the teacher time to prepare a desk, chair, and other classroom materials which create a welcoming first day experience for your child. The first step for District registration must occur at the District Admissions Office. As emergency information such as phone numbers and email addresses change, you must update your online forms.

## Student Messages

Please make every possible attempt to plan for after school pick up prior to the school day. We realize emergencies come up, and we will do our best to deliver change of plan messages.

## Telephone Use

Mountain Vista's telephones are to be used for school business. Students will not be allowed to use the phone to arrange play dates or to alter after school plans. They can, however, request to speak to their parents/guardians when needed and a staff member will support them to make a call at an appropriate time. Use of personal cell phones or smartwatches to call home during the day is prohibited.



# Parent Opportunities

As educators we believe that children learn best when parents take an active interest in their child's education.

Our school year is divided into trimesters. Formal parent/teacher conferences are scheduled after the fall and winter trimesters. However, teachers are happy to speak with parents throughout the year and will schedule additional conferences when the need arises. Please keep your child's teacher(s) aware of any concerns or questions you may have. Contact teachers by phone or email to arrange a meeting time. Dropping in before and after school is not allowed because teachers often have meetings and are preparing for upcoming lessons.

## Mountain Vista PTO

The Mountain Vista PTO is an active organization. The goals of the PTO include volunteerism, fund-raising, and general support to the school in almost every way imaginable. All Mountain Vista families belong to the PTO. Parent involvement is one of a school's most valuable resources. We hope that each of you will find the time to participate in some of the planned PTO activities.

### 2023-2024 PTCO Board Members

President:	Christa Keller/Brittney Starcher	presidentmvpto@gmail.com
Vice-president :	Jasmine Macon	vicepresidentmvpto@gmail.com
Secretary:	Ashley Cooke	secretarymvpto@gmail.com
Treasurer:	Gina Sliva-Gonzalez	treasurermvpto@gmail.com
Co-treasurer:	Michelle Butvilas	cotreasurermvpto@gmail.com
Communications:	Amanda Tippetts	communicationsmvpto@gmail.com
Community Events:	Shantel Gallegos	eventsmvpto@gmail.com
Fundraising:	Megan Haas	fundraisingmvpto@gmail.com

## Volunteering at School

You can tell your children you believe education is important, but by volunteering your time at Mountain Vista you also show them. Children love to see their parents helping in the classroom and the library during the day or at special events on evenings and weekends. Volunteers are crucial to the success of many of our programs.

Volunteers are needed in many classrooms to help with academic work, academic preparation, special celebrations, technology, in the library, in the art room, with the Book Fair, working on the yearbook, and hosting special events. We'd love to have your help!

# Parking Lot Safety and Procedures

## Arrival and Dismissal

The west doors (at the far end of the building off Radcliff) open at 7:45 a.m. All students enter through these doors and go straight to their classrooms. For security reasons, we do not allow parents/guardians/siblings or other adults to enter the building with students. We do not allow students to use the front doors of the school from 7:45 to 8:00 a.m. unless they are eating breakfast. At the end of the day students will exit with their classmates through their designated doors. If students ride the bus, they are escorted by grade level teachers to the bus loop. If students are picked up by parents, they are to remain with the grade level teachers until their parent arrives.

## Parking Lot

If you are dropping off or picking up children in the morning or after school during the “high traffic times,” please pull all the way forward toward the western most end of the sidewalk in front of the school. Have children quickly exit the vehicle on the curbside, closest to the school. Students will be expected to get out of the car as soon as it comes to a complete stop. If you plan on getting out of your car at all, please park in the parking lot. This practice keeps the traffic flow moving safely and efficiently.

Please avoid dropping off students at front doors along the first turn as you enter the parking lot. This creates a bottleneck for others behind you especially on the bad weather days when traffic can be especially heavy.

Please do not leave your vehicle unattended in areas marked in red. Also, the inside lane should remain clear to allow traffic to flow through the parking lot.

Remember that the handicapped parking spaces at the front of the building are reserved for those families who have handicapped designated license plates or tags. These spaces should not be used by anyone else for any reason.

**There is no parking in the bus loop, by the service area by the dumpsters, or by the delivery dock.** This area is to remain clear for buses, service vehicles, Waste Management, and cafeteria delivery vehicles.

# School Rules & District Policies on Student Behavior

## Animals at School and On School Grounds

For health and safety reasons, please do not bring animals to school or on the school grounds during school hours. Dogs are not allowed on the premises. This includes dogs on leashes at arrival and dismissal.

## Discipline

At Mountain Vista students live by the standards of S.T.O.M.P. (safety, trustworthiness, ownership, motivation, positivity). We believe that children can understand these standards, and they can specifically relate building rules and procedures to these standards. Each of us has rights and obligations as members of the Mountain Vista learning community for our school to be an orderly, productive, safe, and warm place for everyone.

## District Expectations

Parents and guardians have access to a copy of the Cherry Creek School District's [\*Student Conduct and Discipline Rights and Responsibilities\*](#) booklet on the Cherry Creek website. Please read this carefully. It is particularly important that your child understands the district policies. You will be asked to sign documents indicating that you have read, understood and discussed these policies with your child.

The entire text of any Cherry Creek School District Board of Education Policy and/or Regulation is available upon request from the principal's office at school or from the district administration office located at 4700 South Yosemite Street, Greenwood Village, CO 80111. Additionally, all district policies and regulations may be accessed via the Cherry Creek School District web site located at [www.cherrycreekschools.org](http://www.cherrycreekschools.org).

## Safe2Tell

Safe2Tell is a 24-hour phone line, app and email address where concerns about safety can be reported by students, parents, or staff. Calls remain confidential and anonymous.

- Call 1-877-542-7233
- Submit a report online at <https://safe2tell.org/>

## Dress Code

A safe and disciplined learning environment is essential to a quality learning program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board of Education recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or the maintenance of a safe and orderly school.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately.

The following items are not acceptable in the school building, on school grounds, or at school activities:

Inappropriately sheer, tight, short or low-cut clothing which bares or exposes traditionally private parts of the body.

Clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any words or pictures that are obscene, libelous, sexual, or gang related; or that promote any activity prohibited by the student code of conduct, including the use of drugs, tobacco, alcohol, or weapons; or that threaten the safety or welfare of any person, or otherwise disrupt the teaching learning process.

Not many of these dress code issues arise at the elementary school level; however, we do want to warn parents that our students do not always make wise choices in clothing. Since our students have recess every day, often in inclement weather, and may have physical education classes, it is best to follow these guidelines:

Students shall not wear exposed spaghetti straps, show bare midriffs, or wear shorts/skirts shorter than the tips of their fingers when arms and hands are extended to their sides.

Students should have shoes suitable for running and playing every day. Some shoes can be hazardous on the playground. On days when your child has PE, gym shoes are required to participate.

Students should have appropriate outdoor clothing (rain jackets, winter coats, mittens or gloves, hats) with them each day. Outdoor recess is only canceled in the event of extremely inclement weather.

Jewelry that may catch on playground equipment (dangling earrings, long necklaces) may not be appropriate for school.

Hats/caps are to be removed while in the school building.

Please mark your student's belongings with his or her name. Items go astray on a regular basis. We also recommend that valuable jewelry or belongings stay at home where they are safe.

## Playground

All playground rules are based on our need for safety and respect for each other. We have found that safety concerns increase as greater numbers of children share the same spaces and equipment. We know that our rules may seem more restrictive than behaviors allowed when parents are supervising smaller groups. Our goal is to keep kids safe, allow them the exercise and play they need, and help them with the social interactions that arise. The adults supervising recesses may change or adapt rules in response to any situation or activity that they consider a concern.

### Clothing

We go outside for recess every school day regardless of the weather unless it is extremely cold (below 20 degrees), raining or the air quality is so poor that our health department advises us to stay inside. Please have children wear appropriate clothing and shoes for recess. When there is snow on the ground, students must be wearing snow boots, snow pants, gloves, hats and coats to be in the snow.

### Competitive Games

We do not play competitive games on the playground. There is no tackling, pushing or tripping. Everyone should know and agree to the rules of the game before play begins.

### Emergency Signal

The emergency signal on the playground is three strong, rapid whistle blasts. Students should immediately line up quietly and await further instructions.

### General Rules

**Slides.** Do not climb or stand on the outside of the tubes, do not climb up inside slides. Slide down feet first and face up.

**Monkey Bars.** Do not stand on the top crossbars in any area. Do not pull on, or "tag" students who are on the bars.

**Swings.** Do not swing sideways or twist. Do not run through the swings. Do not jump off swings.

**Gravel stays on the ground.**

**No fighting** or play fighting.

**No throwing snowballs or ice.**

**Do not bring toys or equipment from home.**

All other situations are dealt with at the discretion of the staff member(s) on duty unless specifically covered by Cherry Creek School District policy.

## **Safety**

No one is allowed to enter the playground area or interact with students on the playground without first signing in at the office and receiving a visitor's pass. This includes talking with students or handing things to students over the fence. Staff member(s) on duty may request that groups of children play in specific areas. Students need to be within sight of a supervising adult at all times.

## **Supervision**

A staff member supervises students at all times during every recess. In general, this means that students may not be in any area (either inside the building or outside) unless a staff member is present. Since we need to know where every child is, students must ask permission of the staff member on duty before leaving the playground. During recess, if a student needs to be somewhere besides the playground, a staff member on duty needs to be made aware and notified of the time when the student will be expected on the playground.

## **Safety**

Your child's safety is of utmost concern to our staff. Our staff undergoes safety planning and training, and our Safety Team meets regularly. As a result of these conversations, district guidelines and our site-based decisions, we have instituted procedures to enhance our school's security. Our intent is to remain community friendly and as open to the public as possible. With your assistance, we can ensure that the school's focus is on learning.

## **After-hours Building Access and Procedures**

- Students who wish to retrieve materials beyond the school day must do so prior to 4:00 p.m. and must be accompanied by a staff member and parent.
- After hours clubs and groups meeting in our building must provide access to their program through the front door only and will dismiss as a group through the front door under the leader's supervision. Sponsors must ensure that doors are attended and not propped or unlocked. No child under the age of 18 shall take this responsibility. Parents should plan to pick-up their children in the parking lot for their safety. Students dismissed from these types of activities will be released only through the front door as parents arrive. Sponsors will remain until a designated adult has picked up all children.
- After 4:00 p.m. all students must be supervised by an adult and accompanied to and from various locations in the building at all times.

## **Building Entry/Exit**

- Exterior doors will remain locked. Staff, students and visitors are strictly prohibited from giving access to *anyone* seeking entry through any door other than the main entrance.
- The main entrance will be the only public access to our building and will remain locked at all times. All visitors must ring the doorbell to be let into the building.
- Access to the Before & After Daycare program will be through the cafeteria beginning at 6:30 a.m.

### **Sign-in, IDs and Badges**

- All school staff and district personnel will wear ID badges. Custodial crews will wear uniforms in addition to badges.
- All visitors must provide a photo ID at the main entrance to enter the school.
- All visitors to the building must sign in at the office and wear a visitor's badge for the duration of their visit.
- Students will report to the office or to a school staff member if they notice an individual in the building without a proper badge or visitor's pass.
- Individuals without a proper badge or pass will be escorted to the office by building personnel.

**Please note that the above regulations also apply to visitors on the playground. Children are prohibited from talking with ANYONE who is not wearing a badge. Please remember to come to the office and obtain a badge before approaching the playground during school hours.**

### **Toys**

Toys, including trading or game cards, sports equipment, and personal electronics are not permitted at school without prior teacher permission. Mountain Vista is not responsible for any items brought from home.

Adopted by the  
Board of Education  
December 13, 2021  
Revised – March 1, 2023

## Cherry Creek School District 2023-2024 School Year Calendar ALL SCHOOLS

JULY							AUGUST							SEPTEMBER							OCTOBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
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23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					
30	31																											

  

NOVEMBER							DECEMBER							JANUARY							FEBRUARY							
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							31																					

  

MARCH							APRIL							MAY							JUNE						
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24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31																					30						

<ul style="list-style-type: none"> <li><span style="color: blue;">■</span> No School for Students and Staff</li> <li><span style="color: green;">■</span> School Starts</li> <li><span style="color: red;">■</span> Last day of School</li> </ul>	<p>Days marked with colors below are non-pupil contact days:</p> <ul style="list-style-type: none"> <li><span style="color: lightgreen;">■</span> Teacher Work Days Prior to Start of School</li> <li><span style="color: yellow;">■</span> K-12 Non-contact</li> <li><span style="color: orange;">■</span> K-8 Non-contact/conferences</li> </ul>	<p>If for any reason the school district must close schools for more than two days, this 2023-2024 calendar will be amended by the Board of Education to provide additional school days.</p>
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