

# **Alamo Heights ISD**

## **2023-2024 Substitute Staff Handbook**



August 1, 2023

To All Substitutes:

Welcome to Alamo Heights Independent School District! Your job as a substitute is an important and challenging one. The Human Resources Department of Alamo Heights ISD has developed this handbook to give you helpful information about the operations of our District. The handbook is intended as a general overview of the practices and procedures but does not supersede the responsibilities outlined by each principal.

It is our hope that your experience as a substitute will be a rewarding and positive one.

Respectfully,  
Human Resources Department

Alamo Heights ISD does not discriminate against any employee or applicant for employment because of race, religion, national origin, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on any of the basis listed above should contact the Director of Human Resources.


This handbook does not constitute an offer of employment or alter the fact that an at-will employment relationship may be terminated by either party at any time. Alamo Heights ISD reserves the right to change or modify the contents of the handbook at any time without prior notice to employees.

**The Alamo Heights ISD Title IX Coordinator is Frank Stanage, AHISD Director of Human Resources. Any person who wishes to report sexual discrimination or sexual harassment involving any district activity or program may report it by calling 210-832-5955, or via email sent to [fstanage@ahisd.net](mailto:fstanage@ahisd.net).**

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# MISSION STATEMENT



*The Alamo Heights Independent School District, the heart of our community whose passion is excellence, will educate and empower every student to excel academically and as a confident, compassionate citizen with impeccable character and a global perspective through engaging, personally challenging, and relevant experiences that inspire learning for life.*

## MOTTO

*Live Honorably • Act Humbly • Model Dignity*

## District Information

### A Brief History

The Alamo Heights Independent School District traces its history from the year 1909 when the first school, a two-room wooden frame building on Townsend Avenue, was built in this picturesque area as part of a rural county district. A new school building of masonry was later constructed on the site that is now Cambridge Elementary School. In 1923, just one year after the high school building was added to the growing campus, the Alamo Heights system became an independent school district of 300 students.

While the hub of activity for Alamo Heights students centered at Cambridge until the 1950s, the district branched out into the neighboring community at the former cement plant near Jones-Maltsberger Road, also called “Cementville.” Known as the “Bluebonnet School,” the Alamo Heights Ward School served children whose parents worked at the plant.

The present athletic stadium was built in 1938 by the Work Projects Administration. Originally, games were played at Howard Field on the present Cambridge site, where former head coach Earl “Mule” Frazier led the football team to a first district championship in 1926 – and lent Alamo Heights its mascot.

World War II was responsible for a very real transition for Alamo Heights from a rural district to a suburban district, accompanied by the baby boom and opening of numerous subdivisions within district boundaries. In fact, the district almost doubled during that time.

To continue to meet the needs of a growing population, the district erected Alamo Heights High School in 1949-50, the original unit of Woodridge Elementary in 1951-52 (a wing was added the following year to house additional children), Howard Early Childhood Center in 1956, Alamo Heights Junior School in 1959, and the former Robbins Elementary School in 1964.

During the past two decades, Alamo Heights patrons overwhelmingly approved bond elections to provide improvements and additions at all district buildings. With these sophisticated upgrades, the Alamo Heights Independent School District will continue its tradition of academic excellence in all areas of study.

Today, the Alamo Heights Independent School District covers 9.4 square miles and serves students from the communities of Alamo Heights, Terrell Hills, Olmos Park, and a portion of north San Antonio.

## **Board of Trustees 2023-2024**

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected and serve 3-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- David Hornberger, President
- Stacy Sharp, Vice President
- Clay Page, Secretary
- Carey Hildebrand, Assistant Secretary
- Brian Hamilton, Trustee
- Ty Edwards, Trustee
- Lisa Krenger, Trustee
- Dr. Dana Bashara, Superintendent

## Administration

Superintendent, *Dr. Dana Bashara*, (210) 832-5953

Assistant Superintendent for Administrative Services, *Dr. Frank Alfaro*, (210) 832-5954

Assistant Superintendent for Business and Finance, *Matthew Streger*, (210) 822-3374

Assistant Superintendent for Curriculum and Instruction, *Dr. Jimmie Walker*, (210) 832-5954

Director of Human Resources, *Frank Stanage*, (210) 832-5955

Director of Communication, *Julie Ann Matonis*, (210) 804-7564

Director of Special Education and Student Services, *Melissa Benavidez*, (210) 824-7305

Director of Instructional and Information Technology, *Brian Grenier*, (210) 832-5780

Director of Athletics, *Ron Rittmann*, (210) 832-5717

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

**Administrative Office:** (210) 824-2483

|  |                             |
|--|-----------------------------|
| Secretary to the Superintendent  | <i>Cristina De La Cerda</i> |
| Secretary to the Assistant Superintendent for Administrative Services    | <i>Tori Rodriguez</i>       |
| Secretary to the Assistant Superintendent for Curriculum and Instruction | <i>Lori Garcia</i>          |
| Receptionist and Benefits  | <i>Angela Mancera</i>       |
| Human Resources Specialist   | <i>Maria Casillas</i>       |
| Communications Specialist  | <i>Casey Viera</i>          |

**Business Office:** (210) 822-3374

|                           |                          |
|---------------------------|--------------------------|
| Bookkeeper                | <i>Melissa Arredondo</i> |
| Accounts Payable Clerk    | <i>Loretta Arellano</i>  |
| Accounts Receivable Clerk | <i>Mayra Mendoza</i>     |
| Payroll Clerk             | <i>Valeria Acevedo</i>   |

**Food Services:** (210) 832-5940

|                          |                     |
|--------------------------|---------------------|
| Director of Food Service | <i>Shawn Sheets</i> |
|--------------------------|---------------------|

**Plant Services and Transportation:** (210) 832-5973

|                            |                     |
|----------------------------|---------------------|
| Transportation Coordinator | <i>Leah Larsson</i> |
| Plant Services Secretary   | <i>Toni Gilbert</i> |

**Gifted and Talented Program:**

|                          |                            |
|--------------------------|----------------------------|
|                          | Grades K-5 (210) 832-5844  |
|                          | Grades 6-8 (210) 832-5823  |
|                          | Grades 9-12 (210) 820-8850 |
| Heights Office Secretary | <i>Karyl Hernandez</i>     |
| GT Coordinator, K-5      | <i>Ann Veazey</i>          |
| GT Coordinator, 6-8      | <i>John Sheppard</i>       |
| GT Coordinator, 9-12     | <i>Joseph Holzmman</i>     |

**Technology Office:** (210) 832-5780

|  |                      |
|--|----------------------|
| Network Administrator                                | <i>Kevin Lam</i>     |
| Technology Secretary/Help Desk                       | <i>Gina DeLaCruz</i> |
| Technology Information Systems Specialist/Web Master | <i>Tricia Corey</i>  |
| Mobile Device Manager                                | <i>Zach Almaraz</i>  |
| Technician   | <i>Tim Pethtel</i>   |
| Technician   | <i>Bryan Slocumb</i> |
| Technician   | <i>Trevor Stuart</i> |
| Technician   | <i>David Wright</i>  |

**Educational Development Center (Special Education Program):** (210) 442-3700

|   |                         |
|---|-------------------------|
| Secretary to Director of Special Education and Student Services | <i>Veronica Ochoa</i>   |
| Receptionist  | <i>Jennifer Frausto</i> |

## Campus Directory

### **Howard Early Childhood Center** (Pre K and Kindergarten)

#### **Sub Coordinator: Kim Romines**

7800 Broadway  
San Antonio, Texas 78209  
(210) 832-5900

*Yvonne Munoz*, Principal

*Carlos Cabasos*, Assistant Principal

*Natalie Brown*, Academic Dean

### **Cambridge Elementary School** (Grades 1-5)

#### **Sub Coordinator: Jenny Gonzalez**

1001 Townsend Avenue  
San Antonio, Texas 78209  
(210) 822-3611

*Jana Hawkins*, Principal

*Heather Smith*, Assistant Principal

*Natalie Brown*, Academic Dean

### **Woodridge Elementary School** (Grades 1-5)

#### **Sub Coordinator: LouAnn Laureano**

100 Woodridge  
San Antonio, Texas 78209  
(210) 826-8021

*Gerrie Spellman*, Principal

*Salena Valdes*, Assistant Principal

*Natalie Brown*, Academic Dean

### **Alamo Heights Junior School** (Grades 6-8)

#### **Sub Coordinator: Ursula Garcia**

7607 N. New Braunfels  
San Antonio, Texas 78209  
(210) 824-3231

*Stuart Guthrie*, Principal

*Victor Saldana*, Assistant Principal (A-K)

*Liz Aguirre*, Assistant Principal (L-Z)

*Kim Alexander*, Academic Dean

### **Alamo Heights High School** (Grades 9-12)

#### **Sub Coordinator: Samantha Ward**

6900 Broadway  
San Antonio, Texas 78209  
(210) 820-8850

*Corey Smith*, Principal

*Joseph Holzmman*, Assistant Principal (A-Go)

*Sean Reno*, Assistant Principal (Gr-Pa)

*Elida Salinas*, Assistant Principal (Pe-Z)

*Charlotte Dolat*, Academic Dean

## General Information

Applications for substitute teaching are processed through the Alamo Heights Substitute Coordinator. The following information is needed to complete an applicant's file to substitute teach.

### A. Qualifications and Requirements

- ❖ Completed application form
- ❖ Texas Teacher Certificate (if earned) and *official* college transcript
- ❖ Report from Criminal History Records Division
- ❖ Completed W-4 form
- ❖ Completed reference forms (sent out by applicant)
- ❖ Social Security Card
- ❖ Driver License
- ❖ Completed I-9 form
- ❖ Picture ID Badge (to be taken at the Alamo Heights Administration Office)
- ❖ Fingerprinting (completed and cleared before employment)

Applicant must provide an *official* college transcript with proof of 60 or more hours for substitute teacher or provide a High School Diploma/GED for all other substitute positions

Applicant must provide documents to satisfy I-9 requirements. (Substitute Coordinator will need to copy original Texas Driver License and Social Security card or U.S. Passport or Permanent Resident Cards).

## **B. Procedures**

Once an application has been processed and approved, the applicant will be notified to have a picture taken for a picture identification badge. All substitutes will be required to wear their badge while working. Applicants must attend orientation training before receiving a substitute assignment.

The Alamo Heights Human Resources office provides an updated approved substitute list to each school through the AESOP/Frontline system. Please notify central office substitute coordinator if you are a certified teacher or have updated your teacher certification. This is extremely helpful when looking for substitutes for long term certified assignments.

In an effort to keep all information current, substitutes should notify the substitute coordinator of any change of name, address, or telephone number. An updated W-4 will also need to be completed for payroll purposes if a name change occurs.

Substitutes must notify the substitute coordinator to request removal from the active Alamo Heights Substitute Roster if they no longer want to take assignments.

## **C. Compensation**

- ❖ Teacher      \$ 130 per day  
                    \$ 165 per day (after 10 consecutive days in the same assignment)  
                    \$ 85 half day (generally 3-4 hours or three sections)
- ❖ Registered Nurse    \$130per day/\$85 per half day
- ❖ Assistant      \$ 80.00 per day  
    & Clerical      \$ 45.00 half day (generally 3-4 hours or three sections)  
    SST & ACE Assistant (Special Education)  
                    \$ 110 per day/\$ 70.00 half day

**\*Salary schedules are subject to change without notice**

## **D. Pay Period**

Substitutes are paid bi-weekly. Please see page 15 for details.

## **E. Renewal**

Substitute Letters of Reasonable Assurance (LORA) will be sent electronically to the email address on file. The requested information is to be completed and returned to the substitute coordinator in order to continue employment for the following school year. It is your responsibility to notify the central office substitute coordinator if you have changed your email address, address or phone number during the year. If the letter is not signed and returned after several attempts, we will process your resignation.

#### **F. Required Assignments**

To maintain employment, substitutes will be required to work one day per semester. Failure to comply may result in termination of employment.

#### **G. Canceling Assignments**

We understand on rare occasions you might have to cancel an assignment at the last minute for sickness, emergencies, etc. If you must cancel, please cancel as early as possible. Canceling assignments last minute causes significant stress for the campus where you are scheduled to work.

#### **Duties and Responsibilities**

- ❖ A substitute should be prompt and business-like in accepting and keeping assignments.
- ❖ The substitute should report to the campus administration office upon arrival for the confirmation of assignment, duties for that day and other information.
- ❖ The substitute teacher has the same responsibilities as the regular teacher for the students, equipment, and materials assigned to his/her care.
- ❖ The substitute is looked upon as a professional; therefore, he/she should exercise discretion and good judgment in carrying out duties and responsibilities.
- ❖ It is important to check in with an elementary administrator or attendance office to determine the correct procedures for attendance and keep a list of absentees and tardies for the regular teacher.
- ❖ A written description of the day's occurrences will be helpful to the regular teacher.
- ❖ The substitute should direct any concerns or questions to the campus principal, or assistant principal.

#### **Dress Code**

- ❖ A substitute's dress and grooming should be clean, neat, and in a manner appropriate for the assignment. Check with the campus principal for any additional standards of dress.

#### **Discipline**

- ❖ Follow the regular teacher's procedures.
- ❖ Check with the school administrator about referrals for the student who might be unruly, disruptive or who disturbs the education process.

#### **Miscellaneous**

- ❖ Accidents or emergencies should be reported immediately to the principal and/or the school nurse.
- ❖ Alamo Heights ISD is a smoke free environment. Smoking and the use of tobacco products or vaping devices are prohibited in all district buildings, at all school related-events, and on all district property.

- ❖ Fire drills are held periodically in compliance with state and local ordinances.  
The evacuation plan is posted in every classroom.
- ❖ When appropriate and required, substitute staff members must wear  
protective equipment and adhere to safety procedures.

## **Report Times for Substitute Teaching**

**Howard Early Childhood Center**

Full Day: 7:15am-3:15pm

Half Day AM: 7:15am-11:15am

Half Day PM: 11:15am-3:15pm

**Cambridge Elementary**

Full Day: 7:45am- 3:45pm

Half Day AM: 7:45am- 11:45am

Half Day PM 11:45am-3:45pm

**Woodridge Elementary**

Full Day: 7:45am- 3:45pm

Half Day AM: 7:45am- 11:45pm

Half Day PM 11:45am-3:45pm

**AHJS**

Full Day: 8:15am-4:15pm

Half Day AM: 8:15am- 12:00pm

Half Day PM: 12:00pm-4:15pm

**AHHS**

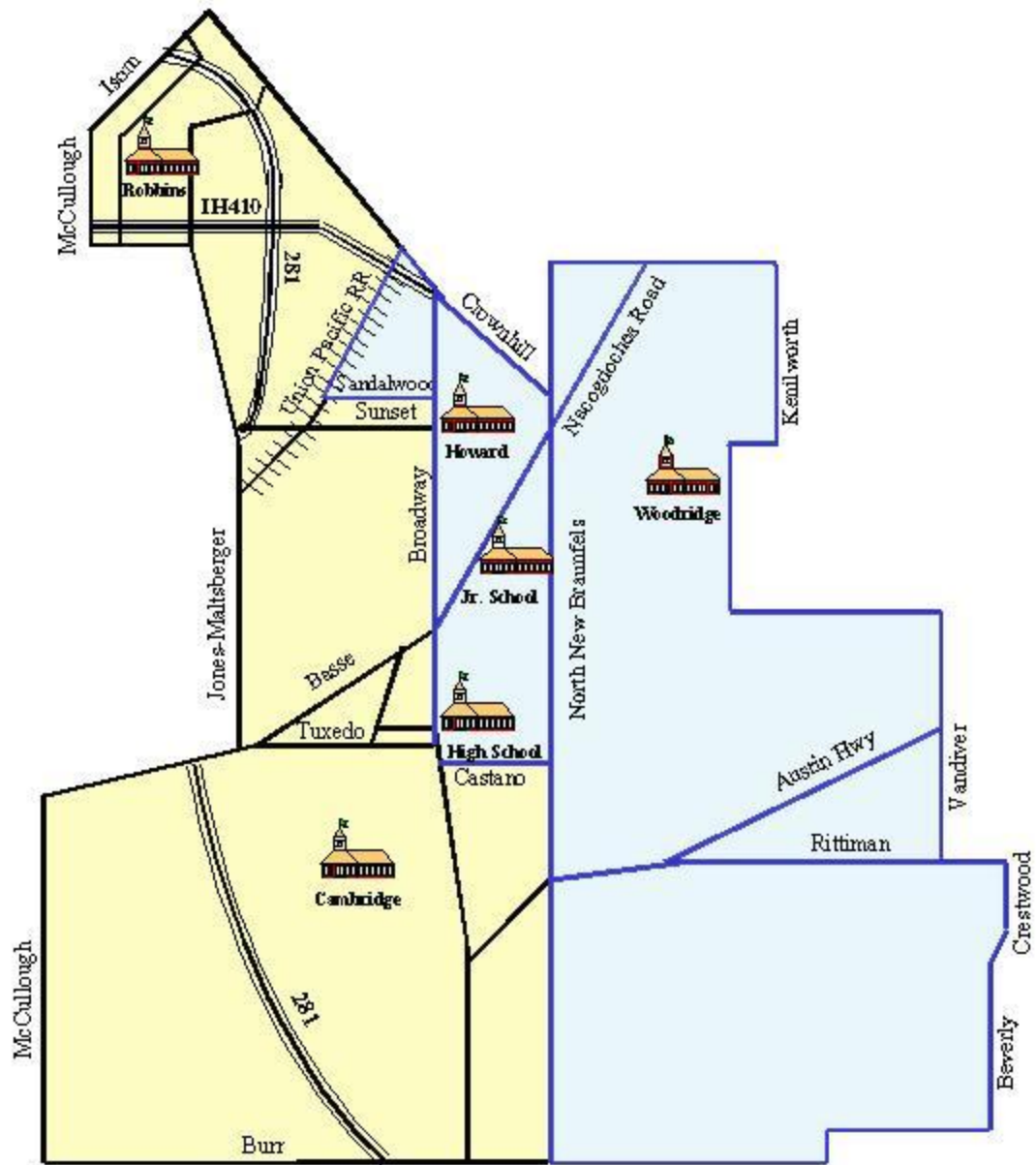
Full day: 8:30 a.m. - 4:00 p.m.

Half Day AM: 8:30 a.m. - 11:59 a.m.

Half Day PM: 12:00 p.m. - 4:00 p.m.

**2023-2024 Bi-Weekly Payroll Schedule**

| <b>Pay Date</b>    | <b>Pay Period<br/>Start Date</b> | <b>Pay Period<br/>End Date</b> |
|--------------------|----------------------------------|--------------------------------|
| September 14, 2023 | August 28, 2023                  | September 10, 2023             |
| September 28, 2023 | September 11, 2023               | September 24, 2023             |
| October 12, 2023   | September 25, 2023               | October 8, 2023                |
| October 26, 2023   | October 9, 2023                  | October 22, 2023               |
| November 9, 2023   | October 23, 2023                 | November 5, 2023               |
| November 21, 2023  | November 6, 2023                 | November 19, 2023              |
| December 7, 2023   | November 20, 2023                | December 3, 2023               |
| December 21, 2023  | December 4, 2023                 | December 17, 2023              |
| January 4, 2024    | December 18, 2023                | December 31, 2023              |
| January 18, 2024   | January 1, 2024                  | January 14, 2024               |
| February 1, 2024   | January 15, 2024                 | January 28, 2024               |
| February 15, 2024  | January 29, 2024                 | February 11, 2024              |
| February 29, 2024  | February 12, 2024                | February 25, 2024              |
| March 14, 2024     | February 26, 2024                | March 10, 2024                 |
| March 28, 2024     | March 11, 2024                   | March 24, 2024                 |
| April 11, 2024     | March 25, 2024                   | April 7, 2024                  |
| April 25, 2024     | April 8, 2024                    | April 21, 2024                 |
| May 9, 2024        | April 22, 2024                   | May 5, 2024                    |
| May 23, 2024       | May 6, 2024                      | May 19, 2024                   |
| June 6, 2024       | May 20, 2024                     | June 2, 2024                   |
| June 20, 2024      | June 3, 2024                     | June 16, 2024                  |
| July 3, 2024       | June 17, 2024                    | June 30, 2024                  |
| July 18, 2024      | July 1, 2024                     | July 14, 2024                  |
| August 1, 2024     | July 15, 2024                    | July 28, 2024                  |
| August 15, 2024    | July 29, 2024                    | August 11, 2024                |
| August 29, 2024    | August 12, 2024                  | August 25, 2024                |





First Day of School: **August 14, 2023**  
Last Day of School: **May 23, 2024**

- = Holiday
- = Student Holiday/Staff Development
- = Teacher Work Day/Staff Development
- = Teacher Trade Day/Staff Trade Day/Student Holiday
- \* = Student Holiday Parent Conference (Elementary)
- ◊ = Early Release (Secondary)
- Δ = Early Release Staff Development (District)
- w = Waiver Day
- ☼ = Bad Weather Day

Alamo Heights Independent School District  
7101 Broadway  
San Antonio, Texas 78209  
210.824.2483 / 210.822.2221 (Fax)  
[www.ahisd.net](http://www.ahisd.net)

First Semester ID: 83 Days  
Second Semester ID: 92 Days  
ID: 175 Instructional Days

## 2023-2024 School Year Calendar

Teacher Contract Days: 187

| JULY |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| 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 |    |    |    |    |    |

| OCTOBER |    |    |     |     |     |    |
|---------|----|----|-----|-----|-----|----|
| S       | M  | T  | W   | T   | F   | S  |
|         |    |    |     |     |     |    |
| 1       | 2  | 3  | Δ4  | 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 |     |     |     |    |

October 4 - Early Release Staff Development  
October 9 - School Holiday/October 14 - Student Holiday/Staff Dev  
October 11 - 1st Nine Weeks Ends/October 12 - 2nd Nine Weeks Begins  
October 20 - Elementary Student Holiday/Parent Conference

| JANUARY |    |    |     |    |    |    |
|---------|----|----|-----|----|----|----|
| S       | M  | T  | W   | T  | F  | S  |
|         |    |    |     |    |    |    |
| 7       | 8  | 9  | 10  | 11 | 12 | 13 |
| 14      | 15 | 16 | 17  | 18 | 19 | 20 |
| 21      | 22 | 23 | Δ24 | 25 | 26 | 27 |
| 28      | 29 | 30 | 31  |    |    |    |

January 1-2 - Winter Break  
January 2 - Student Holiday/Staff Development  
January 3 - 3rd Nine Weeks Begins/2nd Semester Begins  
January 15 - School Holiday  
January 24 - Early Release Staff Development

| APRIL |    |    |     |    |    |    |
|-------|----|----|-----|----|----|----|
| S     | M  | T  | W   | T  | F  | S  |
|       | 1  | 2  | 3   | 4  | 5  | 6  |
| 7     | 8  | 9  | Δ10 | 11 | 12 | 13 |
| 14    | 15 | 16 | 17  | 18 | 19 | 20 |
| 21    | 22 | 23 | 24  | 25 | 26 | 27 |
| 28    | 29 | 30 |     |    |    |    |

April 10 - Early Release Staff Development  
April 26 - School Holiday

| AUGUST |     |    |    |    |    |    |
|--------|-----|----|----|----|----|----|
| S      | M   | T  | W  | T  | F  | S  |
|        |     |    | 1  | 2  | 3  | 4  |
| 5      | 6   | 7  | 8  | 9  | 10 | 11 |
| 12     | <14 | 15 | 16 | 17 | 18 | 19 |
| 20     | 21  | 22 | 23 | 24 | 25 | 26 |
| 27     | 28  | 29 | 30 | 31 |    |    |

August 7 - 11 - Teacher Work Day/Staff Development  
August 14 - 1st Day of School/1st Semester Begins/1st Nine Weeks Begins

| NOVEMBER |     |    |    |    |    |    |
|----------|-----|----|----|----|----|----|
| S        | M   | T  | W  | T  | F  | S  |
|          |     |    | 1  | 2  | 3  | 4  |
| 5        | 6   | 7  | Δ8 | 9  | 10 | 11 |
| 12       | 13  | 14 | 15 | 16 | 17 | 18 |
| 19       | w20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27  | 28 | 29 | 30 |    |    |

November 8 - Early Release Staff Development  
November 20-22 - Student Holiday/Teacher Trade Day  
November 23-24 - Thanksgiving Break

| FEBRUARY |     |    |    |    |    |    |
|----------|-----|----|----|----|----|----|
| 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       | w19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26  | 27 | 28 | 29 |    |    |

February 12 - Student Holiday/Teacher Work Day  
February 19 - Student Holiday/Staff Development

| MAY |    |    |    |      |    |    |
|-----|----|----|----|------|----|----|
| 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 | 023> | 24 | 25 |
| 26  | 27 | 28 | 29 | 30   | 31 |    |

May 23 - Early Release (Secondary)  
May 23 - Last Day of School  
May 23 - 4th Nine Weeks Ends/End of 2nd Semester  
May 23 - Graduation  
May 24 - Teacher Work Day  
May 27 - School Holiday

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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        |    |    |    |    |    |    |

September 4 - School Holiday

| DECEMBER |    |    |    |    |      |    |
|----------|----|----|----|----|------|----|
| S        | M  | T  | W  | T  | F    | S  |
|          |    |    |    |    |      |    |
| 3        | 4  | 5  | 6  | 7  | 8    | 9  |
| 10       | 11 | 12 | 13 | 14 | 015> | 16 |
| 17       | 18 | 19 | 20 | 21 | 22   | 23 |
| 24       | 25 | 26 | 27 | 28 | 29   | 30 |
| 31       |    |    |    |    |      |    |

December 15 - Early Release (Secondary)  
December 15 - 2nd Nine Weeks Ends/End of 1st Semester  
December 18 - 29 - Winter Break

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

March 1 - Elementary Student Holiday/Parent Conference  
March 8 - 3rd Nine Weeks Ends/March 19 - 4th Nine Weeks Begins  
March 11 - 15 - Spring Break/March 18 - Teacher Work Day  
March 29 - School Holiday

| JUNE |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| 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   |    |    |    |    |    |    |

Board Approved: 01/19/2023