



**2018-2019**  
**FAMILY**  
**HANDBOOK**

**Highland Park Elementary  
1700 Saunders Avenue  
St. Paul, MN 55116  
651-293-8770 (Office phone)  
651-293-8983 (Office fax)  
651-696-9600 (Transportation after 4:30 PM)  
highlandel.spps.org**

**School Hours: 9:30 AM - 4:00 PM  
Office Hours: 8:30 AM - 4:30 PM**

**Terri O'Brien, Head Clerk  
Nancy Flynn, Principal  
Kara Kipfmuller, Parent & Family Liaison**

This document is available in other languages upon request.

Este documento está disponible en otros idiomas bajo petición.

በተጠየቀ ጊዜ ደህ ሰነድ በሌሎች ቋንቋዎች ይገኛል።  
betet'eyek'e gīzē yihi senedi belēlochi k'wanik'wawochi yigenyali.

Qoraalkan waxa lagu heli karaa luqado kale la codsado.

# A

## **APP for MOBILE DEVICES**

You can download the MySPPS App right from our homepage. This app will allow you to see bus information, school lunch information, and other sites related to Saint Paul schools and HPE. You can find it on our homepage at [highlandel.spps.org](http://highlandel.spps.org).

## **ARRIVAL & DISMISSAL TIMES**

School hours are 9:30 AM to 4:00 PM. Students will not be allowed to enter the building before 9:15 AM unless they are enrolled in Discovery Club. Because there is no supervision either inside or outside the building prior to 9:15, students should not be on school grounds before the bell rings at 9:15. All students must be picked up no later than 4:15 on Saunders Avenue.

## **ATTENDANCE**

School attendance is a proven factor of academic success. Saint Paul Public Schools has an attendance policy that will be strictly adhered to by Highland Park. A student who is not in his/her classroom by 9:30 is tardy. Any student who arrives at school after the 9:30 bell must report to the office for an admit pass. If your child is tardy or absent, you must call the school or send a note with your child regarding the reason for tardiness or absence. If we do not receive a call or a note prior to the absence, your child will be marked unexcused.

After 3 unexcused absences, an alert letter will be sent home. Then after 2 more unexcused absences, you will receive a phone call from the school. If there is more than one additional unexcused absence, the family will be referred to the Family Truancy Intervention Program (FTIP) and then it is turned over to Ramsey County. To avoid these consequences, please call the attendance line at **651-744-2583** and report the reason for the absence every time your child is absent from school.

### **Excused Absences**

Illness  
Medical treatment  
Religious observances  
Extreme family emergency (home fire, injury)  
Funeral

### **Unexcused Absences**

Truancy  
Family vacation  
Babysitting  
Overslept  
Missed the bus or suspended from the bus  
Weather

# B

## **BEHAVIOR EXPECTATIONS & CONSEQUENCES**

HPE teachers and principal have set expectations for student conduct that are in accordance with Saint Paul Public Schools rights and responsibilities. All students have a right to a safe learning environment, and we will strictly enforce safe behavior on the part of all students. All classrooms have Essential Agreements to which students collaboratively agree to adhere. Our goal is to have all students in class learning, and we will give students every opportunity to stay in class and return to class after a short break. However, when a behavior incident results in a visit to the principal, we will take additional steps that may include an out-of-school dismissal or even suspension. Students who do not respect Essential Agreements will be subjected to consequences that are outlined below.

Classroom steps to get student back on track:

1. Student is given a verbal redirection
2. Student is given an opportunity to take a "mindful minute" break in the classroom
3. Student is given an opportunity to take a break in another classroom to work on either a fix-it plan or unfinished work
4. Student will take a behavior intervention break with our behavior intervention specialist

If, after those four opportunities, the student is still not back on track, it will result in a visit to the principal's office. When the student's offense falls into one of the following categories, the consequences are outlined below. If the behavior continues, the consequences become more severe.

#### **BULLYING/HARASSMENT/DEFIANCE/DISRUPTIVE/MINOR THEFT**

- First offense: Removal from class and parent notification (parents will be called and a behavior referral form will be mailed home)
- Second offense: Parent conference and behavior contract
- Third offense: Dismissal for a minimum of one half day
- Fourth offense: Dismissal for at least one full day and parent readmit conference
- Fifth offense: Suspension and parent readmit conference

#### **FIGHTING/PHYSICAL CONTACT, NO BODILY HARM/LEAVING CLASS WITHOUT PERMISSION**

- First offense: Removal from class and parent notification (parents will be called and a behavior referral form will be mailed home)
- Second offense: Dismissal for a minimum of one half day
- Third offense: Dismissal for at least one full day and parent readmit conference
- Fourth offense: Suspension and parent readmit conference

#### **FIGHTING/PHYSICAL AGGRESSION, BODILY HARM/THREATS**

- First Offense: Immediate dismissal/suspension and parent readmit conference
- Second Offense: Suspension and parent readmit conference
- Third Offense: Suspension and possible transfer of student

#### **PHYSICAL ABUSE TOWARD STAFF**

- First Offense: Immediate dismissal/suspension and parent readmit conference
- Second Offense: Suspension and possible transfer of student

#### **WEAPON/DISORDERLY CONDUCT**

- First offense: Immediate suspension and police notification, possible transfer of student or expulsion

To view the district's Rights and Responsibilities Handbook, go to:  
[www.spps.org/rights\\_and\\_responsibilities](http://www.spps.org/rights_and_responsibilities)

#### **BUS BEHAVIOR EXPECTATIONS & CONSEQUENCES**

**Riding the bus is a privilege.** Our primary concern with riding the bus is safely transporting students to and from school. Safe behavior is basically sitting down properly in the seat (or assigned seat), facing forward, keeping hands and all body parts to oneself, staying seated while the bus is in motion, keeping language appropriate, and using an inside (level 1) voice. Bus C is equipped with seatbelts, and all students on Bus C must wear a seatbelt while riding the bus. The principal and the drivers work with students to establish expectations and safety guidelines for riding the bus. If your child engages in inappropriate, unsafe behavior while riding the bus, the bus driver will write a behavior referral and notify the principal, who will then notify the family of the following:

- First offense: Warning letter sent to parents
- Second offense: Attend Bus Safety School the next available Saturday (if not in attendance, loss of school field trips)
- Third offense: 1-day bus suspension
- Fourth offense: 2-day bus suspension
- Fifth offense: 5-day bus suspension
- Sixth offense: 10-day bus suspension

- Seventh offense: 15-day bus suspension
- Eighth offense: 20-day bus suspension
- Ninth offense: 30-day bus suspension
- Tenth offense: Bus suspension for the rest of the year

We expect all students to ride the bus safely and respectfully. Unsafe, unruly, disrespectful, loud behavior will not be tolerated. Students who receive bus behavior referrals will be subjected to the consequences listed above. The principal will notify families **IN WRITING** of bus referrals and consequences. The bus referral and a letter explaining the consequences will be sent home in the mail. **Students who do not attend bus safety school will not attend class field trips that require bus transportation.** Students who cannot attend class field trips will remain at school and complete work in another classroom.

## **BREAKFAST PROGRAM**

All students at Highland Park are entitled to a free breakfast. Breakfast is served from 9:15 to 9:30 AM every day. Students arriving late may get breakfast until 10:30 AM.

# **C**

## **CALENDAR OF EVENTS**

A calendar of all school events, PTA meetings, and NO SCHOOL days is at the end of this handbook as well as on our website at: [highlandel.spps.org](http://highlandel.spps.org)

## **CELL PHONES**

Students may not use cell phones during school hours. If a student needs to have a cell phone at school, it must be turned off and kept in the student's backpack. Students bring cell phones to school at their own risk. HPE staff will not be responsible for items that are lost, broken, stolen, loaned, or traded.

## **CLOTHING & DRESS**

It is important to the learning environment that students come dressed appropriately for school. Keep in mind that students have recess every day. Clothing should be comfortable and students should wear shoes in which they can easily walk and run. Students will go out for recess unless the weather is very wet or severely cold. Warm coats, snow pants, gloves/mittens, hats and boots are a must in the winter. On days when students have physical education, tennis/court shoes are required. Clothing that is gang-related, or associated with guns, weapons, drugs, or alcohol is prohibited. Hats, baseball caps, and hoods are not to be worn inside the school.

## **COMMUNICATION**

Communication between school and families is crucial. We have several modes of communication that should help you keep on top of everything related to HPE, including: Our website ([highlandel.spps.org](http://highlandel.spps.org)), email, monthly building newsletter, classroom newsletters, automated phone announcements, planners, Thursday communication folders, and phone calls. Be sure to update your contact information with the teacher and the school clerk with any changes during the year.

# **D**

## **DISMISSAL PROCEDURES**

Students are dismissed at 4:00 PM. Students who are assigned to ride a bus are expected to ride their assigned bus on a daily basis. Unless there is **WRITTEN NOTICE**, students who ride the bus will be put on the bus at the end of the day. Students who walk will be assigned a patrol line and will meet the patrols at 4:00 everyday unless there is **WRITTEN NOTICE**. **The office will not be accepting phone calls for dismissal changes.** Students and staff need to know in the morning via written notice if there are any

changes in dismissal for that day. Students need to be picked up by **4:15 PM on Saunders Avenue.**

### **DROP-OFF & PICK-UP SITES**

Drop-off and pick-up is on the south side of Saunders Avenue only. Do not drop off or pick up students on Rome Avenue, in the parking lots, or on the north side of Saunders. Rome Avenue is for buses only.

### **DISCOVERY CLUB (DC)**

Discovery Club provides child care before and after school, from 6:30-9:15 AM, and 4:00-6:00 PM on site at HPE. DC is a fee-based program that offers students academic, recreational, and cultural activities to support learning and social development before and after school. To enroll in DC, apply at [discoveryclub.spps.org](http://discoveryclub.spps.org) or call 651-632-3793.

## **E**

### **EXTENDED DAY LEARNING (EDL)**

EDL provides enrichment opportunities for students in grades, 3, 4 and 5 after school from 4:00-5:45 on Mondays and Wednesdays. To sign up for EDL, enter it in iUPDATE or pick up a form in the office. Return the band form to the office with the instrument your child is interested in playing.

### **EMERGENCY INFORMATION**

It is very important that the school clerk has the most current information for how to contact families in an emergency. Please inform the secretary of any changes in phone numbers or addresses during the year.

### **ENTRANCES TO SCHOOL**

The main entrance on Saunders is the only one entrance to HPE. Families and students must be buzzed in during school hours. During major school events, the doors on Rome will be open.

## **F**

### **FAMILY ENGAGEMENT PLAN**

Our Family Engagement Plan outlines our commitment to families during the year. It serves as a guide to help families navigate family involvement at HPE. A link to our Family Engagement Plan is on our website at [highlandel.spps.org](http://highlandel.spps.org).

### **FOOD SERVICE**

All families should fill out a form for educational benefits (free lunch) even if you don't believe you qualify. School lunch costs \$2.40 for students who do not qualify for educational benefits. Additional milk is 50 cents. At any time during the year, families can apply for free lunch. You can find the school menus online at [spps.nutrislice.com](http://spps.nutrislice.com). At the main menu, choose your child's grade and then Highland Park Elementary. You can also get menu information from the SPPS app.

### **FIELD TRIPS**

We love parent chaperones and parents are always welcome to accompany their child and the class on a field trip. However, you must contact the teacher at least two days in advance to let him/her know that you plan on joining the class, so that the teacher can plan accordingly. All students must have field trip permission included in iUPDATE.

# G

## **GADGETS & ELECTRONICS**

Gadgets and toys are a major distraction to learning and should not be brought to school. Toys and gadgets include such things as fidget spinners, stuffed animals, cars, electronic games, audio equipment, cell phones, pagers, trading cards, etc. HPE staff will not be responsible for items that are lost, broken, stolen, loaned, or traded.

## **GOODIES & TREATS**

All birthday and holiday treats must be store bought and in the original packaging. Individually wrapped food works best. Avoid bringing cakes and other foods that need to be cut and served. Students are not allowed to have soda pop at school. Inform the teacher in advance to let him/her know when you will be bringing treats. Bring all treats to the office and they will be delivered to the classroom.

# H

## **HEALTH SERVICES & MEDICATION**

Parents of students who need to have medication administered during the school day must speak with the nurse and fill out the appropriate forms. Students may not take prescription or over-the-counter medications on their own, and may not carry them or store them in a desk or locker. All medications must be labeled and be kept in the nurse's office. The nurse's direct phone number is 651-888-7632.

## **HOMEWORK POLICY**

Teachers will communicate their homework policies to parents, and homework assignments for students in grades 1-5 are written in the student's planner. We always suggest a minimum of 20 minutes of reading, either independently or with a parent, per night regardless of grade.

# I, J

## **ILLNESS**

Let's help everyone stay healthy! Please keep your child home with the following conditions:

- Temperature over 99 degrees
- Vomiting/diarrhea
- Strep throat
- Contagious diseases (chicken pox, whooping cough)

Students must be free of symptoms or be on antibiotics for at least **24 hours** before returning to school.

## **iUpdate**

iUpdate is the district's new online family and student information database. All families must fill out the information in iUpdate for each child in the family. iUpdate can be found online at [spps.org/onestop](http://spps.org/onestop). If you do not know your username or password, please call Terri in the office at 651-293-8770.

# K & L

## **LEAVING SCHOOL EARLY**

If a student needs to leave school early for any reason, a parent or guardian must notify the school of the need to leave early. Upon arrival, the parent or guardian must come directly to the office to notify the clerk and sign the student out. The clerk will call the student's classroom and ask that the student be sent

to the office. Do not go directly to the classroom to pick up a child. For the safety of all students, we ask for your full cooperation with this policy.

### **LIBRARY BOOKS**

The library has a great selection of books for students in all grades. Kindergarten students are able to check out one book at a time for a week. Students in grades one through five can check out two books for a period of two weeks. Students will receive reminders about overdue books. Please help keep books clean and dry - no food or liquids near books. If a book is beyond repair or lost, the student and family are responsible for paying for the book. LibraryGO is an excellent option for checking out books this year. All students have LibraryGO accounts. You can sign up for LibraryGO in the iUpdate.

### **LOST AND FOUND**

The lost and found is located by the Rome Avenue bus doors near the gym. Please check the lost and found periodically for items that might belong to your child(ren). All items left in the lost and found are donated to Goodwill several times during the year. Please put your child's name on all outerwear, including sweatshirts and lunch boxes.

### **LUNCH TIMES**

Kindergarten: 12:15-12:45  
Grade 1: 12:55-1:25  
Grade 2: 11:35-12:05  
Grade 3: 11:35-12:05  
Grade 4: 12:15-12:45  
Grade 5: 12:55-1:25

## **M, N, O**

### **MEDIA RELEASE FORMS**

Media releases are included in iUpdate. If you prefer that your child not be photographed, please inform your child of that decision so that s/he will understand we cannot include him/her in photos randomly taken at school. This does not include picture day.

### **NO SCHOOL DATES**

All no school dates are listed on the calendar. We do not send home additional notices of no school during the year.

### **OFFICE HOURS & NUMBERS**

Office hours at HPE are 8:30-4:30 Monday through Friday  
Office phone number: 651-293-8770  
Attendance line (available 24 hours a day): 651-744-2583  
Fax number: 651-293-8983

## **P, Q, & R**

### **PLANNERS**

All students in grades one through five are issued planners. These planners are expected to go home each night and come back each morning with your child. Many teachers require that they are signed by a parent each evening. These planners contain vital information regarding homework assignments, class assignments, field trips, and notes to and from teachers and parents. Please look at the planner after school each day.



## **PTA**

The PTA sponsors and supports events and activities throughout the year that enrich our students' lives, provide them with learning opportunities, artists-in-residence experiences, evening events, and fundraising. The PTA meets monthly and is open to all parents. Free child care is provided. The exact dates are listed on the school calendar. For more information, email to: [highlandparkel.pta@gmail.com](mailto:highlandparkel.pta@gmail.com).

## **PYP**

Highland Park Elementary is an accredited IB International Baccalaureate Primary Years Programme (IB PYP) world school. Our Primary Years Programme focuses on the development of the whole child, in the classroom and in the world outside, and through other environments where children learn. It offers a framework that meets children's academic, social, physical, emotional, and cultural needs. It does so through the development and reinforcement of a set of student profiles and attitudes.

**Learner Profiles** – The following profiles or attributes are fostered in student learners at HPE.

Students are encouraged to be: Balanced, Caring, Communicators, Inquirers, Knowledgeable, Open-Minded, Principled, Reflective, Risk-takers, and Thinkers.

**Attitudes** – The PYP curriculum seeks to develop the following attitudes: Appreciation, Commitment, Confidence, Cooperation, Creativity, Curiosity, Empathy, Enthusiasm, Independence, Integrity, Respect, and Tolerance.

## **QUESTIONS**

If you have questions regarding any aspect of your child's education at HPE, do not hesitate to contact your child's teacher. The best way to reach a teacher is by email. All HPE staff are listed on the website, or you can directly email at [firstname.lastname@spps.org](mailto:firstname.lastname@spps.org). (Example: [nancy.flynn@spps.org](mailto:nancy.flynn@spps.org)).

# **S**

## **SAFETY AND SECURITY**

For the safety of everyone in the school, all doors are locked during school hours. To gain entrance, use the main entrance on Saunders Avenue and push the button marked OFFICE during school hours, and DC during Discovery Club hours. When you hear the click, pull the door open. During major school events, the main doors will be open. During school hours, all visitors, including parents, must come directly to the office to sign in and get a visitor's badge. All visitors must sign out and return the badge when leaving.

## **SCIP**

There is a link to the SCIP (School Continuous Improvement Plan) on our website at [highlandel.spps.org](http://highlandel.spps.org). Our SCIP goals always involve strategies for improving achievement for all students in reading and math.

## **SCHOOL DIRECTORY**

The HPE PTA publishes a school directory with contact information for students by grade level. To be included in the directory, you must turn in a directory form by October 15. Forms are sent home in Thursday folders and are available in the office.

## **SCHOOL EVENTS**

All families are encouraged to attend school events. The calendar of events is included in this handbook as well as on our website. If you need transportation to any of the events, please call the school at 293-8770 to arrange for cab service.

## **SCHOOL CLOSING & PROCEDURES**

School will never have a delayed opening or close early due to weather. School being cancelled due to weather is a very rare event in Saint Paul. If school is going to close due to weather, you will receive an

automated call from the district. Closings are also broadcast on the major local television stations and radio stations. If you do not see or hear that Saint Paul Public Schools are closed, then HPE will be in session.

### **SCHOOL PATROL**

The school patrol walks students within one mile of HPE along three different routes. Please let the principal know if your child will be walking to and from school. The patrol walks every day as long as the temperature is above zero. If the temperature is below zero, the school patrol will not be responsible for walking students to and from school. The school patrol will begin their routes on the Monday, September 24, 2018.

### **SCOTTIE SCHOLAR AWARDS**

Students are able to earn Scottie Scholar tickets every day for exhibiting PYP learner profile attributes (see attributes under PYP above). These tickets are put in a grade level box in the office. Every Monday morning, one student from each grade will be drawn from the grade level box to become a Scottie Scholar for the week. Scottie Scholars receive a dog tag and have his/her picture taken with the group of winners. The photo is then displayed that week in the main hall. Just past the office.

## **T, U, & V**

### **TESTING**

The dates students will be taking the state-wide standardized tests will be published on our website as well as in the monthly newsletter. Please do not schedule vacations, doctor's appointments or anything that can be scheduled on alternate dates on testing dates. It is very important that all students complete the tests.

### **TEACHER REQUESTS**

All of our teachers are highly qualified, experienced, dedicated educators. Class lists are very deliberately created based on meticulously balancing academics, learning styles, special needs, race/ethnicity and gender. The teachers and principal will consider a parent's request for a particular teaching style based on the child's particular learning styles. **Parent requests for a particular teacher will not necessarily be honored.** To request a particular teaching style, send a request citing the child's needs and learning styles to the principal no later than May 20 and we will do our best to match those needs and learning styles to one of our teachers.

### **TECHNOLOGY RELEASE**

Technology release is included in iUPDATE. Please make sure your information in iUPDATE is current.

### **TRANSPORTATION**

#### ***Bus Transportation***

The transportation department does its best to have buses running on time, but on any given day, buses can be running late both in the morning and in the afternoon. Students should be at the bus stop 5 minutes before the bus is scheduled to arrive in the morning. The transportation department requests that you wait 10 minutes after the normal pick-up time to call transportation. If the bus does not show up, call transportation at **651-696-9600** and they can tell you when the bus is due to arrive. Similarly, in the afternoon, if the bus does not show up at your stop at the scheduled time, and you have waited an additional 10 minutes, you can call transportation and get an update on when the bus will arrive at the stop. The MySPPS app also gives you bus alerts and an estimated time of arrival. If the bus does not arrive at the stop on time in the evening, **do not leave the stop**, because as soon as you do, the bus may arrive and drop off your child. Call transportation at 651-696-9600 and ask them for the time the bus will arrive at your stop.

### ***Transportation to Family Events***

Families who need transportation to attend family events and/or conferences at Highland Park can receive transportation by calling the school at 293-8770. The clerk or parent liaison will schedule taxi service for conferences or school events upon request.

### **VALUABLES & MONEY**

There is no reason for students to bring large sums of money or wear expensive jewelry to school. The only reasons for bringing money to school are for picture day and lunch, which is in a clearly marked envelope, field trips, or small amounts to be spent on fundraisers or raffle tickets. HPE staff will not be responsible for money or valuables that are lost, broken, stolen, traded, loaned, or spent.

### **VOLUNTEER OPPORTUNITIES**

Volunteers are always welcome at HPE. There are numerous opportunities to be involved in various aspects of school life. There are opportunities to provide tutoring, help teachers in the classrooms, and chaperone field trips. If you would like to volunteer, please email Kara Kipfmueller, our parent liaison, at [kara.kipfmueller@spps.org](mailto:kara.kipfmueller@spps.org).

### **VISITORS**

We welcome visitors during the school day. All visitors must sign in and get a badge upon entering the school. Visitors must also sign out and return the badge when leaving. If you are planning to visit your child's classroom, arrange your visit in advance with the teacher to make sure it is an appropriate time (e.g., not testing, not on a field trip, etc.). We ask that you keep classroom visits to 30 minutes or less, unless arranged differently in advance. The purpose of classroom visits is to observe teaching and learning, and is not a time for conferencing with the teacher.

## **W, X, Y, & Z**

### **ZERO TOLERANCE**

HPE, along with Saint Paul Public Schools, has a zero tolerance policy for weapons of any kind, whether they are real or replicas. "Weapon" means any firearm, whether loaded or unloaded, toy gun, or replica of a gun, pictures of guns, bullets, a knife of any kind, firecrackers and poppers, or any device designed as a weapon and capable of producing death or bodily harm, or any other device or instrument which, in the manner it is used or intended to be used, is likely to cause bodily harm.

<b>4</b>	First Day of School (Grades 1-5)	<b>SEPTEMBER 2018</b>						
<b>4-5</b>	Pre-K & Kindergarten Conferences	S	M	T	W	Th	F	S
<b>6</b>	First Day of School (Grades Pre-K & Kindergarten)							1
<b>13</b>	PTA Meeting (6:00-7:30PM)	2	3	<u>4</u>	<u>5</u>	<u>6</u>	7	8
<b>25</b>	Coffee Connection (9:15-10:15AM)	9	10	11	12	<u>13</u>	14	15
<b>26</b>	PTA Fall Fundraiser Begins	16	17	18	19	20	21	22
<b>27</b>	Open House for HPE Families, Neighbors and Community (5:30-7:00PM)	23	24	<u>25</u>	<u>26</u>	<u>27</u>	28	29
		30						

		<b>NOVEMBER 2018</b>							<b>1</b>	Title 1 Meeting (5:30-6:00PM)
		S	M	T	W	Th	F	S	<b>1</b>	PTA Meeting (6:00-7:30PM)
						<u>1</u>	2	3	<b>8</b>	Picture Retake Day
		4	5	6	7	<u>8</u>	9	10	<b>12-16</b>	PTA Scholastic Book Fair
		11	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	17	<b>13</b>	Parent Teacher Conferences (4:45-7:45PM for Grades Pre-K – 5)
		18	19	20	21	<u>22</u>	<u>23</u>	24	<b>15</b>	No-School (Grade Pre-K Only)
		25	26	27	<u>28</u>	29	30		<b>15</b>	Give to the Max Day
									<b>15</b>	PTA Fall Fundraiser Order Pick Up (4:00-7:30PM)
									<b>15</b>	Parent Teacher Conferences (9:30AM-12:30PM for Grade Pre-K Only & 4:45-7:45PM for Grades Pre-K – 5)
									<b>16</b>	No School (All Grades) – Conferences
									<b>16</b>	Parent Teacher Conferences (7:30-11:30AM for Grades Pre-K – 5)
									<b>22-23</b>	No School (All Grades) – Thanksgiving Break
									<b>28</b>	PTA Fall Fundraiser Limo Ride (for students with required level of sales)

<b>10</b>	PTA Fall Fundraiser Ends	<b>OCTOBER 2018</b>						
<b>11</b>	Fall Picture Day	S	M	T	W	Th	F	S
<b>11</b>	PTA Fundraiser Orders Due		1	2	3	4	5	6
<b>11</b>	PTA Meeting (6:00-7:30PM)	7	8	9	<u>10</u>	<u>11</u>	12	13
<b>18-19</b>	No School (All Grades) – State Teacher Meetings	14	15	16	17	<u>18</u>	<u>19</u>	20
<b>25</b>	Bring Your Parent to Pre-K Day (9:30AM-12:00PM for Pre-K Morning & Full Day Classes & 1:30-4:00PM for Pre-K Afternoon Class)	21	22	23	24	<u>25</u>	<u>26</u>	27
<b>25</b>	PTA Fall Festival & Flu Shot Clinic (6:00-8:00PM)	28	29	30	31			
<b>26</b>	No School (All Grades) – Conference Prep							

		<b>DECEMBER 2018</b>							<b>7</b>	PTA Movie Night (6:00-8:00PM)
		S	M	T	W	Th	F	S	<b>13</b>	PTA Meeting (6:00-7:30PM)
								1	<b>21-31</b>	No School (All Grades) – Winter Break
		2	3	4	5	6	<u>7</u>	8		
		9	10	11	12	<u>13</u>	14	15		
		16	17	18	19	20	<u>21</u>	22		
		23	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	29		
		30	<u>31</u>							

