



**EastSideElementarySchool**

# Yearly Handbook -2019

Mr. [Name], Principal  
East Side Elementary School, PS 267  
53<sup>rd</sup> Street  
NY 10065  
348 (office)  
2891 (fax)

Also available on our website: [www.PS267.org](http://www.PS267.org)



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# EastSideElementarySchool

8:40am – 3:00pm

## ADMINISTRATIVE STAFF

Office number: 212-888-7848

<b>Medea McEvoy</b> Principal Extension 1121	<b>Farah Chowdhry</b> Assistant Principal Extension 5141	<b>A</b>
<b>Maricruz Dones</b> School Secretary Extension 1104	<b>Kathy Pang-Lee</b> School Secretary Extension 1103	
<b>Ivan Davila</b> School Aide Extension 1102	<b>Bailey Gendron</b> Parent Coordinator Extension 1101	<b>M</b>
	<b>Theresa Rivera</b> School Aide Extension 1102	<b>I</b>
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<b>Jennifer Nolan</b> Psychologists Extension 5081	<b>Tamara Kaynan Jillian D'Allesandro</b> Speech & Language Therapists Extension 5082	<b>A</b>
<b>Heidi Torres</b> Occupational Therapist Extension 5082	<b>Michelle Labella</b> Physical Therapist Extension 5082	<b>T</b>
<b>Melinda Reid</b> ESL Extension 1080	<b>Fernando Marzorati</b> School Nurse Extension 4082	<b>V</b>
<b>Elizabeth Sarosi Caryn</b>	<b>Hannah Rexha</b> TBD Family Workers Extension 5083	<b>E</b>
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**WELCOME**

**About Our School**

East Side Elementary School, PS 267 is a neighborhood Kindergarten to 5th grade elementary school that opened in September 2010. Located in a beautiful Italianate 1917 structure, our building was transformed into the first public school in New York City to achieve compliance with the new sustainable design standards mandated by the City Council for all public construction, providing a bright, modern learning environment, designed by the architectural firm of Ehrenkrantz, Eckstut & Kuhn.

In addition to five levels of classrooms and administrative space, our building features large elevators, a cafeteria, rooftop, gym/auditorium and outdoor space. The project was recognized with a 2008 Green Dot Award in the Design + Build Category for sustainable practices and a 2010 Impact on Learning Award from School Planning & Management. Architectural Record featured the project in its “21st Century Schools” issue.

**Mission Statement**

East Side Elementary School, PS 267 is a community of learners where wonderers come to learn, where observation and imagination are celebrated and where the question “why” is welcomed and encouraged. It is academically rigorous, with a strong foundation in math and literacy and an emphasis on science, social studies and the arts.

The three driving principles in our approach to teaching and learning are to ensure that rigor, purpose and engagement are the basis for all planning and instruction. To support these principles, students need to make a connection between what they are learning and real life. They need an opportunity to delve deeply into units of study about the world around them in authentic and meaningful ways.

Our goal is to ensure that the wonder and excitement that students bring with them not only lasts, but also deepens as they journey through elementary school and into middle school.

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**ARRIVAL PROCEDURES**

**ALL GRADES:** The school day begins promptly at 8:40 am. In order to have

# RI V A L P R O C E D U R E S

## DISMISSAL PROCEDURES

**ALL GRADES:** The school day ends at 3:00 pm. Afterschool programs, coordinated by the PTA, are available from 3:00 pm to 5:00 pm for children in grades K-5. Please visit the school website, [www.PS267.org](http://www.PS267.org) for more information on available after school programs.

**Kindergarten:** Students will be dismissed directly from their classrooms. All parents should go to their child's classroom and wait until the teacher dismisses the class. Children MUST say goodbye to their teacher and will leave one at a time. Teachers will be focused on dismissing students safely so please do not engage in conversation with your child's teacher at this time. Kindergarten students attending after school programs will be brought by their teacher or a staff member to the gym after all other students have been dismissed.

**1<sup>st</sup> and 4<sup>th</sup> Grade:** Students will be dismissed outside of the school building to the left of the door (facing the building, west, toward 3<sup>rd</sup> Avenue). Parents should wait on the sidewalk nearest the street to create a pathway for classes and passersby. Please wait until

students in their classrooms on time the doors open promptly at 8:35 am. Students arriving after 8:40 am MUST sign in at the security desk and will be issued late pass.

**Kindergarten:** Students line up outside the building on the left (facing the building, west, toward 3<sup>rd</sup> Avenue). They then enter the building and line up again in front of their classroom on the first floor (K-103, K-106 and K-109). Parents should bring their child to class, saying goodbye to the classroom door.

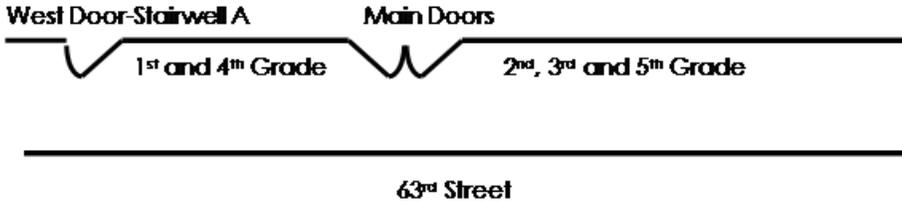
**1<sup>st</sup> to 5<sup>th</sup> Grade:** Students line up outside the building on the right (facing the building, east, toward 2<sup>nd</sup> Avenue). They then enter the building and go upstairs to their class WITHOUT a parent. Staff members will always be there to greet students as they arrive and supervise them walk to the classroom. Please say goodbye to your child at the main entrance.

**ALL STROLLERS AND/OR SCOOTERS SHOULD BE LEFT IN THE MAIN ENTRANCE VESTIBULE ON THE RIGHT SIDE OF THE DOORS AS YOU ENTER THE BUILDING.** This area holds a limited number of strollers; please try not to bring a stroller unless absolutely necessary. This is a temporary holding area and all strollers and/or scooters must be removed immediately after drop-off, in accordance with the fire code.

# DI S M I S S A

your child's class is lined up against the wall in their designated spot. They will shake hands with their teacher and then you may take them. This will ensure the safety of all students.

**2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Grade:** Students will be dismissed outside of the school building to the right (facing the building, east, toward 2<sup>nd</sup> Avenue). Parents should wait on the sidewalk nearest the street to create a pathway for classes and passersby. Please wait until your child's class is lined up against the wall in their designated spot. They will shake hands with their teacher and then you may take them. This will ensure the safety of all students.



**All Students:** If there are any changes to your child's regular afterschool schedule (play-dates, your child will be picked up by an adult who is not listed on the blue emergency contact card), please let the teacher know IN WRITING via the child's ORANGE FOLDER. Students will not be dismissed to anyone who is not listed on the blue emergency contact card without written permission. Anyone picking up your child should be able to provide photo identification.

We understand that sometimes there are emergencies. In case of an emergency, contact the main office by phone.

**Inclement Weather:** Arrival and dismissal procedures are the same rain or shine.

# PROCEDURES

# ATTENDANCE

**Attendance:** The school day begins promptly at 8:40 am. It is extremely important that students arrive on time. Lateness and absences are part of your child's report card and educational record. The Chancellor's Office requires that schools establish and maintain a system recognizing patterns of student absence. A student who misses the equivalent of ten more days per month, or 20 or more days the school year, is considered chronically absent. If your child is absent for three consecutive days, please call the office and submit a note from your child's doctor upon returning to school. Before making family vacation plans, be sure to consult the Department of Education calendar (found on the back cover of this handbook) so your child does not miss any school days.

**Late Pick-Up:** The school does not have staff to supervise children after school dismissal. If a child is not picked up from school and we have received no word from a parent, the Chancellor's regulations state that we must bring the child to the 19th Police Precinct, located at 153 East 67th Street.

# C E, E A R L Y/ L A T E P I C K- U P

Street, New York, NY 10065,  
212-452-0060. This ensures the child  
have a safe place to wait until a parent  
arrives.

**Early Pick-Up:** Please try not to schedule appointments for your child during the school day if possible, especially during lunch/recess period (11:00 am – 12:45). Please note that if you do come to pick up your child at that time you may have to wait as we will have limited staff to assist. If you do need to pick up your child before the end of the school day you **MUST** come to the office to sign your child out. In order to facilitate a smooth and safe dismissal for all, we ask that all early pick-ups occur before 2:30 pm. We thank you in advance for your cooperation in this matter.

**Half-Day Dismissal:** Half-days are scheduled by the Department of Education several times a year for parent-teacher conferences and clerical work. Families will be notified of these early dismissal dates well in advance. Students will be dismissed at 11:30 am. All students who have lunch in school. Please send a note to your child will not be eating lunch in school that day.

There is no afterschool on half days. Please let your child's teacher know IN WRITING through the orange folder if there are any changes in dismissal for these days.

## MEALS AND RECESS

**Lunch Procedures for All Students:** All families are required to complete a school lunch application form, regardless of whether or not you plan on having your child eat school lunch. The form is available at <https://www.applyforlunch.com/Application>. We thank you

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in advance for your cooperation in ensuring this process is completed

What you will be need to provide during the application process:

- The names and incomes of every member of your household (there is also a section that you can click that states “we do not qualify”; no financials needed)
- The school, grade and birthdate of every student in your household.
- The last 4 digits of your social security number and electronic signature
- A valid email address or phone number for the Office of School Food to communicate about the status of the application (optional)

**Breakfast:** Breakfast is served in our school cafeteria free of charge to any student from 8:00 am to 8:30 am. Children eating breakfast should enter the building by 8:20 am at the latest to give the child enough time to eat before class begins.

**Lunch and Recess:** Lunch is served free of charge to any student. Our school has two 50-minute lunch/recess periods supervised by staff members. Students eat lunch in our school cafeteria for 25 minutes; recess precedes or follows for 25 minutes, either outdoors or in the gymnasium. Students may bring lunch from home or receive school lunch and are responsible for cleaning up after themselves. Please check the school website, [www.PS267.org](http://www.PS267.org) for monthly lunch menus.

**Children with Allergies:** We have an allergy table in our cafeteria for children who have food-based allergies. An adult is assigned to sit at this table and holds all EpiPens for students who may need them. We ask that children who sit at this table bring lunches that do not contain any:

- foods containing peanuts or tree nuts
- foods containing peanut or tree nut products (such as peanut oil)
- foods that are made on shared equipment with peanuts or tree nuts
- foods that are made in a facility that processes peanuts or tree nuts
- foods that may contain traces of peanuts or tree nuts

Please communicate information regarding your child’s allergies to the principal, as well as the school nurse, and please keep them updated of any changes that may occur throughout the school year.

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## SAFETY AND SECURITY

**Visiting the School:** Our school safety agent ensures the safety of the school community. The school safety agent is located at the security desk in the lobby building. All visitors to the school including parents, MUST show a photo at the security desk upon entering the building. Please be sure all caregivers others approved to pick up your child ID with them at all times. Parents pick up a child early (for any reason) must the office after checking in with the safety agent.

**Blue Emergency Contact Cards:** Blue emergency contact cards are sent home the first day of school. This card lists emergency contact information for you someone you designate to act as your emergency contact if you cannot be reached. Please fill out the card completely and legibly with ALL contact telephone numbers and return to your child’s teacher.

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# T Y A N D D S E C U R I T Y

as soon as possible. If any of the information on the card changes during school year (new phone number, new emergency back-up, change in adult(s) authorized to pick up your child, etc.) MUST notify the office so that our contact list is up to date. **Children will not be released to anyone whose name is not listed on the blue emergency contact card without written consent.**

**Evacuation (Fire) Drills and Emergency Procedures:** Evacuation drill, lock-down and shelter-in instructions are posted in all rooms throughout the school; children are instructed in routines throughout the year to prepare for drills.

During an evacuation drill, staff and students leave the building and line up outside until the building is cleared. During a lock-down, staff and students remain quietly inside of classrooms with doors locked, shades drawn, and lights off until the lockdown is lifted. During a shelter-in-place, the exterior doors of the building are locked to prevent anyone from entering or exiting the building; staff and students continue their day as usual.

Parents are invited to an annual Town safety meeting in the fall to explain the procedures and protocols that we have in place to ensure the safety of our students.

**Emergency Closings and Delayed Openings:** In case of city-wide emergency conditions or a major storm, the Chancellor's Office will announce a decision by 6:00 am to close or delay the opening of school. Parents can check the Department of Education website ([www.schools.nyc.gov](http://www.schools.nyc.gov)) for information. Please listen for announcements on media. Please DO NOT call the school.

## HEALTH

**Illness and Injuries:** We have a school nurse on staff who sees children when they are hurt or not feeling well. In the case of minor injuries and illness where the child returns to class, the child will be given a note to take home to parents. If your child has a more serious injury or illness during the school day, you will be contacted and asked to pick up your child. Because it is very important that we are able to reach either a parent or a designated emergency contact immediately, please be sure that the information on your blue emergency contact card is up to date. Children who are vomiting or have a fever or contagious illness should be kept home from school. If your child is absent for three consecutive days a note from the child's doctor is required upon returning to school. Please be sure that your child has been fever-free for at least 24 hours before returning to school.

**Allergies and Other Medical Conditions:** If your child has an allergy or other medical conditions, please let the school nurse and principal know and fill out the proper documents. Please note, no child can be given any medication without the proper documentation on file. Forms can be obtained from the school nurse. If your child requires an EpiPen, it will remain with your child at all times of the school day. If your child requires any other medication (asthma pump, insulin, etc.) it will remain with the nurse, who will administer as indicated. You must also inform your child's classroom teacher(s) of any allergies or medical conditions.

**Head Lice:** Head lice are a common occurrence among school-age children. Students found to have LIVE head lice will be sent home and will not be allowed to return until they are lice-free. Children who have only nits (eggs which attach to the hair shaft) may attend school but parents should check their child's hair frequently to make sure there are no live lice. If you discover that your child has lice, please let the office know. The PTA sponsors a lice-check day the first week of school and after vacations throughout the year. For more information on head lice please visit the New York City Department of Education website: [www.schools.nyc.gov](http://www.schools.nyc.gov).

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## HOME-SCHOOL CONNECT

Our school provides several ways for communication between home and school.

- **Orange Folders** — Your child's orange folder is the primary mode of communication between home and school. This folder will be used for notes to teachers/parents, homework, PTA memos and other school news. Please check this folder EVERY DAY for important messages, and use it to send notes to teachers and completed forms to school.
- **Monthly Teacher Newsletter** — Each month, our teachers will send home a newsletter to share information and provide detail about the curriculum, upcoming events and more.
- **Weekly School Newsletter** — This newsletter, compiled and published by the PTA, is emailed every Friday during the school year.
- **Monthly Email Updates from the Principal**
- **Schoolwide Announcement Emails from the PTA from**

# C H O O L C O N N E C T I O N

[news@ps267.org](mailto:news@ps267.org)

Contact the PTA at

[PS267PTA@gmail.com](mailto:PS267PTA@gmail.com)

- **School Website** — [www.PS267.org](http://www.PS267.org)
- **Class Parents** — Two volunteer class; responsible for communication between the teacher and class families.
- **Parent Coordinator** — Bailey Gendron is our Parent Coordinator and is available to all parents to help answer questions, address concerns and provide information regarding your child's school. She also serves as a liaison between the school and the PTA. Bailey can be reached in the office at 212-7848 x1101 and via email at [bgendron@schools.nyc.gov](mailto:bgendron@schools.nyc.gov)

**Parent-Teacher Conferences:** There are two formal parent-teacher conferences each year, one in November and one in May. You are urged to take these opportunities to meet with your child's teacher to discuss your child's academic and social progress. Also, there will be two additional informational sessions in the fall and spring. One of these sessions is Curriculum Night in September and the other is a Parent Workshop evening. There will be opportunities for parents to visit the classroom throughout the year to participate in instructional activities. Should you need to schedule time to see or meet with your child's teacher during the year, please send in a note via your child's orange folder to schedule a time.

**Report Cards:** In November interim progress reports will be sent home outlining student strengths and next steps. Families will receive official student report cards in January and June.

**Schools Account:** The NYC Schools Account is an online account for parents which will allow you to access your child's attendance record, report card grades, test scores (when applicable) and general student information. Each parent or guardian is entitled to create a personal NYC Schools Account, an important resource helping you to follow your child's progress in school. If you are a returning family member and have not yet created an account please contact Bailey Gendron at [BGendron@schools.nyc.gov](mailto:BGendron@schools.nyc.gov). If you are a new family, the DOE will contact you with details about how to sign up.

**Parent Teacher Association:** We invite and encourage you to participate in our school in any way you can. If you are a parent of a child attending PS 267, you are automatically a member of the PS 267 Parent Teacher Association, a non-profit organization dedicated to supporting our school. You will find many opportunities to support teachers and students at our school. The PTA provides tools and information to help parents become active participants in their child's education and the school community. Please be sure to regularly check the website at [www.ps267.org](http://www.ps267.org). Questions or comments can be sent to the PTA presidents at [ps267pta@gmail.com](mailto:ps267pta@gmail.com).

**PTA Co-Presidents:** Rhena Lipps & Mary Moran  
**PTA Co-Vice Presidents of Fundraising:** Chloe Jo Davis & Erica Blit  
**PTA Co-Vice Presidents of Community Events:** Gretchen Reynolds & Lawrence Thaler  
**PTA Vice President of Parent Relations:** Melissa Cohen  
**PTA Co-Recording Secretaries:** Simone Ruiz & Sean Geddis  
**PTA Corresponding Secretary:** Michael Kimmel  
**PTA Co-Treasurers:** Al Petronis & Elley Cheng  
**External Affairs Representative:** Brooke Bick

**School Leadership Team:** New York state law requires that every public school form a School Leadership Team. The SLT is composed of parents, a PTA chairperson, the principal, the UFT school chapter leader and other staff members. This group plays a significant role in creating a structure for school-based decision making and shaping the path to a collaborative school culture. The SLT is a vehicle for developing school-based educational policies and ensuring that resources are aligned to implement those policies. Functioning in a collaborative manner, the SLT assists in the evaluation and assessment of a school's educational programs and their effect on student achievement. The SLT is responsible for developing an annual School Comprehensive Educational Plan (CEP) that is aligned with the school-based budget for the school year and will coordinate with the PTA to ensure that all school-wide committees are working toward the same goals.

**Amazon Wish Lists:** Teachers have created wish lists on Amazon that are updated throughout the year as needed. If you would like to donate books/materials, you can visit [www.amazon.com](http://www.amazon.com) and search for PS267amazon@gmail.com under the "find a wish list" tab. You can then locate the different teachers on the left-hand side of the webpage. Thank you in advance!

# H O M E- S C H O O L C O N N E C T I O N

# GENERAL INFORMATION

## GENERAL INFORMATION

**Afterschool Programs:** The PTA has partnered with Wingspan Arts, Simply Sports, and Chess NYC to make afterschool programs available to our students. Afterschool programs are offered daily from 3:00 pm to 5:00 pm for students in grades K-5. Please check the school website [www.PS267.org](http://www.PS267.org) for more information on how to sign up.

**Birthdays:** We recognize that birthdays are exciting days for children. Birthdays are celebrated with books. On the child's birthday, he or she can choose to have their parent(s) come into the class to read a book or to read the book to the class themselves. Families who choose to, may donate a book to the child's class. Families must notify the child's teacher, in writing, a week before the child's birthday if they would like to come in to celebrate the day. All birthday celebrations will be held during a mutually agreed upon time between the teacher and family. No food, drinks, or "goodie bags" will be permitted and will be returned if sent. Classroom teachers have the final determination in scheduling celebrations so that they do not conflict with other classroom learning, events, schedules and routines.

**Celebrations:** Classroom celebrations are held several times during the school year as a way of honoring the work the children have done. At the end of some units of study parents may be invited to come to the classroom for a publishing party, or a reading or math celebration.

**Clothing and Footwear:** Children should come to school wearing clean, comfortable, **labeled** clothing and shoes. Please make sure that your child is dressed appropriately for the weather as children go outside for recess most days. We encourage children to wear rubber-soled, closed-toe shoes daily but they **MUST** wear sneakers to school on their assigned day for physical education. If your child does not have sneakers he or she will not be able to participate. Flip-flops, Crocs, clogs, and high-heel/wedge shoes are not allowed at school. If your child wears boots to school due to rain or snow, a change of shoes **MUST** be brought from home.

Please be sure to label ALL articles of clothing---jackets, sweaters, hats, mittens, etc. and other personal items such as backpacks and lunchboxes with your child's name. Labels for your child's clothing can be ordered through LabelDaddy. Visit [www.ps267.labeldaddy.com](http://www.ps267.labeldaddy.com) for more information on this useful service. If your child misplaces something, please check the LOST AND FOUND, located in the cafeteria; unclaimed items will be donated to schoola.com at the end of each month.

**Field Trips:** Field trips are an important part of our curriculum; they provide students with opportunities to visit neighborhood parks, museums, libraries and other venues. Parents are needed to chaperone these trips and are encouraged to join their child's class. For neighborhood walking trips, our neighborhood walking consent form will cover permission for the school year. Additional consent forms are necessary for trips that require transportation or extend beyond the neighborhood. Teachers will send home these trip-specific forms, which **MUST** be signed by parents and returned to the teacher. Children may not leave the building without a signed permission trip. If we do not have the signed forms, your child will remain at school. Phone call and email permissions will **NOT** be accepted. Parents accompanying the class will be expected to refrain from using cellphones to talk, text or email on these trips. Note also that siblings may **NOT** accompany the class.

**Photography and Video recording:** If you photograph or video record a school event, please use the resulting photos and videos for your personal use only. You may not share photos or videos of anyone other than your child on social media sites.

**Cell Phone Policy:** The Department of Education (DOE) has instituted a new policy regarding students' use of personal cell phones and electronic devices on school premises. They have asked each individual school to formulate a policy that reflects the needs of the school community. While the DOE acknowledges that some students in the city may require the use of cell phones in certain circumstances and stipulates that students are permitted to bring personal electronic devices to school, as an elementary school, we have support staff and resources that enable us to communicate with families during the day when necessary. With that in mind, there is no need for students to carry personal cell phones and electronic devices in school. In the event that they are brought to school, students' personal electronic devices **MUST** be kept in backpacks and may not be turned on or used on school premises or on school trips for any reason. For further details, please read the school cell phone policy that was created by our School Leadership Team (SLT) on our website: [www.ps267.org](http://www.ps267.org)

**Personal Items:** Students are advised not to bring personal items such as toys, electronic devices, cameras, jewelry, or large sums of money. The safekeeping of these items cannot be provided.

**School Buses and MetroCard Passes:** In order to qualify for yellow bus service students must live within the parameters set forth by the Office of Pupil Transportation (OPT). Please visit the following website <http://www.optnyc.org/ServicesAndEligibility/gettransportation.htm> to determine eligibility. Some students may qualify for a free or reduced-rate MetroCard in lieu of yellow bus service. Some students may qualify for both yellow bus service and a MetroCard, but you may choose **only one service**. Please contact the school to sign up for yellow bus service or a MetroCard.

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<b>Wednesday, September 5<sup>th</sup></b>	First Day of School 11:30am Dismissal for Kindergarten Students
<b>Thursday, September 6<sup>th</sup></b>	First Full Day of School for Kindergarten Students
<b>Monday, September 10<sup>th</sup> and Tuesday, September 11<sup>th</sup></b>	Rosh Hashanah – No School
<b>Wednesday, September 19<sup>th</sup></b>	Yom Kippur – No School
<b>Tuesday, September 25<sup>th</sup></b>	Curriculum Night
<b>Monday, October 8<sup>th</sup></b>	Columbus Day – No School
<b>Tuesday, November 6<sup>th</sup></b>	Election Day – No School for Students
<b>Monday, November 12<sup>th</sup></b>	Veterans Day – No School
<b>Thursday, November 15<sup>th</sup></b>	11:30am Dismissal for Students Parent Teacher Conferences-Afternoon and Evening
<b>Thursday, November 22<sup>nd</sup> and Friday, November 23<sup>rd</sup></b>	Thanksgiving Recess – No School
<b>Monday, December 24<sup>th</sup> through Tuesday, January 1<sup>st</sup></b>	Winter Recess – No School
<b>Monday, January 21<sup>st</sup></b>	Dr. Martin Luther King Jr. Day – No School
<b>Tuesday, February 5<sup>th</sup></b>	Lunar New Year – No School
<b>Monday, February 18<sup>th</sup> through Friday, February 22<sup>nd</sup></b>	Midwinter Recess – No School
<b>Thursday, March 14<sup>th</sup></b>	11:30am Dismissal for Students Parent-Teacher Conferences-Afternoon and Evening
<b>Friday, April 19<sup>th</sup> through Friday, April 26<sup>th</sup></b>	Spring Recess – No School
<b>Wednesday, May 15<sup>th</sup></b>	Parent Workshop Night
<b>Monday, May 27<sup>th</sup></b>	Memorial Day – No School
<b>Tuesday, June 4<sup>th</sup></b>	Eid-al-Fitr – No School
<b>Thursday, June 6<sup>th</sup></b>	Chancellor’s Conference Day No School for Students
<b>Tuesday, June 11<sup>th</sup></b>	June Clerical Day - No School for Students
<b>Wednesday, June 26<sup>th</sup></b>	Last Day of School -11:30 am Dismissal