

Florida Sheriffs Youth Ranches, Inc.

#### DONALD RALPH COOKE SCHOOL



## 2024-25 PARENT/STUDENT HANDBOOK



WELCOME BACK, COLTS!





#### Florida Sheriffs Youth Ranches, Inc.

#### DONALD RALPH COOKE SCHOOL

#### Introduction:

I would like to welcome everyone to the 2024-25 school year! Our team is excited to begin another successful year with our students. We look forward to providing each student with a rigorous and challenging education based on his or her educational needs. Our faculty and staff have high expectations for student achievement this year. Our mission at FSYR Donald Ralph Cooke School is a reflection of the Florida Sheriffs Youth Ranches (FSYR). The Mission of the Florida Sheriffs Youth Ranches Donald Ralph Cooke School is to develop character, citizenship, leadership, and work ethic within the students we serve, leading them to a successful and productive life. Nothing grows and survives without a strong foundation... WORK... STUDY...PLAY...PRAY.

Our Vision: Inspiring and developing young men and women to face the future with a sense of direction, ability, and hope.

In this packet, you will find our policies and procedures for 2024-25.

Sincerely,

Dana Drawdy
Director of Education

#### Acknowledgment from our Program Director:

Sow a thought...reap an action. Right now, you are formulating your thoughts about the coming school year. I want to encourage you to formulate positive thoughts. Your attitude about school will help make this school year a success or a struggle. It is your choice. I am excited to hear about your progress and how you are making this your best school year ever! You can do this!

Warmest Regards,

Arenetta Jacobs Program Director

#### **Administrative Staff:**

Dana Drawdy, Director of Education

Amanda Ferguson, Assistant to Director of Education

Vacant Dean of Students

Tresca Walker, Assistant to Dean of Students

**School Hours:** 7:45-4:00

**Bell Schedule:** 

Period 1 8:05-8:55 Period 2 8:57-9:47 Period 3 9:49-10:39 Period 4 10:41-11:31 11:31-12:06 Lunch Period 5 12:08-12:58 1:00-1:50 Period 6 Period 7 1:52-2:42

#### Wednesday Nurture Group and Chapel Bell Schedule

Period 1	8:05-8:55
Period 2	8:57-9:47
Period 3	9:49-10:39
Period 4	10:41-11:31
Chapel	11:40-12:10
Lunch	12:13-12:38
Period 5	12:43-1:23
Period 6	1:25-2:05
Period 7	2:07-2:42

<sup>\*\*\*</sup>Tardy Bell - 2 minutes after each transition\*\*\*

#### Drop Off/Pick Up:

We will have a monitor outside to help with the flow of traffic. Morning Drop off will begin at 7:50 a.m. Please wait for your students to enter school before you leave. We will also try to use this time to address any type of dress code violation.

#### **Visitors**

All visitors will check in at the Boys Ranch Administration Building before coming to the school. The receptionist will call the Assistant to the Dean or Assistant to the Director of Education to let them know to expect visitors. It is recommended to call the school and schedule an appointment before arrival.

#### Student Information System

FSYR Donald Ralph Cooke School utilizes the MySchoolWorx student information system for grading, behavioral information, transcripts, and email. Please see the attached flyer for information on how to create a parent account.

#### **SUMMER SCHOOL PROGRAM**

All students in residence at the Boys Ranch will attend a mandatory summer Social Skills/Life Skills Course beginning on June 2, 2025, and ending on July 10, 2025. Our Life Skills Course/Social Skills course will be from 8:00 a.m. until 9:00 a.m. Monday - Thursday. ALL students needing credit make-up or wanting to take a course will stay from 9:00 a.m. until 12:00 p.m. to complete the necessary coursework.

#### **Student Support Teams**

Residential student support teams will consist of:

Dean of Students (DOS)

Director of Education (DOE)

Program Director (PD)

Teacher

Therapists

Unit Director (UD)

Family Engagement Specialist (FES)

Cottage Parent/Parent/Guardian.

Day student support teams will consist of

Dean of Students (DOS)

Director of Education (DOE)

Teacher

Program Director (PD)

Parent/Guardian.

#### **EXPECTATIONS**

#### TRUST BASED RELATIONAL INTERVENTION (TBRI®)

Here at the FSYR Donald Ralph Cooke School, we believe in providing students with the opportunity to learn in a trauma-informed environment where they can feel safe, cared for, and successful. Faculty and staff will implement Trust Based Relational Intervention (TBRI®) strategies to allow students to experience felt safety and connection and practice self-regulation. When misbehavior occurs, students may be given the opportunity for a redo, an offer of choices, or given an opportunity to ask for a compromise when appropriate before applying consequences.

#### First-Period Social Skills and Character Education

All students will participate in a first-period Social Skills and Character Education Course. This elective will focus on the principles of TBRI in a safe, fun, and nurturing environment while fostering relational health and building character within our students.

#### **CELL PHONES**

Cell phones are prohibited in our school and our campus. If a student is caught with their phone after 8:00, it will be taken from them by the dean and returned to their cottage parents/parent or unit director. If a student is caught with a cell phone for a 2<sup>nd</sup> time, the phone will be taken and not returned. An exception will be made for Senior Privileges. They will be expected to turn their cell phones into the front desk each morning. There will also be times that cell phones are needed by our Juniors and Seniors when signing up for testing and post-secondary preparation.

#### **ACADEMICS**

All student's transcripts are thoroughly evaluated upon acceptance into the Boys Ranch Program. All students will be placed into academic and elective courses based on their individual needs.

Students who need credit retrieval for failed coursework will either be placed in that course for the school year, attend after-school credit make-up, or be placed in summer school, depending on the time of year the student is accepted. Once a passing grade is achieved for semester work, the new score will be added to the transcript under the school year of completion. The failing grade will remain on the transcript but will not count against GPA.

Cheating and plagiarism are never allowed at FSYR Donald Ralph Cooke School. If a student is caught cheating or plagiarizing an assignment, they will receive a zero and the expectation will be that the student will repeat the assignment. This will be done during remediation days, monitored after school time, at home and/or in study hall at their cottage. It will be up to the teacher to decide how their grade will be affected once the assignment is resubmitted.

#### **High School Graduation Requirements**

12	or	24	Cre	tihe	On	tions	
40	~	47			VI	LLUILS	

Course	24 Credit Option	18 Credit ACCEL Option
English	4	4
Algebra I	1	1
Geometry	1	1
Mathematics	2	2
U.S. History	1	1
World History	1	1
U.S. Government	0.5	0.5
Economics with	0.5	0.5
Financial Literacy		
Biology I	1	1
Equally Rigorous Science	2	2
Practical/Performing Art	1	1
Electives	9	3

#### **ATTENDANCE**

The importance of regular school attendance is emphasized by FSYR Donald Ralph Cooke School and by the Florida Compulsory Attendance Law. School attendance is the responsibility of the parent and the student.

#### **Absences**

It will be the responsibility of the student to make sure that all missed work is made up upon return to school. Students should obtain all make-up work within two days of returning to school. It will be at the teacher's discretion for the due date. If a student begins to fall behind in their academic courses, after-school tutoring and credit make-up will be assigned. For our resident parents, those who wish to request a non-scheduled home visit must do so at least two weeks prior to the dates you are requesting. Students should maintain a C or better average in all courses to be granted extended periods of time away from school. All requests will be handled on a case-by-case basis.

Students should not miss more than 10 days in a full school year or more than 5 per semester. Summer school may be assigned for those students who fall behind in their academics due to excessive absences.

A written excuse must be submitted to the Assistant to the Dean, Tresca Walker or emailed to twalker@youthranches.org for the student's absence/tardy to be excused.

#### Examples of Excusable Absence/Tardy:

Illness
Serious illness or death in the family
Medical appointment
Emergency medical or dental
Agency and school activities
Legal matters
Pre-Approved family activities
Other absences excused by DOE

#### **Tardiness**

It is the expectation that students will transition to and from class in a timely manner. A student will be considered tardy if they arrive to class after the tardy bell. Tardiness will be considered excessive when there are more than 3 per nine-week period.

#### ATHLETICS

FSYR Donald Ralph Cooke School students will be allowed to participate in the Suwannee County School District sports programs and activities. Students must maintain a 2.0 minimum GPA per semester and have the approval of the educational team.

Students who need to leave early for practices, games, or any other extracurricular activities will be responsible for making up any work that is missed during this time. The amount of time a student must turn in their assignments will be determined by the individual teacher.

All students will be held to the same behavioral standards, and if after-school correction/reflection activities are assigned, they will be expected to attend. Students can be released to attend their activities as time allows.

#### **Extracurricular Activities:**

Leo Lions Club
Heifer Program
Farm Activities
Horseback Riding
Student Leadership
Volunteer Opportunities

#### DRESS CODE

All students will follow the dress and grooming policy and procedures set forth by the Florida Sheriffs Youth Ranches.

It is the expectation that ALL students will self-check for proper dress code each morning. We ask that all cottage parents and parents check students for proper dress code before they leave for school. Students out of dress code will be sent back home to change immediately, which will result in unexcused tardies or absences from class. Another option would be for students to receive a Payment of Debt (POD) to purchase clothing in order to be in compliance if we have their sizes available. <u>Dress Code clothing can be purchased through French Toast Uniforms</u>.

Students will be allowed to wear sports jerseys, over dress code, on game days only.

#### Boys:

**Shirts:** Black, Heather Gray, True Royal, and Dark Green Polos. All polos must be solid in color with no symbols or embroidery other than the Cooke Colts logo.

**Bottoms:** Khaki, Navy, or Black cotton/twill slacks with or without pleats. Shorts must be of the same style. No holes, rips, or pattern marks. No super-skinnies. No baggie or drop-waist pants. No cargo shorts. No pajama bottoms, elastic waistbands or drawstrings, or athletic pants/shorts are allowed except for in PE (see PE dress code). Pants must fit above the hips, and a belt is a daily requirement. The belt must be plain in color, black or brown (western belt buckles are allowed). The material must be twill or cotton, not denim.

#### Shoes:

No fashion athletic shoes (Air Force 1) or athletic shoes with laces are allowed at school except during PE. Shoes with laces must always be tied properly during PE. Acceptable shoes for school are slip-on Converse or Vans, deck shoes, dress shoes, cowboy boots, Hey Dudes, and slip-on athletic shoes (shoes with laces removed are not acceptable).

#### Girls:

**Shirts:** Black, Heather Gray, True Royal, and Dark Green Polos. All polos must be solid in color with no symbols or embroidery other than the Cooke Colts logo.

**Bottoms:** Khaki, Navy, or Black, Navy or Black cotton/twill slacks with or without pleats. Shorts must be of the same style. No holes, rips, or patterns. No joggers, pajama bottoms, elastic waistbands, or athletic pants/shorts allowed except for in PE (see PE dress code). No super-skinnies. Pants must fit above the hips, and a belt is a daily requirement. The belt must be plain in color, black or brown (western belt buckles are allowed). Material must be twill or cotton, no denim.

#### Shoes:

No fashion athletic shoes (Air Force 1) or athletic shoes with laces are allowed at school except during PE. Shoes with laces must always be tied properly during PE. Acceptable shoes for school are slip-on Converse or Vans, deck shoes, dress shoes, cowboy boots, Hey Dudes, and slip-on athletic shoes (shoes with laces removed are not acceptable).

#### Backpacks:

Backpacks are only permitted at school for the following: Students who leave directly from school for town jobs, on-campus OJT, dual enrollment, and sports practice. They may bring a backpack with a change of clothes for their activity. These items must be given to our Assistant to the Dean. These items are subject to be searched at any time.

#### Jackets/Coats:

One pullover quarter zip with school mascot will be issued to each student for a \$35 charge. Included in this handbook is the Adidas Jacket that is acceptable for dress code. No other coat, jacket, hoodie, or pullover will be allowed at Donald Ralph Cooke School. If a student is caught with inappropriate hoodies, jackets, or coats, they will be taken and not returned. There will be a cold weather exception to this rule that will be sent home once cold weather begins.

#### PE Clothing Boys and Girls:

All students are required to dress out for PE. Only basketball-style shorts are allowed. No spandex allowed. Shirts must be crew neck. Socks must be worn with athletic shoes. A PE bag will be provided. A small drawstring bag will be allowed to bring PE clothes daily.

#### **FOOD**

#### Snacks:

In order to empower our students by meeting their physiological needs, FSYR Donald Ralph Cooke School will provide 2 healthy snacks per day at the beginning of the 3<sup>rd</sup> and 6<sup>th</sup> periods. Students are not allowed to bring snacks from the cafeteria or home. Any student found to be in possession of an inappropriate snack must turn in the inappropriate snack and choose a snack from those provided.

The school will provide a water bottle for each student to be brought to school and taken home each day. Students will be responsible for keeping up with their assigned bottle. If a replacement bottle is needed, students will be charged a POD (Payment of Debt) of \$3 to replace their bottle. No other drinks will be allowed at school, and they will be confiscated and thrown away.

#### HARASSMENT POLICY

Sexual, ethnic, racial, or religious harassment of any specific employee or student will not be tolerated. Offenses refer to physical or verbal actions that have the purpose or effect of creating a hostile, offensive, or intimidating learning environment or have an ethnic, racial, religious, or sexual basis. Examples would include physical contact of a sexual nature and sexual, racial, ethnic, or religious comments or insults. All complaints and incidents will be investigated in a confidential manner. Where violations occur, immediate action will be taken to remedy the situation and prevent its reoccurrence.

#### SAFETY

The following are always prohibited from FSYR Donald Ralph Cooke School campus:

Weapons
Bullying
Violent Threats to students and adults
Violence
Sexual Activity
Drugs/Alcohol/Vapes
Gross Disrespect
Possession of Pornography and/or explicit music and jokes

FSYR Donald Ralph Cooke School has a safety plan in place in accordance with the policies and procedures of FSYR Boys Ranch. Consequences will be issued in the form of Out of School Behavior Reflection Days. Violations can lead to expulsion from program based on severity of the offense.

#### GENERAL BEHAVIORAL AND DISCIPLINE EXPECTATIONS

We will follow the COLTS Way for behavioral expectations at FSYR Donald Ralph Cooke School. The Florida Sheriffs Youth Ranches, Inc. Discipline Policy, and TBRI Principles and Practice will be the foundation for behavioral management at FSYR Donald Ralph Cooke School. All families will receive a copy of the FSYR Discipline Policy.

- C- Be a Good CITIZEN
- O- OWN Your Behavior
- L- Be an Active **LISTENER**
- T- Be TRUSTWORTHY
- S- Maintain SELF-CONTROL

We will address behavioral issues using the TBRI Four Levels of Response. Utilizing Playful and Structured Engagement, students will be given opportunities to reset, redo, de-escalate, and regulate to correct their behavior. Calming and Protective engagement will be used when a student or situation becomes escalated. All discipline issues will be handled case-by-case, according to the student's needs.

#### General Behavioral Challenges:

- Cheating
- Out of dress code
- Tardies
- Skipping class/school
- Cursing
- Cursing directed at staff
- Explicit Language/Explicit Gestures/ Explicit Noises (Sexual/Drugs)
- Destruction of school property
- Vapes/Vaping/Tobacco
- Pocketknives
- Cell phones

Behavioral challenges will be addressed with the following consequences

- After School Behavioral Reflection (ASBR)
- Lunch Behavioral Reflection (LBR)
- Out of School Behavioral Refection Day (BRD)
- Payment of Debt (POD) and/or repair of damages
- Loss of school privileges
- Possible expulsion from Program

#### STATEMENT OF POLICY

FSYR Donald Ralph Cooke School retains the privilege to make changes, amendments, and corrections to the rules and policies of the school at any time, with or without prior notice as determined by the educational team.

#### STUDENT VOLUNTEER HOURS

All high school students should earn at least 25 community service volunteer hours per school year. Summer volunteer hours will be counted towards their totals. Florida

Bright Futures Medallion requires 75, and Scholar requires 100. There is a volunteer sheet attached to this handbook.

#### **TESTING:**

We will utilize the Stanford 10 (2018) for standardized testing for grades 6-10. Our students in grades 11 and 12 will need to be signed up for ACT in the fall and SAT in the spring.

#### **DUAL ENROLLMENT:**

Students who need a Foreign Language credit, CTE credit, or a credit in a desired course we do not offer can sign up to take that course through FLVS.

Students wishing to enroll in technical courses to earn industry certifications may do so through River Oak Technical upon entering their 11th-grade year. Students must have a 2.0 or higher and be in good behavioral standing with our program.

Students may also dually enroll for college courses through North Florida Community. They offer both in-person and online courses. Students must have a 3.0 or higher, be in good behavioral standing with our program, and perform high enough on the P.E.R.T, SAT, or ACT.

#### **Library Policy:**

- 1. The Library will be open Monday through Friday for the last 15 minutes of each class period.
- 2. Students may check out only one book at a time.
- 3. Students must return the current book checked out prior to checking out a new book.
- 4. Lost or damaged books must be paid for before the student will be allowed to check out another book.
- 5. All books are checked out and checked in by the Administrative Secretary.

#### Late to School:

All students MUST sign in and out with our Assistant to the Dean. We ask that we receive a "call ahead" to let us know a student has returned or will be coming in late. This will help us manage students and their safety. Please make sure students who have town runs through lunch are provided a lunch before return.

#### STUDENT SUPPLIES:

We will provide pencils, pens, highlighters, and a notebook for each student. Students will be responsible for the upkeep and proper use of FSYR Donald Ralph Cooke School supplies. They will be charged a Payment of Debt in cases of destruction and loss of school property.

Headphones \$8.00 Calculator \$8.00

Water Bottle Quarter Zip Electronics Damage \$3.00 \$35.00

Cost of repair/replacement

#### **ACCREDITATION:**

FSYR Donald Ralph Cooke School is a Cognia Accredited School



#### **Girls School Uniforms**

#### Item # 1573

Pants: Khaki, Navy Blue, Or Black

#### Straight Leg Twill Pant

ttern #1573 Our Price: \$26.33

3.4 38 Reviews Wille a Reviews

You like to look good. But you also like to silde in the dirt. You shouldn't have to choose, so we powered up the knees on these twill pants. A decorative button just adds a little extra credit. Wear a belt or leave it at home to change up your style game (and adjust the fit, of course). Wash it, dry it, and go. Repeat.





#### Item # 1692

#### Shorts: Khaki, Navy Blue, or Black

tem #1692 Our Price; \$17.83



#### Girls Bermuda Short

For fast-growing kids, these shorts have an adjustable waist. It changes a size or two, so this pair will lest through the next growth spurt. Made of sturdy cotton-



#### Item # 1012

#### Polo Shirts: Heather Gray, True Royal Blue, Black, or Green

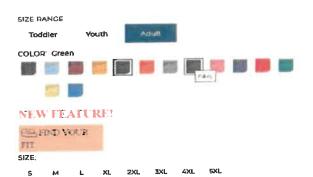


#### Short Sleeve Pique Polo

Our Price: \$18.98

4.4 137 Revers White Reserv

This best selling short-sleeve polo is polished enough for the classroom yet comfy enough for the playground. Our player fabric is a sort textured knit that gives a classic look. The wider cut ensures a more comfortable lift.



#### **Adidas Track Jacket**

Black Lightweight Jacket with White Stripes on the Sleeves or Solid Black. No hood.



#### **Boys School Uniforms**

We recommend ordering from <u>frenchtoast.com</u>, specific item numbers and acceptable colors are provided below.

#### Item # 1519

Pants: Khaki, Navy Blue, or Black

#### Adjustable Waist Double Knee Pant

Item #1519 Our Price: \$25,48



Twill dress pants that hold up to all-day (and all-year) action. Wait, what? You're now free to move, groove, or whatever you do while you're doing your schoolwork. These pants manage to be both stretchy and roomy but also slimfitting. Oh, and also Worn knees and wrinkles aren't a thing you have anymore



Youth

Slim

Huslo

Adult





NEW FEATURE!



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28 / 30	28/32	28/34	30/30	30 / 32	30 / 34	32/30	32/ 32
32/34	34/30	34/32	34/34	36/30	36/32	36/34	
38/30	38/32	38/34	40/30	40/32	40/34	42/30	
42/32	42/34	44/30	44/32	44/34	46/30	46/32	



#### Item # 1694

#### Pants: Khaki, Navy Blue, or Black





#### Item # 1699

#### Shorts: Khaki, Navy Blue, or Black

Item #1699



#### Stretch Flat Front Short

For fast-growing boys, these shorts have an adjustable waist it expands a size or two, so this pair will still rit a few months from now. The sturdy cotton-blend twill rabric comes with a little stretch for an easy fit

SIZE RANGE

Youth Husky

COLOR, Black

32 1-Berry Blackbring



FIT SIZE:

W28 YM W30 YM W32 YM W34 YM W36 YM W38 YM
W40 YM W42 YM W44 YM W46 YM

#### Item # 1012

#### Polo Shirts: Heather Gray, True Royal Blue, Black, or Green

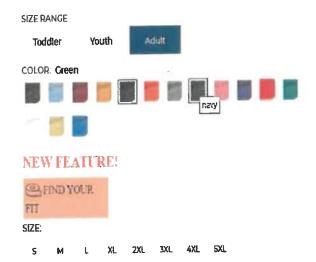


#### Short Sleeve Pique Polo

hem #1012
Our Price: \$18.98

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This best selling short-sleeve polo is polished enough for the classroom yet comfy enough for the playground. Our pique fabric is a soft textured knit that gives a classic look. The wider cut ensures a more comfortable fit.



#### **Adidas Track Jacket**

Black Lightweight Jacket with White Stripes on the Sleeves or Solid Black. No hood.



## Acceptable Shoes (No laces)













### Unacceptable Shoes

Any athletic shoes with laces are unacceptable.







# at FSYR Donald Raiph Cook School: Log in to your child's education

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# Stay on top of:

- Assignments: Homework & projects due
- Grades: Test scores, GPA, report cards
- Classroom Activities: Field trips, class events
- closings, picture day, weather days, sports & School-wide events: Holidays, school special events

1. Make sure the school office has your current email

address on file.

Check Your Inbox: You'll receive an email with

a special link to sign in to MySchoolWorx.

Logging in to MySchoolWorx is easy as 1-2-3:

# Request automatic alerts for:

- criteria for which alerts you receive, including Slipping Grades: You can determine the which subjects, classes, and more.
  - Emergencies: Behavior, illness, etc.

account securely—anytime and from any internet

ready device:

unique password to access your MySchoolWorx

3. After you sign in you can create your own

> Laptops, Computers, Smartphones & Tablets

communications when you download the MSW mobile app (It's free) on iTunes or Google Play.

Just want the basics? Get calendar & school

# Communicate with Teachers and School Administrators:

- Get Email Messages in your private & secure MySchoolWorx messaging inbox.
- Get Notifications & Messages forwarded to your personal email address.
- Send/Receive Messages to Teachers & Admins.









For questions or more information contact the school office:

(386) 842-5555





## FSYR Donald Ralph Cooke School 2024-25 School Calendar

Visit Week 3

July		Februa	
22-26	Staff Training Summit	17	President's Day Holiday Students and Staff NO SCHOOL
29-31	Beginning of Pre-Planning Week	20-21	FSYR Open House/School Service
_		20 21	Days
<u>Augus</u>		24	•
1-2	Pre-Planning Week	24	PD Day for School Staff NO SCHOOL
2	Back to School Orientation		
5	First Day of School	March	•
26-30	Stanford Test Week Grades 6-10	7	End of 3 <sup>rd</sup> Quarter (42 days)
		10	Teacher Planning Day NO SCHOOL
Septer	mber_	31	Stanford Test Week Grades 6-10
2	Labor Day Holiday NO SCHOOL		
		<u>April</u>	
Octob	er	1-4	Stanford Test Week Grades 6-10
4	End of 1 <sup>st</sup> Quarter (44 days)	11	Family Engagement Activity
7	Teacher Planning Day NO SCHOOL	14-18	Spring Break Students and Staff NO
•	1243.101 1 141.11118 2 2 7 11 2 3 11 2 3		SCHOOL
Noven	nher	May	
22	Fall Festival	15	Last Day of School/ End of 4th
	Fall Break and Thanksgiving Holiday		Quarter (43 days)
25-25	for Teachers and Students	16	Post-Planning Teachers
20.20	Staff Holiday	19-23	Teacher Time Off /Student Home
20-23	Stall Hollday		Visit Week 1
Decen	ahar	26	Memorial Day All Staff
19	End of 2 <sup>nd</sup> Quarter (48 days)	26-30	Teacher Time Off/Student Home
19	(Hot Choc Truck)		Visit Week 2
20	·	<u>June</u>	
20	Teacher Planning Day NO SCHOOL	2-30	Summer School M-TH
23-31	•		
	Students and Teachers NO SCHOOL	July	
la acces	(Staff Holiday 24 <sup>th</sup> and 25 <sup>th</sup> )	1-10	Summer School M-TH
Januar		4	4 <sup>TH</sup> of July Holiday Students and
1-3	New Year Holiday Students and	4	Staff NO SCHOOL
	Teachers (Staff Holiday 1st)	44.40	
	NO SCHOOL	14-18	Teacher Time Off/ Student Home

NO SCHOOL

6

20

Students and Staff Return to School

Dr. Martin Luther King Day Holiday

Students and Staff NO SCHOOL