



# CALENDAR OF MEETINGS

4 Independence Day

JULY 2022				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY 2023				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- 2-4 NO SCHOOL-Winter Break
- 4 **J Readiness Day**
- 5 School Resumes
- 16 NO SCHOOL-Dr. Martin Luther King, Jr. Day

18 Days/19 Days

- 8-12 New Teacher Orientation
- 15-19 PD Week
- 20 Back to School Jamboree
- 22 First Day of School

AUGUST 2022				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

- 17 Professional Development Day
- 20 NO SCHOOL-Presidents' Day

18 Day/19 Days

5 NO SCHOOL-Labor Day

SEPTEMBER 2022				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MARCH 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 10 **End of 3<sup>rd</sup> Quarter**
- 16 Professional Development, 8am-11am  
Parent Teacher Conferences, 12pm-6pm
- 17 Parent Teacher Conferences, 8a-12a
- 20-24 Spring Break

16 Days/17.5 Days

- 17 End of 1<sup>st</sup> Quarter
- 20 Bldg. Professional Development, 8-11am  
Parent Teacher Conferences, 12-6pm
- 21-24 Fall Break

OCTOBER 2022				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL 2023				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

7-10 NO SCHOOL-Spring Recess

18 Days/18 Days

- 08 Professional Development Day
- 23-25 NO SCHOOL-Thanksgiving Holiday

NOVEMBER 2022				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY 2023				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

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18 Days/19 Days

- 20 End of First Semester
- 21-30 NO SCHOOL-Winter Break

DECEMBER 2022				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE 2023				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

19 NO SCHOOL—Juneteenth

14 Days/14 Days

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<b>Legend</b>	
<b>Orange</b>	District Professional Development Days/Parent Teacher Conferences/Resource Days
<b>Red</b>	No School/Breaks/Holidays
<b>Blue</b>	End of Quarter
<b>Green</b>	Summer School

<b>Month</b>	<b>Instructional Days</b>	<b>Instructional Hours</b>	<b>PD Days/Hours</b>	<b>PTC/Resource Days</b>
August	8 days	52 hours	5 days/30 hours	
September	21 days	136.5 hours	0 days	
October	18 days	117 hours	.5 days/3 hours	1 day/6 hours
November	18 days	117 hours	1 day/6 hours	
December	14 days	91 hours	0 days	
January	18 days	117 hours	0 days	1 day/6 hours
February	18 days	117 hours	1 day/6 hours	
March	16 days	104 hours	1 day/6 hours	1 day/8 hours*
April	18 days	117 hours	0 day	
May	19 days	123.5 hours	0 day	1 day/6 hours
<b>Total</b>	<b>168 days</b>	<b>1092 hours</b>	<b>8.5 days/51 hours</b>	
Required		1044 hours		
Overage		48 hours		
AMI/Virtual		36 Hours		

\* We are looking to adjust the PD and PTC for March to resemble October. The most similar suggestion is:  
 10th-Regular school day  
 16th-PD 8-11 and PTC 12-6  
 17th PTC 8-12

\*\* PreK-12 will meet core data requirements of a 6.5 instructional day.

**What is J-Readiness Day?** *This will serve as a workday for teachers and support staff; and a resource day for parents/students.*

## **J-Readiness at Middle and High Schools, and JETS**

### **Teachers (GenEd and SPED):**

- Wrap- up grading late work submitted and/or grade makeup finals
- Export final semester grades
- Meet with Content PLC and/or Grade level to discuss any concerns about students
- Email/Call parents/guardians of new students
- Send out information regarding the second semester
- Set up 2nd Semester Google Classrooms if applicable and email codes to students
- Prepare second-semester units/lesson plans for the upcoming first two weeks
- Record lessons/instructions for students who might be working at home sick

### **Support Staff (administrators, secretaries, counselors, social workers, school nurse):**

- Register new students
- Print schedules
- Counselors make changes to schedules if requested
- Counselors check the credits of students to make sure they are on track for graduating. Contact those who are not.
- Social workers should be reaching out to families in need of continued support and/or assisting new families
- Social workers communicate with schools if there is a need such as doing a can food drive, gloves, etc.
- Administration have conversations with individual teachers to check-in, provide feedback, make suggestions on how to improve in areas needed
- Make home visits to students with chronic attendance and/or tardiness issues
- Administration has parent/student meetings with frequent fliers regarding expectations for the second semester, i.e behavior contracts
- School nurses should clean up files, make sure students who need medication during the school day have it in the office. Call parents if not.
- School nurses check with staff who may require having medication on file
- School nurses check supplies and order more if needed
- School nurses create and pass out in mailboxes small bags of bandages, cough drops, etc for teachers to have on hand
- School nurses identify and communicate with teachers any information regarding students if it is a need to know.

### **Parents/Students:**

- Pick up schedules and/or resolve any schedule issues regarding changing classes
- Pay any fines
- Speak with a teacher, counselor, administrator, school nurse
- Turn in any medication to the school nurse
- Take new school ID picture
- Sign up for after school programs/clubs/activities
- Visit SPOT clinic to schedule appointments for physicals if needed
- If new to the school, tour school to locate classes and locker. *Have student ambassadors present to assist for community service hours*

## **J-Readiness at Elementary Schools**

### **Teachers (GenEd and SPED):**

- Updating/Converting Google Classroom
- 90-Day Plans
- Intervention Planning
- Preparing Report Cards
- Meet with Content and/or Grade level to discuss any concerns about students
- Prepare second-semester units/lesson plans for the upcoming first two weeks
- Record lessons/instructions for students who might be working at home sick
- Email/Call parents/guardians of students
- Send out information regarding the second semester

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