



# **Substitute Handbook 2023-2024**

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Chad Carlson, Director of Administrative Services  
Mary Jo Hetrick, Director of Transportation  
Dave Walker, Director of Nutrition

## Building Contact Information

### Morris Elementary (PK-2)

700 Garfield St SW  
515-967-6361  
Ben Anderson, Principal  
Carrie Ratliff, Assistant Principal  
Tressa Dare, Administrative Assistant  
School Day Hours:  
M – 8:20am-2:00pm  
Tu-F – 8:20am-3:25pm

### Anderson Elementary (2-4)

400 Garfield St SW  
515-967-7494  
Mel Hewitt, Principal  
Joannie Sanger, Assistant Principal  
Julie Hall, Administrative Assistant  
School Day Hours:  
M – 8:20am-1:55pm  
Tu-F – 8:20am-3:25pm

### Intermediate School (5-6)

300 Garfield St SW  
515-967-3711  
Mike Kramer, Principal  
Kevin VanderLinden, Assistant Principal  
Megan Kula, Administrative Assistant  
School Day Hours:  
M – 8:10am-1:50pm  
Tu-F – 8:10am-3:20pm

### Junior High (7-8)

1201 Grant St N  
515-957-7970  
Jeremiah Ostrem, Principal  
Shawn Bennett, Assistant Principal  
Cassie Nelson, Administrative Assistant  
Stephanie Ham, Administrative Assistant  
School Day Hours:  
M – 8:05am-1:45pm  
Tu-F – 8:05am-3:15pm

### High School / Alternative High School (9-12)

1000 Grant St N / 120 Main St SE  
515-957-8191  
Erik Garnass, Principal  
Amy Ripperger, Assistant Principal  
Daryl Dotson, Assistant Principal  
Sara Ballard, Administrative Assistant  
Kristy Lorber, Administrative Assistant  
School Day Hours:  
M – 8:05am-1:45pm  
Tu-F – 8:05am-3:15pm



## Welcome to Bondurant-Farrar

As a substitute teacher or substitute support staff member for Bondurant-Farrar, we consider you to be an essential and valuable part of our educational team. We appreciate your willingness to provide service to our students and teachers in your role as a substitute. We also acknowledge the challenging nature of this task.

This handbook has been developed to assist you professionally and to present important guidelines that will enable you to make your substitute role a rewarding experience. Our goal is to work together to provide Bondurant-Farrar students with the best possible education.

We wish you a safe, successful, productive and rewarding school year!

Sincerely,

Chad Carlson  
Director of Administrative Services



## Human Resource Contact



**Amy Muench**  
Human Resources Specialist  
muencha@bfschools.org  
515-967-7819



## Disclaimer

This Substitute Handbook is for your use as a source of information about Bondurant-Farrar CSD and your substitute role. Nothing in this handbook creates or is intended to create a contract of employment, either expressed or implied. Nor do the Handbook provisions establish an employment relationship where one would not exist. You are an at-will employee of the District and your relationship with the District may be terminated by you or the District at any time, with or without cause. Please note that you are subject to the policies of the District's Board of Education.

The District does not guarantee specific benefits or terms of employment. Board policies, the provisions of this Handbook, District benefits, and District procedures may be changed or revoked at any time, without notice to you and without your consent.

## Equal Employment Opportunity

It is the policy of the Bondurant-Farrar Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator - Chad Carlson, Director of Administrative Service, 300 Garfield St. SW, Bondurant, IA 50035, 515-967-7819, carlsonc@bfschools.org OR Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone (312) 730-1576, Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov

EEO/AA

## How to Become a Substitute

1. Click <https://www.bfschools.org/Page/1324> to start the process for employment.
2. Amy Muench, HR specialist, will contact you to begin the onboarding process and confirm all required documents have been submitted. **You will be required to complete a Background check and Child and Dependent Adult Abuse check; some sub positions also require post-offer employment testing (POET).**
3. Once all required paperwork and documentation has been submitted and reviewed you will be added into our automated substitute procurement system, Absence Management by Frontline. You can begin substituting for Bondurant-Farrar CSD upon receiving the welcome letter containing your Absence Management Login and Pin information.

## Mandatory Trainings

You will need to create an account in the AEA Learning Online System, [www.AEAlearningonline.org](http://www.AEAlearningonline.org) (go to the Professional Learning for Educators, drop down menu, and choose AEA Learning System). You will have to say "yes" to being a Bondurant-Farrar District Employee, find our District in the list, type the password **BFBLUEJAYS** and save your profile information.

Here are the required trainings:

1. Bloodborne Pathogens
2. Right to Know
3. Mandatory Reporter Training - Must be current with the District Office. Now required every three (3) years
  - a. If completed before July 1, 2019, still good for five years. If you have completed since July 1, 2019, we are asking you to provide certificates.
  - b. Training available through the AEA or DHS:  
<https://boee.iowa.gov/mandatory-child-and-dependent-adult-abuse-reporter-training>



4. Overview of State Requirements Regarding Seclusion and Restraint: Chapter 103  
(*teacher and para subs only*)
5. Suicide Prevention and Postvention (*teacher and para subs only*)
6. Adverse Childhood Experiences: From Toxic Environmental Stresses to Success  
(*teacher and para subs only*)

**Please submit all training certificates to Amy Muench at [muencha@bfschools.org](mailto:muencha@bfschools.org).**

## Certification and Renewal

Substitute teachers must be licensed with the Iowa Board of Educational Examiners (BOEE). Bondurant-Farrar will employ those with the Substitute Authorization as well as the Substitute License, other regular teaching licenses, and the Administrative License. For more information or to start the licensure process, visit:

<https://boee.iowa.gov/license-types-and-applications/license-and-authorization-information>

License renewal is also done online on the BOEE web page. It is advised that renewals should be planned at least two months in advance of the renewal date. Once your license expires, you are not eligible to be in the classroom until your renewal is processed. The link for renewals can be found here: <https://boee.iowa.gov/you-begin>

## Contacting and Assigning Substitutes

Once you have all completed documentation on file with Human Resources, you will be given access to our automated substitute procurement system. Bondurant-Farrar CSD uses Frontline's Automated Educational Substitute Operator also known as Absence Management, as it will be referred to from this point forward, to secure substitutes. It utilizes both the telephone and the Internet to fill vacancies.

Substitutes are given no guarantee of a minimum number of assignments. ***If you accept a full-day assignment, you are expected to report to the school office by the designated reporting time and remain on the assignment until the end of the day unless special permission is given by the school office.***

- A. You may search for available jobs 24 hours a day, 7 days a week by visiting <https://login.frontlineeducation.com/login?signin=48ebf349c581b6afaff0b47cc900616c&productId=ABSMGMT&clientId=ABSMGMT#/login>.
- B. BFCSD has selected the following hours for Absence Management to call substitutes: 5:30 am – 11:59 am and 4:00 pm – 10:00 pm daily. Calls during morning hours may be extended to fulfill assignments for late morning and afternoons for an employee who must leave work unexpectedly. Please note that morning calls will be for that day's absences ONLY!
- C. Absence Management is programmed to show up as **1-800-942-3767** on phones with Caller ID. Please save this number in your phone under Absence Management Sub Hot Line.
- D. Absence Management is voice-activated. When the system calls you for an available assignment, it will not begin to read the job until you pick up the phone and make a sound (typically by saying "hello").
- E. If you use a "telezapper" or some other device that blocks calls that were dialed by a computer, you will not receive calls from Absence Management.
- F. You can use a cell phone with Absence Management without difficulty.
- G. When the system calls you, it only asks for the PIN number. When you call into the system, it asks for both your ID number and your PIN number.
- H. No outbound calls are made on Friday night, all day Saturday, or Sunday morning.
- I. The system will make outbound calls up to two days in advance of the start of the absence.



- J. If you hang up on Absence Management prior to entering your PIN, the call is 'aborted' and you will not be called for another job for an hour. If you hang up on Absence Management after entering your PIN or after pressing the 3 key to reject that assignment, the call was 'rejected' and you will be called for the next job in 15 minutes. If there is no answer or the phone is busy, Absence Management will call next in 20 minutes.
- K. Pressing the phone's star key at any time on the phone system will return you to the previous menu.
- L. When your phone rings in the morning it is requesting to **fill a last-minute** need for coverage for that current day's absences. These are the highest priority jobs to be filled ASAP. The system will call in the evening for assignments occurring on one of the next two days.

**PLEASE NOTE:** An employee may cancel an absence up to 45 minutes before the start time posted on the Absence Management assignment. Absence Management will call your phone number and send an email (if added to your Personal Information on your Absence Management home page) to notify you of any canceled assignments. You will be asked to confirm the notice of cancellation. For your benefit, please call Absence Management or go online to verify the assignment prior to reporting to work. If an emergency should arise, you can cancel an assignment up to 45 minutes prior to the school start time. If an emergency should arise within 45 minutes of the start of school, you cannot use Absence Management to cancel. ***You must call the school as soon as possible where your assignment is scheduled and let the administrative assistant know you will not be making your scheduled assignment.***

## Professional Responsibilities

You are expected to arrive at least 15 minutes **prior to the** time posted on the assignment. You must first report to the school's main office to check-in, clock-in and pick up a substitute staff badge. You are expected to complete the work related to the teaching day. In the case of substitute teachers, this work includes, but is not limited to, the following:

- A. Carry out lesson plans left by the regular teacher.
- B. Assume attendance taking responsibilities.
- C. Complete all reports normally required of the regular teacher.
- D. Complete the regular assignments of the teacher, including supervision assignments such as bus duty, hall duty, study hall, and lunchroom/recess duty.
- E. ***Be ready and willing to work as needed with administrative personnel during free periods. You may be asked to teach a class or engage in other types of work (supervision, etc.) during the regular teacher's free periods. You will not receive additional pay for working during a regular teacher's free periods except as outlined under the Compensation and Benefits portion of this handbook.***

All substitutes must:

- A. Demonstrate flexibility, dedication, and an ability to adjust in stressful situations.
- B. NEVER LEAVE STUDENTS UNATTENDED. Support Staff does not have the proper credentials to be left in charge of a classroom alone. You must call the office to have someone else come into the room before you leave.

## Compensation and Benefits

### Substitute Teacher Daily Rate:

Substitute teachers are paid a daily rate of \$140.00 for a full day (\$70.00 for a half-day) when serving in a position that requires licensure. You must hold a minimum of a substitute authorization or license to be paid at this rate. Days paid are only student days or if/when a Building Principal has gotten approval from "designee" and requested you come in on a non-student day.



Substitute teachers are eligible for a progressive bonus of \$500 after working 50 days in the district (can be a combination of ½ or full days) in a single school year. Substitute teachers are eligible for an additional \$500 after working 50 additional days (½ or full days) during the same school year. Substitute teachers are responsible for tracking and reporting days to the human resources specialist and payroll manager for verification.

#### **Long Term Substitute Teacher Rate:**

When a substitute teacher works for more than ten (10) consecutive days in the same position the daily rate is increased to the daily rate of the first step on the teachers' salary schedule, for the 2023-2024 school the rate is \$203.04 a day. Pay is retroactive to the first day of service in that specific assignment. The rate of pay does not apply in alternate capacities (i.e. administrative assistant role for a day).

#### **Substitute Nurse Rate:**

Substitute Nurses are paid a daily rate of \$200.00 for a full day (\$100.00 for a half-day).

#### **Substitute Educational Support Personnel (ESP) Rate:**

Educational Support Personnel Substitutes includes paraeducator, food service, and administrative assistants. The hourly rate of ESP substitutes is \$15.00 for paraeducators, \$14.00 for food service and \$15.00 for administrative assistants.

#### **Substitute Custodians and Maintenance Rate:**

Custodian and maintenance substitutes are paid an hourly rate of \$15.00 an hour.

## **Pay for Inclement Weather Situations**

In the event of a late start or early out, where the school day still exceeds four hours, regular teacher and nurse substitutes will be paid at the full day rate. Substitute paraeducators, custodians, food service staff and administrative assistants will be paid for actual hours worked.

Substitutes (all categories) will not be paid when school is cancelled. Substitutes will not be notified via Frontline when school is cancelled or delayed; it is the responsibility of the substitute to monitor school closings.

## **IPERS Information**

BFCSD requires subs to qualify for IPERS.

Substitute teachers are considered Temporary Employees. For IPERS' purposes, a temporary employee is a person hired to work less than six months, or on an irregular or on-call basis. Most substitutes are excluded from IPERS coverage. However, in some cases a substitute may become eligible for IPERS coverage if an "ongoing relationship" is established as follows:

- When wages paid are \$1,000 or more in two consecutive quarters, OR
- When employed for 1,040 hours or more in a calendar year.

IPERS coverage begins in the quarter after the ongoing relationship is established. Once established, coverage also includes quarters in which the substitute makes less than \$1,000.

A substitute teacher who has established an ongoing relationship with another district is not automatically eligible for IPERS covered employment. Instead, substitute teachers must qualify separately with each district. IPERS coverage for a substitute teacher ceases when the substitute performs no services during four consecutive calendar quarters or there is a formal termination agreement. Under these circumstances, if the substitute returns to temporary employment, he or



she then needs to reestablish an ongoing relationship before again becoming eligible for IPERS coverage.

Substitute Teachers are classified as temporary employees, unless a school district specifically designates all substitute teachers as permanent employees. Substitute teachers must qualify for coverage with each school district separately.

BFCSD does not issue wage adjustments for IPERS refunds on employees who terminate before completing six months of IPERS covered employment. Refunds can be requested directly from IPERS, the member receives their own money back, but the district money is forfeited.

## School Hours for Substitutes

Substitutes are given no guarantee of a minimum number of assignments. If you accept a full-day assignment and it happens to be shorter than the regular school day, you are expected to report to the school office by the designated reporting time and remain on the assignment until the end of the day unless permission is granted by the school office.

### Morris Elementary (PK-2)

Full day: 7:45am - 3:45pm (Monday end time 2:15pm)  
Half-day AM only: 7:45am - 11:45am  
Half-day PM only: 11:45am - 3:45pm

### Anderson Elementary (2-4)

Full day: 7:45am - 3:45pm (Monday end time 2:15pm)  
Half-day AM only: 7:45am - 11:45am  
Half-day PM only: 11:45am - 3:45pm

### BF Intermediate School (5-6)

Full day: 7:45am - 3:30pm (Monday end time 2:30pm)  
Half-day AM only: 7:45am - 11:45am  
Half-day PM only: 11:45am - 3:30pm

### BF Junior High School (7-8)

Full day: 7:45am - 3:30pm (Monday end time 2:00pm)  
Half-day AM only: 7:45am - 11:45am  
Half-day PM only: 11:45am - 3:30pm

### BF High School & Alternative School (9-12)

Full day: 7:45am - 3:30pm (Monday end time 2:00pm)  
Half-day AM only: 7:45am - 11:45am  
Half-day PM only: 11:45am - 3:30pm

## Changes to Personal Information or Substitute Preference

You should notify the Bondurant-Farrar CSD Human Resources Department immediately with any changes to your address, phone number or name. Please contact Amy Muench, HR specialist, at 515-967-7819 or by email at [muencha@bfschools.org](mailto:muencha@bfschools.org).

## Removal from the Substitute Roster

Substitutes may be removed from the substitute roster at their request or based upon request(s) from building administrators that substitutes do not return to their respective buildings following incidents of poor performance. The Human Resources Department makes final decisions and resolutions. Please contact Amy Muench, HR specialist, at 515-967-7819 or by email at [muencha@bfschools.org](mailto:muencha@bfschools.org) to be removed from the roster.





## Signature of Receipt and Acknowledgement

Your signature indicates that you have reviewed and accept the terms and conditions presented in the 2023-24 BFCSD Substitute Handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

## District Documents to Follow in Handbook

- Addressing Suicidal Behavior
- Bondurant-Farrar CSD Academic Calendar
- 2023-24 Payroll Dates



# Bondurant-Farrar CSD Protocol for Addressing Suicidal Behavior

## Steps for School Staff

board  
approved  
10/14/19

**Student indicates that they are having thoughts of suicide** (or another student reports concerns of a student experiencing suicidal thoughts, or if you overhear concerns about a student)

### Take immediate action

- Notify the school counselor (first point of contact), school nurse (second point of contact), or administrator (third point of contact) immediately
- Provide reassurance to the student that you are here to help them and that you care about their safety. **Do not leave the student alone** until they are with a school counselor, nurse or administrator.
- The counselor/nurse/administrator will then assess the situation.

## Steps For School Counselor/Nurse/Administrator

**NOTE:** *Do not leave the student alone during this process; leave them with another trusted adult if you must leave or need to make necessary phone calls without the student present. If the student asks to use the restroom or go to their locker, escort them and do not allow them to take any personal items with them (such as a backpack).*

### ASSESSMENT OF RISK/THREAT

The school counselor/nurse/administrator will assess the level of risk through questioning and possible use of assessment tool. In the case of a life-threatening situation (suicide/self harm), the student and the staff members involved must understand that the issue of confidentiality shall no longer apply.

#### Questions to possibly discuss with the student:

- Any feelings of hopelessness and the length of time of such feelings.
- Any thoughts (past or present) about harming himself/herself and discuss the persistency and strength of the thoughts.
- Discuss outside factors (changes/issues at home, with friends, school, etc.)

#### The following **MUST** be determined:

- If any plan has been made by the student
- The details of the plan
- If the student has intent to carry out the plan
- If the student has the means to carry out the plan

\* If the student discloses that they have the means to carry out their plan, ensure they do not have any potentially harmful items on/with them and confiscate any known potential means (pills, sharp/dangerous objects, etc.). This may include having the student empty their pockets/backpack.

### CONTACT THE PARENT/GUARDIAN

- Inform parent/guardian of the student's statement/threat of suicide and any concerns that you have.
- Ask the parent/guardian for additional information to help assess the risk:

\* Has the student harmed themselves in the past or threatened suicide before? \* Is the student involved in any mental health treatment or services such as counseling? \* Has there been any issues/traumatic events/big changes at the home or in the family? \* Have they noticed any changes or concerns with the student (friends, behavior, grades, etc.)?

## DETERMINE IF THE CASE IS LOW RISK OR MODERATE/HIGH RISK

### LOW RISK

Lack of a specific plan  
No means to carry out a plan  
No intent to carry out a plan  
Must be able to commit to safety (Note: if the student is unable to commit to safety the case should be considered moderate/high)

### MODERATE/HIGH RISK

Has a plan:  
Higher level of intent  
Has the means to carry out the plan  
Student seems volatile or unclear with answers

### LOW RISK

- Get written or verbal parent/guardian permission (via phone, email, in person) to release student back to class/leave school at the end of the day.
- If parent/guardian is not comfortable with student returning to class or if the student is unable to commit to safety, the parent/guardian or other approved person must pick the student up from school.
- Can give the parent/guardian outside resources/referrals for ongoing assistance with the student (such as contacting the student's primary care physician or providing a list of local mental health providers to get an assessment/evaluation completed and to begin supportive services such as therapy, family counseling, substance abuse counseling, etc. ).
- If the student is already receiving mental health services, suggest that the parent/guardian contact the student's therapist and inform them of the situation/incident . Also, may request parent/guardian to sign a release of information so school counselors/administration/designee can collaborate with therapy provider, if needed.
- Document and upload appropriate documents in infinite campus.
- Designated staff should continue follow up with student/parent/guardian as needed.
- Notify administrator/other staff as appropriate.

### MODERATE/HIGH RISK

- Explain to the parent/guardian that in this situation school is likely not a safe place for the student to be (they are able to leave at any time, there are times they may be unsupervised, etc.). Because of this, the parent/guardian will need to come to the school and pick up the student. **High Risk:** It would be necessary to recommend that the parent/guardian take their child to the emergency room for further assessment.
- May provide the parent/guardian outside resources/referrals for ongoing assistance with the student (such as contacting the student's primary care physician or providing a list of local mental health providers to get an assessment/evaluation completed and to begin supportive services such as therapy, family counseling, substance abuse counseling, etc. ).
- If the student is already receiving mental health services, suggest that the parent/guardian contact the student's therapist and inform them of the situation/incident . May also request parent/guardian to sign a release of information so school counselors/administration/designee can collaborate with therapy provider, if needed.
- If the parent/guardian is unable to be contacted or unable to pick up the student, the student should remain in a supervised setting with a trusted adult. SRO could be used as a resource.
- At no time will a moderate/high risk student be unsupervised or sent home by themselves. The student may only be released to a parent/guardian, law enforcement official or emergency medical staff.
- Designated staff should continue follow up with student/parent/guardian as needed.
- Notify administrator/other staff as appropriate.

### OTHER

- If the student is hospitalized, upon return to school a meeting may occur with necessary school personnel (administrator, school counselor, school nurse, etc.), student and parent/guardian to discuss any specific school based needs and any ongoing safety concerns.
- School staff should immediately notify Iowa DHS (1-800-362-2178) in the following situations:
  - If, any report of child abuse/neglect are reported.
  - The parent is unavailable to be consulted and has not provided additional emergency contacts for the student.
- Regarding this protocol professional discretion will be used on a case by case basis including student history and/or student information/documentation.

**National Suicide Prevention Lifeline:** 1-800-273-TALK (8255)  
**The Trevor Project:** Phone & text support for LGBTQ + youth  
**Trevor Lifeline:** 1-866-488-7386  
**Trevor Text:** Text START to 678678

# BONDURANT-FARRAR CSD: 2023-2024 SCHOOL CALENDAR

Summary of Calendar:  
 (Days in classroom)  
 First Semester..... 91  
 Second Semester..... 87  
**TOTAL DAYS 178**

## CALENDAR LEGEND

Start/End	
P/T Conference	
No School	
Prof. Development	
Holiday	
Vacation Day	
Early Dismissal	

Does not include Professional Development days/hours.

### Make-Up Days:

- 1<sup>st</sup> Day – Built In*
- 2<sup>nd</sup> Day – Built In*
- 3<sup>rd</sup> Day – May 28*
- 4<sup>th</sup> Day – May 29*
- 5<sup>th</sup> Day – May 30*
- 6<sup>th</sup> and subsequent days to be determined as needed.*

*The last day of school will be a 1PM dismissal.*

*Every Monday will be used for professional development. School will be dismissed at 2:00 pm each Monday. Dismissal times may vary by building.*

Board Approved: Jan. 23, 2023

August 2023					Student Days
M	T	W	Th	F	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	3
28	29	30	31		7
<b>September 2023</b>					
				1	8
4	5	6	7	8	12
11	12	13	14	15	17
18	19	20	21	22	22
25	26	27	28	29	27
<b>October 2023</b>					
2	3	4	5	6	32
9	10	11	12	13	37
16	17	18	19	20	42
23	24	25	26	27	47
30	31				49
<b>November 2023</b>					
		1	2	3	51
6	7	8	9	10	56
13	14	15	16	17	61
20	21	22	23	24	63
27	28	29	30		67
<b>December 2023</b>					
				1	68
4	5	6	7	8	73
11	12	13	14	15	78
18	19	20	21	22	83
25	26	27	28	29	
<b>January 2024</b>					
1	2	3	4	5	86
8	9	10	11	12	91
15	16	17	18	19	95
22	23	24	25	26	100
29	30	31			103
<b>February 2024</b>					
			1	2	105
5	6	7	8	9	110
12	13	14	15	16	115
19	20	21	22	23	120
26	27	28	29		124
<b>March 2024</b>					
				1	125
4	5	6	7	8	129
11	12	13	14	15	
18	19	20	21	22	134
25	26	27	28	29	139
<b>April 2024</b>					
1	2	3	4	5	144
8	9	10	11	12	149
15	16	17	18	19	153
22	23	24	25	26	158
29	30				160
<b>May 2024</b>					
		1	2	3	163
6	7	8	9	10	168
13	14	15	16	17	173
20	21	22	23	24	178
27	28	29	30	31	

Date	Event
Aug. 14-15	New Teachers Report
Aug. 16-22	Pre-Service
Aug. 23	First Day of School; 2PM Dismissal
Sept. 4	Labor Day (No School)
Oct. 30	P/T Conferences; 2PM Dismissal
Oct. 25	End of 1 <sup>st</sup> Quarter
Nov. 2	P/T Conferences; 2PM Dismissal
Nov. 3	Prof. Development (No School)
Nov. 22-24	Thanksgiving Break (No School)
Dec. 25-Jan. 1	Winter Break (No School)
Jan. 2	Prof. Development (No School)
Jan. 3	Classes Resume
Jan. 12	End of 1 <sup>st</sup> Semester
Jan. 15	Prof. Development (No School) Martin Luther King Jr. Day
Mar. 4, 7	P/T Conferences; 2PM Dismissal
Mar. 8	No School
Mar. 11-15	Spring Break (No School)
Mar. 22	End of 3 <sup>rd</sup> Quarter
Apr. 15	Prof. Development (No School)
May 19	Commencement
May 24	Last Day of School = 1PM Dismissal
May 27	Memorial Day Holiday (No School)
May 28	Prof. Development (No School)



## Bi-Weekly Payroll Schedule 2023-2024

### Pay Date

Friday, July 14, 2023	Sunday, June 18, 2023 - Saturday, July 1, 2023
Friday, July 28, 2023	Sunday, July 2, 2023 - Saturday, July 15, 2023
Friday, August 11, 2023	Sunday, July 16, 2023 - Saturday, July 29, 2023
Friday, August 25, 2023	Sunday, July 30, 2023 - Saturday, August 12, 2023
Friday, September 8, 2023	Sunday, August 13, 2023 - Saturday, August 26, 2023
Friday, September 22, 2023	Sunday, August 27, 2023 - Saturday, September 09, 2023
Friday, October 6, 2023	Sunday, September 10, 2023 - Saturday, September 23, 2023
Friday, October 20, 2023	Sunday, September 24, 2023 - Saturday, October 7, 2023
Friday, November 3, 2023	Sunday, October 8, 2023 - Saturday, October 21, 2023
Friday, November 17, 2023	Sunday, October 22, 2023 - Saturday, November 4, 2023
Friday, December 1, 2023	Sunday, November 5, 2023 - Saturday, November 18, 2023
Friday, December 15, 2023	Sunday, November 19, 2023 - Saturday, December 2, 2023
Friday, December 29, 2023	Sunday, December 3, 2023 - Saturday, December 16, 2023
Friday, January 12, 2024	Sunday, December 17, 2023 - Saturday, December 30, 2023
Friday, January 26, 2024	Sunday, December 31, 2023 - Saturday, January 13, 2024
Friday, February 9, 2024	Sunday, January 14, 2024 - Saturday, January 27, 2024
Friday, February 23, 2024	Sunday, January 28, 2024 - Saturday, February 10, 2024
Friday, March 8, 2024	Sunday, February 11, 2024 - Saturday, February 24, 2024
Friday, March 22, 2024	Sunday, February 25, 2024 - Saturday, March 9, 2024
Friday, April 5, 2024	Sunday, March 10, 2024 - Saturday, March 23, 2024
Friday, April 19, 2024	Sunday, March 24, 2024 - Saturday, April 6, 2024
Friday, May 3, 2024	Sunday, April 7, 2024 - Saturday, April 20, 2024
Friday, May 17, 2024	Sunday, April 21, 2024 - Saturday, May 4, 2024
Friday, May 31, 2024	Sunday, May 5, 2024 - Saturday, May 18, 2024
Friday, June 14, 2024	Sunday, May 19, 2024 - Saturday, June 1, 2024
Friday, June 28, 2024	Sunday, June 2, 2024 - Saturday, June 15, 2024