Work-Based Learning Student/Parent Handbook

2025-2026

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Student Name: _____

TABLE OF CONTENTS

1.	Work-based Learning Program Overview	page 2-3
2.	Welcome Letter, Parent/Guardian - Student	page 4
3.	Overall Expectations of All Participants	page 5-7
4.	Work-based Learning Contract	page 8
5.	Parent/Guardian Consents	page 9-10
6.	Employer Contract	page 11-13
7.	Professional Boundaries Agreement	page 14-15
8.	Weekly Timesheet	page 16
9.	Work Evaluation Form	page 17-18
10.	Internship Goals	page 19
11.	Work Based Learning Site Visit Form	page 20
12.	Employer Evaluation	page 21
13.	District Calendar	page 22-23

1. Work-based Learning Program Overview

Colorado Mountain College and Lake County School District provides an opportunity for students to complement their academic studies with pre-professional work experience which will enhance their career potential while benefiting local businesses. The program represents structured partnerships in which CMC/LCSD will join with public and private employers providing benefits to all participants in a variety of ways. The purpose of a work-based learning program is to provide a connection between what is learned in the classroom and what occurs in the workplace, allowing students to experience new environments, learn new skills, build a career identity, and better chart a path to their career goals.

Colorado Mountain College work-based learning program:

- Work Experience: A student who works a minimum of 6 hours per week and receives a paycheck in order to gain work experience in a chosen career pathway. The student will learn the skills of the position and reflect upon development of the 4 C's. A student who successfully completes the Work Experience program must be enrolled in the CEPA course Business Internship 1081. A student who successfully completes the course requirements and Work Experience will receive 2.0 college credit.

Goals for All Students in Work-based Learning:

- Learn and Development of the 4 C's:
    - Creativity
        - Use a wide range of idea-creation techniques (such as brainstorming)
        - Create new and worthwhile ideas (both incremental and radical concepts)
        - Elaborate, refine , analyze, and evaluate own ideas in order to improve and maximize creative efforts
        - Develop, implement, and communicate new ideas to others effectively
        - Be open and responsive to new and diverse perspective; incorporate group input and feedback into the work
        - Demonstrate originality and inventiveness in work and understand the real-world limits to adopting new ideas
        - View failure as an opportunity to learn; understand that creativity and innovation is a long-term, cyclical process of small successes and frequent mistakes
        - Act on creative ideas to make a tangible and useful contribution to the field in which the innovation will occur
    - Critical Thinking and Problem Solving
        - Use various types of reasoning (inductive, deductive, etc.) as appropriate to the situation
        - Use systems thinking
        - Analyze how parts of a whole interact with each other to produce overall outcomes in complex systems
        - Make judgements and decisions
        - Effectively analyze and evaluated evidence, arguments, claims, and beliefs
        - Analyze and evaluate major alternative pints of view
        - Synthesize and make connections between information and arguments
        - Interpret information and draw conclusion based on the best analysis
        - Reflect critically and learning experiences and processes

        - Solve different kinds of non-familiar problems in both conventional and innovative ways
        - Identify and ask significant questions that clarify various points of view and lead to better solutions
    - Communication
        - Articulate thoughts and ideas effectively using oral, written , and nonverbal communication skills in a variety of forms and contexts
        - Listen effectively to decipher meaning , including knowledge, values, attitudes, and intentions
        - Use communication for a range of purposes (e.g. to inform, instruct, motivate, and persuade)
        - Utilize multiple media and technologies, and know how to judge their effectiveness a priority as well as asses their impact
        - Communicate effectively in diverse environments (including multi-lingual)
    - Collaboration
        - Collaborate with others
        - Demonstrate ability to work effectively and respectfully with diverse teams
        - Exercise flexibility and willingness to be helpful in making necessary compromises to accomplish a common goal
        - Assume shared responsibility for collaborative work, and value the individual contributions made by each team member

- Learn specific Job Skills based on work-based learning placement

2. Welcome Letter

Dear Parent/Guardian and Students,

CMC and LCSD is proud to provide you an opportunity to earn credit for participating in a work-based learning program. This is a great opportunity and partnership where school, parents, students, and business professionals work together to help students - the youth of Lake County - explore career options and achieve training, skills and experinces in a career field of choice.

This handbook is a resource that provides expectations, timelines, assignments, and document examples. Use this handbook to keep track of all your items, as well as important signatures throughout the semester.

The following are requirements of the work-based learning opportunity. Students must initially register for the CEPA course BUS 1081 before entering into the work-based learning program. Students are responsible for communicating directly with the work-based coordinator during a weekly check-in where record-keeping and problem solving takes place. During this time, pertinent information will be exchanged regarding the work experience. Please help to remind your student of this commitment.

In order to receive credit for work-based learning , each student is responsible for:

- Registering for the CEPA course, Business Internship 1081.
- Attending and participating in all weekly scheduled classes and on the job.
- Managing all components and requirements of the Work-based Learning Student Handbook.
- Submitting all required assignments and documentation.
- Submitting weekly timesheets and meeting the hours requirement.
- Completing all required assignments.
- Completing and presenting Final Project Presentation.

Parents/Guardians, getting involved with your student is key to helping them complete this experience successfully. The students are learning responsibility and commitment to both their employer and their education. Your support in fostering this commitment is critical.

Students, throughout this experience, CMC and LCSD knows you will learn things you like and don't like, learn essential career skills that can help you in any position, and learn job-specific skills for your position. Throughout all your learning, CMC and LCSD will support you, providing guidance and assistance throughout the way.

We look forward to hearing about all the learning taking place this year!

Sincerely,

Katherine Kerrigan
Work-based Learning Coordinator
kekerrigan@coloradomtn.edu
kkerrigan@lakecountyschools.net
Cell: 719-427-0114

3. Overall Expectations of All Participants

Expectations of Student:
The student agrees to fulfill program requirements as follows:

- Maintain employment for a semester or year with a minimum of ten (6) hours per week.
- Attend all required classes, workshops, or other work readiness training before and/or during the work-based learning experience.
- Complete activities as assigned by the Work-based Learning Coordinator and be responsible for turning in all completed paperwork, logged work hours in a timely manner.
- Work according to the schedule of the experience.
- Maintain an accurate record of time spent at the work-based learning experience.
- Participate in a minimum of two site visits per semester.
- Act as an ambassador for Lake County School District, its students, faculty,and staff by conducting oneself in a positive, ethical and respectful manner and maintain appropriate grooming , appropriate dress and professional behavior throughout the work-based learning experience.
- Provide own transportation to and from worksites unless provided by program. If a student drives, the student will ensure the vehicle is insured.
- Comply with school code of conduct policies and procedures (i.e. dress code, attendance, and behavior policies.)
- Be familiar with and follow the work site's policies, procedures, dress code, privacy or confidentiality agreements and behavioral expectations.
- Demonstrate professionalism in attendance, promptness, appropriate dress, staff involvement, and follow sponsor mandated dress code.
- Undertake activities within the organization and become knowledgeable about the company's operations. Seek insight into the qualities, skills,and knowledge that help a professional perform effectively.
- Notify work site and school contact person of absences and/or tardiness according to worksite policies and procedures and to inform school contact person of any changes in internship/work status (cutback of hours, change in work schedule, or dismissal).
- Notify the Work-based learning coordinator immediately if there are problems with the experience.
- Report any injuries that occur while performing internship duties and follow worker's compensation procedures. Report injury to school Work-based Coordinator and school nurse.

What Employers Expect of Students:

- Fulfill the responsibilities and tasks assigned while learning about the workplace and gaining important job skills.
- Trust the employer's experience. Listen to constructive feedback and learn from success and challenges.
- Be willing to learn, grow, and develop new skills as well as show good attendance and work habits.
- Be a steady employee who is dependable, timely and trustworthy.
- Have increasing levels of the knowledge, initiative and the motivation it takes to be considered a valued employee.
- Be interested in the operations of the employer's industry, understand what it takes to keep the company successful, and comply with the same personnel rules and regulations as other employees.

What Employers do NOT Expect of Students:

- Students will not know how to do everything right away. Employer's know the student is learning what it means to hold a job and will not do everything perfectly all the time.
- Employers will give the student a chance to understand what the student is doing wrong so the student can learn from their mistakes.
- Students should not expect high-profile work that is crucial to the business right from the beginning. As time goes on, the student may be ready for more difficult work and more challenging tasks.

Expectations of Employer/Supervisor:

The employer agrees to fulfill program requirements as follows:

- Provide a meaningful work-based learning experience offering pre-professional challenge, responsibility, and instruction to the student.
- Instruct the student about the organization, including priorities, major programs, products or services, structure, organization, and examples of decision-making process.
- Develop a job description of required tasks and responsibilities for the student and program coordinator.
- Advise the student on procedures, appropriate dress,and business etiquette during the initial intake.
- Provide the necessary orientation, training, and safety instructions for the students.
- Sign and return all necessary forms provided by the student or Work-based Learning Coordinator.
- Review the student's learning plan and help them identify specific skills or goals for the experience.
- Communicate with the student to review progress, share observations, answer questions, assess overall performance, suggest areas of improvement, and provide general support and encouragement.
- Communicate with the Work-based Learning Coordinator concerning the student's progress and overall performance.
- Sign weekly evaluations and hours worked sheets for the student.
- Sign the Work-based Learning Contract, Employer Contract, Professional Boundaries document and submit them to the Work-based Learning Coordinator.
- Provide a safe place to work: employer/supervisor will assure the school district that there are no employees working with the student who have a conviction for unlawful sexual conduct or crime of violence, and that the place of employment is at a place of business and not an individual's home.

Expectations of CCHS Schools Work-based Learning Coordinator:

- Coordinate the work-based learning experience. Meet with the student to review knowledge and skills acquired, work out problems encountered, and help develop approaches to handling situations.
- Evaluate student's weekly reports, time sheets, assignments, and final project.
- Communicate with the student, employer/supervisor, and parent/guardian about concerns in the student's performance that indicated the necessity for possible termination of the experience. Suggest steps that need to be taken for performance to reach a satisfactory level, and follow up to ascertain what improvement has been made.
- Maintain an effective channel of communication between the employer/supervisor and the educational institution.

- Make site visits or employer contacts to review the quality of the internship and the students development.

Expectations of Parent/Guardian:
The Parent/Guardian of the student agrees to meet the following program requirements:

- Provide transportation to/from the employment site.
- Provide health insurance for the student as you would for regular school classes.
- Reinforce the need for good attendance and good work habits.
- Allow the student to practice real-world skills in dealing with work issues.
- Maintain contact with the Work-based Learning Coordinator about any program-related concerns.
- Notify the Work-based Learning Coordinator of any potential health related issues of any intern.
- Support the CMC/LCSD Work Based Learning Program and give permission for the student to participate.

Work Periods Specific hours will be determined by agreement between the student and employer/supervisor.
Such agreement is incorporated by reference and made a part of this agreement. All parties are expected to comply with federal and state labor laws. A copy of these laws may be obtained at the Colorado Workforce Center.

Compensation Salaries will be negotiated between the student and the employer/supervisor and are optional. The student will receive 2 credits for successful completion of the 80 hours that they are able to document from their work-based learning experience and the attendance hours for the BUS 1081 CMC course. All students have the right to an educational environment that is free from bullying and harassment. A safe and civil environment in school is necessary for students to learn and to achieve. All people have a responsibility to maintain a safe and harassment-free school environment (see below).

Employer/Supervisor EEO Statement I hereby affirm that we are an equal opportunity employer, offering employment without regard to race, color, religion, sex, national origin or age.

Student Signature	Date
Employer/Supervisor Signature	Date

Parent/Guardian Signature	Date
Work-based Learning Coordinator Signature	Date

Just an example

Work-based Learning Contract

Student Name _____ School Year _____ Semester

Verification of expected internship hours/employer contact information To promote a viable occupational and educational work-based learning experience for our students, CMC and LCSD must maintain contact with the employer/supervisor for verification of hours worked and student performance. Please complete the following:

Company Name _____

Address _____

Phone _____ Contact Person _____

Position _____ Contact Email _____

Start Date: _____ End Date (if applicable): _____

Job description/ duties: _____

_____

Dress Code: _____

Work Schedule (Hours/Days of the Week): (Employer, please fill in)

Days of Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

_____ _____
Employer/Supervisor Signature Date

_____ _____
Student Signature Date

_____ _____
Parent/ Guardian Signature Date

Just an Example

5. Parent/Guardian Consent

Parental Consent for Transportation

I, _____ (name of parent/guardian) grant permission to allow my

child _____ (name of child) to provide their own transportation

to and from internship/employment for the purpose of my child's participation in the CMC/LCSD

School Work-Based Program.

1. **YES**, I assume full responsibility for my son/daughter. I also understand that if my son/daughter is driving that he/she must:
   1) hold a valid driver's license
   2) be covered by automobile insurance
   3) have current medical/health insurance
   4) not transport any other student to and from school to workplace or workplace to school

In order to drive to and from the workplace and be part of the Work-based Learning Program, proof of each must be available upon request.

_____ _____

Parent/Guardian Signature Date

Parent/Guardian Consent for Print and Electronic Media

Because of the community's interest in public education, print and electronic media sometimes request to visit schools for stories about programs and current events. Permission for close-up photographs and interviews of students under the age of 18 years old can be granted to the media only with parent/guardian approval. Please indicate by checking the appropriate box whether you will allow your child to be interviewed and photographed by the print and/or electronic media:

☐ Yes, I give permission for the media to interview and/or photograph my child.

☐ No, I do not give permission for my child to be interviewed or photographed by media.

_____ _____

Parent/Guardian Signature Date

Parent/Guardian Consent for District Media

In the interest of promoting the successful programs of Lake County School District and improving the outside communication, the district uses photographs and video footage of students in our schools. This agreement constitutes permission to use photographs and video footage of the student named on the Work-based Learning Contract in presentations about our schools, program and people that may be distributed by Lake County School District. All photographs and video footage shall remain the sole property of Lake County Schools. I understand that no compensation will be made to me for this use. Lake County Schools assumes no liability of any nature in connection with such filming and/or interviewing.

☐ Yes, I give permission for Lake County Schools to use photographs/video footage of my student for information and possible distribution about its schools or programs.

☐ No, I do not want photographs/video footage of my child used by Lake County Schools for information and possible distribution about its schools or programs.

_____ _____

Parent/Guardian Signature Date

6. Employer Contract

Employer Contract

The below Employer Contract must be signed by the supervisor for the work-based learning experience and returned to the Work-based Coordinator prior to the student beginning work. The Work-based Learning Coordinator can provide additional information or answer questions on any of the below agreements.

The Worksite agrees to the following: _____ (company name)

1. To permit _____ (student name) from LCSH/CMC to enter the workplace as an employee under the supervision of _____ (worksite supervisor's name) for the purpose of gaining knowledge and experience in the area of _____ (career area/industry).
2. The worksite agrees to conform to all federal, state, and local laws and regulations, including Child Labor Laws and non-discrimination on the basis of sex, race, creed, color, disability, or marital status.
3. Worksite Supervisor(s) will instruct students of in-office procedures, appropriate dress, office culture and etiquette, and safety policies and procedures. CMC and LCSD reserved the right to prohibit work-based learning activities considered to be high risk or hazardous.
4. Ensure the student is given the opportunity to gain well-rounded experience in a safe environment and progress in his/her position as proficiency allows.
5. To contract school staff if concerns arise regarding a student's work performance.
6. To maintain confidential information and not reveal it to clients, colleagues, or others without procuring the necessary releases or authorizations.
7. To verify a student's timesheet, providing feedback on the student's work quality and ability to meet workplace expectations.
8. Contract the Work-based Learning Coordinator as soon as possible regarding any emergencies that may occur and impact the student's experience.

Example
Just an

Please check one of the following:

- ☐ This business conducts background checks on employees and assures there are no employees with sexual offender violations.
- ☐ This business conducts background checks on employees. There are sexual offenders on the premises and the business guarantees the student will not ever by unsupervised or under the direction of an offender.
- ☐ This business does not conduct background checks and will need to work with the school district to conduct a background check for the direct supervisor.

By signing this contract, the Employer agrees to follow the above guidelines and policies to the best of their ability.

_____	_____	_____
Employer Print Name	Employer/Supervisor Signature	Date

Just an Example

Legal Expectations

Wages and Workers Compensation

1. Internships may be unpaid or paid either by the employer. Unpaid internships must meet specific criteria when placing students with disabilities. Paid interns are paid an hourly wage. Unpaid interns may be eligible for a financial award based on performance.
2. When a student is paid by an outside employer, the participant is covered by the employer's worker's compensation insurance. If the student is in an unpaid internship, the student is covered by the school's worker's compensation policy. The schools worker's compensation policy must report an injury to his/her supervisor and school contact person as soon as possible, but no later than 4 business days or may not be eligible for worker's compensation coverage.

Termination

1. Grounds for termination during the internship may include but are not limited to:
    a. Academic concerns (drop in grades, attendance, not completing class assignments, etc.)
        i. Poor work performance
        ii. Unprofessional or inappropriate behavior
        iii. Failure to meet program expectations
    b. In the event that the student is terminated from the internship program for reasons of unprofessional or inappropriate behavior while enrolled at CMC and LCSD, the student may face additional disciplinary actions as deemed reasonable by the Work-based Learning Coordinator and/or other school administration.
    c. Termination may result in a failing grade and/or delay in graduating per student's planned schedule.

Resignation

1. Due to the nature of an internship arrangement, a student may not withdraw from an internship without prior authorization from staff except in severe and justifiable circumstances.
2. If the student resigns from the internship program before all program requirements are complete, the number of credits issued will be determined by the policy stated in the course syllabus or program handbook.

Confidentiality

1. The student acknowledges that in the course of the BUS Internship 1081 experience he/she may have access to and be involved in the processing of verbal, written, filmed, and/or recorded information relating to clients, employees or company business.
2. The student understands he/she is required to maintain confidentiality of direct or indirect information at all times, both during and after the internship experience. The student understands that he/she may not share, discuss, or reveal any confidential information with anyone.
3. Failing to maintain confidentiality may result in disciplinary action, including termination from the internship or legal action.

The student agrees to abide by the confidentiality policy as stated above.

Professional Boundaries Agreement

Employers working with Lake County School District students are prohibited from engaging in Unnecessary physical contact, including sexual contact, with students. Examples of conduct that, in the absence of evidence of a legitimated work-based learning activity, may be regarded as evidence that a staff member has violated professional boundaries with a student include, but are not limited to:

- any type of inappropriate physical contact with a student or any other conduct that might be considered harassment
- furnishing alcohol, drugs or tobacco to a student or being present when any student is consuming these substances
- repeating sexual or inappropriate romantic rumors
- singling out a particular student for personal attention or friendship beyond the ordinary professional staff member-student relationship
- being alone with a student behind closed doors
- initiating or extending contact with a student beyond the work/school day or outside of class times for the staff member's personal purposes
- sending or accompanying a student on personal errands
- inviting a student to a staff member's home without appropriate chaperones
- going to student's home when the student's parent/guardian or an appropriate chaperone is not present
- giving a student a ride in a vehicle without prior notification to an approval from both the student's parent/guardian and her/his building principal, except in an emergency under appropriate circumstances
- giving gifts or money to a student

Employers are specifically prohibited from communicating with a student in any format, either electronically, in writing, or verbally (i.e. email, text messaging, writing, in person, etc.), content that includes, but is not limited to:

- flirting, propositions or sexual remarks
- sexual slurs, leering, sexual or derogatory comments
- inappropriate comments about an apprentice's/intern's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- displaying or transmitting sexual pictures, objects or depictions
- disclosing personal, sexual, romantic, marital or employment issues or other private matters
- any communications without a legitimate educational purpose

Notification/Reporting

Lake County School District shall be notified immediately of a situation that may constitute a violation of this agreement. Students and their parents/guardians have been instructed to notify the Lake County School District if they believe there is a violation of this agreement.

Persons reporting in good faith regarding alleged violations or suspected violations of this agreement shall not be subjected to retaliation in any form.

Unlawful Behavior Involving Children

Staff members charged with any crime involving violence or children may not work with students from the Lake County School District.

Just an Example

Employer/Supervisor Print Name	Signature	Date
Student Print Name	Signature	Date
Parent/Guardian Print Name	Signature	Date
Work-based Coordinator Print Name	Signature	Date

Internship Weekly Timesheet

STUDENT NAME_____

WORKSITE_____

WEEK OF (Monday's date)_____

SUPERVISOR: PLEASE RATE STUDENT'S PERFORMANCE IN EACH AREA:

Rating Scale:
3 = Excellent (Consistently meets or exceeds workplace standards)
2 = Good (Consistently meets workplace standards)
1 = Needs Improvement (Needs to work on meeting this standard)

1. Arrives at scheduled time. _____
2. Listens to and follows instructions. _____
3. Completes assigned task. _____
4. Appropriate appearance. _____
5. General attitude. _____

COMMENTS:

_____

_____

STUDENTS: What were some areas of growth this week? Where can you improve next week?_____

_____

HOURS WORKED (This week):

DAY	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Hours
DATE								
HRS per DAY								

Student Signature_____Date_____

Supervisor Signature_____ Date_____

Just an Example

CMC/LCSD Work Evaluation Form

Scoring Key
5 points - Outstanding
4 points - Above Average
3 points - Average
2 points - Needs Improvement
1 point - Unsatisfactory
N/A - Not Applicable

STUDENT NAME_____

WORKSITE_____

SCHOOL YEAR _____ SEMESTER _____

Quality of Work Accuracy	5	4	3	2	1	NA	Comments
Neatness							
Organization							
Thoroughness							
Communication (Oral & Written)							
Quality of Work Volume of Work Completed							
Completion of Work on Schedule							
Ability to Cope with Work Situation Use of Initiative							
Use of Judgment							
Adaptability							
Diligent and Industrious							
Overall Job Performance							
Personal Relations Getting Along with Other Employees							
Meeting and Handling the Public							
Attitude							
Personal Appearance							
Following Directions Observance of Policies							
Observance of Safety Rules							
Care and use of Equipment							
Compliance of Work Instruction							
Attendance Punctuality							
Attendance							

Just an Example

Additional Comments:

Employer/Supervisor Print Name | Signature | Date

Student Print Name | Signature | Date

Just an Example

Goal Sheet for Internship:

You need to come up with 3 goals for your internship. What do you hope to learn through this experience? What kind of job skills would you like to develop? How will this experience prepare you for your future career? During your internship, you should strive to accomplish these goals and be able to describe how you met these goals through your experience.

Goal # 1:

Goal # 2:

Goal # 3:

(Revisit these goals throughout the internship.)

Student Signature_____ Date_____

Supervisor Signature_____ Date_____

Coordinator Signature_____ Date_____

Just an Example

Work-Based Learning SITE VISIT

Student Name_____ Date_____

Worksite _____

Rating Scale:
3 = Excellent (Consistently meets or exceeds workplace standards)
2 = Good (Consistently meets workplace standards)
1 = Needs Improvement (Needs to work on meeting this standard)

1. Arrives at scheduled time. _____
2. Listens to and follows instructions. _____
3. Completes assigned task. _____
4. Appropriate appearance. _____
5. General attitude. _____

COMMENTS from Supervisor: _____

_____

_____

STUDENTS: What did you do or learn in your internship this semester? _____

_____

_____

Student Signature_____Date_____

Supervisor Signature_____ Date_____

Coordinator Signature _____ Date _____

Just an Example

CMC/LCSD Employer Evaluation Form

STUDENT NAME_____

WORKSITE_____

SUPERVISOR NAME _____

SCHOOL YEAR _____ SEMESTER _____

Scoring Key
5 points - Outstanding
4 points - Above Average
3 points - Average
2 points - Needs Improvement
1 point - Unsatisfactory
N/A - Not Applicable

	5	4	3	2	1	NA	Comments
Provided a professional environment and were accepting of me							
Supervisor and co-workers were good listeners							
Supervisor and co-workers are good at giving feedback in a constructive manner							
Supervisor and co-workers give compliments and positive feedback							
Supervisor and co-workers explained the tasks in a helpful way							
Supervisor and co-workers provided on the job training							
Supervisor and co-workers willingly answered my questions							

What I learned the most from this experience:
My favorite part of the experience was:
If I could change one thing about this experience, it would be:
Additional feedback (positive or negative) is appreciated:

Student Signature_____Date_____

Just an Example

LAKE COUNTY PANTHERS

Lake County School District 2025-26

Color Key

- No School–Summer Vacation
- First/Last Day of School
- Teacher Day
- Orientation
- Graduation
- Parent-Teacher Conferences
- New Teachers Back
- No School/Holiday

JULY 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2 Break
1 New Year's Day

16 student days

6 Orientation-All Schools
11 First day of school for all students

12 student days

AUGUST 2025

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16 student days

1 Break -Labor Day

17 student days

SEPTEMBER 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9-13 Break – Spring Break

25-26 Half Day AM(3hrs), PT Conf Noon-8pm

14 student days

15-16 Half Day AM(3hrs), PT Conf Noon-8pm

18 student days

OCTOBER 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18 student days

24-28 Break
27 Thanksgiving Day

12 student days

NOVEMBER 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2026

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25 Break - Memorial Day

15 student days

22-31 Break
25 Christmas Day

12 student days

S1 71 Student Days

DECEMBER 2025

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2026

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

13 Graduation
18 End of quarter, last day of school

12 student days

S2 91 Student Days
162 Student Days