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**It is your responsibility to refer to this calendar regularly.**
Be clear how/if meetings and events affect you. When in doubt, ask!
Example: Is the event happening?  Is it required for me?

Head Teachers are required to attend all scheduled Staff meetings and events related to their classroom or the School community.

Support Staff are required at some meetings and events.  Keep reading!

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**NOTE: Days/Hours of Children's House Holiday Break, Spring Break** and **Summer School** are all dependent on enrollment.  Please keep this in mind as you use your accrued personal/vacation days.  Also see *Personal Unpaid Leave* in the *Staff Manual.*

Your **medical coverage/payments** may be affected by your work schedule. Questions?  See Brie.

## ==HT & Support Staff REQUIRED meetings/events 2023/2024==
## All required meetings & events are paid.

**Week of August 14**:   Summer School Staff are off on Monday 8/14.  All other staff return on 8/14.
All-Staff training meetings & classroom/environment preparation.
Check in with your Head Teacher/Supervisor about your schedule. Hours vary.
Meetings include *Nuts 'n Bolts* on 8/15, *Elem Daycare* 8/17, and *All-staff meeting* 8/18.

**Mon/Tues August 21/22**:  *First-Grade Transition* classes, 8:30-11:30.  Required for JE staff.

**Tues. August 22**: *Open House* in all classrooms, 4:30-5:30.  A chance for children and parents to connect with you, and warm up to school again.  Check with your Head Teacher about your arrival time.  *Open House is optional for First Grade families.*

**Thurs. August 31**: *Parent Orientation Meeting* **6:30-8:30 p.m.** for the whole school.
This meeting helps parents and staff start the year on the same foot. You'll hear parents' questions and concerns, and how your Head Teacher responds to them.

**Mon. October 9**:  *Indigenous People's Day*. School is closed. Staff who choose to use this day to observe other schools will be paid.  Plan ahead and confirm with the Office.

**Friday, November 17:** *All-Staff Teacher Workday.* Staff are here; students are not.
Staff meeting with Silent Journey guide in the morning.
Prepare classrooms for Silent Journey during the afternoon.

**Fri/Sat. November 17/18:** *Silent Journey* workshop; Friday 7-9 pm; Saturday 8-2:00.
Required for HT's and all staff who have not previously attended.  Other staff are welcome.

**Continued on other side…..**

# 2024

⭐ **Thursday, January 11**: *Children's House Staff Evening Meeting*.  **6:30-8:30 p.m**.
Daniela will lead a meeting (for staff) relative to Montessori/classroom management.

*Elementary Info Night* **6:30-8:30 p.m.** for the public, and our preK & K families.
Elementary Head Teachers and Elementary classroom assistants required.

⭐ **Thursday, June 6:** *Teacher Workday*.
Early morning gathering of entire staff, followed by staff training meetings &
classroom/environment year-end closing tasks, or preparation for Children's House Summer
School.  Hours vary. Check in with your Head Teacher/Supervisor about your schedule.

⭐ **Friday, June 7** and **Monday, June 10:**   School is closed. All staff are off.

## ==SUPPORT STAFF==: EVENTS ENCOURAGED BUT NOT <u>REQUIRED</u>

To help support the post-pandemic re-building of connections with our families and school
community, we strongly encourage Support Staff to be involved
in the following school activities and events.

*These are paid for Support Staff if a Head Teacher or the Office asks you to help.*

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|---|---|
| 9/15/23: | **School Picnic** |
| 10/11/23: | **School pictures**<br>These photos go into the yearbook. |
| 10/21/23: | **Harvest Fair** |
| 12/14/23: | **Elementary Holiday Concert?** |
| 2/29/24: | **The School Play** @ the Regional Center for the Arts/Walnut Creek |
| 4/19/24: | **50$^{th}$ Anniversary evening Celebration** @ Pleasant Hill Community Center<br>This is a milestone accomplishment! Paid if you attend, and we hope you do! |
| 5/30/24: | **All Staff/Parent Volunteer Potluck Dinner**<br>New and old Class Parents and staff meet for dinner, and a<br>heartwarming time of gratitude.  Paid if you attend.  We hope you do! |
| 6/4/24: | **Graduation** |