



REQUEST FOR PROPOSALS RFP# 2223-02

GREGORY-PORTLAND ISD

Safety & Security Services

1200 BROADWAY BLVD.

PORTLAND, TEXAS 78374

Issue date: April 27, 2023

Proposal Submission to:

Gregory-Portland ISD
Attention: Chris Casarez
1200 Broadway Ave.
Portland, TX 78374

Deadline for Proposals:

Thursday, 2:00 PM, May 18, 2023

The District is an Equal Opportunity employer/program. Historically Underutilized Businesses (HUB's) are encouraged to apply.

**REQUEST FOR PROPOSALS (RFP)
FOR
Safety & Security Services**

BACKGROUND INFORMATION

Gregory-Portland Independent School District herein referred to as 'the District' is a tax-exempt educational organization which is a public school district located in Portland, Texas. The District has approximately 4,750 students and operates four elementary schools, middle school, and a high school. The school's board is composed of seven active members, including board members with private sector experience. The District is responsible for the planning, evaluation and oversight of educational programs in this area. The District receives funding from the Texas Education Agency (TEA), the Department of Education (DOE), and the Department of Agriculture.

PURPOSE

The District is seeking qualified vendors to provide armed safety & security services at designated district facilities. Any and all organizations and officers associated with the pending contract, must be fully certified and licensed through the Texas Department of Public Safety.

GENERAL INFORMATION

RFP Requestor: Gregory-Portland ISD
Contact Person: Chris Casarez
Issue Date: April 27, 2023
Deadline for Receipt of Proposals: Thursday, May 18 @ 2:00 PM

Submission of Proposals: An ORIGINAL signed proposal and three (3) copies should be delivered or mailed in a sealed envelope (labeled "RFP# 2223-02 Safety & Security Services") to: Gregory-Portland ISD, Attention: Chris Casarez, 1200 Broadway Ave., Portland TX, 78374.

When submitting a proposal, it is required that proposers have the necessary professional experience, prior training and applicable professional judgment to perform the activities proposed to supply the services requested by this RFP.

SPECIAL NOTE:

The initial contract will be awarded for a one (1) year term, with the right to renew for an additional two (2) years. Each renewal year will be granted in one (1) year increments. The total term of the contract will be for three (3) years pending satisfactory service, sufficient funding, and Board approval.

Proposals received will become part of the District's official files without further obligation to the proposer.

Proposals received will become part of the District's official files without further obligation to the proposer.

The District reserves the right to:

accept or reject any and all proposals,

request additional information from proposers,

extend the deadline for submission,

reissue the Request for Proposals,

waive any defect, irregularity, for informality in any proposal or bidding procedure,

retain negotiation right to clarify, or verify any aspect of a submitted proposal in response to the RFP,

negotiate a resulting non-exclusive contract for services with one or more of the qualified proposers responding to this RFP,

require the submission of any price, technical, or other revision to the proposal which results from negotiations conducted.

The District is under no legal obligation to execute a contract resulting from this RFP and intends the materials provided herein only as a means of identifying and considering various contractor alternatives and the general cost of services derived.

The District reserves the right to vary the provisions set forth herein any time prior to the execution of a contract. This RFP does not commit the District to pay for any costs incurred prior to the execution of the contract.

The District reserves the right to negotiate the final terms of any and all contracts with successful proposers. Items that may be negotiated include, but are not limited to, type and scope of activities, implementation schedule, and cost. Contracts negotiated as a result of this RFP may be extended, modified, or de-obligated in the manner set forth in the contract in order to attain the objectives of the District. The negotiated contract shall be a non-exclusive contract for an initial term of one (1) year, which may be extended for up to two additional one-year terms, upon mutual written agreement of the parties and Board approval prior to expiration of the initial or renewal term. Gregory-Portland ISD reserves the right to not renew the contract at the end of the fiscal year. For consideration, proposals must be submitted according to format requirements.

Vendors certify that:

1. Continuing non-performance of the services by the proposer in accordance with the specifications and requirements of the District, or applicable requirements of State or federal

laws and regulations relating to such services, shall be a basis for the termination of the contract by the school district. Cancellation by Gregory-Portland ISD may be made upon (30) days written notice to the successful vendor. Gregory-Portland ISD shall not pay for services, work, supplies, or equipment which are unsatisfactory. Vendors shall be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

2. All prices, fees and Labor Rates must be guaranteed through completion of the contract.
3. The proposal award shall be based on the following factors:

Price: The monetary proposal amount- 50 points

Ability to Meet the Districts Needs: Attachments A & B- 20 points

Reputation of Vendors Services: Overall experience and reputation of the vendor with similar size customers- 20 points

Quality of Vendors Response: Response to the Proposer's required documents - 10 points

4. Proposals that do not meet or exceed the specifications and submittal requirements of the RFP may be rejected as non-conforming to the RFP specifications/requirements.
5. It is understood and agreed the school district reserves the right to modify conditions and specifications by mutual agreement with the selected vendor both at the time of acceptance of this proposal offer as modified, and subsequent thereto by 25% or less of the total value of award.
7. All contracts, agreements, and purchases between a vendor and Gregory-Portland ISD shall strictly adhere to the laws set forth in the Texas school law bulletin and other applicable laws and regulations.
8. Proposals will be opened and evaluated after the proposal submittal deadline, with follow-up on references, proposal tabulation, and thereafter possible interview and negotiation of final contract terms with selected vendors.
9. During the performance of this contract, the vendor agrees not to discriminate against any employee or applicant for employment because of race, color, national origin, age, religion, gender, marital or veteran status, or disability.
10. All contracts and agreements between vendors and Gregory-Portland ISD shall strictly adhere to applicable laws.

SPECIAL NOTE:

The initial contract will be awarded for a one (1) year term, with the right to renew for an additional two (2) years. Each renewal year will be granted in one (1) year increments pending satisfactory service. The total term of the contract will be for three (3) years pending satisfactory service, sufficient funding, and Board approval.

SPECIFICATIONS

1. Summary

Provide Armed Security services at designated District campuses. Contractors will be answerable to the campus administration as well as designated Central Office staff.

SPECIAL NOTE: All contractors on site personnel is required to be a commissioned peace officer or an honorably retired peace officer, defined by Section 614.121 of the Texas Government Code. All applicable certificates and licenses are required to be provided.

2. Scope of Work

Contractor duties will include but not be limited to:

- Check in with campus administration upon arrival;
- Arrive ready for work and on station at 7:15 am each morning that school is in session as indicated on **EXHIBIT A**;
- Assist campus staff with the arrival of students from buses and vehicles each morning or as assigned;
- Provide security on the playground areas or as assigned;
- Operate metal detectors and conduct searches/screening based on metal detector alerts
- Perform routine patrols in and around the school facility during the course of the school day as directed;
- Monitor for unauthorized vehicles and individuals on the campus grounds;
- Conduct door safety sweep audits on all exterior and interior doors as assigned;
- Provide written feedback on any safety or security issues discovered during audits;
- Communicate any findings to the campus principal and the Safety & Security Department;
- Archive all reports, observations, and audits in a Safety & Security binder within the administrative office;
- Participate and assist with any school drills as assigned;
- Effectively and courteously communicate with staff, students, and general public;
- Provide security within the cafeteria during breakfast, and lunch times, or as assigned;
- Contractor may take a 30-minute lunch before or after the scheduled student lunch period;
- District will provide the Contractor with lunch commensurate with the planned menu selections for that day;
- Provide security for any special events or as assigned by campus administration;
- Communicate with local law enforcement (Portland/Gregory Police Department) if and when needed to provide additional security;
- Assist and cooperate with local law enforcement with any active or ongoing investigations;
- Assist campus staff with the departure of students from school each afternoon or as assigned;
- Ensure the campus is secured at the end of their workday
- Check out with campus administration prior to leaving

Gregory-Portland ISD Locations:

<p>East Cliff Elementary School 1140 Broadway Portland, TX 78374</p>	<p>Stephen F. Austin Elementary 308 N. Gregory Gregory, TX 78359</p>
<p>T.M. Clark Elementary School 2250 Memorial Parkway Portland, TX 78374</p>	<p>W.C. Andrews Elementary 4015 Moore Avenue Portland, TX 78374</p>

Gregory-Portland ISD Safety & Security Labor Schedule:

Contractors will provide safety and security services at designated Gregory-Portland ISD campuses. Security officers will only be required to be onsite during the days which school is in session with students. These contract days are highlighted as part of the 2023 – 2024 school calendar which has been provided as (Exhibit A).

If selected, the contract will begin on August 9, 2023 and will terminate on May 23, 2024. Any additional days of service requested by the district will be done so through an amendment to the master contract. There will be approximately 176 days of requested security service in the initial contract for the regular scheduled year.

The Contractor will provide one armed security officer at each of the designated locations indicated. At each of the Elementary school, security officers will be required to be onsite from 7:15 am till 3:45 pm. Any deviation from this initial schedule will be negotiated with designated District staff. **Schedules may vary due to the needs of the campus**

Utilize the following model to submit your Pricing:

LOCATION	TIME OF SERVICES	OFFICERS NEEDED	HOURLY RATE	COST PER CAMPUS FOR 176 DAYS
East Cliff	7:15AM – 3:45PM (Approx. 8 hrs.)	1		
Stephen F. Austin	7:15AM – 3:45PM (Approx. 8 hrs.)	1		
T.M. Clark	7:15AM – 3:45PM (Approx. 8 hrs.)	1		
W.C. Andrews	7:15AM – 3:45PM (Approx. 8 hrs.)	1		
Total Cost:				

SPECIAL NOTE:

Please reference **EXHIBIT A** for the days requested for these services. Calculate an eight (8.5) hour day for each location as part of **ATTACHMENT B** to derive the total cost of your proposal.

PROPOSAL FORMAT AND PREPARATION

Each proposer must submit one (1) ORIGINAL and three (3) copies of their proposal (for a total of four (4)). One of the copies must be marked “ORIGINAL” and contain original signatures. Proposal packages should be organized in the manner specified below:

Proposals should be prepared in a concise manner. Clarity of content and completeness are essential.

All proposals must be typed and completed on 8 ½ x 11 paper. Use the Certification by Proposer form (Attachment A) of this RFP as the cover sheet. Each proposal must include a Scope of Work response (Attachment B) of this RFP.

ATTACHMENTS TO BE COMPLETED AND RETURNED WITH EACH PROPOSAL

Important Note: Please submit the Original and three (3) copies of the proposal (a total of 4)

Attachment A.	Certification by Proposer
Attachment B.	Statement of Work/Your Proposal
Attachment C.	W-9
Attachment D.	Form CIQ: Conflict of Interest Questionnaire
Attachment E.	Felony Conviction Notice
Attachment F.	Non-Collusion Statement
Attachment G.	Suspension or Debarment Certification
Attachment H.	References
Attachment I.	Certificate of Liability
Attachment J.	GPISD 2022-23 Calendar

ATTACHMENT A

CERTIFICATION BY PROPOSER

Instructions:

- 1. The application form should be completed and signed by an authorized representative of the vendor.
- 2. The application must be submitted with all supporting documents and completed certifications.

VENDOR IDENTIFICATION:	
Vendor Name	
Vendor DBA, if appropriate	
Type(s) of Goods or Services	
List any Co-Op contracts such as TCPN, ESC, Buy Board, etc.	
VENDOR CONTACT INFORMATION:	
Vendor Mailing Address:	
Vendor Remit Address: (If different from mailing)	
Vendor Phone Number:	
Vendor Fax Number:	
Vendor Website URL:	
Vendor Email Address: (For distribution of Purchase Orders)	

I hereby certify that the above information is true and correct. I further certify that I am an authorized representative of this vendor.

Vendor Authorized Representative (Print Name)

Title

Vendor Authorized Representative (Signature)

Date

DESCRIPTION OF SERVICES PROVIDED

Provide for Safety & Security services at designated District campuses. Contractors will be answerable to the campus administration as well as designated Central Office staff.

SPECIAL NOTE: All contractors will be required to provide applicable certificates and licenses from the Texas Department of Public Safety for the delivery of the requested services.

Each officer which is proposed to provide safety and security services must be vetted through means of a background investigation and fingerprinting.

Provide scope of work, specifications, as **Attachment B**.

Can your organization ensure all officers are certified and licensed through the Texas Department of Public Safety? _____

Indicate yes or no for the training each proposed officer has received a certification: CPR_____, usage of AEDs_____, First Aid_____, and Stop the Bleed kits_____

Your organization/officers understand they will not only be providing security services as directed by campus administration, but conduct safety reviews of various building elements during the course of their daily duties? _____

Can you ensure, regardless of cause, your organization will have a qualified officer available to meet the needs of the district in the time frames specified within this document? _____

How many days will the offer indicated be valid _____

SIGNATURE

Signature of Respondent: _____

Date Proposal Form Submitted: _____

Responses may be mailed, hand delivered, or emailed to
Gregory-Portland Independent School District
Attention: Chris Casarez, Purchasing Coordinator
1200 Broadway Blvd., Portland, TX, 78374
Email: ccasarez@g-pisd.org

ATTACHMENT B

SAFETY & SECURITY SERVICES

We propose to enter into contract with Gregory-Portland ISD to provide safety and security services according to the specifications in this proposal, for the prices set forth below.

We have carefully reviewed, and understand, the terms and conditions and specifications, examined the sites, and have acquainted ourselves with the existing and anticipated conditions and accept the specifications. We understand that Gregory-Portland ISD reserves the right to reject any or all proposals and to waive any informalities in the proposal, and to award the contract in the best interests of Gregory-Portland ISD.

LOCATION	TIME OF SERVICES	OFFICERS NEEDED	HOURLY RATE	COST PER CAMPUS FOR 176 DAYS
East Cliff	7:15 am - 3:45 pm (Appx. 8 Hrs.)	1		
Stephen F. Austin	7:15 am – 3:45 pm (Appx. 8 Hrs.)	1		
T.M. Clark	7:15 am – 3:45 pm (Appx. 8 Hrs.)	1		
W.C. Andrews	7:15 am – 3:45 pm (Appx. 8 Hrs.)	1		
Total Cost:				

Review the school calendar as Exhibit A for the school days requested for service delivery.

One year (176 School Days) Total proposal price (from worksheet)

\$ _____

List any additional services your organization is willing to provide or are available:

PRINT NAME: _____

Company: _____

By: _____
(signature)
(Title)
(date)

SPECIAL NOTE:

Attach any other documents required detailing the proposed Scope of Work or your service offerings as part of Attachment B which you feel separates your service from others in the market.

ATTACHMENT I

REFERENCES

Please indicate all required Point of Contact information requested

Name of Company: _____

Address of Reference: _____

Point of Contact: _____

Phone: _____

Email: _____

Name of Company: _____

Address of Reference: _____

Point of Contact: _____

Phone: _____

Email: _____

Name of Company: _____

Address of Reference: _____

Point of Contact: _____

Phone: _____

Email: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.	See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

FELONY CONVICTION NOTICE

Texas Education Code, Section 44.034, Notification of Criminal History, Subsection (a) states, "a person or business entity that enters into a contract with a School District must give **advance notice** to the District if the person or owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states, "a school District may terminate a contract with a person or business entity if the District determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction." The District must compensate the person or business entity for services performed before the termination of the contact.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor's Name _____

Authorized Company
Official's Name (please print) _____

A. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official _____ Date: _____

B. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s) _____

Details of Conviction(s) _____

Signature of Company Official _____ Date: _____

C. My firm is a publicly owned, Stock-exchange Corporation; therefore, this reporting requirement is not required.

Signature of Company Official _____ Date: _____

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all subrecipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the bidder:

- Certifies that the owner/operator has not been convicted of a felony except as indicated on separate attachment to this offer, in accordance with Section 44.034, Texas Education Code, and
- Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (_36)

Vendor Name _____

Authorized Company Official's Name _____

Signature of Company Official _____ Date _____

Vendor E-mail Address _____

Vendor Telephone Number _____



Educate.
Inspire.
EMPOWER!

GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT 2023 - 2024 ACADEMIC CALENDAR

Board Adopted: FEBRUARY 28, 2022 (Traditional)

JULY 2023						
S	M	T	W	T	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					

AUGUST 2023						
S	M	T	W	T	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		

SEPTEMBER 2023						
S	M	T	W	T	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

OCTOBER 2023						
S	M	T	W	T	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				

NOVEMBER 2023						
S	M	T	W	T	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		

DECEMBER 2023						
S	M	T	W	T	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 2024						
S	M	T	W	T	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 2024						
S	M	T	W	T	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		

MARCH 2024						
S	M	T	W	T	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 2024						
S	M	T	W	T	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			

MAY 2024						
S	M	T	W	T	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 2024						
S	M	T	W	T	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						

IMPORTANT DATES

FIRST CLASS DAY .. AUG. 10
LAST CLASS DAY .. MAY 23

STUDENT/STAFF HOLIDAYS

SEPT 4..... LABOR DAY
OCT. 9..... COLUMBUS DAY
NOV. 20 - 24..... THANKSGIVING
DEC. 21 - JAN. 3.... WINTER BREAK
JAN. 15..... MLK DAY
FEB. 19..... PRESIDENT'S DAY
MARCH 11 - 15 SPRING BREAK
MAR. 29 - APR. 1... EASTER BREAK
MAY 27..... MEMORIAL DAY

*Student/staff holidays may be used as make-up days

REPORTING PERIODS

1st..... AUG. 10 - OCT. 5 (40 DAYS)
2nd..... OCT. 10 - DEC. 20 (47 DAYS)
3rd..... JAN. 8 - MAR. 8 ... (42 DAYS)
4th..... MAR. 18 - MAY 23 (47 DAYS)

1st SEMESTER

AUG. 10 - DEC. 20 (87 DAYS)

2nd SEMESTER

JAN. 8 - MAY 23.... (89 DAYS)

EARLY RELEASE DAY HOURS FOR STUDENTS: (300 MIN)

ELEMENTARY SCHOOLS -
..... 7:45 a.m. - 12:45 p.m.
MIDDLE & HIGH SCHOOL -
..... 8:00 a.m. - 1:00 p.m.

SCHEDULE FOR STUDENTS

G-PHS & GPMS..... 8:00 - 3:35 (455)
ELEMENTARIES..... 7:45 - 3:20 (455)

INSTRUCTIONAL DAYS 176
TEACHER CONTRACT DAYS..... 187

LEGEND

- SCHOOL HOLIDAY(S)
- 🏠 STUDENT EARLY RELEASE
- 🍎 TEACHER WORKDAY/STUDENT HOLIDAY
- 🕒 UIL GRADE CHECK
- 🌟 END OF GRACE PERIOD
- 🏠 FIRST DAY OF SCHOOL
- 🏠 LAST DAY OF SCHOOL
- 🏠 NEW TEACHER TRAINING
- 🏠 DISTRICT PLANNING DAY/STUDENT HOLIDAY
- 📅 BEGIN & END OF SEMESTER
- 🏠 SUMMER SCHOOL
- 🏠 PROGRESS REPORT/REPORT CARD
- 🏠 BEGIN & END OF REPORTING PERIOD
- 🏠 LAST DAY OF SCHOOL