The District office will be open March 21, 2016 through March 23, 2016 for the general public. The high school sites will be open March 21, 2016 through March 23, 2016 and closed on March 24, 2016, and March 25, 2016. The District offices and high school sites will open for regular business hours on March 28, 2016.

The elementary and middle school sites will be closed from March 21, 2016 through March 25, 2016. The schools will open for regular business hours on March 28, 2016.

A.Warren McClaskey Adult Center will be open Monday, March 21, through Wednesday, March 23, 2016, and will be closed Thursday, March 24 through Friday, March 25, 2016. The school will open for regular business hours on Monday, March 28, 2016.

Charles A. Jones Career and Education Center will be closed from Monday, March 21 through Friday, March 25, 2016. The school will open for regular business hours on Monday, March 28, 2016.

Transportation will be closed to the public March 21, 2016 through March 25, 2016. Transportation regular operation will resume on March 28, 2016.

The following Children Centers serving Infant/Toddler and Preschool children will be open varied days/times, March 21, 2016 through March 25, 2016.

- C.P. Huntington and Washington from 7:30 a.m. to 5:30 p.m. on March 21-24, 2016 and 7:30 a.m. to 1:00 p.m. on March 25, 2016.
- Elder Creek from 7:30 a.m. to 4:00 p.m. on March 21-24, 2016 and 7:30 a.m. to 1:00 p.m. on March 25, 2016.
- Hiram Johnson from 7:30 a.m. to 4:30 p.m. on March 21-24, 2016 and closed on March 25, 2016.
- All other Child Development classrooms will be closed from March 21, 2016 through March 25, 2016 and will resume operation on March 28, 2016.
- The following Children Centers serving School-age children will be open March 21, 2016 through March 25, 2016: Leonardo da Vinci and Matsuyama from 7:00 a.m. to 6:00 p.m.
Closure of Buildings During Spring Break
Principals will be responsible to notify parents and the community that buildings will be closed.

Please direct staff members to observe the following energy conservation guidelines before they leave for Spring Recess, March 21st through March 25, 2016.

- All doors and windows shall be closed and locked.
- All HVAC units shall be turned off.
- All personal appliances, including refrigerators, microwaves, and coffeemakers shall be unplugged.
- All office machines (laminating equipment, etc.) shall be turned off.
- All computers and peripheral equipment (printers, monitors, scanners, plotters, etc.) shall be turned off.
- All outside lighting shall be turned off during the daylight hours. If photocells or timers need attention, submit a work order to the Maintenance Department.
- Remove all items from refrigerators and leave the door open to inhibit the growth of mold.
- Operations staff will assign custodial support for the sites with Civic Center permits issued for activities during these breaks.

Please contact Barry Evpak with questions and/or concerns regarding this policy at (916) 264-4075 ext. 1010.

CM:mlg