

MEMO



To: All Faculty and Staff
From: Tom Smith
Subject: Special Schedule October 27, 2026
Date: June 20, 2026

On Tuesday, October 27, we will have a Special Split Assembly Schedule for our Red Ribbon Week assembly

- If you have freshmen and/or sophomores in your period 6 class, you will meet your students in period 6, take attendance, and then go to the gym. You will attend the **first assembly**, then you and your students will finish your period 6 class, and you and your students will have second lunch.
- If you have juniors and/or seniors in your period 6 class, you will attend period 6, then first lunch, and then attend the **second assembly**.
- If you have a mixed class and the majority of your students are underclassmen, you will attend the **first assembly** and you and your students will have second lunch.
- If you have a mixed class and the majority of your students are upper classmen, you will attend period 6, then first lunch, and then attend the **second assembly**.
- If you have the same number of under/upper classmen, you will attend the **first assembly** and you and your students will have second lunch.
- If any staff wishes to attend, please attend the **first assembly**.

Tuesday, October 27, 2026
Special Split Assembly Schedule Day 5
(75 minute classes)

PLC Meetings	8:00-8:55
Period 5 (5 minutes for ETV)	9:00-10:20
Period 6/Assembly	10:25-1:15

Fr/So: First Assembly

report to Period 6 at 10:25,
dismissed to **First Assembly** after attendance (10:30-11:20), complete
Period 6 from 11:25-12:40
attend lunch from 12:40-1:15

Jr/Sr: Second Assembly

attend Period 6 from 10:25-11:40,
attend lunch from 11:40-12:15,
attend **Second Assembly** from 12:20-1:15

Period 7	1:20-2:35
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