

Stateline Truck Driving School

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Vol 1 · Catalog year: 2026 · Effective 01/05/2026 through 01/07/2027

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Mission Statement

To prepare students for careers in the trucking industry through classroom instruction and in-range and on-road training, ensuring success through proven teaching techniques and well-trained, knowledgeable staff who treat students with respect and integrity.

Program Description

The *Class A Commercial Driver Training Course* equips the student with little or no experience operating a commercial motor vehicle (CMV) with the knowledge and practical skill necessary to obtain a Class A commercial driver's license (CDL) and become an entry-level tractor-trailer driver. Students undertake classroom instruction and testing, labs, and in-range and on-the-road training. The program strives for safer highways by producing well-trained drivers and for graduate placement into quality jobs. Successful graduates will possess the practical skill necessary to safely operate a Class A CMV in a variety of road conditions and traffic situations, as well as to back safely and perform vehicle inspections. They will also have the working knowledge of

Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations necessary to be competent, safe drivers.

Owner, Administration & Faculty

Lloyd Stephens is Owner, Administrator, and Lead Instructor for Stateline Truck Driving School. Lloyd has 18 years of experience in administration, over 20 years' experience as a Class A truck operator, and 20 years of CDL teaching experience. Jennifer Griggs is a CDL Instructor. Jennifer has 4 years of heavy equipment and truck driving experience. She has 3 years of experience as a CDL instructor. Melissa Stephens is administrator in charge of admissions and record keeping. Administrator Lloyd Stephens can be reached by phone (509-942-4742) or email (loydbud@gmail.com). The mailing address for written correspondence is PO Box 1085 Hermiston OR 97838.

Hours of Operation

Monday to Friday, 8 am - 5 pm. Saturday classes run 8 am - 5 pm in the event of absences. All make-up classes must be scheduled with the instructor.

Instructional Materials

Oregon Commercial Driver Manual, log books, instructional videos, pre-tests, quizzes

Facilities & Equipment

- Classroom (seats 16 students)
- Practice range
- Class 8 tractor/trailer

Job Placement Assistance

The School assists with job placement at no extra charge. Students are provided information on job opportunities for entry-level truck drivers with transportation companies. We have a large network of local and long-haul employers. Employers may have recruiters address classes with job opportunities. Lloyd Stephens is responsible for job placement assistance.

Admission Requirements & Procedures:

- Must provide a U.S. birth certificate, Permanent Residency Card or Certificate of Citizenship.
- Must be at least 18 years of age
- Must complete the Student Application Form
- Must have had a driving record for five (5) years
- Must have a valid driver's license
- Must pass the Department of Transportation physical and drug screen
- Must have a high school diploma or equivalent, or pass an *Ability to Benefit* test

☼Free *ability to benefit* testing offered at the Oregon Employment Department

Admission Notification:

Applicants will be notified of admission acceptance or denial, along with start date and time of first class, in writing no later than two business days before the class start date or

within seven days of application submission; whichever is earlier. Applications submitted within 48 hours of the start date will be expedited and applicants will be able to enroll up to the first day of class. Students may enroll until 5:00pm on the third day of class only if make-up days can be scheduled. The make-up days must fit into the instructor's schedule as well as the applicant's schedule. If the instructor and the applicant cannot agree on a mutual schedule, admission for that class will be denied. Students starting within the first three days of the class start date will be projected to graduate at the designated end date. The course completion data for each class will include all students attending within the start and end dates of the course. The refund policy will become effective upon the first day that the student is in attendance. In the event of any student not completing the course the refund policy will be followed according to the percentage of the course completed.

Students denied admission may reapply after barriers to admission have been rectified.

Tuition & Fees (Class A Commercial Driver Training Program)

Tuition	\$4300.00
Registration Fee	\$125.00
DOT Physical	\$160.00
Drug screen	\$73.00
CDL Knowledge Test	\$30.00
CDL Instructional Permit	\$40.00
CDL Driving exam	\$390.00
DMV Certificate Fee	\$40.00
CDL Issue Fee	\$160.00

Total Cost_____ **\$5,318.00**

All tuition and fees must be paid in full before classes begin.

Cancellation & Refund Policy

- (1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
 - (a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
 - (b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration

fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;

- (c) If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;
 - (d) If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
 - (e) The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in subsections (1)(a) and (b) of this rule, the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
- (2) Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
 - (3) The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
 - (4) When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
 - (5) When a program is measured in credit hours, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.
 - (6) For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks, accrued according to the published class schedule as of the last date of attendance.

- (7) The term "tuition cost" means the charges for instruction including any lab fees. "Tuition cost" does not include application fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees, other than lab fees.
- (8) The school shall not charge a withdrawal fee of more than \$25.
- (9) The school may adopt and apply refund calculations more favorable to the student than those described under this policy.
- (10) When a cancellation, withdrawal, termination, or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:
 - (a) Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges;
 - (b) In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of paragraph (a) of this subsection, but only with respect to the covered portions thereof; and
 - (c) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund described under paragraph (a) of this subsection may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
- (11) In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.
- (12) A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines that the school has made provision for students enrolled

at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

Transfer Policy

Stateline does not accept transfer students.

Deposit Policy

A cash deposit of \$300.00 is required to hold a seat in any upcoming class. Deposits are refundable up to 48 hours *before* the first day of class.

Fee Waivers

Physical, drug screening, testing, and license fees will be waived if the student chooses to pay those fees directly to DMV or medical clinic.

Clock Hours

Program Length: **4 weeks (160 Clock Hours)**

Course Name: <u>Classroom</u>	
Sequence in program: Week 1 Module / Unit Name: CDL Classroom Topics & Hours:	
Introduction	1 hr
Driving Safely	14 hrs
Transporting Cargo	1 hr
Air Brakes	8 hrs
Combination Vehicle	8 hrs
Double & Triple Trailers	6 hrs
Tanker Trailers	2 hrs
Total Hours:	40

Course Name: <u>Vehicle Inspection</u>	
Sequence in program: Weeks 2, 3, 4 Module / Unit Name: Lab Topics & Hours:	
Outside Vehicle	4 hrs
Lights	4 hrs
Engine Compartment	4 hrs
Inside Cab	4 hrs
Air Brake Checks	4 hrs
Total Hours:	20

Course Name: <u>Backing</u> Sequence in program: Weeks 2, 3, 4 Module / Unit Name: Range Topics & Hours:	
Straight Backing	5 hrs
Offset Alley	5 hrs
Parallel Parking	10 hrs
90% Angle Dock	20 hrs
Total Hours:	40

Course Name: <u>Driving</u> Sequence in program: Weeks 2, 3, 4 Module / Unit Name: On Road Topics & Hours:	
Shifting Up	10 hrs
Shifting Down	10 hrs
City Driving	20 hrs
Hwy Driving	10 hrs
Turning	5 hrs
Stopping	4 hrs
Sign Recognition	1 hr
Total Hours:	60

Evaluation

CDL Classroom Material – Students must pass state-mandated CDL knowledge exams administered by the Oregon DMV in order to obtain the learner's permit required to begin the practical driving portion of the program and operate a CMV on Oregon public roadways. Students have the opportunity to retake CDL Knowledge Tests with the DMV after waiting 24 hours from a test failure. Students must obtain the CDL Learner's Permit *no later* than the end of the 8th day of the training course in order to begin the on-road practical driving portion of the training. Students failing to obtain the learner's permit have an opportunity to continue in a future class after the permit has been obtained. In order to evaluate students' mastery of the subject matter and award cumulative grades, Stateline Truck Driving School requires students to sit for the School's knowledge tests. The scores students receive on these exams will be reflected in the grades awarded for the *Knowledge Test Scores* portion of the class grade.

DMV Pre-Trip Inspection Test – Students must pass required the CDL Pre-Trip Inspection Test administered by Oregon DMV or third party skills tester in order to obtain the CDL. In addition, students must pass the Stateline Truck Driving School Pre-Trip Inspection Test, the score from which will be reflected in the grade awarded for the *Vehicle Inspection Scores* portion of the class grade. Students may retake the Pre-Trip Inspection Test one (1) time, if necessary, without incurring additional charges by the school. The student is responsible for all fees assessed by Oregon DMV or third party skills testers.

DMV Backing Test – Students must pass required CDL Backing Test administered by Oregon DMV or party skills tester in order to obtain the CDL. In addition, students must pass the Stateline Truck Driving School Backing Test, the score from which will be reflected in the grade awarded for the *Backing Test Scores* portion of the class grade. Students may retake the Backing Test one (1) time, if necessary, without incurring additional charges by the school. The student is responsible for any and all fees assessed by Oregon DMV or third party skills testers.

Final Road Exam – Students must pass required CDL Skills Test administered by Oregon DMV or third party skills tester in order to obtain the CDL. In addition, students must pass the Stateline Truck Driving School Skills Test, the score from which will be reflected in the grade awarded for the *Skills Tests Scores* portion of the class grade. Students may retake the Skills Test one (1) time, if necessary, without incurring additional charges by the school. The student is responsible for all fees assessed by Oregon DMV or third party skills testers.

Student Progress Reporting

The instructor will conduct one student evaluation two weeks into the program. This evaluation will be a one-on-one student and teacher review of the student's progress. Progress reports will reflect the student's performance in the course based on Oregon DOT commercial driver requirements and course criteria. Instructors will take daily notes and complete progress reports on a bi-weekly basis. Instructors will determine what action to take to enable the student to gain proficiency in subjects where the student is performing at a below average level. The instructor can take action including but not limited to focused practice and student/ instructor meetings as needed. Students can challenge their evaluation verbally or in writing with the instructor. The Instructor will present all the evaluation criteria to the student. If the student still disagrees with their progress they can contact the director in writing. The director will investigate and contact student with findings within seven business days.

Grading & Requirements for Completion

Knowledge Test Scores	25% of overall class grade
Vehicle Inspection Scores	25% of overall class grade
Backing Test Scores	25% of overall class grade
Skills Tests Scores	25% of overall class grade

Students **must** pass all required CDL exams from the Department of Motor Vehicles in order to successfully complete the program and receive the CDL. Students must also pass the DOT Physical and Drug Screen.

Certification of Completion & Grade Dissemination

Students receive a certificate of completion, cumulative grades, and a transcript upon satisfactory completion of the course. Students who wish to obtain a copy of their academic transcript may request one by email, postal mail, or calling the school.

Federal ELDT training requirements

The Class A CDL Course meets all standards for ELDT training requirements.

160-Hour Curriculum Outline and Summary

Following is a curriculum outline of knowledge, skills, and abilities developed in the program relative to the course time dedicated to each learning activity. Please note that Stateline Truck Driving School offers ONLY the Class A CDL Program at this time.

Concept	Classroom	Lab/Range Observation	Street/Backing Proficiency
Vehicle Control Systems	✓	✓	
Vehicle Inspection	✓	✓	
Air Supply System	✓	✓	
Mirror Usage	✓	✓	✓
Basic Vehicle Control	✓	✓	✓
Shifting	✓	✓	✓
Backing	✓	✓	✓
Proficiency in Backing	✓	✓	✓
Coupling (5 th Wheel / Pintle Hook)	✓	✓	

Concept	Classroom	Lab/Range Observation	Street/Backing Proficiency
Sliding 5 th Wheel/Tandems	✓	✓	
Visual Search	✓		✓
Speed Management	✓		✓
Space Management	✓		✓
Hazard Recognition	✓		✓
Extreme Driving Conditions	✓	✓	✓

Night Operations	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Proficiency in Road Operations			<input checked="" type="checkbox"/>
Cargo Documentation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Cargo Handling	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Accident Procedures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Preventive Maintenance, D&R Problems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Trip Planning	<input checked="" type="checkbox"/>		
Map Reading	<input checked="" type="checkbox"/>		
Communication	<input checked="" type="checkbox"/>		
Public, Customer, and Employer Relations	<input checked="" type="checkbox"/>		
Personal Health and Safety	<input checked="" type="checkbox"/>		
Hours of Service	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Concept	Classroom	Lab/Range Observation	Street/Backing Proficiency
FMCSR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
HAZMAT Cargo Handling and Documentation	<input checked="" type="checkbox"/>		
Emergency Procedures, Skid Control & Crash Avoidance	<input checked="" type="checkbox"/>		

Attendance Policy

Attendance is necessary to pass the program. Students are expected to be on time to all scheduled classes. A student is tardy when they are 15 minutes late for the scheduled start time of a class. Being tardy 4 times will be equivalent to one unexcused absence. Four unexcused absences will result in termination. Absences may be excused by the Administrator with prior notice from the student. Any student needing an extended leave of absence must get prior approval from the Administrator. All make-up work must be scheduled with the instructor.

Controlled Substance Testing Policy

Applicants are required to pass a DOT drug screen prior to starting classes. Enrolled students are then entered into a random drug screening pool and are also subject to post-accident drug screening as required by FMCSA and ODOT regulations. Students testing positive for controlled substances prohibited by FMCSA regulations will be withdrawn from the Stateline

Truck Driving School. The Student may apply for re-enrollment after complying with *all* FMCSA/ODOT requirements and subsequently testing negative for a NIDA drug screen. Students withdrawn from Stateline Truck Driving School for this reason are subject to the cancellation/refund policy.

Discrimination Policy

Stateline Truck Driving School does not discriminate against anyone based on race, color, national origin, religion, sex or gender (including pregnancy, childbirth, and related medical conditions), disability, or age (18 and older). Stateline defines “discrimination” as any act by a Stateline student or employee towards any student, staff or employee that unreasonably differentiates treatment, intended or unintended, or any act that is fair in form but discriminatory in operation, either of which is based on race, color, religion, sex, sexual orientation, national origin, marital status, age or disability. “Discrimination” does not include enforcement of an otherwise valid dress code or policy, as long as the code or policy provides, on a case-by-case basis, for reasonable accommodation of an individual based on the health and safety needs of the individual.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

Stateline Truck Driving School policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior.

Student Conduct Policy

- Firearms or other weapons are not allowed on school property including all vehicles.
- Possession or the use of drugs or alcohol in school vehicles or on school property will not be tolerated.
- Discrimination, harassment, threats or physical violence will not be tolerated.

- Appropriate attire is required. No open toed shoes, or tank tops. Leather soled shoes are not recommended.
- Students must maintain good personal hygiene.
- No Drug, tobacco or alcohol use on or in school property.
- No recording devices or cameras are allowed without prior approval.
- Offensive language will not be tolerated.

As part of the enrollment agreement students must follow school regulations. Violation of any of the regulations may result in sanctions including but not limited to termination. Sanctions will be in the following forms:

- Verbal warning and written log of this verbal warning- students are notified.
- Corrective action- Written corrective action warning: Student will work with the school to create a plan to be successful and overcome their violation pattern.
- Suspension- Writing suspension- Student has violated school policy multiple times and is at risk of being dismissed from the program.
- Dismissal- Student violated school policy and they were dismissed from the program

Suspension will be invoked upon the first incident where a student violates the Stateline firearm , violent threat, or controlled substance policy. Duration of suspension and or dismissal will be decided by the director.

A student's first offense of all other violations of the student conduct and discrimination policy will result in a verbal warning and written log. The second offense of these violations will result in corrective action. The third offense of these violations will result in suspension. The fourth offense of these violations will result in dismissal.

Students withdrawn from Stateline Truck Driving School due to violations of the conduct policy are subject to the cancellation/refund policy.

Any student dismissed from the program may apply for reinstatement pending a hearing with the school director. The director will determine students eligibility for reinstatement.

If the student decides to leave the program, the student shall notify the school Director or instructor via email, US mail or by phone.

Any student dismissed from the program for any reason may appeal *in writing* to the School Director.

Internal Grievance Policy

Students may contact the Administrator (Lloyd Stephens) via telephone, email, or in person regarding any and all complaints pertaining to the School, staff, or students. Students should contact the Administrator as soon as possible with any grievance or complaint. The Administrator will look into the matter and address any issues to determine what action is warranted. If the grievance is not resolved to the students satisfaction, the student may file an appeal in writing to

the Admissions Director (Melissa Stephens). The written appeal shall be time-stamped and a copy of the time stamped appeal shall be given to the student. One option if available to the student is to submit their appeal to the Admissions Director via email at Mstephens1884@gmail.com; this option automatically time-stamps their appeal. If this option is not available to the student they may submit a time stamped letter to the Admissions Director. The Admissions Director will do an internal investigation of the student's appeal and respond to the student in writing within 7 business days of submission of the written appeal.

Students aggrieved by actions of the School should attempt to resolve these problems with appropriate school officials. Should this procedure fail to resolve the issue, students may contact: Higher Education Coordinating Commission, Private Career Schools, 3225 25th St. SE, Salem, OR 97302. After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.

Student Right to View Files & Review Records

Students have the right to view their own student file at any time that does not disrupt class time. Students should schedule a time to view their files with the Instructor. A guardian or eligible student will be given the opportunity to inspect and review the student's education records.

Stateline Truck Driving School will comply with a request for access to records within a reasonable period of time but not more than 45 days after it has received the request. Stateline Truck Driving School will comply to reasonable requests for explanations and interpretations of the records.

If circumstances effectively prevent the guardian or eligible student from exercising the right to inspect and review the student's education records, Stateline Truck Driving School shall:

- (1) Provide the parent or eligible student with a copy of the records requested; or,
- (2) Make other arrangements for the parent or eligible student to inspect and review the requested records.

Stateline Trucking School shall not destroy any education records if there is an outstanding request to inspect and review the records under this section. While an education agency or institution is not required to give an eligible student access to treatment records under paragraph (b)(4) of the definition of Education records in 99.3, the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

FERPA Policy

Stateline will not release student educational records without written student consent.

Stateline adheres to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

2026 Academic Calendar

Start Date:	End Date:	Start Date:	End Date:
01/05/2026	01/30/2026	06/22/2026	07/17/2026
02/02/2026	02/27/2026	07/20/2026	08/14/2026
03/02/2026	03/27/2026	08/17/2026	09/11/2026
03/30/2026	04/24/2026	09/14/2026	10/09/2026

04/27/2026	05/22/2026	11/09/2026	12/04/2026
05/26/2026	06/19/2026	12/07/2026	01/07/2027

No school in observance of the following holidays

Thanksgiving	11/26/2026 - 11/27/2026	Christmas
	12/24/2026 - 12/25/2026	
New Year's	01/01/2027	