

# Mechanicsville Elementary School

Name: \_\_\_\_\_

STUDENT HANDBOOK 2008-2009



*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



This Student-Parent Handbook has been prepared to provide essential information to the students who attend Mechanicsville Elementary School and their parents. Please take some time to review the contents.

### **Administrative Staff**

*Nicholas Shockney, Principal  
Natalie Crist, Assistant Principal  
Denise Preller, Guidance Counselor  
Susan Long, Office Manager  
Sheryl Morelock, Secretary  
Terri Gwyn, Part-Time Clerical  
Betty Parker, School Nurse  
Susan Quinn, Cafeteria Manager*

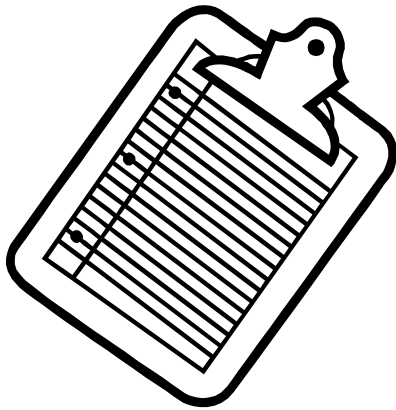
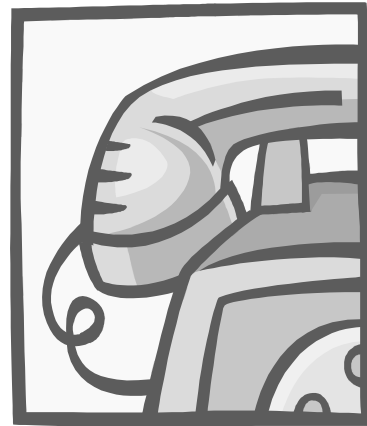
### **School Telephones**

Open 8:00 a.m. to 4:30 p.m. during the school year. Teachers are available for telephone calls from **8:00 a.m. to 8:15 a.m. and 3:15 p.m. to 3:30 p.m.** Messages will be placed in teachers' mailboxes at all other times.

**(410) 751-3510**

**(410) 795-0720**

**(410) 751-3516 (fax)**



### **School Hours**

8:10 a.m. – Students may be dropped off in Parent Pick-up area only. **Students may NOT arrive before this time because we cannot provide adequate supervision.**

8:15 a.m. - School opens for students.

8:35 a.m. - Instructional day begins.

**Any student arriving after this time is considered tardy and must sign in with the School Office. An adult must accompany the child into the school.**

3:05 p.m. - End of the instructional day.

**Students who are signed out prior to 3:05pm will be marked tardy for the afternoon.**

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## School Closings for Inclement Weather

In the event that it becomes necessary to close schools for the entire day because of inclement weather, the announcement will be made no later than 6:45 a.m. through the following media sources: WTTR and Channel 3 (Westminster); WHVR/WYCR (Hanover); WZYQ and WFMD (Frederick); WTHU (Thurmont), WBAL, WCAO, WPOC, WCBM, WMAR-TV/WLIF, WNUV-54, WJZ-TV (Baltimore), WTOP, WMAL, and WJAL-TV (Washington). The same media sources will be used in the event of delayed openings or early dismissals.

**Please do not call the school; we often do not get the information until after the media is notified.**

We strongly recommend that each family develop a plan with their children that they should follow when schools close early and parents are not yet home from work. If these plans involve a change in normal routine, the school should be made aware of those changes in writing so that the child arrives home safely. **Children are not allowed to ride different buses on these days.** Please do not wait until the first threat of a weather-related early dismissal and then call the school with these changes; you can only imagine the confusion in the office on these days. We cannot guarantee that your child would receive accurate information.

## Schedule Changes due to Inclement Weather

### **School Opening Delayed 1 hour**

Students may arrive at 9:10

Instructional day starts at 9:35

### **School Opening Delayed 2 hours**

Students may arrive at 10:10

Instructional day starts at 10:35

### **School Closes 1 Hour Early**

Dismissal at 2:05

### **School Closes 2 Hours Early**

Dismissal at 1:05

### **School Closes 3 Hours Early**

Dismissal at 12:05

## Early Dismissal Days

Carroll County Public Schools have scheduled several 2 hour, forty-five minute early dismissal days throughout the school year. MES dismisses at 12:20pm on these days. Lunch **MUST** be served, although there will be an adjusted schedule. Because of the adjusted schedule and shortened lunch periods, snacks will not be sold in the cafeteria and there will be no recess. Early dismissal days are noted on the CCPS Calendar and on the calendar on the last page of this handbook.



### TQ Kids

TQ (Top Quality) behavior is expected of every child at Mechanicsville Elementary and we believe that every child can meet these expectations. We are committed to communicating these positive actions to students and family members on a daily basis. We use a letter system to record the students' success in being "TQ Kids." Each student has either a calendar or an agenda book in which to record his or her data for the day. The letters represent the following:

- TQ** I met all of the expectations for the day! I'm a TQ Kid!
- H** I did not complete my homework.
- C** I did not complete my class work.
- D** I did not follow directions.
- T** I was talking at an inappropriate time.
- P** I was playing instead of being focused on my work.
- B** I did not keep my hands, feet, body, etc. to myself.
- R** I was disrespectful to others through words or actions.
- S** My agenda (test, homework, etc.) was not signed by an adult.

In most cases, students are given reminders about the expectations prior to recording a letter on the calendar. There are circumstances, however, in which there are no warnings. If a student receives three (3) letters in any one day, he or she is sent to the support room.

### Parent Pick-Up

Our designated pick-up area is the side door on the east side of the building (the side closest to the Gamber Fire Hall). Students must report to the staff member supervising this area before leaving with a parent or guardian. Parents **should not** wait in the lobby for their children, *nor should they go to the classrooms to meet their children*. Students who are not picked up by 3:20 will return to the Office; parents will then need to come into the office to sign the child out. When students are to be picked up by a parent or other authorized person, a note must be on file in the Office. Please be sure that the note includes the following information:

- Child's **full** name
- Child's teacher's name
- Date of transportation change
- If a student is normally parent pick-up or attends ABC Day Care, but needs to ride the bus, please include the bus number and the bus stop in your note.
- All notes should be neatly written

Your attention to these details makes it much easier for the Office Staff!

### Morning Drop-Off

Students who do not ride a bus to school in the morning should enter the building through the side door on the east side of the building (closest to the Gamber Fire Hall). Drop-off time is from 8:10 until 8:30 a.m.

- There is a designated Parent Drop-Off and Pick-Up lane marked with yellow lines. The first car in line should drive all the way to the **STOP** marked at the end of the lane. Four vehicles can be accommodated at one time. Once the children in these four vehicles have been dropped off, these cars pull out of the lane and the next four vehicles move into the drop-off area. Please refrain from walking your child to the classroom in the morning.

- Children should exit the vehicle from the **passenger side whenever possible**. Please do not allow children to exit unless the vehicle is in the designated drop-off area.
- There is no parking allowed in the drop-off lane at any time. If you are walking into the building with your child, you must park your car in a designated parking spot.
- **Children should never be dropped off unless there is an adult present. Any child using the front sidewalk must be accompanied by an adult.**
- It is imperative that everyone follow this procedure so we can ensure the safety of our students. Thanks for your cooperation.

### Medication



When a student is taking a prescribed medication, the parents should make every effort to arrange for the medicine to be taken outside of the school day. If you and your physician have discussed alternatives and find that medication during school hours is necessary, a form **MUST** be completed **by the doctor**

before your child can be given the medication at school. The form is available from the school nurse. No medicine may be dispensed without **written** instructions from the parent or doctor. ALL medicine must be in the original container and must be kept in the Health Room. **STUDENTS MAY NOT TRANSPORT ANY MEDICINES TO SCHOOL** (the only "medication" that a child can carry to school is Luden's Throat Lozenges). **BOTH PRESCRIPTION AND OVER THE COUNTER MEDICATIONS MUST BE TRANSPORTED BY AN ADULT. FAILURE TO FOLLOW THIS PROCEDURE MAY RESULT IN THE CHILD BEING SUSPENDED FROM SCHOOL.**

### Use of Crutches and School Elevator

Occasionally, a student has an injury that requires the use of crutches, and therefore the use of the school elevator. **A doctor's note is required when a child is on crutches or needs to use the elevator.** The note can be sent in to Mrs. Parker, our nurse, or faxed to her attention at 410-751-3516.

### Emergency Cards

Every student **MUST** have an emergency card on file in the office. It is important that the card be filled out and returned to school. **Please inform the school immediately in the event of changes, i.e. phone number, place of employment, day care.** We must be able to reach an authorized person at all times.

### Videotaping/Photographing

Throughout the school year, various media sources frequently cover school activities and may use your child's photograph, video image, or voice for educational and informational purposes, with or without identification by name. If you **DO NOT** want your child to appear in a video, photograph, or have his/her voice reproduced on tape, please notify the school in writing. **It is assumed that all children can be photographed or videotaped unless notification is received.**



### Health Room

Mechanicsville Elementary is fortunate to have the services of a qualified health nurse on our staff. While Mrs. Parker is available for first aid, medications, and as a resource for parents, she is NOT intended to be a substitute for a child's family doctor.

- When a child becomes ill during the school day and/or has a temperature of 100 degrees or higher, the parents will be called to take the child home from school.
- If a child has a temperature over 100 degrees or is vomiting, he or she should remain at home for 24 hours after the symptoms are gone.
- Our nurse is required to report all communicable diseases to the Carroll County Health Department. When your child returns to school following an illness, please specify in writing the specific illness that affected your child.
- Immunization records and health assessments **will not** be copied for summer camps. Parents need to get copies from the child's physician.
- If a child has milk allergies, a physician's note is required to substitute orange juice for the milk with a purchased lunch.

### Transportation

CCPS policy requires that a child have only one a.m. and one p.m. bus stop. **Students are not allowed to ride another bus or get off at a different bus stop during the school year.** Exceptions will be made only in the event of an emergency or when an extenuating circumstance exists (which must be approved ahead of time by an administrator). It is the responsibility of the parents to meet their children at the bus stop. **Bus Drivers will let students off of the bus even if an adult is not present.** The following items are NOT to be transported on the bus: live animals or insects, glass containers, large musical instruments or packages.



### Bus Riding Expectations

Please discuss these with your child!

1. Students must remain seated when the bus is in motion.
2. Students must sit facing the front of the bus, keeping hands, feet, and personal belongings out of the aisle.
3. Hands, feet, and head must be kept inside the bus.
4. Students should speak in a quiet tone of voice and behave appropriately so that the bus driver is not distracted.
5. Eating, drinking, or using vulgar language is not permitted.
6. Students should not in any way damage or deface the bus.

Please remember that riding the bus is a privilege and students can lose that privilege if they do not meet these expectations.

1st offense- Warning

2nd offense- Administrator will send a letter home

3rd offense - Student may lose bus riding privileges for up to one week

Subsequent offenses - Student may be suspended for one week or longer

**Fighting and other unsafe actions may result in immediate suspension.**

### Participation in Extracurricular Activities

There are often opportunities for students to participate in extracurricular activities (concerts, music programs, Jump Rope for Heart, etc.) during the school year. In order for a student to participate in afternoon or evening activities, he or she must be in school for that entire day, unless the absence has been pre-approved by an administrator.

### Appropriate Dress for School

**PURPOSE:** To create a respectful, healthy and safe environment with grooming and clothing that is clean, appropriate, decent and not disruptive to the educational process during the school day. Requirements for students, staff and volunteers include, but are not limited to:

- Hats, bandanas, other head coverings should only be worn on special days (Spirit Day, Ravens Day, etc.)
- Sunglasses should not be worn unless required for medical reasons
- Short shorts, bare midriffs, ragged or torn clothing, clothing that exposes bare skin between the upper chest and mid thigh or creates a significant distraction, beach wear, clothing that advertises drugs, alcohol, tobacco, gang symbols, weapons, sexual activity, etc. are not acceptable.
- Pants and shorts should fit snugly around the waist, and for safety reasons, pants should not touch the ground.
- Students need to wear appropriate dress on physical education days - tennis shoes, comfortable clothing that allows safe movement (nothing which is extremely tight or loose), no dangling jewelry (earrings, necklaces, etc.).
- **Flip-flops and heeies are not permitted.** All shoes must be fastened with shoe laces, velcro, or straps. Students who wear inappropriate footwear to school will not be allowed to participate in active recess.
- Unusually colored hair and make-up are not considered appropriate for school.

If a student is not in compliance with the dress code, he or she may be given other clothing to wear that day and/or be asked to remove make-up.

### Attendance/Tardies

As defined in the MSDE Records Manual for the 2007-2008 school year, a student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for ½ day if in attendance for at least two hours of the school day, but less than four hours. **Students are expected to be in their classrooms at 8:35am.**

Following an absence, a note must be written by the parent/guardian and brought into school on the first day the child returns. The note needs to contain the following: 1) *Teacher's name;* 2) *First and last name of the student;* 3) *Date(s) absent;* 4) *Reason for absence;* 5) *Parent or Guardian signature.* A student must be in school for an entire day if he or she wants to participate in after-school extracurricular events, such as concerts, Jump Rope for Heart, etc.

### Field Trips

Field trips are offered throughout the school year to extend and enrich classroom instruction. The cost of the field trip varies according to the activity and the distance traveled. If a student does not go on the field trip, he or she will be placed in another classroom for that day. Teachers will ask for parents to volunteer as chaperones prior to the field trip. The parent must have already had the volunteer training at least seven days prior to the event to be considered for selection as a chaperone. We are not able to refund money for field trips for any reason.

### Cafeteria

Our cafeteria serves lunch every day. The cost of student lunches for this year is \$2.00. In addition to menu selections, students can order, IN ADVANCE, special lunches – hot dog, peanut butter and jelly, turkey and cheese, and tuna salad sandwiches – for the same price. Lunches can be purchased in advance for any amount. Please be sure that your child has a secure change purse in which to keep lunch money. Milk can be purchased for \$.50.

If space is available in the cafeteria, parents/guardians may visit for lunch. They must follow all procedures in place at the school for visitors. Parents/guardians may choose to bring food with them for themselves or their child, however, the food may not be shared with any other student. Family members who want to eat lunch while visiting or volunteering are welcome to purchase adult lunches in the cafeteria for \$3.25. An adult salad bar is available for the same price. If you intend to purchase lunch, please contact the school as early as possible so the cafeteria staff can be prepared.

If students forget or lose their lunch money, they will be allowed to borrow from the cafeteria. This money should be repaid the following school day. If a student has **more than 2** outstanding borrow slips, and the family has not contacted the cafeteria manager, the student will only be served a cheese or peanut butter sandwich and milk until the money is repaid.

**Ice cream may be sold during each lunch shift for \$.75. Each student is limited to one ice cream per day. Ice cream will not sold on Early Dismissal days.**

### Volunteers

The use of volunteers in our school is an effective strategy for increasing student achievement and strengthening our home and school connection. Anyone who wants to volunteer in **any capacity MUST** go through volunteer training **EVERY YEAR**. This includes, but is not limited to, chaperones, mentors, club leaders, guest speakers, classroom helpers, clerical assistants and Play Day/Jump Rope For Heart volunteers. **All volunteers must attend a training session at least 7 days prior to volunteering. No one will be considered as a field trip chaperone unless he or she has already had the training.** It is strongly suggested that family members attend a training session early in the year in order to be eligible for all volunteer opportunities. **For liability reasons, we cannot permit young children to be in our workrooms, playground and/or classrooms with adult volunteers.**

### Special Areas Team

Students in grades 1 through 5 will receive regularly scheduled instruction in the following Special Area classes:



#### Art :

- Kindergarten will have two 30-minute art classes per week. Grades 1–5 have one 60-minute art class per week.
- Each student should keep an art T-SHIRT in his or her locker to wear over other clothing (short sleeved, no buttons).
- Artwork is displayed regularly throughout the school year.
- Parent volunteers are always needed – no artistic talent required!

### Health

- Kindergarten will have one 30-minute health class per week. Grades 1 & 2 have two 30-minute health classes per week. Grades 3, 4 & 5 have one 60-minute health class per week.
- Permission is required for Grade 4 & 5 students to participate in the units of Family Living and AIDS. Parents will have an opportunity to preview these materials prior to the instruction.

### Media

- Kindergarten will have two 30-minute media classes per week. Grades 1 & 2 will have one 30-minute media class per week. Grades 3, 4, & 5 will have one 60 minute media class every other week.
- Students will be allowed to check out books from the Media Center; these must be returned or renewed before others can be checked out. When a signed-out book cannot be accounted for, parents will be billed for the replacement cost of that book.

### Vocal Music

- Grades K, 1 & 2 will have two 30-minute vocal music classes per week. Grades 3, 4, & 5 will have one 60 minute class per week.
- Third graders will have a unit on recorders. Information regarding the purchase of recorders will be sent home in January.

### Instrumental Music

- Instrumental music classes are offered to students in Grades 4 & 5 who wish to expand their knowledge of music.
- Students may select from a variety of band and orchestra instruments. Some instruments have a limited number of participants.
- Two 30-minute lessons are offered each week. Students are required to make-up any classroom work that is missed because of lessons.
- Attendance at all scheduled instrumental music lessons is required.
- Students who are not fulfilling their classroom obligations, continually forgetting their instruments, or not practicing regularly may be asked to withdraw from the instrumental music program.

### Physical Education

- Students in Grades K, 1 & 2 will receive three 30-minute classes per week.
- Physical education classes for grades 3, 4, & 5 are 60 minutes each.
- **TENNIS SHOES ARE REQUIRED FOR ALL CLASSES. Shoes must be securely fastened. For safety reasons, absolutely no slip-on, backless, or high-heeled shoes will be permitted. Likewise, no dress shoes, sandals, flip flops, boots, cleats, or skate shoes will be allowed. Students with inappropriate footwear will not be allowed to participate in activities.**
- Students are expected to actively participate in class. Students should be dressed in comfortable clothing that will allow for activity both indoors and out.

In case of an injury or illness that would limit a student's activity, a note written by either the child's parent or doctor is required.

### Items Not Allowed in School

The following items should not be brought to school because they are disruptive to the learning process: toys, trading cards, CD players, iPods or MP3 players, skate shoes, electronic games, dolls, athletic equipment, etc. The school cannot be held responsible for items that are lost or stolen. There may be special occasions when teachers allow students to bring these items into school—for example, field trips, show and tell, etc. The first time an item is confiscated by a staff member, it will be returned to the student at the end of the day. If the same item is brought to school again, the teacher will hold it until an adult can retrieve it from school.

### Support Room

The Support Room at Mechanicsville is provided as a resource for those students whose behavior is causing a distraction to others and a disruption of the learning process. In most cases, classroom interventions have been implemented, but the disruptive behavior has continued. When a child is sent to the support room, an adult staff member meets with the child to discuss the problem and develop a plan so the child can be successful in the classroom. While in the support room, he or she completes a problem solving form, which is sent home the same day. Parents are asked to read the referral, discuss the problem with the child, sign the form, and return it to school the next day. Depending on the nature of the incident, the parent may or may not be notified by telephone.



### Requesting Homework during Extended Absences

If a student has been absent from school for 2 or more days, a family member may request homework for the student. **When requesting homework, please call the school office prior to 9:00 a.m.** The work can then be picked up at school (or sent home with another student) after 3:00 p.m. We cannot guarantee that teachers will have sufficient time to get homework materials together when requests are made after 9:00 a.m. If a student is going to be absent an extended period of time because of a family vacation, parents should contact the child's teachers at least one week in advance if requesting homework. It is important to remember that homework is the opportunity to practice skills that have been taught in school; therefore, it may be impractical for teachers to give homework since the child has missed the instruction. Also, because our teachers are continually modifying their plans based on the needs of students, it may be impossible to accurately predict the information that will be covered during an extended period of time.

### Returning to School for Forgotten Items

We are requesting that parents support us in the policy of not bringing children back to school for forgotten items such as homework, books, etc. There are several purposes behind this policy:

- students learn at an early age to accept responsibility, especially for their own learning
- our building can be a safe, secure environment for those who are working after hours
- staff members can complete their duties without interruptions

Our students are given at least 10 minutes at the end of the school day to pack up before dismissal, which we believe is more than enough time. Thanks for your cooperation.

### Celebrations and Invitations

During the school year, parents often ask permission to send in cupcakes, ice cream sandwiches, etc. in order to celebrate a child's birthday. There are several reasons why this request will be denied:

- These celebrations are a disruption to the instructional day, and if even half of the students requested a celebration, there would be a significant loss of instructional time.
- An increasing number of children have food allergies; we cannot risk any of our children's health and safety by allowing food to be handed out.
- Having food and drinks in the classroom increases the chance of unwanted "guests" such as mice and insects.

If you would like to recognize your child's birthday in a special way, we would suggest making gift bags with pencils, erasers, and other school supplies, purchasing books, etc. Please contact the classroom teacher prior to sending these in with your child.

Invitations to birthday parties **SHOULD NOT** be handed out at school. In many situations, only certain children are invited to these parties, which leads to hurt feelings for those who are excluded. At the beginning of the school year, each teacher will ask parents if they are willing to have their phone number and address shared with other families in the classroom; a list will then be distributed to those who have given that information. We encourage family members to use this list to mail invitations to parties.

### Email Correspondence

In this age of technology, e-mail has become one of the most convenient methods of communication. More and more, our staff is being asked by parents to respond to questions, provide information, and schedule meetings via e-mail. E-mail, however, is subject to the Family Educational Rights and Privacy Act (FERPA). Although the school system takes great care to insure the confidentiality of our e-mail system, we cannot guarantee that it is a secure site. For this reason, **IF A PARENT or GUARDIAN asks for private information to be sent via e-mail, we must inform parents and receive a written response of acceptance** before sending protected student information through e-mail. Please be sure to check with your child's teacher to see if they would like to communicate via email.



### Cell Phones

To minimize disruptions and distractions during the school day and on school buses, students are prohibited from using electronic communication devices such as cell phones during the school day and must turn off the audible notification on their electronic communication devices while being transported on a school bus. Staff and visiting adults are asked to turn off the audible notification on their electronic communication device during the school day and limit the use of electronic communication devices to emergencies or to facilitate school system business. The school cannot be held responsible for lost or stolen items.



## Carroll County Public Schools 2008 – 2009 School Calendar

### August

8-15 New Teacher, Pre-Service Professional Days  
18-25 Pre-Service Professional Days for Teachers  
18 First Day for Instructional Assistants (Instructional Assistants work August 18, 21 and 25, plus two days designated by their administrator.)  
26 Schools Open – First Day for Students

### September

1 Schools/Offices Closed - Labor Day  
29 Schools Closed for Students – Regional Professional Development for Elementary, Middle, and High Schools

### October

17 Schools Closed for Students and 10-Month Staff – Professional Meeting Day  
31 Marking Period Ends. Two Hours and Forty-Five Minutes Early Dismissal System-wide; Teachers Work on End of Marking Period Items; Schools Closed for Pre-Kindergarten Students

### November

4 Schools/Offices Closed – Presidential General Election Day  
10 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Principal Directed Professional Development for Teachers; Schools Closed for Pre-Kindergarten Students  
24 Schools Closed for Students – Parent Conference Day  
25 Schools Closed for Students – Professional Development Day for High Schools; Parent Conference Day for Elementary and Middle Schools  
26–28 Schools/Offices Closed – Thanksgiving Holiday

### December

4 Two Hours and Forty-Five Minutes Early Dismissal for Elementary Students; Teacher Directed Collaborative Planning for Elementary Teachers; Schools Closed for Pre-Kindergarten Students  
23 Schools/Offices Two Hours and Forty-Five Minutes Early Dismissal – Last Day before Winter Holiday; Schools Closed for Pre-Kindergarten Students  
24-31 Schools/Offices Closed – Winter Holiday

### January

1-2 Schools/Offices Closed – Winter Holiday  
5 Schools/Offices Reopen  
19 Schools/Offices Closed – Martin Luther King, Jr.  
23 Marking Period Ends. Two Hours and Forty-Five Minutes Early Dismissal System-wide; Teachers Work on End of Marking Period Items; Schools Closed for Pre-Kindergarten Students  
26 Schools Closed for Students – Professional Day for Teachers; Non-Work Day for Instructional Assistants

### February

6 Two Hours and Forty-Five Minutes Early Dismissal for Elementary Students; Teacher Directed Collaborative Planning for All Elementary Teachers; Schools Closed for Pre-Kindergarten Students  
16 Schools/Offices Closed – Presidents' Day  
17 Schools Closed for Students; Professional Development Day for Elementary and Middle Schools; Conference Day for High Schools

### March

18 Two Hours and Forty-Five Minutes Early Dismissal System-wide; Principal Directed Professional Development for Teachers; Schools Closed for Pre-Kindergarten Students

### April

8 Marking Period Ends. Two Hours and Forty-Five Minutes Early Dismissal System-wide; Teachers Work on End of Marking Period Items; Schools Closed for Pre-Kindergarten Students  
9-13 Schools/Offices Closed – Spring Holiday

### May

12 Two Hours and Forty-Five Minutes Early Dismissal for Elementary Students; Teacher Directed Collaborative Planning for Elementary Teachers; Schools Closed for Pre-Kindergarten Students  
25 Schools/Offices Closed – Memorial Day

### June

12 Last Day for Pre-Kindergarten Students  
15 Two Hours and Forty-Five Minutes System-wide Early Dismissal for Students – Professional Time for Teachers  
16 Last Day for Students; Two Hours and Forty-Five Minutes System-wide Early Dismissal – Professional Time for Teachers  
17 Professional Day for Teachers – Last Duty Day; Non-Work Day for Instructional Assistants

Approved – 10/10/07 Board Mtg.

Updated – 11/7/07

Updated – 11/26/07