Walter Miller Elementary School



Parent/Student Handbook

2015-2016



Neshaminy School District

2001 Old Lincoln Highway • Langhorne, Pennsylvania 19047-3295

David E. Baugh, Ed.D.
Acting Superintendent of Schools

August, 2015

Dear Parents and Guardians,

Welcome to the 2015-2016 school year. I would like to extend a warm welcome to new "Miller families" and a fond welcome back to those who are returning. As you read though our Parent-Student Handbook, please refer to our September Newsletter, complete the checklist, and return the signed tear-off form to school by Thursday, September 10, 2015.

I strongly believe that education, at its best, is a partnership among educators, students, and families. I encourage all families to get involved with in their children's education: join the PTO, volunteer and attend social functions, read to your children, and listen to them read to you.

Our summer cleaning crew worked tirelessly to clean all classrooms, hallways, and offices. PTO volunteers continued preparation efforts throughout the summer. Teachers and staff have been attending summer workshops and preparing lessons, activities, and classrooms. We are all looking forward to a great year ahead.

I can be reached via email, phone or an office visit. Our District encourages close communication. Teachers use various methods to keep you informed: emails, phone calls, formal reporting forms, and notes in homework folders. Please speak to your child's teacher during Back to School Night to establish how communication will be handled best. I look forward to seeing you soon!

Sincerely,

Paul Mahoney

Paul Mahoney

Principal

pmahoney@neshaminy.k12.pa.us

AMERICANS WITH DISABILITIES ACT

NESHAMINY SCHOOL DISTRICT IS REQUIRED BY LAW TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. FOR INFORMATION ABOUT ACCESSIBLE FACILITIES AND REASONABLE ACCOMMODATIONS AVAILABLE TO DISABLED INDIVIDUALS ATTENDING DISTRICT ACTIVITIES OR PROGRAMS, PLEASE CONTACT OFFICE OF SUPERINTENDENT, 215-809-6500. PLEASE CONTACT SAID OFFICE AT LEAST 72 HOURS PRIOR TO ANY DISTRICT ACTIVITY OR PROGRAM SO THAT ALL NECESSARY ARRANGEMENTS CAN BE MADE TO ACCOMMODATE DISABLED INDIVIDUALS.

ARRIVAL AND DISMISSAL

Our school day begins at 9:10 a.m. and ends at 3:35 p.m. Please make sure that your child is on time each day. Students are to line up in designated areas upon arrival. Adult supervision begins at 8:50 a.m., and students are permitted to enter the building at 9:00 a.m. Parents are to leave their children at the lobby entrance and not visit their child's classroom. Parents are to avoid parking at the busport at anytime during the day.

Dismissal begins at 3:35 p.m. Parents meeting children are to wait at the busport.

Children are to ride their assigned bus to and from school. They may not change buses in order to visit friends or go to after-school meetings. Parents are requested not to ask for exceptions. In case of an emergency, send a note with your child and a decision will be made by the principal. If there is any change in student's dismissal plan, written permission must be received from the parent/guardian.

Please notify the office in advance and/or notify the teacher if there is to be a change in the transporting of your child. If no notification is received, your child will follow the regular method of getting home.

ATTENDANCE AND ABSENCE GUIDELINES

All students are expected to attend school each day unless they are ill or a family emergency arises. Please remember that a written note explaining the absence is required after the student has been absent. If an illness extends beyond three (3) days, a call from home is appreciated. If the school has not been contacted regarding an extended absence, the school nurse or other personnel may contact the home for information or a doctor's note. In the event of tardiness, a note should accompany your child to explain the reason.

- 1. Absences caused by illness are considered excused.
- 2. A child may be excused from school to participate in an educational trip. A Trip Request Form (included in the folder) must be submitted to the principal a minimum of 10 days prior to the trip. Please consider the necessity of the trip and the academic and attendance record of the child before planning a trip. You will receive written notice if the educational trip has been approved. Trips will not be approved for the first 10 days of school or during PSSA testing for Grades 3-4. No more than 10 school days per student will be approved for educational trips in any school year.
- 3. Students are excused from school for the major holidays of their faith upon request.
- 4. The final category under which an absence may be approved is other urgent reasons. It is the responsibility of the parent or guardian to justify the absence in accordance with these guidelines and the provisions of the School Law of Pennsylvania.
- 5. Should the absence of a child be considered unexcused, the responsibility rests with the parent or guardian. The law provides for a limited number of unexcused absences.
 - 6. An absence note from the parent or guardian is required when the student returns to school after an absence. The note should be specific as to the reason(s) for the absence and list the date(s) involved. Notes must be submitted within 3 days of the child's return to school. In the case of chronic or irregular absence, the school authorities may request a physician's certificate showing such absence to be justifiable.

RULES BUS

Repeated infractions of the bus rules may necessitate temporary or permanent denial of bus privileges.

BICYCLES

Children can ride bicycles to school with written parental approval. The school cannot assume responsibility for the bicycles during school hours. A lock on the bike, attached to the rack is a must. Bicycle helmets are required.

BULLYING/CYBERBULLYING

"Effective April 23, 2008 the Neshaminy Board of School Directors approved Policy 553-Bullying/Cyberbullying. All forms of bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline. This policy is in effect while students are on property within the jurisdiction of the District; while on school-owned and/or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the health and safety of students and staff as well as the good order, efficient management and welfare of the District. Any student who retaliates against another student for reporting bullying or extortion or for assisting or testifying in the investigation or hearing may be subject to disciplinary action. Please refer to Policy 553-Bullying/Cyberbullying for more detailed information."

CALENDARS AND NEWSLETTERS

A Walter Miller calendar and newsletter is emailed each month. Important school events and PTO activities are noted on the calendars. This information is also available on our web site, www.neshaminy.org.

CARE OF SCHOOL PROPERTY

Students are responsible for all textbooks and library books issued to them during the school year. Textbooks must be covered at all times. Lost or damaged books must be paid for at a price determined by school personnel based on condition, age, current prices, and replacement cost.

DELIVERY OF ARTICLES

Please bring to the office any items that must be delivered to your child during the school day. We are sure that you recognize that each interruption of a class impedes the educational program.

DISCIPLINE CODE

As children interact with adults and peers in the school environment, it is imperative that the rights of others not be abridged. The responsibility of the school is to help each child work toward the goal of self-discipline.

Discipline within the building, on the school grounds, at the bus stop, and while traveling on the school bus shall be administered on a consistent basis by all members of the staff.

As noted above, many individuals may come in contact with the child. The influence of the classroom teacher, however, cannot be minimized. In working toward the resolution of all but the most serious breaches of discipline, the teacher will take the following steps in sequence:

- 1. Work with the pupil on a one-to-one basis to make him/her aware of the existing problem.
- 2. Contact the parents by telephone, conference, or letter and elicit their support and assistance. Teachers are encouraged to make note of warning and parent contacts in the event that the

specific problem should persist. At the discretion of the teacher, the Building Administrator and/or Guidance Counselor may be invited to the parent conference.

- 3. Refer the problem to the building administrator.
- 4. 4. If the above steps prove unsuccessful, the teacher and administrator shall determine if the involvement of special school service personnel (guidance, ESAP Team, psychologist, nurse, home and school visitor, etc.) is indicated.

Bullying and bullying behaviors are not permitted at the Walter Miller School. Bullying occurs when one child or group of children repeatedly hurt another child through words and/or actions. Bullying and bullying behaviors may involve **physical aggression**, such as fighting, shoving, hitting, or kicking; **verbal aggression**, such as name-calling, threats, and rumor spreading; **non-verbal aggression**, such as intimidation, threatening gestures and deliberate exclusion from a group or activity, and/or electronic/cyberbullying such as through cell phones, email, instant messaging or personal profile websites. (See the Neshaminy Board of School Directors Policy #553 "Bullying/Cyberbullying".)

MAJOR BREACHES OF DISCIPLINE

When problems listed below occur, they shall be reported to the building administrator who shall investigate the facts of the case and take the necessary disciplinary action as listed in the District Discipline Policy 505. The examples listed below are not intended to be all inclusive.

- 1. Defiance of a staff member's reasonable request.
- 2. Chronic disruptive or obnoxious behavior.
- 3. Fighting When a staff member feels that the disturbance is minor in nature and that she/he has taken suitable action, the incident need not be reported.
- 4. Use of foul or obscene language directed at a staff member.
- 5. Racial and/or ethnic slurs directed at a student or staff member.
- 6. Threats or verbal abuse made against a member of the staff.
- 7. False statements against students and/or school personnel.
- 8. Physical assault on a member of the staff or other students.
- 9. Smoking, use and/or possession of tobacco products.
- 10. Theft or destruction of school staff or student property.

Every effort will be made for restitution when a student is conclusively identified.

- 11. Setting off or possession of explosives.
- 12. Creating a hazardous situation-potential of injury to staff or students.
- 13. Truancy and cutting of class. (Refer to Home and School Visitor)
- 14. Leaving school grounds unauthorized.
- 15. Vandalism of school or private property.

Every effort will be made for restitution when conclusive evidence indicates which child or children were responsible for the act of vandalism. Local law enforcement officials, Home and School Visitor and guidance personnel may be involved depending on the circumstances of the incident

- 16. Possession of drug paraphernalia.
- 17. Possession and /or use of alcohol or other drugs. (See section 510 of the NESHAMINY School Board Policies).
- 18. Possession of guns/knives or similar instruments that can cause bodily harm.
- 19. Physical mutilation of self or others. (Refer to Guidance Counselor)
- 20. Trespassing/Entering unsupervised area without staff permission.

REFERRING STUDENTS TO THE OFFICE

In the case of a serious disciplinary infraction, if a teacher deems it necessary to refer a student to the office, the following procedure should be followed:

- 1. Phone the office or send a note with the student stating the infraction.
- 2. Contact the principal as soon as possible to discuss the infraction and disciplinary action to be taken.

If the principal is not present in the building, the secretaries will notify the teacher so other arrangements can be made--such as eliciting support of a team teacher.

EXPECTED CONDUCT IN THE HALLWAYS

- 1. Children are to walk at all times.
- 2. Loitering in hallways is not permitted.
- 3. Classes in session are not to be disturbed by inappropriate activities in the hallways.
- 4. All teachers will inquire why any child is in the building during recess.

BUS DISMISSAL

- 1. Children are to remain in their classrooms until their bus is called. At 3:50 any children remaining in the building may come to the front entrance when called.
- 2. Bus riders are not permitted to walk home without written permission from their parents and approval by the principal.
- 3. Children may not switch buses to visit friends' homes.

CAFETERIA CONDUCT

- 1. Children are to help maintain a safe pleasant atmosphere in the cafeteria by refraining from running or pushing and by keeping their voices at conversational level. They should demonstrate acceptable manners at the table, refraining from sharing food, throwing food or trash, or allowing refuse to drop to the floor.
- 2. Children should demonstrate a respectful attitude toward the aides who are supervising them.
- 3. Children are to follow procedures developed by the staff for their particular lunch period.
- 4. Minor discipline problems will be handled by the cafeteria aides, who may report the incident to the classroom teacher.
- 5. Repeated behavior problems will be reported to the administrator.
- 6. Children will be denied the privilege of eating lunch in the cafeteria if they continue to display socially unacceptable conduct.
- 7. Teachers and the principal are to consistently enforce acceptable cafeteria behavior and respect for the cafeteria aides. Consistency in disciplining all children by the cafeteria aides is necessary.
- 8. Chronic cafeteria misbehavior will be considered a major breach of discipline.

PLAYGROUND CONDUCT

Students are expected to observe the rules of the supervising aides or teachers. Children are encouraged to engage in constructive play during their recess time.

- 1. No child is to return to the building once he/she is on the playground without permission of
- the teacher or aide on duty.Dangerous activities such as throwing objects, rough play, tackle games and wrestling are not permitted.
- 3. Students are not to bring skateboards, hard balls or wooden bats to school.
- 4. All children must remain on the play area of the school designated as Walter Miller's

grounds. This includes the blacktop area behind the school and any field areas that the teacher or aides designate as safe. Children are <u>not</u> to play in the courtyard areas without specific approval of the teacher or aide on duty.

- 5. Children are <u>not</u> permitted to leave the playground.
- 6. If balls roll on the street, children must notify the aides. Children are **not** to go in the street.
- 7. All games terminate and the children are asked to line up when the whistle blows or bell sounds at the end of each period.
- 8. Recess is part of the school day, and all children are expected to be dressed to enjoy the outdoor climate.

GUM CHEWING

Gum chewing is not permitted in the building or on school grounds.

ELECTRONIC EQUIPMENT AND PERSONAL ITEMS

Students are not to bring electronic equipment, including personal listening/viewing devices and electronic games, without the specific permission of the classroom teacher and written permission from the students' parents. Students are not to bring toys or personal belongings to school that may interfere with the educational process.

Cell phones must be turned off and kept in backpacks. Student cell phones are not to be used in the school or on school grounds without teacher permission.

The school is not responsible for any lost, stolen, or broken items.

DRESS CODE

The School District Code Policy 508 states "school attire must meet reasonable standards of cleanliness, not endanger student or public health, not be disruptive to the educational process, and meet reasonable standards of appropriateness."

Specific examples of inappropriate dress are:

- Hats worn in the building
- Bare or stocking feet
- Any shoes or footwear that would be unsafe on the playground or in gym, such as: flip flops, "slides" or backless shoes or sandals
- See-through clothing without proper undergarments
- Heavy clothing normally worn outdoors
- Any apparel that overexposes the body, such as short shorts, cut-off shirts, halter tops, midriff tops, tube tops, tank-top undershirts, or see-through clothing
- T-shirts with inappropriate designs or sayings (e.g. depicting drug or alcohol messages, obscenities, profanities or violence).
- Clothing that is too big or too long, causing a health or sanitation hazard

MISCELLANEOUS

- 1. Students should not interfere with classes being conducted by any teacher.
- 2. Students who will be helping teachers in the classroom during recess periods are to make arrangements in advance with the teacher.
- 3. Any request to change a bus student's routine of getting to school or home should be placed in writing to the principal. This request will be honored for emergencies only. Students may not change buses for play dates.

4. Children are not permitted to use the office phone in the building to call parents to request permission to visit a friend's home after school. Play dates should be arranged <u>after</u> the child arrives home. Permission to use the office phone for other reasons may be granted by the teacher or principal.

KINDERGARTEN STUDENTS

Kindergarten teachers recognize their children as being part of the total system, but do not see them within the confines of discipline as set forth in the policy. Children evidencing problems beyond the initial adjustment period are the major concern. Adjustment periods vary with different children. When a pupil's problem persists, a parent conference is always conducted. Problems existing after parent conferences are always referred to the principal, who then involves supportive staff personnel.

All portions of School District Policy 505 not included in this building's procedures shall be considered a part of this document.

DRESS POLICY

The Neshaminy School District Dress Policy is that school attire must meet reasonable standards of cleanliness, not endanger student or public health, not be disruptive to the educational process and meet reasonable standards of appropriateness.

It is important that children come to school with the intention of doing their best. The way that a child dresses usually reflects the child's preparedness for learning and actions in school. We ask that children refrain from wearing short shorts, cut-off shirts, tank top t-shirts, see-through clothing, and "backless" shoes. Please make sure that shirts and tops with "sayings" printed on them are in good taste. (See Discipline Code.)

ESAP TEAM (ELEMENTARY STUDENT ASSISTANCE PROGRAM)

The Walter S. Miller ESAP team provides prevention and intervention programs for all students, particularly those at risk, using a well-designed process and set of procedures. The focus is on identifying students who may be experiencing difficulty with basic life skills, learning skills, social interaction, self-concept, communication skills, decision making and identity issues. Also, students whose families are going through crisis might be referred for help and support. Strategies include individual, group, classroom, grade level, and full school participation. ESAP provides a system in which students, staff, and parents are able to supply what is needed for each student to grow into happy, healthy, and productive citizens.

EMERGENCY CARDS

First aid will be administered by the school nurse or health aide. Parents will be notified of any serious illness or injury.

It is essential that the school office have on file the names and telephone numbers of persons to telephone in case of an emergency when a parent or guardian cannot be reached. This information is updated at the beginning of each school year. Parents are requested to update this card when any changes occur through a note or telephone call to school.

EMERGENCY DISMISSAL/INCLEMENT WEATHER

In the event of inclement weather, one of three situations will exist and any decision will apply to all Neshaminy Schools:

1. School is in session beginning at the usual time.

- 2. School will start two hours later than usual. Children should report to their bus stops two hours later than usual and wait at least 30 minutes for the bus to arrive. School will be dismissed at the regular time unless notification is given of an early closing.
- 3. No School Children do not report. You should receive a phone call from our automated calling system, Global Connect. I would also encourage you to:
 - 1. Listen to the radio, watch the Neshaminy Cable Station, or access Miller's web site at: www.neshaminy.org Information about school changes and early dismissals will be announced on the radio stations KYW-AM 1060 and WBCB-AM 1490. The Neshaminy Code is 752. Please do not call the school.
 - 2. Prepare your child Each child should have a definite place to go in the event of an early closing and if a parent or guardian will not be home. Please do not call the school to make special arrangements. All available office staff and telephone lines are involved with emergency closing procedures.

HIV INFECTION

While providing a safe, healthy environment for its students and employees, our school district must recognize the confidentiality of individuals who may be diagnosed as having HIV. All employees in Neshaminy School District are required to follow Universal Health Care Prevention in all settings and at all times. Questions regarding specific school board policies on this subject should be directed to the principal.

LUNCH PROGRAM

A lunch program is available everyday. School lunch prices and menu selections can be found on the District web site. Our school uses a "Point of Sale" system which allows parents to pre-pay for their child's cafeteria purchases.

Applications for free or reduced lunch are available through the school nurse or at www.neshaminy.org. We understand that children can lose or forget money on a given day. Students who have lost their money will be permitted to purchase a lunch and re-pay the cafeteria the next day. This system is handled by the cafeteria staff. Parent/visitors are not permitted in the cafeteria or on the playground, unless permission has been secured from the principal. (See "Visitors")

MEDICATION POLICY

No prescribed or over-the-counter medication shall be dispensed by any school personnel, unless the school nurse has on file a note from the doctor plus written parental permission, authorizing the proper school personnel to dispense the medication in accordance with the directions of the doctor. (See enclosed form.)

Any medication to be administered by school personnel must be delivered directly to the nurse, the school principal, or his/her designee and is required to be in a container appropriately labeled by the pharmacy or physician. Medication in baggies, aluminum foil, envelopes, old pill bottles, or other family members' bottles is not acceptable and will not be administered.

In cases when the medication dispensing form is not available and the administration of the medication is necessary, the parent may report to the Health Office to administer the medication under the direction of the Health Office staff.

PARENT-TEACHER COMMUNICATION

Parents are encouraged to keep in close contact with the school and teachers. Teachers may be contacted by note or e-mail. Telephone messages will be placed in the teacher's mailbox.

Conferences are held in November and as the need arises. If you wish to have a conference with your child's teacher, please call ahead to make an appointment as our teachers' schedules do not allow for drop-in conferences. Our school phone number is 215-809-6360.

RECESS

All grades are scheduled for one-half hour recess after lunch.

Please see that your child is dressed appropriately for weather conditions.

If a child must stay in for a day, a note must be written explaining the circumstances. A separate note is required for each day.

RELEASING CHILDREN

Children will be released only to those individuals whose names are on the Emergency Card located in the school office. Any other person who requests to take a child with them will have to have this verified by telephone from the school office with the parent or guardian listed on the Emergency Card. This must be done before the child can be released for any reason.

Parents are reminded that they are always to report directly to the office when desiring to release their child from school. Teachers will not release children from the classroom unless permission is received from the office.

REPORTING PRACTICES

Children in grades one through five are issued a written progress report four (4) times a year. Kindergarten children receive a written progress report twice the second semester of the school year. Parents of children in all grades conference with teachers in early November. Teachers may also use interim progress reports to report a significant change in achievement or behavior during the marking period.

SMOKING POLICY

Smoking and tobacco use is prohibited in all District buildings and on all school grounds, at all times.

REQUEST FOR STUDENT WORK

When a child is absent and you would like work sent home, please contact the office in the morning. The message will be placed in the teacher's mailbox. The teacher will send work to the office, and it will be placed on the counter for pick-up at 2:30 p.m. If the request is not made early, we cannot guarantee the work will be ready for a 2:30 p.m. pick-up. Notification of work to be sent home with another student should also be made early.

VISITORS

Visitors are always welcome in our school. We ask that you call in advance so that we can be sure of meeting your needs and your visit will be a profitable one. Contact the principal if you wish to visit any of our programs. All visitors and volunteers must check in at the office and obtain a pass.



NESHAMINY SCHOOL DISTRICT 2015-2016 SCHOOL CALENDAR



SEPTEMBER 2015

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11/3 Tues. ~ No School/Election Day/Teacher PD/Act 80 Day 11/11 Wed. ~ Veterans Day Observance (District Closed) 11/24 Tues. ~ No School for Elem. & Kdgn. Students. Elem. Conferences for grades K-6 (Elementary Act 80 Day) 11/25 Wed. ~ No School/Secondary Teacher PD/Act 80 Day 11/26, 27 Thurs., Fri. ~ Thanksgiving (District Closed)

8/31 & 9/1 Mon., 1	<u>ues.</u> ~ No School/Teacher Professional Development Day	(PD)
9/2 Wed., ~ First	Day for Students Grades Kdgn., 5th, 6th, 9th report to scho	ool

9/3 Thurs. ~ All Students Report

9/7 Monday ~ Labor Day (District Closed)
9/14 & 9/15 Mon. & Tues. ~ Rosh Hashanah (Schools Closed)
9/23 Wednesday ~ Yom Kippur (Schools Closed)

	DECEMBER 2015								
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12/24, 25, 28, 31 ~ Christmas/New Year's Recess (District Closed) 12/29, 30 ~ Christmas Recess (Schools Closed)

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1/1 Friday ~ New Year's Recess (District Closed) 1/18 Monday ~ Martin Luther King Day (Schools Closed)

FEBRUARY 2016									
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2/15 Monday ~ President's Day (District Closed) 2/16 Tuesday ~ No School/Teacher PD/Act 80 Day

	MARCH 2016								
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		~ Easter				
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3/24 Wednesday ~ Easter Recess (Schools Closed) 3/24 & 3/25 Thurs. & Fri. ~ Easter Recess (District Closed)

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4/26 Tuesday ~ No School/Election Day/Teacher PD/Act 80 Day

MAY 2016								
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5/30 Monday ~ Memorial Day (District Closed)

	JUNE 2016								
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6/15, 16, 17 Wed., Thurs., Fri. ~ * = half days for students, full days for teachers 6/17 Friday ~ Last Day for Students 6/17 Friday ~ Last Day for Teachers

First Day/Students - 🗀 No School/Teacher Professional Development (PD) -School In Session for all Secondary Students - Schools Closed - Student/Teacher Holiday -District Closed/All Staff Holiday -



S = Student /185.5 ~ Total Student Days for Grades Kdgn., 5, 6, 9 S = Student /184.5 ~ Total Student Days for Grades 1, 2, 3, 4, 7, 8, 10, 11, 12 (Includes 6 Act 80 Days for Elementary Students and 5 Act 80 Days for Secondary Students) T = Teacher/189 ~ Total Teacher Days