

USD 230 - Spring Hill School District

Substitute Teacher Handbook

2018-2019

USD 230 – District Administration

Dr. Wayne Burke, Superintendent

Brad Willson, Assistant Superintendent

Michelle Hackney, Director of Human Resources

101 E South Street

Spring Hill, KS 66083

(913) 592-7200



Spring Hill
SCHOOL DISTRICT

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Spring Hill

SCHOOL DISTRICT

Welcome!

Welcome to the professional family of the Spring Hill School District! We hope the days you spend with us will be enjoyable and enriching for you and our students.

The information provided in this booklet is intended to assist you in being more effective in your work with us. It cannot provide information on all matters which may arise, but it will give you guidance in our normal procedures. If there are questions, the administration and regular faculty will help you in finding answers. We welcome your suggestions and urge you to fully participate in the activities of the school and its faculty.

Professional learning programs, when not filled by district staff, are available to substitute teachers. Please request permission from the building principal before attending professional learning opportunities. These occasions will afford you an opportunity to learn and network with the faculty of the school and will help you earn hours toward recertification.

Sincerely,

A handwritten signature in black ink that reads 'Michelle Hackney'. The signature is written in a cursive, flowing style.

Michelle Hackney, Director of Human Resources

School Building Information

Building	Building Contact	Building Administration
District Office 101 E South Street Spring Hill, KS 66083 913-592-7200	Stephanie Dalrymple Human Resource Secretary dalrymples@usd230.org	Dr. Wayne Burke , Superintendent Brad Willson , Assistant Superintendent Michelle Hackney , Director of Human Resources
Spring Hill High School 19701 Ridgeview Rd Spring Hill, KS 66083 913-592-7299	Jennifer Leaton Lead Secretary leatonj@usd230.org	Marc Williams , Principal Tim Shea , Assistant Principal Jeff Miller , Assistant Principal
Spring Hill Middle School South 301 E South Street Spring Hill, KS 66083 913-592-7288	Amy Duncan Building Secretary duncana@usd230.org	Rod Sprague , Principal Aaron Todd , Assistant Principal
Spring Hill Middle School North 300 E South Street Spring Hill, KS 66083 913-592-7288	Janet Bennett Building Secretary bennettj@usd230.org	Trevor Goertzen , Assistant Principal Darcy Sly , Assistant Principal
Spring Hill Elementary School 300 S Webster Spring Hill, KS 66083 913-592-7277	Sharon Dvorak Building Secretary dvoraks@usd230.org	Tammy Endecott , Principal
Prairie Creek Elementary School 17077 W 165 th Street Olathe, KS 66062 913-592-7255	Kuierra Swift Building Secretary swiftk@usd230.org	Jody Cole , Principal
Wolf Creek Elementary School 19250 Ridgeview Rd Spring Hill, KS 66083 913-592-7233	Sandra Lancellotti Building Secretary lancellottis@usd230.org	Elizabeth Cooper , Principal
Timber Sage Elementary School 15800 W 173 rd Terrace Olathe, KS 66062 913-592-7244	Brook Allred Building Secretary allredb@usd230.org	Jason Townsend , Principal

Important Contact Information

Substitute Teacher Coordinator

Loretta Sobotka – sobotka@usd230.org – 913-592-3581

*Substitute teachers should contact the substitute teacher coordinator for answers to the following questions:

- Assignment cancellations
- AESOP issues
- Resignations
- Substitute teaching concerns or general questions

AESOP

www.frontlinek12.com/aesop

Substitute Application

All substitutes must first submit an application of employment before being considered for a substitute position with the district.

To apply, please visit www.usd230.org/jobs. Under the **View Open Positions** option, you will then select **Substitute – Licensed**. This will direct you to the substitute teacher posting. Select **Apply** and complete the application steps.

Substitute Employment

All substitute teachers in the Spring Hill School District are required to be licensed through the Kansas Department of Education. A substitute teacher must have a professional teaching license, a standard substitute license, or an emergency substitute license. For more information on teaching licensing, please visit www.ksde.org.

Substitutes are responsible for familiarizing themselves with the contents of this handbook and for carrying out all the normal duties assigned to the teacher for whom they are substituting.

Substitute assignments may change based on the needs of the individual school (i.e., the substitute accepted a job for the Music teacher, but the school needs them in the 3rd grade classroom instead).

It is not required that substitute teachers accept each assignment presented to them but it is important that the substitute be available on most occasions. Substitutes may request to work certain days or at certain levels, however, too many limitations restrict the opportunities for assignment.

Substitute teachers must provide the district with new employee paperwork upon accepting their first assignment. The paperwork includes the following:

- W-4
- K-4
- Copy of current Kansas Teaching license, Substitute License, or Emergency License
- Direct Deposit Form (with voided check)
- Form I-9, Employment Eligibility Verification
- Loyalty Oath
- Bloodborne Pathogens Training
- Sexual Harassment Training
- Copy of Driver's License
- Copy of Social Security Card or Birth Certificate
- Certification of Health (K.S.A. 72-5213)
- Workers Compensation Law Notification and Injury Procedure
- New Hire Report Form
- Background Verification

Emergency Substitute Information

Emergency Substitutes are allowed to substitute for teachers and paraprofessionals in the district. Please note that Emergency substitute teachers are limited to 60 days per semester in each district and no more than 15 days per assignment without a four-year degree or 30 days per assignment with a four-year degree. For more information on obtaining an emergency substitute license, please visit www.ksde.org.

Essential Functions

The substitute teacher should:

- Provide safety and security of students through supervision.
- Establish a positive learning environment and respond to the individual needs of students.
- Understand and support the mission and goals of USD 230

General Responsibilities/Information

- Teach from the provided lesson plans.
- Check in and out of the office at each school where you are assigned.
- Provide classroom control and correct negative student conduct.
- Provide supervision for lunch, activity, bus, assembly, recess, and/or other assignments
- Prepare attendance reports and records
- Follow Crisis Management procedures
- Appropriately use technology provided in the classroom
- Communicate and provide written feedback to teacher about the day.
- Communicate and provide feedback to the office about the day.
- Never leave your classroom unattended or your students unsupervised. If you have a question about your assignment and you are faced with a potential crisis situation, use the phone on the teacher's desk to call the office.
- Always write a personal note to the teacher or leave feedback on AESOP that reflects your experience for the day (i.e., Lesson plan progress, concerns, etc.)
- In a crisis situation, do not leave your students. The office will make an announcement related to your At-a-Glance crisis plan (flip chart), follow the procedures as written.
- Parents who show up to your room without an adult escort should be directed back to the office. If they were to offer treats (i.e., cookies, cakes, etc.) to your students, ask them to secure office approval before the treats are offered to students.
- Please do not respond to personal phone calls, text messaging, and/or emails during instruction and supervision of student activities. Computers should be used for school business only.
- Remember to check out of the office at the end of the day.

Substitute Employment Benefits

Substitutes who work a significant number of days in the district will receive credit for a full year of teaching experience when offered a full-time teaching position. Substitutes can also have the opportunity to participate in district in-service activities and earn professional development points (PDP's).

Accepting Assignments

Most substitute teacher requests will be posted at least 24 hours prior to the beginning of the assignment. Occasionally there will be last-minute requests. Substitutes are called the night before or the morning of the assignment when it is a last minute vacancy. If unable to fulfill previously accepted assignment or late arrival, please contact the building secretary ASAP.

Cancelling Assignments

Substitute teachers do not have the capability to cancel their assignment in AESOP after the assignment has been accepted. If an assignment needs to be cancelled, please contact the AESOP administrator, Loretta Sobotka (Contact information on page 2) to make the cancellation or by calling the AESOP line at 1-800-942-3767.

Dress Code

Substitute teachers are to dress professionally. Shorts and blue jeans are discouraged.

Emergency Procedures

A Crisis Procedure flip chart is located in each classroom. Please review this information for use during fire, tornado, or other emergency drills and for actual emergencies.

An emergency crisis bag is also placed in each classroom. The emergency bag includes the following:

- Student Roster with Phone Numbers
- Medical Information on Students
- Black magic marker, pen, and writing paper
- Flashlight
- Water
- Hand Sanitizer
- Snacks
- Whistle
- First Aid Kit
- Gloves
- Thermal Blanket

Inclement Weather

In the event the Spring Hill School District needs to close the school system or specific schools for any emergency reason, including bad weather, information is available:

- By visiting the [district website](#)
- By following the district on [Facebook](#) or [Twitter](#)
- By watching local television channels and listening to local radio stations that are part of the Emergency Information System, including: KCMO 710-AM radio, KMBZ 980-AM radio, KCUR 89.3-FM radio, WDAF-TV 4, KCTV-TV 5, KMBC-TV 9, KSHB-TV 41

Resignation

A substitute teacher who wishes to be inactivated from AESOP should submit a written notice to the Human Resource Secretary, Stephanie Dalrymple.

If more than 60 calendar days pass without accepting an assignment or contacting human resources, a substitute teacher may be inactivated from AESOP for USD 230.

Hours of Operation

All Elementary Schools

8:05 a.m. – 3:10 p.m.

Spring Hill Middle School (North & South)

8:05 a.m. – 3:20 p.m.

Spring Hill High School

8:00 a.m. – 3:05 p.m.

Report Times

<u>School</u>	<u>Check-In Times</u>	<u>Check Out Times</u>
Middle Schools	7:45 a.m.	3:45 p.m.
High School	7:45 a.m.	3:45 p.m.
Elementary Schools	7:45 a.m.	3:45 p.m.

It is important to familiarize yourself with the building locations before accepting your first assignment. If you anticipate that you will be late, please call the building office so they can plan accordingly.

You are expected to report to your assignment at the designated start time and you should remain at the school until the end of the assignment unless instructed by your building principal or designee. Be sure to check with the building's secretary for instructions regarding classroom access, etc.

Check-in Procedures

When you arrive to the assigned building please check-in at the main office. The building secretary will provide you with the following:

- Substitute Badge & Lanyard
- Name and location of the assigned classroom
- Bell Schedule
- Instructions for contacting main office (extension number)
- Substitute Skyward access (Ability to take attendance, lunch count, etc.)
- Substitute computer and email log-in information
- Check with front office in regards to plan time and if supervision is needed during plan time.

When you arrive in your assigned classroom, you should find lesson plans from the teacher. The lesson plans will include details such as classroom procedures, a schedule, roster of students, a list of student with significant health issues, etc.

Please remember to familiarize yourself with the crisis management procedures and the emergency kit provided in the classroom.

Classroom Etiquette

- Put your personal belongings in a safe place when you arrive
- Write your name on the board
- Let a neighboring teacher know you are assigned to the classroom for the day.
- Review the lesson plans, books, materials, and special procedures.
- Only use instructional materials provided by the teacher or other school personnel
- If there are missing materials or supplies that you may need, immediately contact the main office for assistance.

School Day

Substitute teachers are to observe a professional working day (8 hours). The substitute teacher is to do the following:

- Follow the teacher's lesson plans to the best of their ability
- Use positive reinforcement for good behavior.
- Maintain discipline in the classroom. In the event that discipline problems occur, the problem should be referred to the office. Upon referral of a student, the Disciplinary referral form must be completed by stating the facts of the incident. In no case is the substitute teacher to administer corporal punishment. By policy, corporal punishment is banned in the Spring Hill School District.
- Be positive and find different ways to pull students into the lesson.
- Act at once if an accident occurs that is serious enough to require immediate attention. Report the accident to the main office staff immediately, and refer first aid concerns to the school nurse.
- Allow student to see the nurse if they are not feeling well.

Check-Out Procedures

When leaving the building for the day:

1. Leave teacher a note regarding the day's activities. Consider these questions when providing feedback:
 - What were you able to complete in the lesson plan?
 - What were you unable to complete and why?
 - What did you add to the lesson plan and why?

- Which students were helpful?
- Were there any problems?

You may also leave feedback to the teacher in AESOP as well.

2. Leave student work organized on the teacher's desk.
3. Return equipment and supplies to proper storage areas. Leave the classroom in an orderly manner.
4. Make sure students made it safely to the bus or designated areas for pick up.
5. Sign out at the main office. Turn in substitute ID badge, lanyard, etc.
6. Check and see if you are needed the next day.

Employment and Pay Information

Teacher & Nurse Substitute Pay Rates

Full-Day Assignments (6-8 hrs)	\$130.00 per day
Half-Day Assignments	\$89.38 per day (5.5 hrs worked) \$81.25 per day (5 hrs worked) \$73.13 per day (4.5 hrs worked) \$65.00 per day (4 hrs worked)
Long-Term Assignments** – 10+ days	\$150.00 per day (8 hrs worked) \$75.00 per day (4 hrs worked)

****Long Term Assignments-** After 10 consecutive days of teaching for the same regular classroom teacher, a licensed substitute teacher shall be paid \$150.00 per day retroactive back to the first day after 10 days. Emergency substitute teachers may not be assigned to long-term substitute assignments due to provisions stated on page 3.

Classified & ISS (In School Suspension Class) Substitute Pay Rates

	6.5 + hrs/day	Less than 6.5 hrs/day
Licensed Teacher and Standard Substitute License subbing for a Paraprofessional position	\$110 per day	\$15.72/hr
Emergency Substitute, Para substitutes, Nutrition Service Substitutes	\$88 per day	\$12.58/hr

2018-2019 Pay Schedule		
Begin Date	End Date	Pay Date
August 16, 2018	August 25, 2018	September 10, 2018
August 26, 2018	September 25, 2018	October 10, 2018
September 26, 2018	October 25, 2018	November 9, 2018
October 26, 2018	November 25, 2018	December 10, 2018
November 26, 2018	December 25, 2018	January 10, 2019

December 26, 2018	January 25, 2019	February 8, 2019
January 26, 2018	February 25, 2018	March 8, 2019
February 26, 2018	March 25, 2018	April 10, 2019
March 26, 2018	April 25, 2018	May 10, 2019
April 26, 2018	May 25, 2018	June 10, 2019

Substitute teachers are employed on an as-needed basis and are not guaranteed employment on any given day.

It is the substitute teacher’s responsibility to monitor their substitute jobs in AESOP to ensure all jobs worked during the pay period. The substitute must notify the District Office (913-592-7200) if he/she notices a mistake in days worked.

Board of Education Policies

GBRJ Substitute Teaching

Qualified substitute teachers shall be secured for the district.

Human Resources shall be responsible for obtaining substitute teachers and employees.

Human Resources shall be responsible for developing a substitute’s handbook.

Candidates to be a substitute teacher shall undergo comprehensive orientation through human resources prior to employment. Orientations shall include all necessary paperwork, mandated trainings, and an overview of relevant district policies, procedures, and classroom expectations for substitutes.

Whenever a teacher is to be absent from teaching duties, the teacher shall request a substitute and notify the principal as early as possible or shall arrange to have some other person request a substitute and notify the principals.

Human Resources shall review the performance of the substitutes used throughout the school year.

The board shall establish the rate of pay for substitute teachers each July

Approved: August 13, 2001; July 13, 2015

GBRJ-R Substitute Teaching

Candidates will receive a substitute’s handbook, an explanation of the substitute program, application forms, and necessary tax forms and other records to be completed.

The handbook shall include information on when and how candidates should apply to be substitutes, the rates of pay, the time of the morning or day that substitutes can expect to be called for duty, instructions on where to report for all district attendance centers, maps of the school district and of each attendance center, a current copy of the school calendar, a copy of the board’s educational philosophy (see IA), hints on working with students, a statement of expectations the district has for substitutes, a list of things the substitute must do before leaving for the day and a sample report form for reporting incidents that may take place during the day.

Substitutes are encouraged to prepare, in advance, for the subjects in which they are most likely to substitute in case lesson plans are not available as required in IKI.

Spring Hill Board of Education Vision, Mission, and Goals

(Approved by the Spring Hill Board of Education April 9th, 2018)

Vision:

Maintain small-town values and empower each student to achieve world-class success.

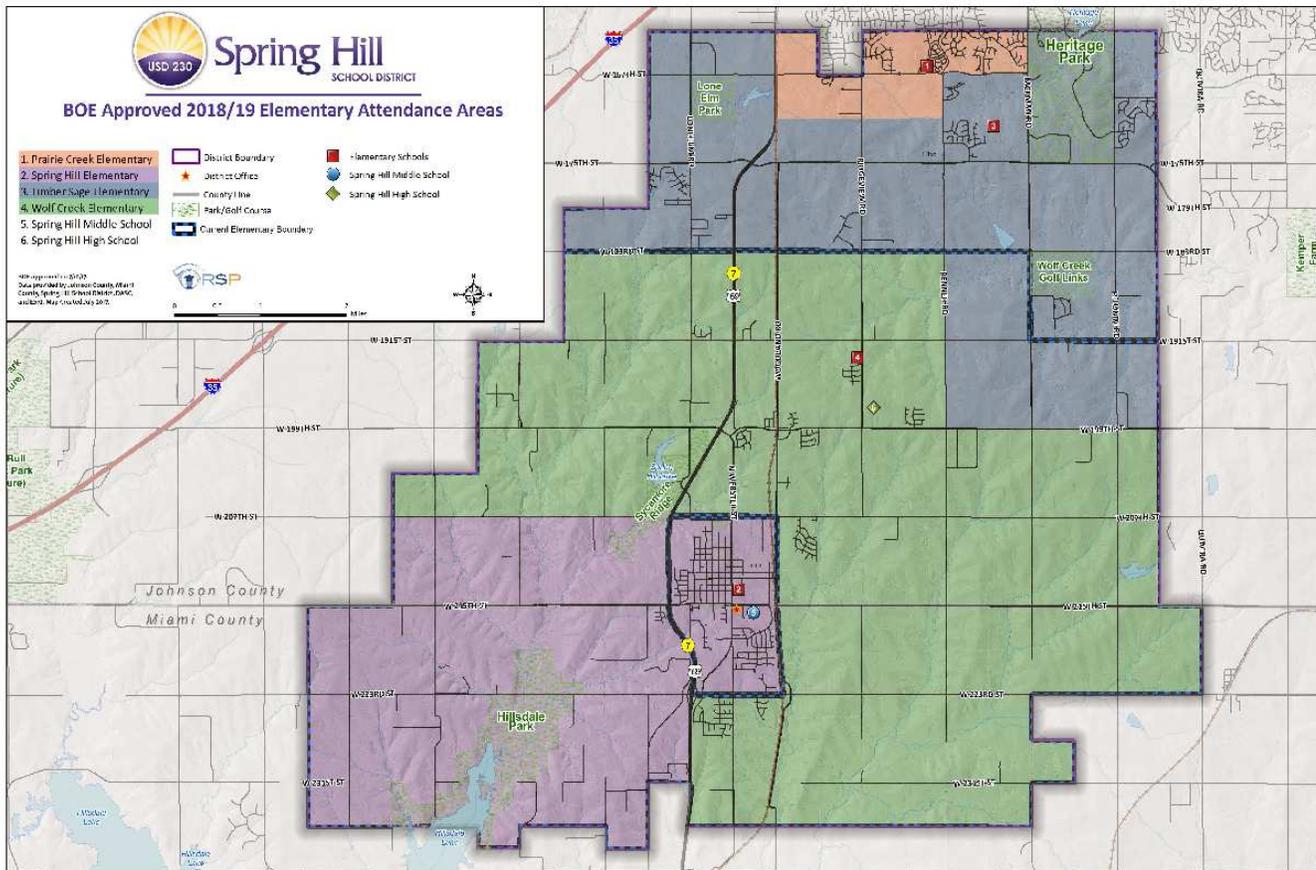
Mission:

To be a school district that engages students to learn, create, and adapt and succeed in an ever-changing world.

Goals:

1. Successfully complete the classrooms, technology, environmental and maintenance projects in the current bond issue while putting teaching and learning first.
2. Provide guidance to achieve strong family and community involvement in the schools and district as a whole.
3. Improve the student learning experience through a rigorous and relevant curriculum using collaboration, engagement and individual accountability to be college, career and life ready.
4. Ensure the health and safety of students in the learning environment.

District Boundaries



AESOP

AESOP is an automated placement service. In AESOP, jobs are filled in a variety of ways. AESOP incorporates both outbound and inbound processes.

Substitute teachers have the ability to search for assignments 24/7 online or by calling into AESOP. Substitutes will receive calls from AESOP when assignments become available. Substitutes are able to view their schedule, create non-work days, leave feedback, set calling preferences, and set school preferences.

Substitute Quick Start Guide for

Logging in on the Web

To log in to Aesop, type www.frontline12.com/aesop in your web browser's address bar.



Enter your ID number and PIN, then click Login.

Can't remember your login info?

If you're having trouble logging in, click the "Forgot your login?" link next to the Login button for more information.

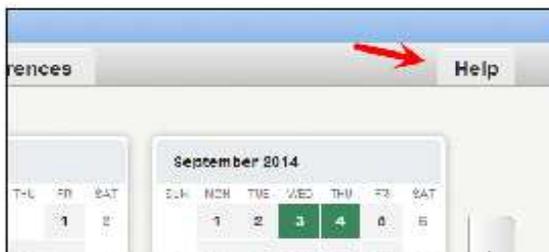
Finding Available Jobs

Aesop makes it easy to find available jobs right on the homepage. Jobs available for you to accept show in green on the calendar and in list form under the "Available Jobs" tab.



To accept a job, simply click the Accept button to next to the absence. If you do not want to accept this job, click the Reject button instead.

Getting Help and Training



If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click the Help tab to go to the Aesop Learning Center to search Aesop's knowledge base of help and training materials.

Substitute Quick Start Guide for Aesop[®]

Using Aesop on the Phone

Not only is Aesop available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

When You Call Aesop

To call Aesop, dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling Aesop, you can:

- Find available jobs – Press 1
- Review or cancel upcoming jobs – Press 2
- Review or cancel a specific job – Press 3
- Review or change your personal information – Press 4

When Aesop Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Aesop will automatically start calling substitutes in an effort to fill the job. Keep in mind, when Aesop calls you, it will be calling about one job at a time even if you're eligible for other jobs. You can always call into Aesop (see "When You Call Aesop" section above) to hear a list of all available jobs.

When Aesop calls you, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call from Aesop, you can:

- Listen to available jobs – Press 1
- Prevent Aesop from calling again today – Press 2
- Tell Aesop the Sub it is trying to reach is not available – Press 3
- Prevent Aesop from ever calling again – Press 9

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). At this point, Aesop will list the job details and you will have the opportunity to accept or reject the job.



Spring Hill

SCHOOL DISTRICT

Independence Day (No Classes).....	July 4
New Teachers on Duty (No Classes).....	Aug. 8-10
Teacher Prof. Day (No Classes).....	Aug. 13-15
All Staff Orientation/Teacher Prof. Day.....	Aug. 15
First Day of Classes (Pre-K—Grade 9).....	Aug. 16
First Day of Classes for (Grade 10-12).....	Aug. 17
Labor Day (No Classes).....	Sept. 3
2 Hour Early Dismissal—Teacher Preparation Time.....	Oct. 17
No Classes—2 Hr. Grade Reporting/ 2 Hr Teacher Prof. Dev.....	Oct. 18
No Classes—Certified Staff off Duty.....	Oct. 19
2 Hour Early Dismissal—Teacher Prof. Dev.....	Oct. 31
Thanksgiving Vacation (No Classes).....	Nov.21-23
Winter Break (No Classes).....	Dec. 24-Jan 4
No Classes—Teacher Prof. Dev./1/2 day grade reporting.....	Jan. 3&4
Classes Resume.....	Jan. 7
Martin Luther King Holiday (No Classes).....	Jan. 21
2 Hour Early Dismissal—Teacher Preparation Time.....	Feb. 13
No Classes—1/2 Day Teacher Professional Development.....	Feb. 14
No Classes—Certified Staff off Duty.....	Feb. 15
President’s Day (No Classes)—Certified Staff off Duty.....	Feb. 18
No Classes—2 Hrs. Grade Reporting; 6 Hrs. Teacher Prof. Dev.....	Mar. 6
Spring Break (No Classes).....	Mar. 11-15
Classes Resume.....	Mar. 18
2 Hour Early Dismissal—Teacher Prof. Development.....	Apr. 10
Last Day for Students.....	May 23
Last Day for Teachers.....	May 24
Memorial Day (No Classes).....	May 27
Flex day for Teachers.....	May 28

Parent/Teacher Conference Dates

Grades 9-12 Only.....	Sept. 12
Evening for All Grades.....	Oct. 17
Afternoon/Evening (no evening Conf. Grades 9-12).....	Oct. 18
Evening for All Grades.....	Feb. 13
Afternoon/Evening for All Grades.....	Feb. 14

Regular School Hours

AM Kindergarten/Preschool.....	8:05a.m.-11:00a.m.
PM Kindergarten/Preschool.....	12:15p.m.-3:10p.m.
Full Day Kindergarten.....	8:05a.m.-3:10p.m.
Elementary Schools.....	8:05a.m.-3:10p.m.
Middle Schools (North & South).....	8:05a.m.-3:20p.m.
High School.....	8:00a.m.-3:05p.m.

Reporting Periods

1st Quarter.....	Aug.—Oct.....	44 Days
2nd Quarter.....	Oct.—Dec.....	42 Days
3rd Quarter.....	Jan.—Mar.....	40 Days
4th Quarter.....	Mar.—May.....	49 Days
Students: 175 Days.....	Teachers: 187 Days.....	
1st. Semester : 86 Days.....	2nd. Semester: 89 Days.....	

2018-2019

July 2018							January 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30	31					27	28	29	30	31		

August 2018							February 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	31		24	25	26	27	28		

September 2018							March 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30							31						

October 2018							April 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6		1	2	3	4	5	6
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30				

November 2018							May 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28	29	30	31	

December 2018							June 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30						

No Classes
 No Classes; Teacher In-Service
 2 Hr. Early Dismissal
 1st & Last Day of School
 New Teacher In-Service