



GARRISON
Independent School District
Home of the Fighting Bulldogs!

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Substitute Teacher Handbook 2015 – 2016

www.garrisonisd.com

GARRISON ISD

Mission Statement

The mission of Garrison Independent School district is to provide all students with the skills that will enable them to complete, contribute and meet the challenges in a complex changing society.

Board of Trustees

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Travis Weeks, Middle School Principal

Reid Spivey, High School Principal

Substitute Teacher Handbook Receipt

I hereby acknowledge receipt of a copy of the Garrison ISD Substitute Teacher Handbook. I agree to read the handbook and abide by the standards, policies and procedures defined or referenced in this document.

An electronic version of this handbook is located on the district website at:

www.garrisonisd.com

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

Printed Name

Signature

Date

Please sign and date this receipt and forward it to the Superintendent's Office.

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Introduction

Substitutes are important in the continuing education of the students of Garrison ISD. Our schools need strong substitutes who will take on the responsibility to ensure that the educational process is not interrupted when the regular teacher is absent. As a substitute, you share with us the responsibility of providing students an education which will prepare them for future success, both academically and personally. Whether you accept an assignment for a day, a week or longer, consider yourself a professional with the responsibility that goes with an assignment.

Being a substitute is not an easy job. It requires the ability to spontaneously walk into any classroom setting and carry out daily activities, just as the regularly assigned teacher. A substitute teacher is also required to demonstrate professionalism in the way they relate to the students, parents, and district employees. The information and suggestions in this handbook are intended to be helpful to you in these challenges. This handbook is to serve as a guide listing your responsibilities, as well as, the responsibilities of the school toward the substitute.

We thank you for your willingness to perform the job of a substitute and assure you that your contribution is valued!

Garrison ISD is an equal opportunity employer and does not discriminate on the basis of age, sex, disability, race or national origin of otherwise qualified individuals.

General Information

Requirements

All applicants wishing to be considered for substitute teaching must submit to the Superintendent's Office the following items:

- Completed application (found at www.garrisonisd.com)
- Completed Criminal History Release form
- Copy of driver's license
- Copy of social security card
- High School transcript
- Copy of college transcript (if applicable)

Once your application is accepted, you will be notified to complete a new employee packet, which includes the following items:

- I – 9 Form
- W – 4 Form
- Acknowledgement of Job Not Covered by Social Security form
- TRS ActiveCare Enrollment form
- Direct Deposit Authorization (if applicable)

**Fingerprinting is required for every substitute as mandated by Senate Bill 9.*

No substitute will be considered without the above listed and completed items on file. Substitutes must also attend district training, complete the online substitute training, and read the Substitute Teacher Handbook.

It is the responsibility of the substitute to keep the Superintendent's office informed of any changes of address, phone number, credentials and availability. Only persons named on the Garrison ISD Official Substitute List are eligible for substituting.

Request for Removal

Substitutes may request to be removed from the substitute list at any time during the school year by contacting the Superintendent's office. Those wishing to substitute at a later day must be reapproved.

Procedure for Calling Substitutes

Each campus handles its own teacher absences. The campus office will contact a substitute when they have a teacher out. Substitutes can request to work at any campus or limit their request to a specific campus or campuses.

Payment for Service

	Full Day	Half Day	*Long Term
Certified	\$75	\$37.50	\$147.28
Non-certified	\$60	\$30	No change

**Long Term Substitute:*

If you accept an assignment that is projected to last 30 days or more, it will be paid as a long term substitute.

Payroll

Paychecks may be direct deposited, picked up in the business office or mailed to the substitute at the address on file. A substitute report will accompany the check. Please verify that the report is correct and that you have received all payments due. Notify the campus principal if there is any discrepancy.

The schedule of pay dates for the 2015 – 2016 school year is as follows:

September 15, 2015	October 15, 2015
November 13, 2015	December 15, 2015
January 15, 2016	February 12, 2016
March 11, 2016	April 15, 2016
May 13, 2016	June 15, 2016

Hours of Duty

Official hours of duty are 7:30 – 3:45 at Garrison ISD. The substitute is expected to be on duty the entire length of the assignment (full/half day), and perform all duties of the regular teacher.

Conference Period Assignments/Reassignments

The substitute may be asked to work for another teacher during a conference period. The substitute cannot refuse to work during that time. Occasionally, a substitute may be reassigned to different duties other than the one he/she agreed to work when the assignment was accepted. In both cases, the substitute is expected to demonstrate flexibility and cooperation

Employment

Substitute employment is “at will”, temporary and intermittent employment. Non-contractual employees have no property right in their employment and may be dismissed at any time for no reason or for any reason not prohibited by law. Neither this handbook, nor any communication by a Garrison ISD employee / representative is intended in any way to create an employment contract binding on either Garrison ISD or any substitute. Furthermore, Garrison ISD in no way guarantees a substitute a minimum number of hours, days or weeks of employment within any given reporting period, semester or school term. Substitute teachers are also not eligible for unemployment compensation.

Professional Ethics

The substitute has a professional obligation, even though they are not regular teachers, to abide by the Texas Educator’s code of Ethics. *Refer to Appendix B.*

Substitutes should seek to preserve the regular routine of the class, to follow lesson plans, and to perform all duties expected of the regular teacher. Extreme caution should be used in expressing personal reactions and opinions about what the substitute sees and hears in the classroom and the school. Concerns or problems should be presented to the campus principal.

- **CONFIDENTIALITY:** While substituting, substitutes are expected to keep information obtained concerning students, staff or school-related business, strictly confidential.
- **BOUNDARIES:** The substitute shall maintain appropriate professional educator-student relationships and boundaries based on prudent educator standards. *Refer to Appendices C & D.*

- **APPROPRIATE DRESS:** All employees shall observe neatness in clothing, personal appearance, and hygiene. Substitutes are considered professional and should dress accordingly. No shorts will be allowed unless you are subbing for a PE teacher. If you are subbing in PE, you must put on pants when you are outside the gym setting. At a minimum, adherence to the high school student dress code should be maintained. *Refer to Appendix E.*
- **CRITICISM:** Under no circumstance should a substitute criticize a teacher or student in the presence of other teachers or students.
- **COMPARISON:** The substitute should not compare one school/campus with another, one group of employees with another or one group of students with another.
- **TOBACCO USE:** State law prohibits smoking or using tobacco on all district-owned property and at school-related or school-sanctioned activities, on or off campus.
- **ALCOHOL:** Employees shall not use or be under the influence of alcohol during working hours or at school-related events outside of usual working hours. An employee need not be legally intoxicated to be considered “under the influence” of alcohol.
- **DRUGS:** Employees shall not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of a controlled substance, as defined in state or federal law, during working hours, while at a school or school-related event outside of usual working hours.
- **SEXUAL HARASSMENT:** Sexual harassment of a coworker or student is prohibited by law. This is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct that creates an offensive work environment.

Professional Responsibilities

The professional responsibilities of a substitute teacher involve many aspects. Please maintain a professional attitude toward your work and/or assignment and spend the entire time working with and for the students. Not personal work of any kind will be permitted. Substitutes are expected to carry out the day’s activities. Cell phones should be set to silent or turned off, and should only be used in emergencies. Computers are to

be used only with the teacher's express permission/directions. The following list provides more detail:

- Be punctual.
- Stand at the door during every class change, observing both classroom and hallway.
- Receive and dismiss students in an orderly fashion.
- Check the class roll at the time(s) and manner designated. Be careful to accurately mark absent and tardy students, and to sign each attendance sheet before submitting.
- Adhere to the general policies and procedures of the campus.
- Review the regular teacher's lesson plans, teaching materials, general building routines and procedures.
- Adhere to the lesson plans left by the regular teacher.
- Do not assign work/homework except by request of the regular teacher. Any work assigned from a previous day (and noted in the lesson plans) should be collected, but graded only at the request of the regular teacher.
- When a substitute assignment is for a long-term period, the substitute will take over the regular duties such as instruction, making assignments, grading papers, and keeping records, as directed by the regular teacher and the principal.
- Prepare a short summary of the day and keep copies of any information/paperwork received. At the end of the day, leave these items for the regular teacher.
- Contact the campus office if there are any questions about what you are to do or about the day's activities.
- Do not collect any money from students for any reason. Instead refer them to the campus office to collect the funds.
- Leave the room in good order. Turn off the lights, and lock the door, if possible.

Release of Students

Never release students from the classroom without official notice and approval from the campus office. Direct, to the principal's office, any non-school employee who comes to the classroom requesting information about a student, or asking that a child be released.

Discipline in the Classroom

It is the responsibility of the substitute to read and follow the policies of each campus. These can be found in the campus handbook which is available in the front office at each campus or on the campus website.

- UNDER NO CIRCUMSTANCE is a substitute to administer corporal punishment. All serious discipline problems are to be referred to the principal's office.
- Include in your written summary for the regular teacher, any discipline problems that occurred during the day.
- The substitute is not to contact parents concerning discipline problems without obtaining permission from the principal.
- The substitute is advised to treat all students in a fair and equitable manner and to refrain from making threats or statements that cannot be followed through.
- Striking a student or using improper language will result in the substitute being taken off the substitute list until an investigation is conducted. If it is found that the substitute did act improperly, they will be permanently removed from the substitute list.

Accidents and Illness

All accidents and illnesses of students or employees on school grounds/buildings shall be referred to the school nurse at the earliest possible time.

No internal medication may be administered by a school employee unless that employee is qualified by law to administer medication. No employee or substitute may administer any internal medicine without the authorization of a medical doctor, the school nurse, and the parent/guardian.

Fire and Emergency Drills

Fire and emergency exits are posted near the doorway of each classroom. Please familiarize yourself with the exit procedures before classes begin.

Bad Weather Days

If the weather requires the district to close school or open school late, an announcement will be made on local radio and television stations. It is the substitute's responsibility to

listen for district closings or delays. If school is delayed, the substitute should report at the specified time.

School Property

It is expected that substitutes maintain good order in the assigned positions. The regular classroom teacher is legally and ethically charged with school property, as well as, the welfare of the students, and no less is expected of the substitute.

Responsibilities of the Classroom Teacher

- Daily lesson plans made out in sufficient detail including instructions for students who finish their work early.
- Schedule of classes and other assigned duties.
- A roster of student names and/or seating charts.
- Forms needed by the sub (nurse admit slip, discipline referrals, hall passes, etc.)
- Information regarding emergency procedures.
- Copies of textbooks, manuals, or workbooks being used.
- Any other useful information that the substitute might need.

Responsibilities of the Campus Office

- See that lesson plans and supplies are located for the substitute.
- Discuss unusual guidance problems with the substitute.
- Notify the substitute of any special programs for the day.
- Create cooperation for you among students.
- Be available in the event classroom management problems arise.
- Explain the rules of student conduct and the manner of handling special discipline cases.
- Introduce the substitute to a teacher who can assist with additional information or questions.
- Ensure the substitute has accurate attendance sheets.

Campus Contacts

Superintendent's Office – 936-347-7000

Business Office – 936-347-7006

Elementary School – 936-347-7010

Middle School – 936-347-7020

High School – 936-347-7030

Appendix A

Helpful Hints for Working with Students & Classroom Management

- **Look for disciplinary procedures posted in the classroom**
 - Most classrooms have their rules/procedures posted in the room.
 - If not posted, check with another grade level teacher or the teacher next door.
- **Be firm, fair, and consistent.**
 - Deal with each student in a just manner,
 - Respect each student.
 - Be friendly, but firm.
 - Avoid threats.
- **Talk with students – not at them.**
 - Maintain dignity and self-confidence.
 - Be professional.
 - Remember you are the adult.
 - Show respect.
 - Do not get too personal with students.
- **Make directions clear and concise.**
 - Be certain students understand what is expected of them.
 - Be enthusiastic.
 - Have a sense of humor, but don't overdo it.
- **Follow normal classroom procedures.**
 - Be knowledgeable concerning general misconduct procedures.
 - Show confidence.
 - Students are quick to notice these characteristics and doing so often sets the mood for student behavior.
- **Use common sense.**
 - Good judgment will prevail in most situations you encounter.

Appendix B

Texas Educator's Code of Ethics

STATEMENT OF PURPOSE

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas Educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

PROFESSIONAL STANDARDS

1. Professional Ethical Conduct, Practices and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept, not offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means to promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical conduct Toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an

advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) The nature, purpose, timing, and amount of the communication;
- (ii) The subject matter of the communication;

- (iii)** Whether the communication was made openly or the educator attempted to conceal the communication;
- (iv)** Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v)** Whether the communication was sexually explicit; and
- (vi)** Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Appendix C

Excerpt from Garrison ISD Board Policy DH (Local)

ELECTRONIC MEDIA

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing web sites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunications, such as landlines, cell phones, and web-based applications.

USE WITH STUDENTS

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the district. The regulations shall address:

- 1) Exceptions for family and social relationships;
- 2) The circumstances under which an employee may use text messaging to communicate with students, and
- 3) Other matters deemed appropriate by the Superintendent or designee.

Appendix D

Excerpt from Garrison ISD Employee Handbook

(Available online at www.garrisonisd.com)

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g. for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of ____ p.m. and ____ a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, and administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including;

- Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policy DF].
- Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.

Appendix E

High School Dress Code

The District's dress code is established to teach grooming and hygiene, to instill discipline, to prevent disruption, to avoid safety hazards, and to teach respect for authority. The district prohibits any clothing that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

1. The District prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene.
2. Clothing that advertises or depicts tobacco products, alcoholic beverages, drugs, and any other prohibited substance.
3. Racially discriminating insignias may not be worn or displayed, i.e. KKK, Rebel Flags, or Malcolm X.
4. Clothing that may attempt to promote the supremacy of any race may not be worn.
5. Form fitting clothing must be worn with appropriate (4 inches from the floor when kneeling) length garment.
6. Headgear of any kind (caps, hats, sweat bands, bandannas, kerchiefs, etc.) and sunglasses may not be worn at school during regular school hours.
7. Articles of clothing must be worn as they are designed to be worn, i.e., Pants must be worn with the waistband around the waist at all times. Underwear may not be exposed. Belts and straps must be buckled and worn in the manner in which they were designed.
8. Tank tops, basketball jerseys and cut off sleeves may only be worn over a full shirt. Sleeveless shirts that expose undergarments may not be worn. Straps on female tops must be at least three inches in width. Shirts with the sleeves and neck cut out will not be permitted.
9. Shorts and skirts length may be no more than 4 inches from the floor when kneeling. Anything exceeding the 4 inches will be deemed inappropriate. Holes above the knee will not be permitted in any clothing.
10. No Spandex or Bicycle shorts as outer clothing may be worn.

11. Shoes must be worn at all times by all students on school property or at extracurricular events.
12. Bandannas and kerchiefs may not be worn or displayed at school.
13. Clothing may not be worn that designates or symbolizes a particular race or power with extreme radical ideologies such as a glove, hood, arm band, insignia or emblem of heavy metal or cult groups, or offensive words that could cause substantial division among the students or unusual distractions. POLICY FMC.
14. No sleepwear of any kind may be worn to school or any in-school related activity and/or during any extracurricular activity participation, i.e. pajamas, nightshirts, boxers, slippers/house-shoes, etc.
15. Hair shall be neat, clean, well groomed, and shall not cause disruptions in the orderly school environment. Hair length and hair color will be such that it does not cause a disruption or create a safety or health hazard. Hair must be a natural color (no maroon, blue, primary red) Insignias in the hair that are profane, racially symbolic, or may cause disruptions will not be permitted. Facial hair shall be well groomed.
16. The only jewelry allowed to be worn in pierced body parts are earrings worn by female students in the ear. Male students may not wear jewelry in pierced body parts, fingernail polish, or makeup while at school or while participating in extracurricular activities unless given permission by authorized Garrison personnel.
17. Shirts must extend over the waistline and not expose the midriff at any time.
18. No visible tattoos with pictures, emblems, or writings that are lewd, offensive, vulgar, or obscene, or that advertise or depict tobacco are allowed.
19. Students may not wear heavy chains or chains attached to billfolds. Heavy chains may not be worn as necklaces.
20. No decorative teeth (grills) will be worn during the school day.
21. Only natural color eye contacts will be allowed.

Appendix F

School Calendar

GARRISON ISD CALENDAR 2015-2016



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

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

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

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

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

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

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

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

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

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

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

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

Reporting Periods	
1st 6 wks	29
2nd 6 wks	30
3rd 6 wks	30
First Semester	89
4th 6 wks	29
5th 6 wks	29
6th 6 wks	30
Second Semester	88
Instructional Days	177
Staff Development	10
Total Days	187

SYMBOLS	
()	6 weeks begins
()	6 weeks ends
H	Student Holiday
W	Bad Weather Day
S	Staff Work Days
C	Teacher Comp Days
□	Testing Dates
*	Early Release Days

GRADUATION DATES	
Kindergarten Graduation	
May 27, 2016 @ 8:30 a.m.	
8th Grade Graduation	
May 27, 2016 @ 10:30 a.m.	
High School Graduation	
May 28, 2016 @ 8:00 p.m.	
First Day of School: 8-24-15	
Last Day of School: 5-27-16	