



Corvallis School District 509J

Substitute Handbook

2009-2010

**AESOP SYSTEM
800-942-3767**

www.aesoponline.com

**AESOP Help Desk 757-5840
(Mon-Fri 7:00 am – 4:00 pm)**

TABLE OF CONTENTS

Greeting	2
How to Register as a Substitute	3
How Substitutes are called, Emergency School Closure Info	4
Work Hours, Telephone Calls, & Lunch Breaks	5
Confidential Information, Records & Evaluations	6
Payroll Information, Substitute Rates	7
Insurance & Injuries on the job	8
Licensed Substitute Procedures	9
Substitute Guidelines/Helpful Hints	10
Child Abuse Reporting, Sexual Harassment	11
No Child Left Behind	12
Student Behavior Expectations	13
Emergency Safety Plan	14
Key Contacts	15
Payroll Cut-Off Schedule	16
District Directory	17
School Calendar	18



Corvallis School District 509J 1555 SW 35th Street Corvallis, OR 97333

Dear Substitute:

Welcome to the Corvallis School District 509J. As a substitute, you will provide an invaluable service to our district. Your willingness to assist with the education of our community's students is sincerely appreciated.

The information contained in this handbook will be useful and hopefully answer all of your questions as you begin working for us as a substitute. If you need additional information, please feel free to contact us by dialing the Substitute Helpline.

To substitute in Corvallis you must be registered in the AESOP system. Information on how to become registered in our district is provided at substitute orientation.

By working together, we can provide the best education possible for our students.

Sincerely,

Human Resources
541-757-5840

How to Register as a Substitute

Register as a substitute for the Corvallis School District at the District Office's Human Resources Department, located at 1555 SW 35th Street in Corvallis. Registration includes a Substitute Orientation.

Please contact the Human Resources Department for additional information (757-5840).

Please complete an online application before attending a substitute orientation. The online application can be accessed through the Corvallis School District website (www.csd509j.net). Computers are available for public use at the Corvallis School District Office, 1555 SW 35th St, and at the Corvallis Employment Office, 545 SW 2nd St.

You will also be asked to complete the following documents at registration:

- ◆ I-9 form - proof of citizenship (**Bring your Social Security Card and Driver's License to the orientation**)
- ◆ Social Security Card Verification— we are required by law to verify your social security number – **you must bring the card itself to registration**
- ◆ W-4 and payroll information. To work for the Corvallis School District you must sign up for Direct Deposit. Please bring a **voided check** or a **routing and account number** supplied by your financial institution.
- ◆ Substitute profile form
- ◆ **Licensed substitutes** are required to bring a copy of or their current Oregon Teaching License
- ◆ **Classified substitutes** will be required to complete a Criminal History Verification and report to the Sheriff's office for fingerprinting. You may not work until the results are returned from the Oregon Department of Education.

How Substitutes are Called

When regular 509J employees are absent, they will call or login to AESOP to report their absence. From there, AESOP starts the substitute search. AESOP searches its database by phone to find qualified substitutes to fill the open position(s) – AESOP is a random calling system. You can also access the AESOP system through their website: www.aesoponline.com.

AESOP begins calling for future jobs at 4:00 p.m. and continues to call until 9:00 p.m. AESOP begins calling for that day's jobs at 5:30 a.m. and will call until a position is filled. ****call times can be adjusted if necessary****

If you do not answer or if an answering machine answers the phone the system will hang up and continue calling other substitutes.

If you do answer the AESOP call you will be given the option to accept or decline the job. You will also be able to hear any special instructions given by the employee for the position. **When you report to the school secretary at the assigned location you must have the confirmation number that AESOP gives you when you accept the job.**

Some 509J staff members may choose to pre-arrange an assignment with you. If this is the case, **you must get the confirmation number from the employee.** This ensures that the position has been recorded in the AESOP system and that you have been designated as the assigned substitute.

Emergency School Closure

Extreme weather or other conditions may cause the closure of the schools. When schools are closed because of inclement weather, only an emergency crew reports to work in the district. News of closure will be on local radio stations, our website (if possible) www.csd509j.net, our Parent/Teacher hotline (541) 766-4877, and through the emergency information service FlashAlert.net. FlashAlert.net is a companion website where parents and staff may register email and/or cell phone text message address(es) and receive 509J emergency messages at the same time they are sent to the media. In unusual situations when a closure occurs in only certain sites, **substitutes should communicate with their work location** (the school's secretary) **for instructions.**

We ask that you use your best judgement when assessing whether or not it is safe to drive in inclement/extreme weather. Please contact the District Office 757-5840 if you have any questions!

Work Hours

When you arrive at your work location, you must report to the office secretary.

The secretary will ask you to fill out a time card and provide you with any instructions or directions. This routine may vary from school-to-school and assignment-to-assignment. **It is essential that check-in upon your arrival and check-out prior to leaving the building.**

You are not to leave the classroom or your work site unless arrangements have been made with the school secretary. **If you are hired as a Licensed substitute for an eight-hour day (or four hour day) and finish early, do not leave! You are getting paid for those hours, so ask the secretary if there are any tasks that need to be done.** This also applies for the preparation period—rather than using the prep period as free time, you are expected to remain in contact with the secretary and help out with additional responsibilities as directed.

Telephone Calls

Personal telephone calls at work should be kept to a minimum. No personal long distance calls may be charged to any district telephone number. **Do not** give out teachers phone numbers or cell numbers to parents without their permission. **If someone requests this information, refer them to the school office secretary or principal.**

Lunch and Breaks

Each substitute is entitled to a duty free lunch period of thirty-minutes if you work more than four hours in one day. **Classified substitutes do not receive pay for their lunchtime.**

Supervisors are responsible for setting the time for lunch breaks, which must be near the half-way point of the work shift unless found to be desired otherwise by the supervisor and the substitute.

Each substitute shall receive a fifteen-minute break during each four-hour period of consecutive service, except in an emergency situation. Break time does not accumulate, and may not be used as make-up for coming in late or compensatory time for leaving early.

Confidential Information

Substitutes for the Corvallis School District 509J may learn things of a confidential nature about the business or records of the school district, its students, or employees. It is your obligation to respect the confidentiality of the information.

Substitutes should not discuss or divulge confidential information to anyone. Check with your supervisor if you have any questions or concerns regarding confidential information.

Records

It is very important that the correct information about you is on file. If your name, address, telephone number, certification or availability should change, please notify Human Resources. This will ensure that you will still receive AESOP calls and your paycheck will reach you. **If you accept a long-term assignment in another district or secure full-time employment, please contact the Substitute Coordinator (757-5840) to change your availability status.**

Substitute Evaluations

Substitutes may receive evaluations of their performance in each school in which they substitute. The Human Resources Department will call and notify the substitute of an unsatisfactory evaluation. The complete process for unsatisfactory evaluations is as follows:

- ◆ The building administrator will sign a substitute evaluation form (available from the School Secretary) and submit it to the Human Resources Department. The building administrator has the option to add the substitute to their Do Not Use list.
- ◆ The Human Resources Department will personally contact the evaluated substitute. Human Resources will then send the substitute a copy of the evaluation form and a letter restating the Corvallis School District's expectations, policies, and procedures. The substitute has the option to write a rebuttal letter in response to the evaluation.
- ◆ Copies of all documentation will be placed in substitute's personnel file.
- ◆ Three (3) negative evaluations from any building in three (3) years will result in the substitute's removal from the district's AESOP system.
- ◆ Before the sub is removed, Human Resources will have a conversation with the substitute.

AT WILL EMPLOYEE STATEMENT: In addition to the three evaluation policy, the district also reserves the right to use an individual as an employee or not.

Payroll Information

Substitutes are responsible for completing and signing a Substitute Time Card for each location worked in one pay period. **IT IS VERY IMPORTANT THAT YOU WRITE IN YOUR SOCIAL SECURITY NUMBER ON YOUR TIME CARD – payroll needs your SSN on ALL time cards!** You will be given a copy of your time card for your records. It is important to keep this form should there ever be discrepancies in payroll records. The school is responsible for sending your time card to the Payroll Department for processing.

Payday is once a month, on the last working day of the month, except for December when it is the last working day before winter vacation. A copy of the Payroll Cut-Off Schedule is included in this handbook.

At the time you register as a substitute you will complete documents for direct deposit of your paycheck, either to a savings or checking account. The first month's paycheck will be mailed to your home, after that the Automatic direct deposit will be initiated. Checks will not be released before payday.

The Federal and State Withholding Tax is withheld from the substitute's salary according to the exemptions filed on the W-4 form. If your number of exemptions changes, please report to Payroll to fill out a new W-4 form.

PERS – Substitute teachers do not qualify for membership in the Public Employee Retirement System unless 600 hours or more have been worked in Oregon for 12 consecutive months. Should you be participating as a substitute for multiple districts, your hours accumulate for PERS eligibility. Please notify the Payroll Department to begin PERS pick up when you reach 64 hours of substitute time per month for 6 months. Qualifying substitutes currently contribute 6% of their pay to PERS.

SUBSTITUTE AND OTHER STANDARD RATES 2009-2010

Licensed:	First 10 Days:	\$154.72/day
	After 10 Days in Same Job:	\$182.71/day

Note: Paid in 4.0-hour or 8.0-hour increments only.

Classified:	Regular:	\$9.00/hr.
	Custodians:	\$9.00/hr.
	Office Assistant-Head Secretary:	\$10.00/hr.

Note: Paid for time worked.

Insurance

The district provides liability and Worker's Compensation insurance coverage for all employees including substitute teachers.

Injuries on the Job

An emergency record is required for each substitute. Please be certain that this information is up to date and in your substitute file. If you are not sure, please contact Human Resources at 757-5840. As an on-call employee of the Corvallis School District, a substitute is insured under Worker's Compensation. As a substitute, any injury sustained on any school property while in the normal course of duty should be reported immediately to the school or work location office. This is done in order to establish a record of the injury. If it becomes necessary for the substitute to see a doctor, the Principal or Operations Assistant for the location must complete a form.

Licensed Substitute Procedures

- ◆ Check in at the main office.
- ◆ Read lesson plans and daily routine information.
- ◆ Take roll, according to the school plan.
- ◆ Check for previous day's absentees and sign excuses according to school policy.
- ◆ Conduct the class in an orderly manner. Carry out the teacher's lesson plans, and follow the teacher's usual routine as much as possible.
- ◆ Follow the directions of the regular teacher regarding collecting and grading of papers. If no directions are left, correct papers but do not grade or enter grades in the grade book.
- ◆ Contact the school office if you have questions that arise during the day that students or another teacher cannot answer for you.
- ◆ Leave a brief summary of the work that has been done during the teacher's absence. This should include any problems, questions, or tasks that need attention. Include your phone number in case the regular teacher needs to contact you.
- ◆ Leave the room in good order; windows closed, lights off, and check out at the main office.

Substitute Guidelines/Helpful Hints

Substitute teachers are an integral part of the on-going instructional program at the Corvallis School District. The skills that they bring to the classroom help maintain continuity when the regular teacher is absent. The following skills and responsibilities are important if you are to be a successful substitute:

- ◆ Be prepared: know the location of the school, arrive on time, and dress appropriately (professional and polished).
- ◆ You need to be able to adapt to many different building environments, each with its own characteristics. This includes **learning and following the school's rules**. It may be helpful to ask faculty if there are any additional responsibilities that apply to you. Remember, you are a temporary member of that building's faculty and owe loyalty to that group.
- ◆ Please respect the existing teacher/student relationship in each classroom. Do not jeopardize that relationship in any way and never criticize the teacher or the lesson plans in front of the students.
- ◆ If you have difficulty in meeting the teacher's objective for the day for whatever reason, have a **contingency plan**. Prior preparation, quick thinking, and a possible supplemental lesson plan will assist you in this plan. Make note of it so that they know where to pick up when they return.
- ◆ Do not make comparisons between buildings and do not reveal confidential information received from faculty or students.
- ◆ All relationships with administrators, teachers, and students should be kept on a professional basis.
- ◆ During your assignment, whether it is a day or month, your job is to provide continuity of instruction in accordance with the regular teacher, the department, and the building. Don't be afraid to ask questions! Staff members, office personnel, or administrators will be happy to assist you in any questions or concerns you may have.
- ◆ Check the daily schedule at the building you are assigned. Each building has different procedures for lunch count, lunchroom rules, hall passes, referrals, use of the bathroom during class time, and computer and resource room privileges.
- ◆ Make sure you are aware of any room changes and the locations of the rooms. Learn the fire drill instructions and directions to fire exits from your room.
- ◆ **Stick to your commitments:** if you accept an assignment, unless you are ill yourself, try not to cancel at the last minute, or cancel for a better offer. **If you do have to cancel at the last minute – please contact the school where you were scheduled to substitute.**

Sexual Harassment

It is a violation of district policy for any staff member or any student to harass other staff members or students through conduct or communication of a sexual nature. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that has the effect of creating an intimidating, hostile, or offensive educational or work environment.

Complaints regarding sexual harassment may be made to supervisors, Principals, the District Affirmative Action Officer, or to the Superintendent. Filing of a complaint, when done in good faith, will not adversely affect the complainant. Bad faith allegations may result in disciplinary action against the accuser.

Child Abuse Reporting

Substitutes are representatives of the school district. Staff must report “reasonable suspicion” of child abuse according to Oregon law. Oregon law recognizes the following types of abuse: physical, mental injury (neglect, threat of harm), and/or sexual abuse. Substitutes who have any suspicions or concerns regarding possible child abuse must contact their supervisor or Children Services Division immediately.

No Child Left Behind Act

The following is information we would like to share with our current and new substitutes to let them know of future upcoming requirements.

The Oregon Department of Education's "No Child Left Behind Act of 2001" has set new qualifications for Education Assistants (EA2, EA3), Student Behavior Assistants, Student Behavior Specialists, Library Media Assistants, and Technology Assistants in all public schools. **This may eventually include classified substitutes in these positions.**

These qualifications are:

- Completed at least two years of full-time study at an institution of higher education in a field related to education.
- Obtained an associate's or higher degree; or
- Received a passing score on a state or local academic assessment that measures knowledge of and the ability to assist in instructing reading, writing and mathematics.

Existing paraprofessionals have four years to meet this standard. Exception is made for paraprofessionals who serve primarily as translators or who solely conduct parent involvement activities.

Student Expectations Regarding Behavior

School Expectations/Rules

A good school community depends on everyone working together, people respecting and trusting one another, and everyone knowing that he or she belongs.

The school expectations outline clear, fair, and reasonable expectations for behavior. They are there so that the school have a positive school community where everyone is able to be comfortable and successful.

The expectations are: **Be Respectful Be Responsible Be Safe**

Each teacher also has classroom expectations that outline more specifically how the school rules apply in that particular classroom.

Basics

Our school community and behavior support systems are based on the belief that students need to grow toward independence and need to be supported to that end. We believe that primary in the process is respect, responsibility, and safety.

Support Rooms

Support Rooms are a place where students can problem-solve when they do not meet expectations of respect, responsibility, or safety.

A visit to a Support Room for misbehavior usually means a step on the discipline ladder.

Behaviors that May Result in Suspension or Expulsion

Any actions that clearly have a serious negative impact upon the learning environment of the school and/or are forbidden by state law **will** be considered serious issues on the behavior ladder.

All of the following behaviors are forbidden by state law and/or district policy.

Students are sent to one of the principals immediately with a discipline referral form who:

- Blatantly or continually exhibit disruptive behavior despite warnings and/or SR/detention referrals
- Openly defy any school adult's authority/direction or are otherwise willfully disobedient
- Use profane or obscene language or gestures
- Threaten, intimidate, or take any action, which could result in the bodily harm of another. This includes fighting on school ground, off school grounds at any school activity, function or event.

Emergency Procedures

The Corvallis School District is committed to the safety and security of all members of the Corvallis School District community. In times of emergency, the Corvallis School District will provide appropriate campus-wide response to assure safety and minimize losses.

Emergency preparedness is also an individual responsibility. In each of our schools and classrooms an **Emergency Procedures** clipboard is available for a quick reference for efficient action during emergencies, and should be in an easily accessible location. Please take the time to ask the office staff and/or teacher about the placement of these clipboards and to become familiar with the contents of the guide before an emergency occurs.

The purpose of the Emergency Procedures is to recommend actions to employees, students and citizens when responding to an emergency situation in our buildings. Emergencies are unexpected and unpredictable. The intent is to minimize confusion when a crisis occurs. This plan is not an all-inclusive step-by-step guide; however, it does provide guidelines for prudent response in a variety of situations.

- Think of everyone's safety first (including your own)
- Use common sense and building procedures
- Act quickly and calmly
- Teacher or supervising adult -- stay with your students
- Be factual and unemotional with students and the community

Some preparations can be made to deal with major emergencies. Knowing whom to call can save time, property, and lives. The Emergency Procedures are intended as a practical outline of what to do in a variety of emergencies. Each school is required to develop its own specific evacuation plan and make staff assignments. Please have a conversation with office staff as to their specific evacuation plan.

Under no circumstances are you to release any students from school to accompany an unauthorized person.

Corvallis School District's Key Contacts

Human Resources Department

Jennifer Duvall	HR Director	757-5844
Marsha Ham	HR Specialist (licensed staff)	757-3860
Keni Grose	HR Specialist (non-licensed staff)	757-3844
Bryan Markley	HR Assistant/Sub Coordinator	757-5840

Payroll/Insurance Department

Sandy Moser	Payroll Specialist	757-5869
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2009-2010 509J Payday Cutoff Schedule

This is a Tentative Cutoff Schedule and May be Revised

Substitutes/students/tutors (non-regular staff) will be paid for hours worked according to the cutoff dates shown below. Please note the early cutoff dates in December.

Paychecks will be issued only on the dates specified below.

<u><i>CUTOFF DATES FOR TIMECARDS</i></u>	<u><i>TIMECARDS DUE IN PAYROLL</i></u>	<u><i>CHECKS WILL BE DISTRIBUTED ON</i></u>
July 1-July 4	July 8	July 31, 2009
July 5-Aug 8	Aug 12	August 31, 2009
Aug 9-Sept 5	Sept 9	September 30, 2009
Sept 6-Oct 10	Oct 14	October 30, 2009
Oct 11-Nov 7	Nov 12	November 30, 2009
Nov. 8-Dec 5	December 9	December 18, 2009
Dec. 6- Jan 9	Jan 13	January 29, 2010
Jan 10-Feb.6	Feb 10	February 26, 2010
Feb 7- March 6	March 10	March 31, 2010
March 7-Apr 3	April 7	April 30, 2010
Apr 4- May 8	May 12	May 28, 2010
May 9-June 5	June 9	June 30, 2010
June 6-June 30	June 30	July 30, 2010
July 1-July 10	July 14	July 30, 2010
July 11-Aug 7	Aug 11	August 31, 2010

CORVALLIS SCHOOLS

Administration Building, 1555 SW 35th Street, Corvallis, OR 97333
Dawn Tarzian, Superintendent & Jeanne Holmes, Assistant Superintendent

School	Address	Administrator	Operations Asst.	Phone
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ELEMENTARY:

Adams	1615 SW 35 th Street	Patty Pearson	Nancy Zook	757-5938
Franklin K-8	750 NW 18 th Street	Gerry Kosanovic	Gail Eby	757-5747
Garfield	1205 NW Garfield Avenue	Juan Baez	Wanda Arp	757-5941
Hoover	3838 NW Walnut Street	Bryan Traylor	Marcy Hermens	757-5958
Jefferson	1825 NW 27 th Street	Denise Gorthy	Joanne Geissler	757-5951
Lincoln	110 SE Alexander Avenue	Oscar Moreno-Gilson	Joni Olsen	757-5955
Mountain View	340 NE Granger Avenue	Rosemary O'Neil	Marta Decoster	766-4760
Wilson	2701 NW Satinwood Avenue	Jeff Brew	Myrna Campbell	757-5987

MIDDLE SCHOOL:

Cheldelin	987 NE Conifer Boulevard	Lisa Harlan Tin Kha	Shannon Dooley	757-5971
Linus Pauling	1111 NW Cleveland Avenue	James Wickman David Jakious	Cydnie Meyer	757-5961

HIGH SCHOOL:

Corvallis High	1400 NW Buchanan	Dawn Granger Alicia Ward Eric Wright	Sherry Faller	757-5871
Crescent Valley	4444 NW Highland Drive	Cherie Stroud Melissa Harder Julie Linhares	Linda Alderman	757-5801
College Hill	510 NW 31 st Street	Sally McAfee	Kathee Kunke	757-5945

2009-2010

School Calendar
CORVALLIS SCHOOL DISTRICT
DISTRICT-WIDE SCHEDULE

JULY 2009							AUGUST 2009							SEPTEMBER 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1			1	D	D	P	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	H	P	F	D	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

OCTOBER 2009							NOVEMBER 2009							DECEMBER 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	N	10	8	9	10	H	12	13	14	6	7	8	9	10	11	12
11	D	13	14	15	16	17	15	Q	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	H	N	28	20	N	N	N	N	N	26
25	26	27	*G	C/G	C	31	29	30						27	N	N	N	N		

*Elementary/Middle School

JANUARY 2010							FEBRUARY 2010							MARCH 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					H	2		1	2	3	G	P/D	6		1	2	3	4	D	6
3	4	5	6	7	8	9	7	Q	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	N/M	16	17	18	19	20	14	15	16	17	18	19	20
17	N	19	20	21	22	23	21	22	23	24	25	26	27	21	N	N	N	N	N	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

P = High School
D = Elementary/Middle School

APRIL 2010							MAY 2010							JUNE 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	*G/C	**G/C	C	17	9	10	11	12	13	14	15	13	14	15	16	L/E	M	19
18	Q	20	21	22	23	24	16	17	18	19	20	21	22	20	M	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	H												

*Elementary School
**Middle/High School

Key	
D	Professional development days provide valuable training for teachers to update curriculum and learn about the most effective instructional strategies / no school
G	Grading days allow time for teachers to prepare for conferences and write report cards / no school
C	Conference days provide opportunities for teachers and parents to meet and discuss student progress and how to support student learning / no school
P	Teacher preparation days are used to set up classrooms, plan lessons, and prepare classroom materials / no school
H	Holiday
N	Non contract / no school
F/L	First / Last student days
M	Possible bad weather make-up day
E	Early release
Q	First day of quarter/semester

**Corvallis School District 509J
2009-2010 District-Wide Calendar**

2009

September	2	Teacher work year begins / Professional development
September	3	Professional development
September	4	Teacher preparation
September	7	<i>Labor Day Holiday</i>
September	8	Teacher preparation
September	9	First day of school for students--Beginning of first quarter
October	9	Statewide inservice (Non-contract day, no school all levels)
October	12	Professional development (no school all levels)
October	28	Grading (no school elementary/middle)
October	29	Grading/Conferences (no school all levels)
October	30	Conferences (no school all levels)
November	11	<i>Veterans Day Holiday</i>
November	16	Beginning of second quarter
November	26	<i>Thanksgiving Day Holiday</i>
November	27	Non-contract day (no school all levels)
December	21-31	Winter break--non-contract days (no school all levels)

2010

January	1	<i>New Year's Day Holiday</i>
January	18	Martin Luther King Jr. Day--non-contract day (no school all levels)
February	4	Grading day (no school all levels)
February	5	Professional development/Teacher preparation (no school all levels)
February	5	Teacher preparation (no school high school)
February	8	Beginning of second semester
February	15	President's Day--non-contract day (no school all levels) unless needed for bad weather make-up day
March	5	Professional development (no school all levels)
March	22-26	Spring break--non-contract days (no school all levels)
April	14	Grading/Conferences (no school elementary)
April	15	Grading/Conferences (no school all levels)
April	16	Conferences (no school all levels)
April	19	Beginning of fourth quarter
May	31	<i>Memorial Day Holiday</i>
June	14	High school graduation
June	17	Last day of school for students (early release all levels--2 hours early)
June	18	Grading--unless needed for bad weather make-up day / Last contract day for teachers
June	21	Possible bad weather make-up day

190	Teacher Contract days
170	Elementary School days
171	Middle School days
172	High School days
4	Elementary & Middle School Conference days
3	High School Conference days
6	Grading/Teacher Preparation days
5	Elementary & Middle Professional Development days
4	High School Professional Development days
5	Holidays
18	Non-Contract days

Bad Weather Make-up Days
In the event of a district-wide school cancellation due to bad weather or other emergency, February 15, June 18, and June 21 may be used to make up those days