



Ashburn Elementary  
School

STUDENT HANDBOOK 2019 - 2020

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Visit us on the Web at  
<http://www.lcps.org/ashburn>

*This handbook belongs to:*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_

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# ASHBURN ELEMENTARY SCHOOL INTRODUCTION

## **DEAR PARENTS and STUDENTS,**

Welcome to the 2019-2020 school year at Ashburn Elementary School. You have joined an outstanding team of students, teachers, staff, and parents, all dedicated to ensuring that Ashburn Elementary students are the best they can be. There are lots of exciting things planned for you this year. We are looking forward to working with you for a successful year.

The Ashburn Elementary Student-Parent Handbook is designed to provide both parents and students with important information about Ashburn Elementary School. In addition, it explains what is expected of our students. As you know, school can be lots of fun; but, it also requires hard work. Each student is expected to do his/her very best. Parents, please read through the handbook with your children. If you have any questions, please feel free to contact the school.

We look forward to working together with parents and students this year! Please call us at any time with your questions, concerns, suggestions, and even compliments – we believe that open and honest communication is imperative to your child’s success!

Best wishes for a successful school year!!

Sincerely,

Mrs. Walthour  
Principal

## **PHILOSOPHY**

Our school works together as a community to inspire academic excellence and innovation while respecting cultural diversity and individualized talents. It is an inviting place where students, staff, and parents honor the values of citizenship: respect, honesty, and accountability. We believe in fostering lifelong learning by taking risks through discovery in a safe and nurturing environment.

We believe that each person is entitled to an education which will nurture a positive view of themselves and their fellow citizens and provide the opportunity for them to develop as a responsible, trustworthy, empathetic, and contributing member of society.

We believe that education is a continuous developmental process. The school shares responsibility for the process with the home and agencies of the community. Our educational program recognizes the needs of the community which it serves and attempts to fulfill these needs with varied curricula to encourage maximum achievement at all levels.

## **SCHOOL IMPROVEMENT PLAN**

Every year each school in Loudoun County writes a “School Improvement Plan.” This plan serves as a guidepost for areas of focus for the school. Input is solicited from staff and parents regarding areas of importance for the plan. Our plan will concentrate on the following areas during the 2019-2020 time period:

- . Instruction & Assessments
- . Creativity
- . Collaboration
- . Communication
- . Critical Thinking
- . Growth

Goals are developed, indicators are identified, action plans and tasks are monitored. A copy of the School Improvement Plan is posted on the school website.

# ATTENDANCE

Attendance at school on a regular basis is vital. We ask that you have your child attend school each day that he/she is healthy. It is disruptive to your child's educational program when you remove him/her from school for trips or family outings. Although written assignments can be made up, the classroom activities and interactions with others in the school setting cannot be replaced.

## SCHOOL HOURS

School hours are from 7:50 A.M. until 2:35 P.M. daily. **Students who walk to school and those transported by parents should not arrive at school before 7:30 A.M.** All Kindergarten classes meet from 7:50A.M. to 2:35P.M.

## TARDIES

Parents and children should make every effort to arrive at school each day on time. If your child will be tardy for more than a few minutes, i.e. for appointments, you may dial our call-in line at (571) 252-2351 and leave a message. Calling the school will save the office staff from making unnecessary phone calls in the morning. The call-in line is available at all times and every call is greatly appreciated!

If a child comes to school late, he/she will be marked tardy by the classroom teacher. If a student arrives after 8:00am, they must report to the office for a late pass. After 8:00am students will not be admitted to class without the late pass. Tardies are documented and reflected on quarterly report cards.

## ABSENCES

A written explanation from a parent or guardian is required for each absence. The student should present this note on the first day back in school. This note should be given to the classroom teacher. Valid reasons for an absence include: illness, medical or dental appointments, court appearances, and religious holidays. Students absent from class are expected to make up the missed assignments.

When a student is unable to attend school, parents should call the absentee hotline at **(571) 252-2351**. Parents should give the student's name and the reason for the absence. If a parent does not call, the school will call the home to confirm the reason for the absence.

## DOCTOR and DENTIST APPOINTMENTS

Parents are expected to make every effort to schedule doctor and dental appointments outside of school hours. However, when this is not possible, students will be excused for these appointments. If a child must leave school during the school day, the parent must come directly to the office to sign the child out. A member of the office staff will call the child to the office. **PARENTS MAY NOT GO DIRECTLY TO THE CLASSROOM TO GET THE CHILD.**

## EMERGENCY SCHOOL CLOSING/ DELAYED OPENING

When schools close or there is a delay in opening by one or two hours because of a special condition such as severe weather, announcements to this effect are made over local radio and TV stations beginning at 6:00 A.M. A phone call will also be made by LCPS to inform you of a change in schedule.

It is important that each child has a **prearranged** plan to follow if school does close early and an adult is not home. A form will be sent home in the beginning of each school year asking the parent to describe the plan. **Please do not call the school** and ask that special instructions be given to your child.

# KEEPING HEALTHY

## BEE STINGS AND SEVERE ALLERGIES

If your child has severe reactions to bee or insect stings, foods, or other allergies, please notify the **classroom teacher, Health Clinic Specialist, and office** so that we may place the information in a special file.

## DENTAL EXAMINATION

A dentist will visit Ashburn Elementary for dental screenings. If you would like your child to be screened, please complete the “Dental Check” form.

## STUDENT PROFILE FORMS

At the beginning of the school year, a form is sent home with each student to list phone numbers or persons to contact in case of emergency. **This form is very important. Student Profile forms must be kept up-to-date.** If you move or change your home or work number during the year, we ask that you inform us immediately. You may update phone numbers online yourself through the Parent Vue. A link can be found on the school website. It is most important that we have correct information at all times.

## GROOMING

Cleanliness and proper dress are important in setting the tone for school and social conduct. The choice of clothing should exhibit good taste and appropriateness for school. An exposed midriff and clothing that is too small for the child are inappropriate. Spaghetti straps are unacceptable. Children should not wear hats when they are in the school building.

## INSURANCE

Loudoun County Public Schools does not provide medical or accident insurance for students injured while participating in school activities. Voluntary student accident insurance is available for purchase through K&K Insurance, [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com) or call 855-742-3135.

## MEDICATION at SCHOOL

In compliance with Loudoun County Policy, any child who uses a prescription in school must have a medication form filled out by a parent/guardian and the physician. A new medication form is required for each school year. Any child, who is receiving medication on a **regular, daily** basis, must complete a Medical Release Form prior to the administration of medication. Please return this form with the medication in the original container from the pharmacy. The label must show the student’s name, the name of the medication, dosage, directions for giving the medication, date and doctor’s name.

All medications, including aspirin and cough drops, will be kept in the clinic during school hours. Keep in mind that unless the doctor specifically indicated antibiotics be given with lunch, most antibiotics can be given before school, after school with a snack, and at bedtime.

## ILLNESS or INJURY

In case of illness or injury, a student will be cared for temporarily by our health clinic specialist. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. When it is deemed necessary, 911 will be called. **An emergency telephone number where parents, a friend, or relative can be reached and the name and telephone number of the student’s family doctor must be kept on file at the school.**

## PHYSICAL EDUCATION

The development and maintenance of a healthy body is essential for physical well being and good mental health. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. P.E. classes with the P.E. teacher are provided three times a week for students in grades K-5. Tennis shoes are required.

## YOUR SCHOOL DAY

Each student is assigned to a self-contained class for most of the instructional day. The goal of Ashburn Elementary School is to provide meaningful instruction for each child, paying attention to individual abilities, needs, and interests. Pupils in grades K-5 also attend regularly scheduled classes for music, art, physical education, and library.

### CHANGING AFTER-SCHOOL ARRANGEMENTS

**All children are expected to go home or to their child care provider each afternoon following the school day.** If they will be visiting friends after school, please send in a **written** message giving your permission. The message should include the name of the child whose home he/she will be visiting. The teacher will be sending that note to the office so they can issue a bus pass. **Children will not be allowed to use the school telephone to make such arrangements.**

### COMMUNICATING WITH PARENTS

Every week the **“Thursday Folder”** will be sent home with the student’s work. The folder may also contain announcements from the office and/or the PTO. Parents are asked to check the folder each week, **sign it** and return to school on Friday.

Every effort is made to keep parents informed of what is happening at school. Each teacher sends home a monthly newsletter, as well as other communication. The School’s monthly newsletter is posted on our website under the short cuts tab. It is essential that parents take the time each evening to go through their children’s backpacks. Keeping informed will aid both the parent and child in keeping organized and knowledgeable about what is happening in the classroom and the school.

### CONFERENCES

Ashburn staff encourages frequent parent communication. All parents will be scheduled for a conference during the first grading period. Additional conferences may be requested by the parents or teacher at any time. Parents should call the teacher through

the school office to request a conference or email the teacher.

### FIELD TRIPS

Children at Ashburn are afforded the opportunity to visit various places of educational interest in the Washington area to enrich their classroom experiences. The trips are usually taken in a school bus under the supervision of the classroom teacher and parent chaperones. Parents who chaperone a field trip may not bring other children on the trip. Parental permission is required before any student is taken on a field trip.

### FIRE DRILLS and LOCK DOWN

Fire drills, held once a week during the first month of school and once a month thereafter, are mandatory by state law. Each class has an escape route to an outside area that is a safe distance from the building. During a fire drill children are moved to these designated areas in a safe, quiet, and orderly manner. Lock down drills are held to ensure students know safe places in the school building in case of an emergency that require students to stay inside the building.

### HOMEWORK

Homework is an extension of the learning that takes place in school. Homework provides practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. The LCPS guidelines for the amount of homework given each evening are as follows: children in grades one through three should be given no more than thirty minutes of homework each night; children in grades four and five should be given no more than one hour of homework a night. Most teachers do not assign homework on Friday nights.

Teachers in the upper grades will often assign children long-term projects. The expectation is that the children will learn to “pace themselves” and not save all of the work for one or two nights. If you have a question about the amount of homework your child is receiving (too much or too little) please discuss it with your child’s teacher.

## **PARTY INVITATIONS**

To avoid hurt feelings, children should not distribute party invitations at school unless every child in the class will receive an invitation.

## **REPORT CARDS**

The purpose of the report card is to inform parents of their children's academic and social progress. For students in K-3 specific coding will be used to help parents understand the progress their children are making in the primary skills as well as personal development. In grades 4 and 5, grades are recorded in the major subject areas as well as social and work habits.

Report cards are issued four times a year, after the end of each nine-week grading period. Any student who shows a marked drop in their achievement, or who is doing poorly in any subject, will receive an interim report midway through the grading period to inform the parents of any problems.

## **SCHOOL LIBRARY**

The library is open on a regularly scheduled basis and is supervised by the librarian. Library classes are held for grades K-5 weekly. Classes are held for the purpose of library instruction as well as for the enjoyment of the materials and books.

Students are allowed to use the library during library hours with the permission of their classroom teacher. They may use the library to check out books or magazines, return books, do reference work, or work on special projects. There is no fine for overdue books, although students will not be allowed to check out additional books until overdue books are returned. If a book cannot be found, the child will be assessed a fee to cover the cost of the book.

The library collection is continuously updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual material is available through the library for teacher use in the classroom.

## **SCHOOL BREAKFAST AND LUNCH**

A nutritious breakfast and lunch are served each day in the cafeteria. The cost for breakfast is \$2.10 (drink included) and the cost for lunch is \$3.05 (milk included). A lunch menu can be accessed on the website.

Milk is sold daily for those who choose to pack their lunch. Children are not allowed to bring glass containers to school. Ice cream is also available for sale.

**Reminder: Loudoun County Policy prohibits the possession/use of any weapon, including a knife for cutting food at lunch, on school property.**

Every child should eat lunch. Only those children with a written note from their physician stating a medical reason why they cannot eat lunch will be excused from eating lunch. If a student forgets or loses his/her lunch money, an "alternate lunch" (sandwich and milk) will be provided to students at no charge.

Pupils are entitled to free or reduced price lunches if the family qualifies. Forms are sent home with every student at the beginning of school. Forms may also be obtained from the office at any time during the year.

## **CAFETERIA BEHAVIOR**

All students are expected to respect self, others and property in the cafeteria at all times. Classes are rewarded for exemplary behavior.

## **SELLING**

It is Loudoun County School Board policy that elementary age school children not be allowed to sell anything before, during, or after school. To abide by this policy we ask that Ashburn Elementary students not bring items for a non-school organization to sell to staff and students. Examples of this include older siblings' fund raising items, sports fund raising items, Girl Scout cookies, Boy Scout popcorn, etc. Your cooperation is appreciated.

## **SCHOOL TELEPHONE**

Children may use the telephone in the office only in an emergency. **Forgotten homework, lunches, notes, etc, do not constitute an emergency.**

## **SIGN OUT**

When a parent must pick up a child before regular dismissal time (2:35), a parent must come into the office and sign out the child. A member of the school staff will get the child from the classroom. Children will be released only to their parents or legal guardian unless we receive **written** notice that someone else will be picking them up. Parents may **not** go directly to classrooms to pick up children or deliver items to the students.

## **SNACK**

Students may bring a light snack each day – cheese, crackers or fruit are always appropriate. It is not necessary to send in a drink with your child. If you choose to send in a drink, we would recommend juice or a bottle of water. **Sodas are not permitted.**

## **TEXTBOOKS**

Textbooks are provided to all students in Loudoun County. Students are responsible for all books loaned to them and for any loss or damage. If a book is lost, misused, or damaged beyond reasonable repair, the student shall replace the book. The student shall pay a fine for minor damage. Parents should carefully check books at the beginning of the year and return the signed book loan form to the school.

## **VISITORS**

Visitors to Ashburn Elementary School are always welcome. However, in order to protect instructional time, interruptions to the classroom are kept to a minimum. **Any items such as forgotten books, homework, lunches, etc., and any messages will be forwarded to the students via the office staff.**

All visitors entering the school must show identification to be granted access. Upon entering visitors must sign in and wear a visitor badge.

**Please do not go directly to your child's classroom. Additionally we ask that you not drop by a teacher's classroom unexpectedly for a conference.**

**Please call or email to arrange a time with the teacher. Your cooperation is greatly appreciated!**

## **PARENT VOLUNTEER PROGRAM**

Our Parent Volunteer program is organized through the Parent Teacher Organization (PTO) and the classroom teachers. Parents are invited to share their talents and expertise in many ways throughout our school. The basic requirements for volunteer service are an interest and pleasure in working with the children, and a commitment to volunteering. A parent volunteer must also have a current TB test on record with the school prior to working with the students.

Parents can assist teachers by being classroom tutors, storybook readers, art helpers, computer aides, field trip chaperones, Watch Dog Dad, or a guest speaker.

Please ask for and read your Parent Volunteer Handbook carefully.

## **BIRTHDAY CELEBRATIONS**

Ashburn Elementary would like to promote healthy eating habits for all our children. The following guidelines are recommended for birthday celebrations. **Please do not send in any food items.** This allows us to meet the needs of our students who suffer from food allergies. Other ways we can celebrate are fun pencils, stickers, school supplies, or recess equipment. Students may also bring in a board game for the class to share.





# STANDARDS OF BEHAVIOR

The purpose of the student being in school is to learn. Students learn best when they are engaged in the learning process. If a student does not understand something or is worried, he/she should discuss the problem with the teacher. The principal and guidance counselor will also assist at any time.

## CODE OF CONDUCT

Ashburn Elementary is a PBIS (Positive Behavior Intervention and Support) school. Students are continuously encouraged to respect self, to others and property.

Students at Ashburn Elementary School are expected to put forth their best effort to follow the Ashburn Code of Conduct at all times:

- **Safety:** *Are my actions safe for myself and for others?*
- **Respect:** *Do my actions show respect for myself and for others?*
- **Honesty:** *Do my words and actions represent truth?*
- **Responsibility:** *Do my actions meet the expectation to take care of myself and be a dependable member of the community?*
- **Courtesy:** *Do my actions help make this a nice place, where people feel welcome and accepted, and where they can do their work without disruptions?*

## SCHOOL RULES

As a good citizen of Ashburn Elementary School, I (each student) will....

- Remember that I am here to learn
- Follow my school and classroom rules
- Be respectful to everyone
- Behave appropriate in my school at all times
- Follow directions the first time they are given.

## CLASSROOM RULES

Each classroom teacher will establish basic classroom procedures, rules, and consequences. The children will discuss these rules in the beginning of the year and will practice and learn the desired behaviors. The teachers will reinforce the procedures and rules throughout the school year. In addition, specialists and other areas of the school (i.e. art, music, P.E., cafeteria, etc) have specific rules to be followed.

## GRADE-LEVEL BEHAVIOR PLANS

Each grade level has developed its own plan to 1) acknowledge the positive efforts of students and 2) address student behaviors that are in need of improvement. Reteach and practice expected behavior. Information regarding your child's grade-level plan will be sent home by his/her classroom teacher.

## STUDENT RECOGNITION

Monthly ceremonies will be held throughout the year to recognize our Golden Dolphin students in K-5. Students and their parents will be invited to attend these events.

These accomplishments are also announced over Ashburn's morning news show on closed-circuit T.V.

## DISCIPLINE

Teachers have the authority and responsibility to maintain discipline in the classroom. When a student is having a problem, the teacher may: conference with the student, conference with the parents, or use classroom disciplinary procedures. Children who continually disregard classroom or school rules may be sent to the assistant principal or principal's office.

## CAFETERIA BEHAVIOR

Students are expected to sit quietly in the cafeteria and enjoy their food and friends. Good table manners and conversation in a normal voice are stressed. Once seated at their assigned table, children are not allowed out of their seats, unless they have permission from the adult on duty. Students are expected to eat their own lunch and will not be allowed to trade food. Children who do not display appropriate cafeteria behavior might be asked to eat lunch in the office and review expectations.

It is important that you talk with your children about appropriate cafeteria behavior, as well as the need to respect the lunch monitors who are on duty in the cafeteria. Classroom teachers will monitor cafeteria behavior of their students and address issues through the grade level behavior plans.

The following rules are posted in the cafeteria and are routinely discussed with the children:

- Be respectful
- Use quiet voices
- Keep hands and feet to yourself
- Keep your space neat and clean
- Raise your hand to leave your table
- Walk in the cafeteria

## STUDENT RIGHTS AND RESPONSABILITIES HANDBOOK

In the beginning of each school year, every LCPS student has access to a handbook setting forth system rules and expectations for student behavior. It is incumbent upon every parent to read this document carefully **before signing the signature page** and to help all students understand the rules and expectations our county has set forth.

## ARTICLES BROUGHT TO SCHOOL

The school encourages children to bring educationally or related items with them for sharing. However, these items should be of interest, not toys. Loudoun County Policy prohibits the possession of any weapon while under school control. A weapon is defined as any instrument which could injure, harm, or endanger the physical well-being of another person. All toy weapons are also prohibited. Live animals may be brought only with the prior permission of the principal.

## GUM

Children are **NOT** allowed to chew gum on the school bus, or any time during school hours.



## SCHOOL SUPPLIES

Teachers will send a supply list home with students at the end of the year and at the beginning of the year. These supplies have been packaged and may be bought through the PTO. School supplies such as crayons, pencils, erasers, and folders are also on sale each morning in our school store.

# TRANSPORTATION

## BUS TRANSPORTATION

Free bus transportation is provided to all students who live in the bus zone. The Transportation Department will assure safe transit of all bus riders. Children need to maintain orderly behavior and respect the bus driver while riding to and from school.

Children who persist in disruptive behavior can be denied temporarily (or permanently, in some extreme cases) the privilege of riding the bus. Inappropriate school bus behaviors include but are not limited to:

1. Vandalism.
2. Sticking arms, head, or anything out of the bus windows.
3. Carrying unsafe objects (matches, knives) on the bus.
4. Being involved in or causing, a fight.
5. Getting out of the seat when the bus is moving.
6. Becoming too loud.

Children are expected to display appropriate behavior while waiting at the bus stop each morning.

## BIKE RIDERS

Children in grades 1-5 are allowed to ride their bikes to school. Children riding their bikes to school **MUST** wear a bike helmet. Bike safety rules must be followed at all times. Bike racks will be available at the school for children to park their bikes. Children riding bikes should always use a bike lock as the school will not be responsible for the bikes during the day. Bikes must be walked through the tunnel and on school property.

Children may not ride skateboards or roller blades on school property.

## PARENT TRANSPORTATION

If a parent is transporting a child to and from school, please follow these guidelines:

1. Children should be dropped off and picked up in the parent drop off lane.

2. Please remember: **NEVER** pass a yellow school bus or commercial day care van when its lights are flashing.

3. Parents may not leave their parked cars in the drop-off lane. If you must come into the building, please park your car in the lot.

4. Please make sure your child is ready to get out of your car immediately when you pull up to the building. Children should get out on the right hand side anywhere along the loop. Parents are asked not to pass vehicles in this lane when children are being dropped off or picked up.

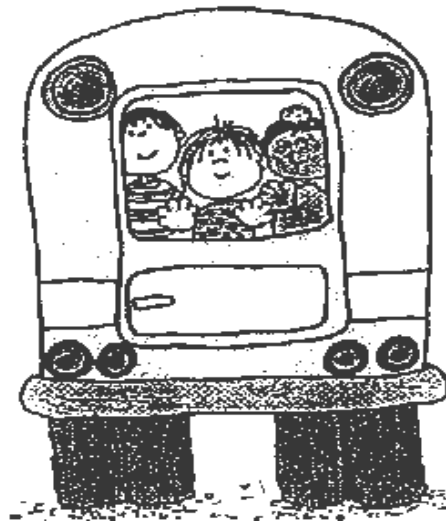
5. **During opening and dismissal times, the bus loop is reserved for bus drop off and pick up ONLY.**

6. Parents are requested to form a single lane and pull up as far as possible to pick up their child. Children are never allowed to cross traffic to a waiting car.

7. If a parent wishes to drop off or pick up a child from any of the parking areas, please park the car and accompany the child into the school.

8. Children may enter the school building through the double doors at the gym entrance.

**PARENTS PLEASE NOTE: All of the above steps facilitate the safe drop-off and pick-up of our students!**

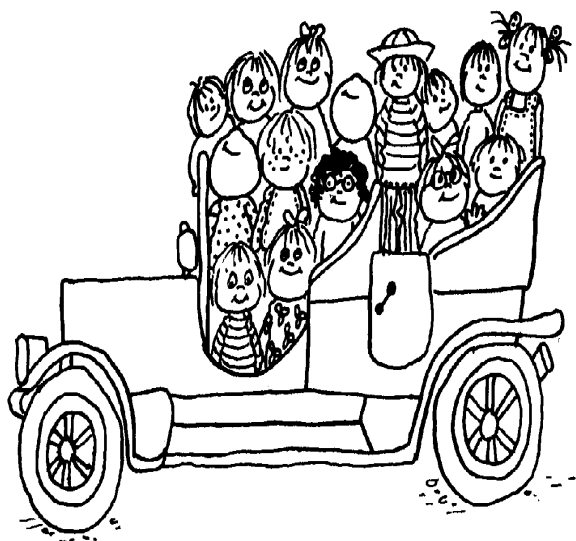


## WALKING

If your child is walking to school, please take time to go over safety rules such as always walking on the sidewalk, crossing streets carefully and coming straight home after school.

Additionally, a crossing guard will be stationed on Fincastle Drive at the entrance of the school. If your child lives on the east side of Ashburn Village Boulevard, he/she will be using the tunnel to cross Ashburn Village Boulevard.

Children residing in the Ravenwood Townhouses must walk to the tunnel and cross Ashburn Village Boulevard through the tunnel. **Even when accompanied by an adult, for the safety of the children, we encourage you to use the tunnel to cross Ashburn Village Boulevard.**



## 2019-20 School Calendar

- August 22:** First Day of School
- August 30:** School Holiday
- September 2:** Holiday (Labor Day)
- October 14:** Holiday (Columbus Day)
- October 28:** Student Holiday (County-wide Staff Development)
- November 4-5:** Student Holidays (Planning/Records/Conference Days)
- November 27-29:** Holiday (Thanksgiving)
- December 23-January 3:** Winter Break (Classes Resume January 6)
- January 20:** Holiday (Martin Luther King Jr. Day)
- January 21:** Moveable Student Holiday\*\* (Planning/Records/Conference Day)
- February 17:** Holiday (Presidents' Day)
- March 3:** Student Holiday (County-wide Staff Development)
- March 27:** Student Holiday (Planning/Records/Conference Day)
- April 6-10:** Holiday (Spring Break)
- May 25:** Holiday (Memorial Day)
- June 10:** Last Day of School/End of Grading Period

\*\*NOTE: Parents with childcare or other weekday scheduling concerns - Date of the Moveable Planning/Records/Conference Day between first and second semesters may change if the school calendar must be changed due to school closings for inclement weather or other emergencies.