

OAKVILLE SCHOOL

Student Handbook



2011 – 2012

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Dear Students/Parents:

This handbook is to familiarize you with Oakville School's procedures for an orderly successful school program. Oakville School policies reflect those established by the Board of Trustees of the Portage la Prairie School Division. Please take time to read this handbook.

If you have any questions throughout the year please feel free to call the school 267-2733/2404.

Sincerely,

*Mr. Graham Shindle, Principal,
Oakville School.*

STAFF

*Mr. G. Shindle
Mr. K. McDonald*

*Principal
Assistant Principal; K – 3 Phys. Ed.;
Gr. 4 – 8 Phys. Ed./Health; Gr. 8 Social Studies*

*Mrs. T. Cormier
Mrs. T. Sawchuk
Miss C. Thiessen
Mrs. A. Hill
Mrs. S. Smoliak
Mrs. N. Harrison
Mr. G. Burnett
Mr. D. Patterson*

*Kindergarten
Grade 1/ 2
Grade 2/3
Grade 2 & 4 Math
Grade 4/5
Gr. 6, 7 & 8 Language Arts; Grade 6, 7 & 8 Fine Arts
Basic French 4 - 8; Gr. 6 & 7 Social Studies;
Gr. 6, 7 & 8 Math; Gr. 6, 7 & 8 Science*

Mr. D. Reichert

Resource, Guidance; ELI; Gr. 6 & 7 Computer Applications

Ms. M. Metzloff

Reading Recover, Guidance; ELI; K – 5 Music;

Mrs. S. Kirton

Administrative Assistant

Mrs. B. Reimche

Librarian; Speech/Lang. Assistant

*Mr. C. Reimche
Mr. G. Ryyppo*

*Day Custodian
Night Custodian*

*Mrs. C. Comte
Mrs. M. Draycott
Mrs. T. Dyck
Mrs. D. McLeod
Mrs. A. Nicholls
Ms. G. Ross*

*Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant*

*Mrs. L. Lelievre
Mrs. B. Curle*

*Psychologist
Speech/Language Pathologist*

OAKVILLE SCHOOL BELIEF STATEMENT

We're proud of our School because we Believe.....

- *We show respect to our peers, adults, school and ourselves.*
- *We take pride in our school, our daily accomplishments and our school work.*
- *We attend our classes prepared and ready to work.*
- *We help each other in class and on the playground.*
- *We use our manners by saying "Please and Thank you."*

INSTRUCTIONAL GOALS OF OAKVILLE SCHOOL

These goals are endorsed by the Board of Trustees as being relevant for students of all ages. The instructional staff, the students of Oakville School will work toward the following:

- 1. To develop skills in communication (reading, writing, speaking, listening) and problem solving (mathematics, science) to the maximum of each student's potential.*
- 2. To develop a student's ability to think, reason and use information constructively and creatively.*
- 3. To help a student gain feeling of worth by developing their confidence, self-respect and feeling of pride in their own accomplishments.*
- 4. To develop an attitude of respect and cooperation toward people with whom we work and live and toward people of a different race, creed and culture.*
- 5. To arouse student's curiosity and encourage them to explore and experiment now and in the future.*
- 6. To assist the student in gaining knowledge and facts about the world in which they live.*
- 7. To develop in students those moral attitudes and values considered by our society as being consistent with good character.*

8. To develop physical fitness and physical skills and to introduce a variety of recreational and leisure time activities.

9. To prepare a student for a job.

10. To develop in students an appreciation of and respect for our democratic system.

STUDENT ABSENTEEISM

All students' absenteeism must be covered by an explanation from the parent or guardian. Written explanations, including date, directed to the teacher are preferred. Phone calls to the office are also acceptable in place of a note.

Should absenteeism become a concern regarding a student the school will contact Mrs. J. Murray, Division Attendance Officer, for assistance in addressing the possible problem(s).

STUDENT CONDUCT/DISCIPLINE POLICY

At Oakville School, maintaining the dignity of each person, in all situations, is crucial in managing behaviour. Effective discipline comes from the belief that teaching individuals to take responsibility for their behaviour is more motivating in creating behavioural changes than teaching individuals to be obedient in order to avoid punishment.

At Oakville School we believe in the responsibility model of discipline. By implementing logical and consistent consequences, and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behaviour, their choices, and their impact on others while still maintaining their dignity.

OUR MISSION: to ensure quality teaching and learning within a safe and caring environment.

OUR GOAL: to continue to build a Caring Culture within our school community, where students, staff and parents encourage, value, support one another, and feel safe; and where abuse, bullying, and discrimination are unacceptable.

OUR PLAN: to value Respect, Responsibility, Safety, and Praise (R.R.S.P.)

R. We will demonstrate **RESPECT** by: treating others as they would like to be treated themselves, listening carefully to any person who is speaking, and caring for personal and school property.

R. We will demonstrate **RESPONSIBILITY** by: making wise choices, doing our best work, completing our assignments, and taking steps to help stop bullying.

S. We demonstrate **SAFETY** by: walking quietly in the hallways, keeping hands, feet, and other body parts to ourselves, organizing and picking up our materials, and keeping our space tidy.

P. We will demonstrate **PRAISE** by: celebrating our own and other's successes.

Unacceptable Behaviours – are those that interfere with the R.R.S.P.'s; they include all aspects of bullying:

Physical Aggression – pushing, grabbing, hitting, pinching, spitting, tripping, etc.

Social Alienation – gossiping, embarrassing others, ethnic slurs, excluding from group, etc.

Verbal Aggression – mocking, put downs, swearing at others, etc.

Intimidation – threatening others to do something; threatening with a weapon, playing a dirty trick, etc.

Sexual Harassment – remarks, gestures, or action of a sexual nature.

Bullying is:

- When a person is the target, over time, of repeated negative actions.
- When one person has more power, so the person being victimized feels that they can't defend him/herself.
- When a person, who is the target, may feel embarrassed, hurt, scared, and/or angry.

Discipline Referrals

Procedure:

1. All infractions will be recorded. The homeroom teacher will receive a copy of the behaviour form.

2. For Minor infractions, it is the responsibility of the “adult in charge” (teacher, administrator, educational assistant, librarian, volunteer, etc.) to intervene and assign consequences that may be warranted from the list of consequences for minor consequences. If it is not the homeroom teacher who initially intervenes, the behaviour form will be forwarded to the student's homeroom teacher. Parent(s) may be notified.
3. For Major infractions, an administrator will be involved in the process. Parent(s) will be notified.
4. Positive/appropriate behaviour will be recognized and celebrated.

Definition of Terms:

Infraction – any inappropriate behaviour that does not follow the guidelines of the classroom or school community.

Consequence – a fair and logical action that addresses the inappropriate behaviour.

Restitution – an assigned project which provides an opportunity to demonstrate acceptable caring behaviour.

Minor Infractions

1. Name calling – includes put-downs, teasing, etc.
2. Ignoring the bell
3. Accumulation of 3 late assignments
4. Leaving school property during recess/noon hour without permission
5. Neglecting to tidy up after themselves
6. Neglecting to show appropriate hallway/assembly behaviour
7. Forgetting to use good manners
8. Forgetting to follow classroom/school rules
9. Bringing personal items to school without permission
10. Littering on school property
11. Inappropriate physical contact/public displays of affection
12. Continually forgetting to bring appropriate books to class
13. Violation of the 'Internet Use Policy'

Consequences

1. Verbal reminder/conversation
2. Student is given a time-out

3. *Place student in a “No-Play” zone outside to observe appropriate behaviours (shadowing)*
4. *Recess, noon hour, or after school detention*
5. *Confiscation of property for a day*
6. *Child phones home*
7. *Parent(s) notified*
8. *Others??*

Restitution

1. *Note of apology*
2. *Written reflection about incident*
3. *Teaching opportunity (e.g. student prepared a lesson for younger grade)*
4. *Project work*
5. *Others??*

Major Infractions

1. *Fighting*
2. *Anything that compromises safety of others and self*
3. *Disrespectful behaviour/language*
4. *Vandalism*
5. *Theft/extortion*
6. *Violation of Division Policy*
7. *Swearing*
8. *Bus transportation report*
9. *Threats/intimidation*
10. *Repetitive minor infractions*
11. *Skipping out of School*
12. *Inappropriate physical contact/public displays of affection*
13. *Cheating / Plagiarism*
14. *Violation of the ‘Internet Use Policy’*
10. *Defiance*

Consequences

1. *Sent to see administration*
2. *Parents informed each time via phone call or letter*
3. *Detentions (working on letters, picture, or assignment related to the incident) set by Administrator*
4. *Loss of privileges*
5. *3 after school detentions*
6. *In-school suspension*
7. *Out-of-school suspension*
8. *Child phones home*
9. *Documentation in cum file*
10. *Police involvement if needed*
11. *Others??*

SCHOOL RULES

THEFT

Students must respect the property of others and the school. Stealing is wrong and creates a feeling of mistrust. Students should not go into other students lockers, “borrow” something without asking the appropriate person, or take home items that do not belong to them. Students caught stealing will be subject to suspension and the R.C.M.P. may be contacted.

SMOKING

1. Students are not allowed to smoke or bring cigarettes into the school or the school grounds. Students caught smoking or carrying cigarettes could be subject to suspension.

2. Students shall not smoke at any time when on field trips, athletic trips or dances. It is not permissible to smoke at any function organized by the school or by a group within the school e.g. Student Council.

3. Students caught smoking will be subject to suspension and the R.C.M.P. may be contacted.

DIVISION POLICIES

The following policies may be obtained at the Portage la Prairie School Division website (www.plpsd.mb.ca/division/policies.html) or a copy made be obtained from the school office.

*Drug & Alcohol
Weapons
Gang-Related Insignia
Search & Seizure
Bullying www.bullying.org
Student Conduct at
School Events
Cell Phone Use*

PROFANITY

Any degree of profane or vulgar language will not be tolerated while you are at school or participating in school related activities.

SUNFLOWER SEEDS

For sanitary reasons as well as cleanliness students are not allowed to have sunflower seeds in the school.

CLOTHING

Division Student Dress Code

It is the expectation of the Portage la Prairie School Division that students shall be dressed appropriately for school and all school related activities.

1. *Students are to dress in a manner that would indicate that they have pride in themselves and in their school:*
 - * *No halter tops, tube tops, spaghetti straps, revealing clothing, muscle shirts*
 - * *No underwear showing (tops or bottoms)*
 - * *Skirts, skorts, and shorts must be mid-thigh or longer*
 - * *Midriff is to be covered*
 - * *No gang paraphernalia or gang-related insignia*
 - * *No clothing with objectionable material including references to drugs, alcohol, profanity, violence, gangs, degrading other or oneself or any other unwholesome ideas*
 - * *No headwear (i.e. hats, ball caps, hoodies, or bandanas)*
 - * *No outdoor clothing in the classroom*
 - * *No heavy chains*
2. *Students are also expected to dress in a manner that does not pose a health or safety hazard (i.e. warm outerwear for bus travel in winter, suitable attire for physical education and vocational classes, footwear at all times).*
3. *Students who are dressed in clothing viewed unacceptable by school administration will be asked to change or cover that clothing.*

The above expectations shall be dealt with at the discretion of the principal on an individual basis.

LOCKERS

1. All lockers are to be kept as clean and tidy as possible. DO NOT LEAVE ARTICLES ON TOP OF THE LOCKERS. The school reserves the right to inspect lockers assigned to students.

2. The school strongly recommends that students use a lock for their locker. Combination locks can be purchased from the school for \$5.00.

NOON HOUR & RECESS (K-5)

1. All students are to go outside during recesses and noon hour to play; exceptions during cold & inclement weather.

2. Students with colds, illness, etc. will be allowed to spend noon or recesses in the classroom, reading and/or doing homework. Parents are requested to send a note to the school requesting their child stay in during these times.

3. Any students in Grades K – 5 will keep all electronic devices in their lockers during the school day.

HANDS OFF POLICY (K-5)

Students are expected to play and interact without aggressive physical contact. This includes: hitting, grabbing, pushing, kicking, etc. Students that receive 3 hands off slips will automatically lose a recess break. Chronic offenders may lose recess for an extended period.

NOON HOUR AND RECESS (6, 7& 8)

On occasion Jr. high students will have permission to remain in the school at noon and recesses. When this happens they will have 3 choices: Classroom/Gym/Outside. Should behavior get too rowdy this rule will be changed and all students could end up having to go outside.

LUNCH

1. Eating lunch in the classroom from 11:45 am to 12:05 PM is a privilege. Students who do not follow the lunch guidelines will have this privilege removed for a specified period of time. Lunch hour guidelines listed below.

- *Stay in your room – permission from the Noon Hour Supervisors is required for washroom use/water fountain drinks!!*
- *Stay at your desk (no disposal of garbage until 12:05)*
- *Purchase milk before 12:00 noon*
- *Keep voices down*

- *Eat your own lunch (no swapping)*
- *Clean up after yourself/ wash hands*
- *Show respect by listening to your lunch supervisor*
- *Finish up by 12:05 pm*

2. IF POSSIBLE, we would ask that town students please have their lunch at home as this will help with supervision.

USE OF GYM

Students must not be in the gym without being accompanied by a teacher. There are no exceptions to this rule.

MORNING ARRIVAL AT SCHOOL

Doors do not open until 8:30 a.m. Parents of town students are asked to please ensure that their children do not arrive before this time. This is when teacher supervision begins so that we can be aware of the students' arrival and try to ensure their safety. This time also coincides with the arrival of our first bus.

LEAVING THE SCHOOL GROUNDS

Students are not allowed to leave the school grounds at noon, recess or any other time of the day, unless they have a note signed by the parent or guardian. The note must include the date and the student's name and be dropped off at the office. The student must then sign out.

DISMISSAL

1. All students who do not travel by bus must remain inside the school in their classrooms until all buses have left.

2. Board your bus as quickly as possible. We are all waiting for you.

3. If your parents are waiting for you at 3:30 PM you must still wait inside the school with the town students. However, if your parents come into the school to get you, you may leave before the buses do. Hopefully, this rule will prevent children from walking among the buses as they look for their parent's car.

4. Students walking to the rink for skating, hockey or curling must wait for the buses to leave.

STUDENTS ENTRANCE / EXIT

In an attempt to ensure a safe and orderly traffic flow the following exits are to be used for each grade level.

Kindergarten, Grade 1, 2, 3 - Northeast exit;

Grade 8 - Southeast exit;

Grade 4, 5 - Northwest exit;

Grade 6, 7 - Southwest exit;

EXTRA-CURRICULAR ACTIVITIES

- 1. The staff is committed to supporting activities that are educational, fun and of value to the school and its students. We urge you to take part in as many activities as you can handle. Join the activities and school will be more fun. Blue Cross is required for inter-school athletics and ski trips.*
- 2. Students may be required to pay a fee for field /bus trips .*
- 3. Jr. High students must have and maintain a minimum of 55 % in all subject areas to be eligible to participate in extra-curricular activities. This will include field trips, class trips, and athletics.*

FIELD TRIPS

Field Trips are a privilege that students may experience during the school year. Students earn this privilege by exhibiting a cooperative, respectful attitude with peers and staff, and by following the basic rules and standards of our school. An out of school suspension or a continual pattern of late assignments are examples that could result in a student not being allowed to go on a field trip. Blue Cross is required for overnight field trips, team sports, and ski trips.

SCHOOL RELATED ACTIVITIES

For activities such as dances, field trips and sports trips, the same behavior expectations exist for our students. Inappropriate behavior will receive the same action as if it had happened at school.

STUDENT EVALUATION

- 1. Students are evaluated continuously. Completion and quality of daily assignments and projects are considered in addition to teacher-made tests. Junior High students are required to write exams.*

2. *Written reports will be issued three times: November, March & June.*
3. *Oral Reports/Three Way Conferencing/Parent-Teacher Interviews will be held twice a year.*
4. *Promotions in Grades 6, 7 & 8 will be determined by the Principal in consultation with the classroom teacher.*

BAND CLUB

Students belonging to the Band Club Gr.6, 7 & 8 will be expected to attend over the lunch hour up to 3 times per cycle and participate in two compulsory performances.

JUNIOR HIGH EXAMS (Gr. 6, 7 & 8)

1. *All Jr. High students will write January exams. These examinations are generally 1 ½ hours in length and will constitute 30% of the term mark.
Exams that will be written are:
Gr. 6- ELA & Math;
Gr. 7 – ELA, Math & Science;
Gr. 8 – ELA, Math, Science & Social St.*
2. *To be exempt from writing the June Modules a student must have attained the following:
*their individualized exemption mark
*all assignments completed on or before **June 8, 2012.**
teacher recommendation

SCHOOL DANCES

1. *No alcohol or non-medical drugs allowed.*
2. *When a student leaves the dance, he/she is not allowed to return.*
3. *Jr. High are entitled to 3 dances per year - (2 after school dances from 4:00 to 7:30 p.m.); (1 farewell prom dance from 7:00 – 10:30 p.m.); 2 Soc Hops – 1 Christmas Soc Hop (last day before break); and 1 Spirit Week Soc Hop (last day before March break).*
4. *There must be a visible space between students that are engaged in a dance.*
 - *No one is to be sitting on one another's laps or resting legs or heads over one another's laps.*
 - *Students are not to lie across chairs/benches or lie down on the floor.*
 - *Dress Code is in effect at all times!*

Note: Failure to comply with the above will result in parent/guardian being contacted to pick up their son/daughter.

SCHOOL BUS CONDUCT GUIDLINES

For the safety of all those riding the school bus, the following rules have been approved by the Board of Trustees of the Portage la Prairie School Division.

1. *Classroom standard of student conduct shall be expected at all times.*
2. *Each student shall be seated immediately upon entering the bus in the place assigned by the driver. This place shall remain his seat until further notice by the driver.*
3. *No students shall stand or move from place to place during the trip.*
4. *Absolutely no smoking, eating, or drinking shall be allowed on the bus. Students are to hurry to the bus prepared with all homework assignments, book bags, etc. Once on the bus students will not be allowed to go back in to the school.*
5. *No windows or doors will be opened or closed except by permission of the bus driver.*
6. *No students shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.*
7. *Students must make every effort to board their bus for the return trip home as quickly as possible.*
8. *Any student not intending to ride on the bus either morning or evening must notify the driver, preferably the night before.*
9. *No school bus shall be used to carry any animal, firearm, explosive, flammable liquid, or anything of a dangerous or objectionable nature, or any article likely to endanger the safety of the passengers.*
10. *Unless ahead of schedule, the school bus driver is not required to wait for any individual at the point of pick up. The driver may, however, wait up to 2 minutes if time permits. He will not leave behind any student he can see unless that student is habitually tardy.*
11. *Students who act inappropriately on the bus may have this privilege suspended for a period of time.*

OAKVILLE PARENT COUNCIL

Oakville Parent Council works in partnership with Oakville School in providing parents and community with information regarding the

school and education. It has also been involved in other functions such as pot luck, fundraising and staff appreciation day. Please look for information on the Oakville Parent Council in newsletters regarding grade representatives, meetings, and other events.

SCHOOL LIBRARY

1. Students wishing to use the library at recess or noon hour will be permitted. Absolute quiet is expected at all times..

3. Students will be held responsible for lost library books.

CLEANLINESS

Cleanliness is a very important aspect of any school. Students can help in keeping the school clean by:

- a) keeping desks (and lockers) organized and tidy
- b) being responsible for the care of their books
- c) using a second pair of runners for the gym and for the school on days of bad weather
- d) using the mud scrapers provided at each entrance and removing footwear when inside on days of bad weather
- e) ensuring that their garbage goes into the garbage can

DAMAGE TO SCHOOL PROPERTY

1. Students will be held responsible for damage to school property resulting from willfulness or neglect. The school will be asking the student and/or the parent to make restitution.

2. You should take pride that Oakville School has an excellent record in this area.

EMERGENCY DRILLS

Oakville School holds 10 emergency drills throughout the year.

They include fire drills, evacuation drill to the Oakville Hall, lockdown drill & tornado drill. For details on each, please visit the school office.

CARE OF TEXTBOOKS

Textbooks usually cost in the range of \$50.00 - \$75.00 to replace. Be as careful with them as possible. Anyone causing unnecessary damage to a text or loss of a book will be charged the full cost of replacement.

AWARD CRITERIA

Highest Average Award (Grades 6,7 and 8)

To be presented to the student in each of the aforementioned grades who achieves the highest cumulative average mark in the following subjects; Math, Science, English Language Arts, Social Studies and French. In order to be eligible to win this award, students must meet or exceed the following criteria:

- All assignments completed and turned in to the appropriate teaching staff no later than 3:30 PM on June 8, 2012.
- All work assigned after June 10, 2011 is turned in to the appropriate teacher in a timely fashion.
- Student is exempt from all Modules.
- Student meets expectations and obligations of the Social Contract according to the judgment of the Jr. High teaching staff and school administration.
- Student has completed all required work to the satisfaction of the teacher.
- The endorsement of school administration.

General Proficiency Award (Grades 6,7 and 8)

To be presented to the student in each of the aforementioned grades who displayed an outstanding work ethic, attitude and positive approach throughout the school year while respectfully interacting with all students, staff and school visitors. In order to be eligible to win this award, students must meet or exceed the following criteria:

- All assignments completed and turned in to the appropriate teaching staff no later than 3:30 PM on June 8, 2012.
- All work assigned after June 8, 2012 is turned in to the appropriate teacher in a timely fashion.
- Student is exempt from all Modules.
- Student meets expectations and obligations of the Social Contract according to the judgment of the Jr. High teaching staff and school administration.
- Student has completed all required work to the satisfaction of the teacher.

- *Student has made a positive contribution to all aspects of the school community. Examples include athletics, music and volunteer organizations such as Peer Tutors or Peer Connectors.*
- *The endorsement of school administration.*

Junior High Top Athlete Award Criteria

Presented to a Grade 6, 7 or 8 student determined by the Oakville School Physical education staff to best exemplify the following qualities:

1. *Leadership*
2. *Determination*
3. *Commitment*
4. *Sportsmanship*
5. *Participation*

This award shall include the above 5 criteria in regards to a students' involvement in regular class, intramurals and inter-school activities.

ORGANIZATION OF SCHOOL DAY

8:30	<i>School Doors Open</i>
8:55	<i>First Bell</i>
9:00	<i>Second Bell</i>
9:00 - 9:03	<i>Opening Exercises</i>
9:03 - 9:40	<i>First Period</i>
9:40 - 10:17	<i>Second Period</i>
10:17 - 10:32	<i>Morning Recess</i>
10:32 - 11:09	<i>Third Period</i>
11:09- 11:46	<i>Fourth Period</i>
11:46 -12:46	<i>Noon Recess</i>
12:46 - 1:01	<i>USSR</i>
1:01 - 1:23	<i>Fifth Period</i>
1:23 - 2:00	<i>Sixth Period</i>
2:00 - 2:15	<i>Afternoon Recess</i>
2:15 - 2:52	<i>Seventh Period</i>
2:52 - 3:29	<i>Eighth Period</i>
3:29 - 3:34	<i>Students return to Homeroom</i>
(closing exercises)	<i>- Agenda Time, classroom cleanup</i>

2011 – 2012 SCHOOL CALENDAR

2011

<i>Sept. 8</i>	<i>First day for students</i>
<i>Oct. 10</i>	<i>Thanksgiving- (sch. closed)</i>
<i>Oct. 11 (Tue.)</i>	<i>Prof. Dev. Day – (no classes)</i>
<i>Oct. 21(Fri.)</i>	<i>S.A.G. In-service – (no classes)</i>
<i>Nov. 11(Fri.)</i>	<i>Remembrance Day–(sch. closed)</i>
<i>Nov. 18(Fri.)</i>	<i>Parent/Teacher Day</i>
<i>Dec. 22</i>	<i>Last Day Fall Term</i>
<i>Dec. 23 – Jan. 6</i>	<i>Christmas Break</i>

2012

<i>Jan. 9 (Mon.)</i>	<i>First Day Spring Term</i>
<i>Feb. 20(Mon.)</i>	<i>Prov. Holiday – (sch. closed)</i>
<i>Feb. 24(Fri.)</i>	<i>Prof. Dev. Day – (no classes)</i>
<i>Mar. 2(Fri.)</i>	<i>Parent/Teacher Day</i>
<i>Mar. 26 – 30</i>	<i>Spring Break</i>
<i>Apr. 2(Mon.)</i>	<i>First Day Spring Term</i>
<i>Apr. 6</i>	<i>Good Friday – (sch. closed)</i>
<i>Apr. 13(Fri.)</i>	<i>Prof. Dev. Day – (no classes)</i>
<i>May 21</i>	<i>Victoria Day - (sch. closed)</i>
<i>June 22(Fri.)</i>	<i>Admin. Day – (no classes)</i>
<i>June 28(Thurs.)</i>	<i>Last Day for Students</i>
<i>June 29</i>	<i>Admin. Day</i>