

School Year Calendar: 2013-2014

Please Note Early Release times: Pre-K at 10:15am; Pep C at 11:20am; Grades 1 – 5 & SCB at 12:35pm

DATE	EVENT	NOTE
Fri, August 23	“Sneak Preview” at Cashell ES	10:00 - 11:00 – all families 11:15 - 12:15 – Grs 1 – 5 <u>Families new to Cashell ES</u>
Mon, August 26	First day of school for students	
Mon, September 02	Holiday - Labor Day	Offices & schools closed
Thu, September 05	Rosh Hashanah	No school for students and teachers
Fri, September 27	<u>Tentative</u> : early release	Planning/grades/interims
Fri, October 18	MSEA - MCAAP Fall Conference	No school for students and teachers
Fri, November 1	Professional day for teachers	No school for students Planning/report card prep
Mon - Tue, November 11, 12	Early release days	K – 8 Parent Conferences.
Wed, November 27	Early release day	Thanksgiving Holiday
Thu, November 28	Holiday - Thanksgiving	Offices & schools closed.
Fri, November 29	Holiday - Thanksgiving	Offices & schools closed.
Mon, Dec. 23 – Tue, Jan 1	Christmas Holiday & Winter Break	No school for students and teachers.
Mon, January 20	Holiday - Martin L. King, Jr. Day	Offices & schools closed.
Tue, January 21	Professional day for teachers	No school for students
Mon, February 17	Holiday - Presidents' Day	Offices & schools closed.
Fri, February 28	<u>Tentative</u> : early release	Planning/grades/interims
Fri, March 28	Professional day for teachers	No school for students.
Mon- April 14 – Mon, April 21	Spring break and Easter Holiday	No school for students and teachers.
Mon, May 26	Holiday - Memorial Day	Offices & schools closed.
Thu, June 12	Early release day K-12	Last day of school for students

School Contingency Calendar, 2013-2014

If the school year should be disrupted by emergencies and schools are closed, the school year will be extended.

If schools are closed...	The school year will be extended by...
5 days	one day to June 13, 2014
6 days	two days to June 13 and 16, 2014
7 days	three days to June 13, 16, and 17, 2014
8 days	four days to June 13, 16, 17, and 18, 2014
9 days	five days to June 13, 16, 17, 18, and 19, 2014

Attendance Policy on Reverse

Attendance Policy

Montgomery County Public Schools implements an attendance policy in accordance with the *Maryland Student Records System Manual*, Maryland State Department of Education.

- Students will be recorded as *a.m. absent*, if they arrive at school more than two hours late.
- Students will be recorded as *p.m. absent*, if they leave school more than two hours early.
- Students will be recorded as either *a.m. absent* or *p.m. absent*, if they are absent from school for more than two hours, but less than four hours during the school day.
- Students will be recorded as *full-day absent*, if they are present for less than two hours of the school day.
- Students will be recorded as *full-day present*, if they are present for more than four hours of the school day.

Attendance Reporting At Cashell (absence, tardy, early departures)

- Please call and leave a message on the office phone (301-924-3130) ***OR***
- Please email your child's teacher and copy Mrs. Dailey (gail_m_dailey@mcpsmd.org)
- ***Student absences are marked "unexcused" unless we receive a note or call from parents.***
- For early departures or changes in dismissal routine: please send in a note with your child. It is very important that we do not interrupt classroom instruction with changes in after-school plans.

Attention Cashell Parents

Help us help our kids become more independent ☺

Students are in school for only six hours a day. There are many things to accomplish each day.
Every minute of instructional time is precious!

Please adhere to the following guidelines so that we can minimize interruptions to your child's instructional day.

- Change of plans for dismissal: Send in a note with your child or email the teacher ***early*** in the morning.
- Need to drop off something for your child? Bring it to the office ***early*** and we will put it in the teacher's mailbox, and notify the teacher via email. Teachers check the mailboxes during lunch breaks.
- Please adhere to our 3:30 pm deadline for re-entering the building to retrieve forgotten items.

Due to recent security issues, we can no longer allow parents to just 'pop into the cafeteria' to put a lunch box in a tote, or allow students/parents to return to their classrooms after 3:30pm.

We appreciate your cooperation ☺