

FATHER JAMES WHELIHAN ELEMENTARY AND JUNIOR HIGH SCHOOL

Student Handbook



70 Sunmills Drive S.E.
Calgary, Alberta
T2X 2R5

Telephone: (403) 500-2087
Fax: (403) 500-2287

Website + D2L Login:
www.cssd.ab.ca/schools/fatherwhelihan

Name: _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Homeroom: _____

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Father James Whelihan



Father James Whelihan was born on April 6, 1902 in Lucan, Ontario. After being awarded a B.A. with Honours from the University of Western Ontario, he entered the novitiate of the Basilian Fathers - a Catholic community of priests dedicated to the education of youth. Father Whelihan became a priest on December 21, 1930.

After some teaching assignments in Ontario and Texas, Father Whelihan was assigned to teach at St. Mary's High school in Calgary in 1933. During this time, Father Whelihan served as a teacher, vice-principal, athletic director and coach. He also served as an advisor on the city planning commission, became the director for athletics for Calgary Catholic Schools and became a member of the athletic board for the City of Calgary. Father Whelihan was inducted into the Alberta Sports Hall of Fame (1985) and also received the Order of Canada (1985). Father Whelihan passed away at St. Michael's hospital in Toronto on November 15, 1986.

Father Whelihan was loved by all of those that knew him. His fun loving nature and compassionate personality are remembered by the many students that had the privilege of learning from, and with Father Whelihan. His dedication to teaching students the importance of always doing your best is a philosophy that is still alive and well in the school that was named in his honour!

WORDS FROM FATHER WHELIHAN

Father James Whelihan was an extraordinary man who believed that we should strive to be:

“THE BEST THAT WE CAN BE”

The students, teachers, staff, and parents at Father Whelihan affirm that we have mutual rights and responsibilities towards each other. These are based on our Catholic faith, and the need for trust in a safe and healthy learning environment.

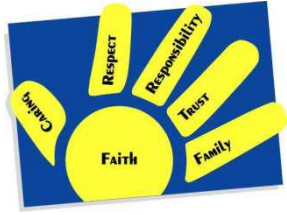
Therefore:

TAKE CARE OF YOURSELF;
You are made in the image and likeness of God.

TAKE CARE OF OTHERS;
They have dignity and work as a child of God.

TAKE CARE OF THIS PLACE;
God has made us caretakers of our world.

Welcome to Father James Whelihan 'A Catholic Community of Caring'



Where we model the values of Caring, Respect, Responsibility, Trust, Family & Faith

Welcome to Father James Whelihan Elementary and Junior High School. We recognize that before any meaningful learning can occur, a child must find comfort, joy and trust in the school environment. It is our sincere hope and our goal to provide such an environment for each student.

SCHOOL MISSION

As part of the school's 25th Anniversary, parents, students and staff developed a new school mission:

Growing in Faith
Inspiring to Try
Willing to Fall
Learning to Fly

VISION STATEMENT

Our Purpose:

- To provide a Safe learning environment
- To develop the Whole Child by offering a balanced curriculum

- To develop Goodness by teaching and living the teachings of Jesus
- To develop Self Discipline by encouraging the acceptance of responsibility of one's actions.
- To promote growth in Knowledge and Skills by actively involving students in their learning.
- To encourage students to become effective Problem Solvers.

PROGRAM

Course Information

A document entitled "Curriculum Handbook for Parents" provides a comprehensive outline for each Core Subject along with specific learner expectations. These booklets are available from the Learning Resource Distribution Centre, 12360 – 142 Street, Edmonton, AB, T5L 4X9. This information can also be accessed on the Alberta Government Education website.

Religion

Religious instruction is an integral part of our program. Religion classes are held regularly. All students are expected to participate. The school is linked to St. Patrick's Parish which is located at 1414 Shawnessy Blvd. SW, Phone: 254-6878.

Students in Grades 5 and 8 will write a district-wide Religion exam in the spring. They will also complete three service projects during the year.

Special school liturgies are held regularly. Please check our school calendar for dates and times. Parents are always welcome!

The Family Life Program

The Family Life Program is developed by the District and it is integrated by the teachers into the Religion Program. Parent Booklets are available upon request.

The Human Sexuality components are taught in Grades 4 - 9. Parents will be informed prior to the teaching of these units.

STUDENT ACHIEVEMENT

Reporting Period, Parent/Teacher Conferences

An Oral Reporting Period will be held in September. Three written report cards will be sent home during the year.

Parent/Teacher Interviews will be held after the first and second written report cards.

Students in Division II & III are encouraged to attend with their parents. On-going communications with teachers is ideal, especially when concerns arise. Please feel free to call!

Junior high students and their parents will have access to a students' grades and on-going progress. These will be posted on a site called D2L (Desire To Learn). D2L is accessible through our school website. The students need to share their user name and password with their parents to gain access.

Evaluation

Teachers assess students based on an outcomes approach which has guided the development of the Alberta Program of Studies documents in all subjects. The major characteristic of an outcomes philosophy is its focus on what will be learned rather than what will be taught. With an outcomes perspective, the emphasis

is on each students learning of prescribed curriculum. A variety of assessment tools are used by each teacher.

Achievement Exams/Final Exams

At the end of June students in Junior High are required to write final exams. The extent of these exams or material to be covered will be determined by the subject area teachers. Test schedules in the five core subject areas will be advertised early each year.

Grade 9 students will be required to write Alberta Provincial Achievement exams which may also serve as a portion of their final grade in Language Arts, Math, Social and Science.

Homework Guidelines

Homework is "any task assigned by teachers intended for students to carry out during non-instructional hours". Our District recognizes that there are four types of homework: Practice, Completion, Enrichment and Projects. Time spent on homework may vary from one student to the next.

When assigning a project for homework, it is particularly important for teachers to pay careful attention to how projects are differentiated for student success. Teachers will supply clear marking criteria for students outlining all parts of the project.

Reading and other literacy or language activities such as writing are part of daily life and are not considered to be homework.

In addition to consideration of homework types, and the need for careful design of homework tasks, the Calgary Catholic School District recognizes the importance of family time, the value of celebrating religious traditions, and the need to balance homework with other demands.

It is therefore recommended, and supported by stakeholders, that **teachers refrain from assigning homework over long weekends or holidays**. Since regular weekends are also often filled with many family demands, discretion should be used to ensure homework over regular weekends is no more than what might be normally assigned on a school night. In the case of older students, grade four and up, it is important to recognize that students may elect to use weekends for study and homework completion in order to balance busy week nights with homework responsibilities.

At all levels, the time a student spends on homework may vary and individual student needs and capacity should always be considered.

Keeping in mind that the first grade in each divisional range below should reflect time at the low end of the scale, with a gradual extension at the upper end of the division to the higher time range, the recommended time guidelines are:

- Kindergarten – Grade 3:
Occasional 5-10 minutes of homework per week.
- Grades 4 to 6:
Maximum of 30 minutes of homework per school night.
- Grades 7 to 9:
Maximum of 60 minutes of homework per school night.

RECOGNITION PROGRAMS

A comprehensive awards program is in place recognizing numerous areas of achievement in junior high.

- Students who are on the Honour Roll are acknowledged with a certificate each term. Honour roll standing indicates an 80% Average and all marks above 75% with all 3's and 4's for effort marks. Honours with

distinction indicates a 90% average with all 3's and 4's for effort marks.

- An Ultimate Effort Award is presented to students with less than 80% averages achieving 6 of 10 4's on the progress report with no 1 or 2's.
- Year-end awards are presented in June to the top students in academics, arts and sports.

PARENT INVOLVEMENT

A Partnership

All of us recognize that our role is one of service and that the school exists for students. Our school is a place where parents are recognized as partners in education. A special on-going invitation is extended to all parents to attend assemblies, liturgies, or special celebrations. Participating on the School Council is another way of being involved.

All parent visits to a classroom must be with the approval of the teacher involved. Parents who volunteer will complete an orientation. On each visit, parents are required to sign in at the office and receive a volunteer nametag.

Communication

It is our sincere goal to maintain two-way, collaborative communication with you. For this to occur, we need to maintain an atmosphere of honesty and trust. When in doubt, call us!

We will keep you informed through:

- Phone calls or notes
- Parent meetings
- Weekly electronic newsletters
- D2L
- Calendar of events
- Special memos

- Surveys
- School website:
www.cssd.ab.ca/schools/fatherwhelihan
- E-mail

Parent Concerns (Protocol)

Should an issue arise during the school year concerning your child, we encourage you to discuss your concerns with the specific teacher. The appropriate protocol is:

- Talk the matter over with the teacher involved
- An administrator will always be available for follow-up if required.

Volunteers

We actively encourage and gratefully appreciate parents who volunteer to assist in the school. The extent of parent help is determined by each teacher. There are many ways one can help. A volunteer orientation will be held early in the fall. Volunteers in the school must sign in at the office and wear a volunteer nametag.

- Any volunteers attending overnight functions (ie band camp) must have a police check completed.

Volunteer Drivers

All volunteer drivers come to the office and sign a Volunteer Drivers Authorization Form and provide a copy of their pink insurance slip. The District General Liability Policy covers the driver for potential risk in excess of \$1.0 million. The initial \$1.0 million would be set by the driver's own policy.

School Council

Each year, elections are held to elect members to the School Council. This group meets regularly to discuss overall matters in the school. Many school decisions are made by this group. All parents are invited to attend the meetings which are advertised in

the weekly and monthly calendar. Your interests and/or concerns can be placed on the agenda by contacting the Chairperson or Principal.

Father Whelihan Educational Society

The Society is a non-profit organization whose goal is to raise funds for the school. Parents are asked to make a donation, which is tax deductible, to the school. Any donation is appreciated. Each year these funds are targeted to enhance the education of our children i.e. technology, special performances/events, activities etc.

Pick-Up

Parents are asked to wait for students at lunchtime or at the end of the day **outside** in a designated area. This is to avoid congestion and class disruptions especially at a time when teachers are bringing closure to the day. More importantly, this will help develop a safe environment for your child. If you need to see the teacher, please make an appointment with him/her.

The school parking lot is not to be used for drop off or pick up unless the handicapped stall is required.

Bus Passes

Junior High students living over 2.4 km from the school and who are directed by the Board to attend this school are eligible to receive a rebate for Calgary Transit bus passes, where regularly scheduled transit service exists. The school cannot make any exceptions to boundaries as established by the school board.

Students are to purchase their bus passes at any Calgary Transit retailer. Parents are required to complete a form to have reimbursements automatically credited to

their banking account. Once a month, bus passes are scanned at the school and the reimbursement will be automatically transferred.

SPECIAL CONCERNS

Special Family Situations

To alleviate confusion and misunderstandings, we would appreciate it if families that have special situations please inform us. In custody cases, forward a copy of the Custody Order which sets out the arrangement. In joint-custody cases, it is the family's responsibility to make student information available to all parties.

Financial Hardship

No child will be deprived of an educational experience because of the inability to pay. If you are unable to pay the requested fees, please call the Principal and arrangements can be made.

GENERAL INFORMATION

Noon Hour Procedures

All students bringing lunch to school are expected to eat in the gym under the supervision of Administration and Noon Hour Supervisors. After eating, students are to remain on the school property where are supervised. When the weather is inclement, students may remain indoors after they eat.

Noon Hour Supervision Fee

All parents of Elementary and Junior High children are requested to pay a Noon Hour Supervision Fee set by Administration and School Council each year. This fee covers the salary of a number of noon hour supervisors for two hours each day. These

employees assist us in providing a safe, Organized and well supervised environment for all of our students over the lunch hour.

Concession

A concession is available for student use. A Hot lunch is available each day and variety of snacks, milk and juice are available.. A concession menu will be advertised at the start of each year. Elementary students are asked to purchase a canteen card from the office and are discouraged from bringing cash to school.

Student Illness

If a student is seriously ill or injured, any necessary first aid will be administered. Parents will be called immediately to pick up their son or daughter. No child will be permitted to leave the school without having contacted a parent. In a case of emergency, the student may be taken directly to the clinic or hospital. No drugs will be administered by the school, not even Aspirin or Tylenol. Should ambulance service be required, parents will be responsible for the cost. In certain situations, ambulance costs may be reimbursed by Seaboard Life.

Absenteeism/Tardiness

The School Act states that students must be punctual and in regular attendance at school. All students must register in their homeroom at the start of the day. Students who are late must obtain a late slip from the office. We urge you to ensure that your child is only absent when necessary, and that he/she develops the habit of being punctual.

We ask that you call the school before 8:15 a.m. to report your child's absence. Our answering service is in operation when the office is closed. If we do not receive a call from a parent we will attempt to contact you in order to ensure that your child is safe.

Requests to leave the school during the day should be submitted in writing or by a phone call to the office. Tardiness is treated as a serious impediment to learning.

Telephone

Office phones are to be used by students only when calling home for illness or emergencies. Students' after school plans/activities are to be made from home.

Many students have cell phones. These are permitted to be used at lunch and after school.

Vacations

Many families take holidays during the school year resulting in the loss of school time. Teachers will assist with providing students with missed assignments **upon their return from holiday**. Parents are encouraged to monitor D2L (junior high) and e-board (elementary) for assignments during this type of absence. Parents are asked to minimize these absences and to help their children take responsibility for the missed work.

School Supplies

Parents are responsible to provide all school supplies. To facilitate this task, teachers have prepared lists of recommended supplies. These are posted on the school website.

School Fees

School Fees are set by Administration and School Council in the spring for the next school year. All fees must follow District guidelines. On the first day of school a list of required fees will be sent home.

Textbooks/Library

The school lends all textbooks to students. Students will be held responsible for the loss or the misuse of these books. This applies to library books as well.

Library Services

Students are encouraged to use our library services. Books may be signed out for two weeks. When necessary these may be renewed. Students will be responsible for the loss of books. The Library is open to students throughout the day and over the noon hour.

Computers

All students must sign a District Acceptable Usage Contract in order to use computers. There are serious consequences, including the loss of privilege for those who break this policy. Students are responsible for any activity on their accounts.

Physical Education and Gym Clothing

Physical Education is a compulsory subject that all students must participate in unless they are excused because of medical reasons supported by a medical certificate.

In Junior High, school gym strip is encouraged and sold by the school. Students must wear rubber-soled shoes in the gym.

Student Insurance and Parent Authorization

The School District mandates that all students involved in Intramural and Interschool sports carry individual insurance. A form will be sent home with each child, asking parents to inform us of their coverage as well as authorizing their

child's participation. These will be kept on file for one year.

Counselor/Family Support

A counselor for our Junior High students is available to help them deal with their adjustment to Junior High, as well as any social problems they may encounter.

School Nurse

A nurse from the Public Health Unit visits the school on a weekly basis. Students and/or parents can make arrangements to see her to discuss medical concerns.

Immunization – Booster Shots

The policy of the Public Health Board is that a Grade 9 student must sign his/her consent form before being immunized. The Health Nurse will immunize only those students whose authorization forms have been signed by both parents and themselves.

Hepatitis B immunizations are also available to Grade 5 students. Parental permission is required.

Administering Medication to Students

The District is not responsible for administering medications. Where students are self-medicating, they are expected to take to school only the dosage for one day. In limited circumstances where staff administers medication, the Principal shall require a signed request from the parents and the students' physician.

Security

All visitors/volunteers to the school are asked to report to the office. The only door not locked during classes is the one by the office; all others are locked for security purposes. Visitors will be asked to wear an I.D. tag during their stay.

Lock – Lockers

Each student in Junior High will be assigned a locker that is to be secured by combination lock only. These locks may be purchased from the school. All combinations must be registered with the office. **Lockers are the property of the school.** Though the content of a locker is a student's property, we expect it to be kept clean and orderly. If a situation warrants, administration will inspect the contents of a locker.

Fire and Lock Down Procedures

On a regular basis staff and students will participate in fire and lock down drills to ensure we are ready in an emergency situation. All schools in the province are mandated to have Disaster Plans in place in case a situation warrants itself. This includes lockdown and evacuation procedures. We will have a lockdown drill at three times during the year. We are cognizant of the fact that this can be a frightening experience. Students will be taught these procedures with due care and sensitivity.

Safety Patrols/Student Safety

Safety Patrol members are Grade 5 & 6 students who assist students with crossing Sunmills Drive in the morning and after school. All students and parents are to obey the Patrols when they are on duty.

Please instruct your child as to the proper use of the flashing lights for the pedestrian crosswalks and remind them to use these regularly.



FATHER JAMES WHELIHAN SCHOOL CODE OF CONDUCT

Father Whelihan School exists to provide a Catholic learning environment which emphasizes the dignity and worth of the individual. Students are expected to demonstrate consistently those behaviors that are reflective of a school and community where we all share the responsibility for learning and behavior in a safe environment. This Code of Conduct outlines the expectations for all who enter FJW School, which is a Catholic public institution, a place of learning, and an extension of the Church.

As such it:

- Documents the expectations and standards of behavior for students while on school property or during school sponsored activities.
- Is consistent with the School Act and the policies of Calgary Catholic

School District that govern students during the school day and during any school sponsored activities

- Provides all school personnel or school designated supervisors, the discretion to enforce corrective actions consistent with district policies and school guidelines.

Respect

All members of the FJW community have the right to be treated in a manner reflecting the purpose and gospel values of the Calgary Catholic School District. These individuals include students, teachers, support staff, volunteers and school visitors. All members of this community are expected to consistently conduct themselves in a manner that promotes and supports these values.

Attendance & Punctuality

Punctual and regular attendance is expected unless a student is ill or has a justifiable reason for an absence or late. **Students are expected to be in their desks when class periods start and have the necessary books and materials.** Students who are late for school must obtain a late slip from the office before going to class. Any student wishing to leave the building during school hours for any reason must obtain permission from parents and sign out from the office. After an absence, it is the student's responsibility to consult with their teachers and arrange to catch up on missed work, assignments and tests.

Dress and Hygiene

All students are to arrive at school clean and in appropriate clothing. Clothing that is revealing or displays suggestive, crude or offensive messages will be seen as a violation of this expectation. **Father Whelihan is a "no hat" environment.**

Students are expected to remove hats upon entering the school.

The purpose of the Calgary Catholic School District Junior High Dress and Appearance Code is to provide a positive and safe learning environment that will reflect our virtues of decency, modesty and respect. Students' dress and appearance shall be appropriate for educational activities and not cause a disruption to the educational process.

The Dress and Appearance Code states, but not limited to the following:

- Outerwear (i.e. coats, jackets etc.) sunglasses, hats or headgear shall be left in lockers.
- Emblems, printing/writing on attire shall be in harmony with Catholic values and beliefs.
- Shorts and skirts shall be in good repair and of appropriate length; not shorter than mid thigh.
- Appropriate footwear shall be worn at all times.

Clothing, jewelry, piercings or accessories which create a safety or health concern, or cause, or threaten to cause disruption to the educational process are prohibited.

Specifically, the following are prohibited:

- Midriff shirts, halter tops, spaghetti straps, muscle shirts.
- Garments revealing bare back, shoulders, low necklines, or those made of sheer or fishnet fabrics.
- Clothing or accessories that depict or symbolize alcohol, drugs, violence, gang associations or inappropriate language/messages.
- Heavy or spiked chains.
- Mohawk haircuts.
- Hairstyles, hair colours and make up that may cause distractions from the learning environment.

Students not complying with the Dress and Appearance Code will be asked to change into more appropriate attire. It will be viewed as defiant behaviour if the student repeatedly violates the Dress and Appearance Code. Consequences, as outlined in our school's Progressive Discipline Plan shall range from a verbal reminder to a suspension from school.

Skateboards, Longboards Rollerblades, Scooters

Skateboards, longboards, rollerblades and scooters will be treated in the same fashion as bicycles: once on school property, they are not to be used. Lockers do not provide adequate space for storage of these items.

Electronics

Junior High Cell Phones, and other Personally Owned Devices (P.O.D.'s) are managed by the students under our digital citizenship responsible use policy.

Policy:

This policy is designed to ensure that potential issues involving mobile phones and P.O.D.'s can be clearly identified and addressed, ensuring the benefits that P.O.D.'s can provide, may continue to be enjoyed by our students. (ex: use as a student agenda, calendar, calculator, internet searches as directed by teacher, etc.)

Mobile phones and P.O.D.'s should be switched off and kept out of sight during classroom lessons unless directed by a teacher.

Mobile phones and P.O.D.'s should not be used in any manner that is disruptive to the

normal routine of the school. P.O.D.'s must not disrupt classroom lessons with ringtones, music or beeping. The Bluetooth function must be switched off at all times.

Unless permission is granted from administration, mobile devices should not be used to make calls, send SMS messages, take photos or use any other application during school lessons and other educational activities, such as assemblies or field trips.

Using mobile phones and P.O.D.'s to bully or threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behavior. It is an offence for students to use their mobile devices to take videos or pictures of students or staff and / or post without consent in any manner.

Any student caught in non-compliance with these rules will be dealt with through our progressive discipline plan. Serious infractions will result in a referral to our School Resource Officer.

The school is not responsible for any lost or stolen electronic items.

Bullying, Harassment, Threats, or Violence

All individuals have a right to feel safe and comfortable on school property. Any action that infringes upon that safety or comfort will not be tolerated. Individuals are expected to be able to tell the difference between actions that are harmless and actions that may be hurtful or infringe on the rights or dignity of others.

All students on school property are expected to show respect for the rights and dignity of other individuals. These include their peers, teachers, school support staff, and school visitors. Physical, racial, sexual or any form

of psychological harassment or abuse will not be tolerated.

Harassment also extends to the use of computers and electronic messaging that occurs outside of school.

Violence is defined as any intended verbal or physical action taken which threatens or results in the inflicting of bodily harm, emotional or psychological distress and will not be tolerated. Violence will not be tolerated on school property and at school sponsored events.

Smoking

School Board Policy prohibits smoking or the use of any tobacco product on School Board property or during any school sponsored activity.

Drugs and Alcohol

Students are prohibited from using drugs or alcohol. Students who come to school under the influence / possession of drugs or alcohol will be dealt with by the proper authorities. These authorities include the administration, parents and/or police.

Language

All students, staff, parents, and visitors are expected to use appropriate language. Obscenities, profanities or insulting comments will be considered a violation of this expectation.

Exams and Assignments

Honesty and integrity are expected of all students. Cheating on assignments or exams will be considered in violation of this expectation.

Respect for Property and Equipment

All students have the responsibility to respect their property and that of others. The school is not responsible for any student items. Student lockers are the property of the school and a privilege that can be rescinded. Students are expected to maintain them in a neat and orderly fashion. Lockers may be opened for inspection by staff at any time.

All students will carefully use and return all materials and equipment. Graffiti, vandalism, or theft will be considered violations of expectations.

PROGRESSIVE DISCIPLINE PLAN

Violations of the Code of Conduct will be dealt with in accordance with School District policies and local school policies. These actions will be part of a progressive discipline policy that may involve various forms of restitution. Interventions to help students develop self-discipline will be administered to meet their individual needs. Parents, students and school staff are strongly encouraged to invest themselves in collaborative approaches to the resolution of the behavioral concerns.

The following are basic interventions and strategies that may be initiated by a teacher and/or administration. This list may not be inclusive, nor does it imply that each consequence must be exercised before moving to the subsequent consequence.

1. Informal interview with student
2. Verbal or written explanation of behavior by the student
3. Parental involvement; phone call, correspondence, interview
4. Detention of student as appropriate
5. Community Service
6. Removal of the student from the classroom to an alternate setting within the school with supervision
7. Removal of privileges to attend school related activities or programs
8. Utilization of behavioral, attendance or performance contracts
9. In-school suspension
10. Out of school suspension as set in accordance with the School Act and District Policy
11. Police involvement in matters dealing with unlawful activities

Notwithstanding the above, the Principal will take immediate and appropriate action in any serious situation involving illegal activity and/or the welfare of others.

School Hours

	Kind.	Elem.	Jr. High
Entrance (a.m.)	8:20	8:20	8:20
Classes Begin	8:25	8:25	8:25
Recess		10:08 – 10:23	
Lunch	11:03	11:45-12:25	11:50-12:25
Entrance (p.m.)	12:05	12:25	12:25
Classes Begin	12:10	12:30	12:30
Dismissal	2:45	2:45	2:45

