



2019-2020

# STUDENT HANDBOOK

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## **VISION**

We envision an exemplary career center with students and staff committed to achieving academic and technological excellence while becoming productive citizens and lifelong learners.

## **MISSION**

The mission of WTC, supported by community involvement, is to prepare students with technological and academic skills to compete effectively in the workplace and pursue post-secondary education.

## **BELIEFS**

The administration, faculty, and staff of WTC, the focal point of Career and Technology Education in Kershaw County, believe:

- Every individual learns differently and is entitled to a safe learning environment and an equitable education.
- Building self-esteem and self-worth is an important part of training and applying knowledge.
- All students can contribute positively to society and should be held accountable for their actions.
- Parents are an essential component of a student's education and must be included in the educational partnership of the school and community.
- The values and experiences gained through education shape students' lives, and mastery of lifelong learning skills is critical to their ability to successfully adapting to the rapidly changing worksites and careers of the future.

# **WELCOME**

We are pleased that you have decided to attend Kershaw County's Woolard Technology Center and believe that you will find programs here that will suit your individual needs and career goals.

At WTC, we strive to maintain a business-like work setting so that you may develop the skills necessary to secure and keep a job when you complete your formal education. This involves helping you to develop a sense of responsibility for your actions, respect for co-workers, pride in a job well done, independence in carrying out instructions you are given, and the ability to work as a member of a team. Our career and technology programs provide an opportunity for you to become the best as you develop skills that will open career doors.

At the Woolard Technology Center, you have some of the finest resources available - a beautiful facility, up-to-date machinery and equipment, and a faculty and staff eager to serve you as you prepare for the rest of your lives. YOU must have the desire and willingness to apply yourself to your studies.

The administration and the highly skilled staff members at this center are ready to help you experience a smooth transition from high school to post-secondary education and the world of work.

Best wishes on a smooth and successful school year.

Sincerely,

WTC Administration

# 2019-2020

# WOOLARD TECHNOLOGY CENTER CAREER AND TECHNOLOGY STAFF

Mr. Gordon Morris	Director
Dr. John Thompson	Assistant Director
Mr. Jason Alaimo	HP Computer Technician
Mr. Teri Luther	Education Economic Development Coordinator
Mr. Matt Spolski	School Counselor
Ms. Valerie Tucker	
Ms. Melissa Gainey	Bookkeeper
Ms. Patricia Edwards	Attendance/Administrative Secretary
Ms. Katie Nixon	
Ms. Brooke Bradshaw	
Mr. Eric Branham	
Mr. LaKeith Bufford	
Mr. Walker Canada	Graphic Communications
Ms. Allyssa Cokley	Early Childhood Education
Mr. Jeff Cooper	Law Enforcement/Fire & Emergency Services
Mr. Jeff Gaylor	Mechatronics
Ms. Anna Harvley	
Ms. Laura Marshall	
Mr. Derek Napper	
Ms. Tammy Pugh	Biomedical
Ms. Christine Sever	Agriculture
Mr. Joel Smith	Welding
Mr. Bryan Catoe	Culinary Arts
Mr. Jerry S. Taylor	
Ms. Becky Teal	
Mr. Larry Watkins	Automotive Technology
Mr. David Weaver	Auto Collision Technology

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# WTC Bell Schedules

# CTE SESSION 1 (AM)

7:55 am CTE Enrichment Bell

8:00 – 8:20 am CTE Enrichment Period

8:20 am CTE Core Block 1 Bell
(8:25 am Tardy Bell)

8:25 – 11:05 am CTE Core Block 1 Session

# CTE SESSION 2 (PM)

11:40-12:00 pm CTE Enrichment Period

12:00 pm CTE Core Block 2 Bell
(12:05 pm tardy bell)

12:05 - 2:45 pm CTE Core Block 2 Session
2:50 pm CHS Dismissal

2:45 - 3:00 pm CTE Enrichment Period

# LATE START SESSION 1 (AM)

7:45 – 8:30 am	Professional Development
8:30 – 8:55 am	CTE Enrichment Period
9:00 am	CTE Core Block 1 Bell (9:05 am tardy bell)
9:05 – 11:20 am	CTE Core Block 1 Session

# LATE START SESSION 2 (PM)

12:15 pm	CTE Core Block 2 Bell (12:20 pm tardy bell)
12:20 – 2:45 pm	CTE Core Block 2 Session
2:50 pm	Camden High Dismissal
2:45 – 3:00 pm	CTE Enrichment Period

# **ATTENDANCE**

WTC students are expected to attend class each day, except in case of illness or other legal absence. To receive credit for a course a student must be in attendance for a minimum of 85 of the 90 (42 of the 45 for the nine week classes) class days in a semester. Students who miss too many days will be denied credit.

Upon returning to school after an absence, a student must go by the office to get an admission slip to return to class. A student will not be allowed back in class without an admission slip. The student must also bring an excuse signed by his parent or guardian. Excuses submitted more than five days after returning from an absence will not be accepted, per district policy.

Excuses for absences should be written and include the following:

- a) Name of the student
- b) Date(s) of absence
- c) Reason
- d) Signature of parent or guardian

The State Board of Education has established the following definitions as legal and unlawful absences:

# Legal Absences:

- a.) Students who are ill and whose attendance in school would endanger their health or the health of others.
- b.) Students whose immediate family has a serious illness or death.
- c.) Students may be excused from attendance for recognized religious holidays of their faith.
- d.) Court-related matters.

#### Unlawful Absences:

- a.) A student's willful absence from school without the knowledge of the parent.
- b.) A student's absence from school without cause with the knowledge of the parent. Excessive unlawful absences will be reported to the proper authorities.

After a student misses five days of school, all additional absences must be excused by a note from a practicing physician.

Any student who has been absent 10 consecutive days will be dropped from enrollment unless the school has been notified of a legal reason for the absences.

Absences for school-related activities are excusable; however, no student will be allowed to miss a class or school day if that absence will, in all probability, cause him not to receive credit for a course because of excessive absences.

Make-up work is the responsibility of the student. A student who has been absent should ask the teacher about making up class work or tests missed. All work should be made up within a month following the absence.

#### TARDY PROCEDURE

Students arriving late for class (less than 30 minutes after class begins) should sign the tardy log in their classroom. The first three unexcused tardies will be handled by teacher discipline and parent/ guardian contact. On the fourth unexcused tardy, the student will be sent to the Assistant Director for excessive tardies and will be disciplined (work detail will be assigned). If tardies continue to occur, the student may face suspension, an appearance before the school district's disciplinary hearing administrator or will be referred to the truancy officer.

#### SIGNING OUT PROCEDURE

Once a student arrives on school grounds by bus or car, he must go directly to class. Students may not leave campus at any time for any purpose without a parent's consent. If a student needs to leave campus after arriving and before class is over, he must be signed out through the office. A parent or guardian must send a written reason for leaving. It should include the date, time and a phone number school officials can call to confirm the student may leave campus during school hours.

In accordance with the daily attendance requirements in the high schools (students must be in class a minimum of 75 minutes for each 90-minute class), students attending class at WTC must be in class a minimum of 130 minutes of the 160 minutes to be counted present. This means if a student arrives more than 30 minutes late or signs out more than 30 minutes before class is over, he/she will be counted absent.

For students who leave school to go to a medical appointment, written verification of the medical visit must be presented to the office upon the student's return to school in order for the absence to be excused.

Students who become sick while at school must report to the office to request permission to sign out. Students who leave school without reporting to the office will be disciplined for cutting.

# **CELL PHONES**

The use of cell phones and paging devices is not allowed during the regular, academic school day. These devices must be turned off and stored out of sight during regular school hours, per school board policy.

School officials reserve the right to limit and/or confiscate these devices. The student's parent/guardian may pick up the confiscated device from school officials for the first offense. The second cell phone offense would results in the confiscation of the device for the rest of the semester. The loss or damage of personal items is not the responsibility of WTC.

The use of cell phones and paging devices is permissible after school hours during extracurricular activities held on campus.

# **COMPUTER GUIDELINES**

All students will receive a copy of the district's acceptable computer use guidelines (**AUP**). Forms must be returned signed by the student and a parent or guardian. Students must follow all policies outlined in the AUP. Computer use is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Violators will be subject to school punishment.

# **CLEAN CAMPUS AND BUILDINGS**

We hope you share our pride in the Woolard Technology Center and will at all times help keep all parts of the buildings, grounds and equipment at their best appearance. Littering will not be tolerated and offenders will be disciplined and fined as appropriate.

Students are responsible for the proper care of all textbooks, supplies, furniture and equipment they use. Students are liable for the misuse of these items. Personal items brought to school should be limited to things which are permitted and only necessary for WTC activities. The loss or damage of personal items is not the responsibility of WTC.

# **PARKING**

Students are to report directly to class upon arrival at WTC and may not return to any vehicle before the end of class unless they have written permission from school personnel. Paved parking areas are provided on campus for students. No student is to park in an area which is not paved. Students are not allowed to park in the fenced area behind Building B.

Students may not loiter in parking areas upon arrival prior to class. Students must exit vehicles upon their arrival and report to their classroom.

# PERSONAL ELECTRONIC/DIGITAL ENTERTAINMENT DEVICES

(includes iPods, iPhones, BlackBerries, etc.)

All personal electronic or digital entertainment devices such as MP3 players, iPods, iPhones, BlackBerries, and other similar devices (including ear buds) ARE NOT PERMITTED at school unless they are to be used in a class situation where the teacher is aware they are being brought to school.

In such cases, their use is limited to the classroom activities. Devices brought to school for non-legitimate school activities will be confiscated and the person(s) in possession of the devices will be disciplined for disobeying school rules. WTC is not responsible for the loss or damage of personal electronic devices.

# SAFETY

Students are expected to adhere to all safety regulations of the school and of their individual areas of learning. This includes wearing proper attire and using machines and equipment properly. Improper use of shop machines and equipment could result in serious injury including the loss of a finger, hand or limb; therefore, students who misuse machines and equipment, or refuse to follow safety procedures, will be disciplined appropriately. Students are expected to wear protective eye equipment in classes which require it. Ear protection and breathing masks may also be required in certain classes.

Evacuation plans and procedures are posted in each classroom and shop area. Students should follow these evacuation instructions whenever there is an emergency situation or practice drill.

# SEXUAL HARASSMENT POLICY

Sexual harassment is an unwelcome behavior that is sexual in nature that makes the person receiving it feel uncomfortable. It is against the law under Title VII of the Civil Rights Act of 1964. It can include inappropriate comments about a person's appearance, inappropriate touching, threats for not granting sexual favors, displays of sexually offensive materials, a hostile environment and physical endangerment.

Sexual harassment of students and employees is strictly prohibited, against members of the same sex as well as again members of the opposite sex. Students who believe they have been subjected to sexual harassment are encouraged to make it clear to the harasser the behavior is unwanted, and ask that it be stopped immediately. Students should also tell a teacher, counselor, administrator or special needs coordinator.

All complaints will be taken seriously and will be investigated. Results will be reported, as appropriate, in accordance with school district policy. Students who make a complaint of sexual harassment will not be subject to retaliation in any form.

Any student, employee or third party associated with the school who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary, and appropriate steps will be taken to correct the situation.

# STUDENT DISCIPLINE

We assume the student, eager to pursue career preparation, is advanced in maturity and insight and that all discipline matters can be handled in a calm and reasonable manner. Respect for the rights, property and feelings of others is expected. We are all here to learn and help one another. An atmosphere of learning should always be maintained.

Each student is under the direct control of the classroom teacher or substitute. Staff members are charged by law with the responsibility for students. Disrespect toward a staff member, therefore, interferes with the staff member's duties.

Behavior which distracts from the orderly operation of the classroom will not be tolerated. Students are welcome to discuss problems with the administration which should eliminate any cause for disrespect to a staff member.

A disciplinary form will be completed and given to the Assistant Director when students are required to go to the office for disciplinary reasons. Severe disturbances will call for immediate removal of the student(s) from class and suspension.

A copy of the School District of Kershaw County Discipline Code is provided to each student at the beginning of the school year. All portions of the code are applicable to WTC students, the same as for all other students in the county.

# TRANSPORTATION TO WTC

School buses provide transportation each block from each high school. Students who want to drive to WTC or ride with a friend who drives must have permission on file in the office signed by the parent/guardian and student. Students riding in or driving vehicles who do not have such permission will be in violation of school policy. Students who abuse driving privileges by driving in a reckless manner to or from WTC may have their permission revoked.

Students who miss the bus to WTC are to report immediately to the office at their home school. These students will be placed in a study hall during their career and technology class time period. These absences are not excused. Students who do not report to their home school office will be disciplined for cutting class.

# STUDENT DRESS CODE

# (per Kershaw County School Board policy)

Kershaw County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school.

Personal appearance or students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the district to the community.

School administrators will be responsible for determining dress code violations. The principal reserves the right to amend any provisions that he/she deems to be in the best interest of the student or the educational process. Students should dress for the educational setting and not the recreational one.

Therefore, it is required that all students:

- a) must not wear any hats or bandannas or any kind inside the buildings.
- b) must tuck in ALL shirt tails.
- c) must not wear shirts that are revealing to their undergarments and midsection.
- d) must wear pants at the waist level.
- e) must not wear shorts or skirts that rise above the school district guidelines.
- f) must not wear pants that have holes that are four inches above the knee.

# STUDENT RECOGNITIONS PROGRAM

WTC encourages all students to strive for the highest level of classroom performance they can achieve. Students who perform exemplary work will be recognized each quarter and at the end of each semester during an awards program. Following is a listing of the major student recognitions:

# **Outstanding Student of the Semester**

- A. Each program will recognize one student
- B. Criteria includes grades, level of competency, cooperation, etc.
- C. Student will receive a \$25 check and a Palmetto tree memento

# **Student of the Quarter**

- A. Photo posted
- B. Certificate

# **VIDEO CAMERAS**

#### In the schools

Video cameras can serve as useful purpose when placed in classrooms and hallways for instructions and safety purposes. Accordingly, video cameras may be used in any of the classrooms or hallways in the district at any time. Any individual who enters a classroom or hallway may be subject to being videotaped.

#### On buses

The Kershaw County Board of School Trustees has authorized the use of video cameras on school district buses. The district will use video cameras to monitor student behavior in order to maintain a safe environment. Students and parents are hereby notified the content of videotapes may be used in a student disciplinary proceeding.

The content of the videotapes is a confidential student record. The district will retain the videotapes with other student records only if necessary for use in a student disciplinary proceeding or other matter as determined by the administrations. Parents may request to view the videotapes of their child if the district uses the videotapes in a disciplinary proceeding involving their child.

# WEAPONS

Any student caught in the possession of any weapon or attempting to use any object capable of inflicting bodily harm will be subject to the maximum suspension and/or recommended for expulsion.

# **VISITORS TO CAMPUS**

The safety of WTC students, faculty, staff and official visitors is the primary concern of the Director and administration. Threats to the safety of our campus and violations of any law will be handled appropriately and swiftly with the assistance of law enforcement as necessary.

All visitors to campus for whatever reason must check in at the office and receive a visitor pass. Students are not to bring visitors to campus unless prior permission has been received from the Director or Assistant Director.

State law empowers the Director to take appropriate action against non-students who come on to the grounds, into the buildings or around other school property. Such action includes the right to call law enforcement and swear out warrants. (The authority for such action is Article 4, 16-551 of the S.C. Code of Laws: Disturbing School.) It shall be unlawful:

- 1. For any person willfully or unnecessarily
  - a.) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state,
  - b.) to loiter about such school or college premises or
  - c.) to act in an obnoxious manner thereon: or
- 2. For any person to
  - a.) enter upon any such school or college premises or
  - b.) loiter around the premises, except on business, without the permission of the principal or president in charge

Any person violating any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine of not less than \$10 or more than \$100 or be imprisoned in the county jail for not less than 10 days or more than 30 days.

# **GUIDANCE SERVICES**

The WTC Career Center is a full-service guidance office that offers personal, academic and career counseling. The staff can assist you with enrollment issues, post-secondary education, career planning, job seeking and job keeping skills, and work-related experiences. There are a variety of resources available to students including SCOIS and a selection of books and videos.

The Career Center provides resources for all WTC students. For an appointment with the WTC school counselor, students should inform their teacher and ask permission to come to WTC Student Services.

# **Special Population Services** (Special Needs)

WTC provides a Special Needs coordinator who serves as a link between the career and technology instructors and the teachers at the high schools for students with special needs.

Located in Student Services, and working together with the WTC instructors and the Career Center staff we offer special classroom accommodations, tutorial assistance, test reading, interest and aptitude assessment, assistance with purchasing lab supplies and other services.

WTC provides a support system for all of its students, and encourages students to contact the Guidance Department if they need help, or just someone to talk to.

# **Work-based Learning Opportunities**

The office of the district's Careers/ Education Economic Development coordinator is located in WTC's Student Services. Information about careers, workplace learning opportunities such as shadowing and internships is available by talking with the coordinator.

Students interested in shadowing in a career or occupation must have their own transportation and the permission of a parent or guardian. Application for shadowing opportunities may be made by talking with the program instructor, the student's home high school teachers or with the coordinator in the Career Center.

Students interested in an internship should talk with their WTC instructor first and then come to the Student Services Center to get an internship packet, which must be completed by the student, parent, instructor and workplace supervisor before the activity can begin.

Additional information about part-time and summer jobs may also be obtained by talking to the Careers/Education Economic Development coordinator. The office is open to all students and you are welcome to stop by any time.

# PARENT NOTICES

#### **Teacher Qualifications**

Parents of students have the right to know the professional qualifications of the classroom teachers of their child. Federal law allows parents to ask for certain information regarding their child's classroom teacher and the information must be provided in a timely manner.

#### Parents have the right to request information regarding the following:

- Has the S.C. Department of Education issued a certificate for the teacher to teach the assigned grade level or subject(s) taught?
- Has the S.C. Department of Education issued a certificate/waiver or emergency certificate/waiver or emergency certificate for the teacher to teach the assigned grade level or subject(s) taught?
- What is the undergraduate college major of the teacher?
- What are the advanced degrees of the teacher and the areas of the advanced degrees?
- Do any teacher assistants provide services to your child and, if so, what are their qualifications?

Information about the professional qualifications of a teacher or teacher assistant should be requested in writing. Include the parent's name, mailing address, name of the school your child attends and the name of the teacher(s) and/or teacher assistant(s). Send requests to the Kershaw County School District, Department of Human Resources, 2029 West DeKalb St., P.O. Box 7008, Camden, South Carolina 29020-7008; or visit the Division of Teacher Quality website at www.scteachers.org. Click on "Title II" and then click on "Parents Right to Know." Then click on "Teacher Qualifications Search."

#### **Nondiscrimination Policy**

The School District of Kershaw County does not discriminate on the basis of race, gender, disability, age or national origin in its educational programs and employment practices.

Students or parents having complaints relevant to Title IX or Section 504 alleging discrimination in educational programs and activities on the basis of sex and/or disability may present that complaint in writing to the Title IX coordinator, Dr. Connie Long, Assistant Superintendent for Human Resources, 2029 West DeKalb St., Camden, SC 29020.

## **Asbestos Management Plan**

Each school in the Kershaw County School District has been inspected for the presence of asbestos containing building materials. A management plan, as required by the Asbestos Hazard Emergency Response Act (AHERA), has been developed and submitted to the Office of School Planning and Building at the S.C. Department of Education.

The school district is under AHERA management, and each school has an operations and management manual available for review. Additionally, the maintenance department has a set of manuals.

#### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student
  - Organization conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - Appropriate officials in cases of health and safety emergencies;
  - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Notes

# Kershaw County School District | 2019-20 School Calendar

JULY 2019						
Su	M	Tu	w	Th	F	Sa
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#### CALENDAR OF EVENTS

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DECEMBER 2019

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July 4	July 4 Holiday
July 24	Registration (Ad Schools)
July 25	Registration (Day 2, High Schook)
Aug. 12-13	Professional Development
Aug. 14-16	Teacher Workdays
Aug. 19	First Day for Students
Sep. 2	Labor Day Holiday
Sep. 19	Interim Report
Oct. 10	Parent Conference Day (8:80-7 g.m.)
Oct. 15	Parent Conference Day (#11 a.m.)
Oct. 22	End of the First 9 Weeks
Oct. 28	Report Card
Nov. 21	Interim Report
Nov. 27-29	Fall Break
Dec. 16-20	High School Exams
Dec. 20	Early Dismissal
Dec. 23-Jan. 3	Winter Break
Jan. 10	End of the Second 9 Weeks
Jan 13	Teacher Workday/Weather Day
Jan. 14	Teacher Workday/Weather Day
Jan. 16	Report Card
Jan. 20	Martin Luther King Holiday
feb. 17	Professional Dev. Day/Weather
Feb. 18	Interim Report
Mar. 19	End of the Third 9 Weeks
Mar. 26	Report Card
Apr. 6-10	Spring Break
Apr. 28	Interim Report
May 25	Memorial Day
May 28	Early Dismissal
May 29	Early Dismissal, End of Fourth 9 Weeks, and Report Card
May 30	Teacher Workday & Graduation

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**JANUARY 2020** 

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	First Day of School for Students
	End of Nine Weeks
	Last Day of School for Students
	Interim Report
	Report Card
H	Holiday

MAY 2020							
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Early Dismissal ED 11 Holiday Parent Conference Day Professional Development PD Professional Development/Weather Day\* POW Teacher Work Day Teacher Work Day/Weather Day\* TWW \* Wester days are make up days for days moved due to weather events. Students do not attend H, P, PD, PDW, TW or TWW Days.

Kershaw County School District [www.kcsdschools.net]

Updated: June 13, 2019