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General School Overview

Walnut Springs ISD operates as a single campus district. Students in grades EE – 12 are served. WSISD has a Site Based Committee that meets to help teachers and community set goals that will help the district best meet the needs of the students.

EE – Students younger than 5 year of age and identified with special needs according to Special Education guidelines are served at the Cluster School Campus of the Bosque County Special Education Cooperative.

PK – WSISD serves children 3 and 4 years old in a full day Pre-Kindergarten setting. State guidelines are established for eligibility for children to receive PK services. These guidelines may be obtained in the office.

K– 2 - Students in grades K-2 are in self contained learning environments. Each grade has 1 full time teacher. Teachers share one instructional aide and share one library aide. Physical Education is taught outside the regular classroom. Elementary students receive physical education instruction at least 30 minutes each school day. Students are served lunch according to the master schedule.

Grade 3-5 – Students are in a classroom setting that is classified as self-contained, according to the state guidelines. These guidelines state that more than ½ of the school day is spent with the same teacher. Students have Language arts, Math, Science and physical education from instructors other than the self-contained classroom teacher.

Grades 6 to 12 – Students are served in a departmentalized setting. Students change classes on a bell schedule of 50 minutes for each class and 3minutes for passing periods.

School begins with the 7:20 bell. Teachers are to report at this time. Breakfast is served from 7:20 to 7:40. The first bell rings at 7:50 am. Students who are not in class at the time the 7:53 tardy bell rings are considered tardy and should go to the office, sign in and get a tardy slip.

Students are to remain on campus until the end of the school day unless other arrangements have been made. Students who need to leave the campus should have parent permission, clear it in the office, sign out in the office, to verify the time leaving and / or returning. Students in grade 12 are eligible to have early release at lunch if in good standing to graduate and have passed all required standardized tests.

Special Programs at Walnut Springs ISD

Title 1 – WSISD operates on a district wide Title 1 basis. All students receive Title 1 services. Special emphasis is given to the core courses – reading, math, science and social studies instruction.

Compensatory Ed – Accelerated instruction is available to students identified by state guidelines as At Risk of dropping out of school. Compensatory services vary each year depending on the needs of the students of the district.

ELL (English Language Learners) – Students are identified according to the timeline set forth in the handbook. Students are served on a pull-out basis. Students are served in content-based instruction and pull-out instruction.

GT – (Gifted and Talented) – students may be nominated as outlined in the GT Handbook. Students are tested and placed in the program prior to the as-of PEIMS date (usually the last Friday in October). GT at WSISD is in the general knowledge area. Students identified as GT are given enrichment activities and lessons in the classroom to serve their special needs as gifted students.

504 – Students are screened by committee to determine if they qualify for services under Federal guidelines. Qualifying students are served through regular education programs on the same basis as non-disabled students.

Dyslexia – Services for dyslexic students are provided as needed. Teachers may refer a student to the staff member who has been trained to screen for dyslexia. No student shall be assessed or identified without first notifying the parent or guardian.

CTE (Career and Technology Education [previously known as vocational education]) – Students in grades 9-12 have an option of FCS (Family and Consumer Science), Ag Science, or technology classes. Aptitude and interest inventories provided through Career Cruising are given in the spring. CTE classes are available to students without regard to race, religion, or sex.

Special Education – WSISD employs one full time special education teacher. The district is also part of the Bosque County Special Education Cooperative. Students with handicapping conditions that cannot be served locally are served at the Cluster School campus in Meridian. Some other special education services are provided locally via this cooperative (Speech, Occupational therapy, etc.).

ISS – Walnut Springs ISD maintains a separate room for those students who are assigned to In School Suspension.

AEP (Alternative Education Program) – WSISD is in a cooperative with Bosque County Schools for AEP services. The students are served at the facility housed in Meridian.

Credit Recovery – Students who are at risk of dropping out in grades 9-12 as a result of not being awarded credit in the regular classroom may have the option of utilizing the credit recovery system. WSISD contracts with OdysseyWare to provide online coursework for credit recovery. Students who want to graduate early may, with parental and administrative permission, take courses via OdysseyWare to obtain credits needed for this purpose.

Network overview



Overview of system

The WSISD network operates five Windows 2003 servers, which manage the students and staff's data and applications. We have both a wired and a wireless network operating on the campus. We do not offer the wireless network to outside users, as we prefer to have all resources dedicated to our student's education. To insure the proper use of the network, each user has a login and password. We are part of the EDLINK12 WAN.

Logging in to the Network



Security measures are in place at the local level as well as at the ISP level. This helps ensure all users have access to services that are appropriate and helps prevent users to inadvertently interfere with services others should receive. Teachers are asked to help monitor network usage by being aware of student usage and helping ensure students comply with district policies, which are in place to safeguard all users.

Some general guides for teachers:

- Persons will not have access to network resources without logging into the Windows server.
- Upon logging in, each user gets an application launcher which has all software available to the user. Students are not allowed to run applications from the start menu, teachers are. The application launcher is different colors for teachers and students. The teacher color scheme is blue and the student color scheme is green. Please help watch and see that students are not logged in as a teacher since teachers have access to grading programs.
- Persons who have problems with hardware or software should fill out a CMA request form and submit it to the technology department.
- Each faculty member is provided with an email account.

Internet filtering:



Students are required to sign an Acceptable Use Policy. This is filed in the technology department. When an AUP is returned, the student is granted access to the Internet. If a student does not have Internet access, they have not returned their AUP signed and should not be allowed on the Internet.

Filtering is in place in 3 ways at WSISD.

Filter 1 - *Students who have not returned their AUP will not have the Internet access.*

Filter 2 - *The Internet filter logs all sites that a student visits. Log is kept at the local level.*

Filter 3 - *Provided by ESC12 - sets filters for specific sites / topics. If you find a site that needs to be added to the filter, please email the link to the technology person on campus.*

Labs / Classroom setups

High School Lab – Room 11A

Lab times will need to be scheduled as sharing is necessary and some classes may be scheduled daily (keyboarding, Technology classes)



Computers -	18 computers (WIN7/WIN10) all available district software is loaded.
Printers -	1 Duplex printer

Other equipment- 2 scanner

Equipment available for checkout - Video conference unit

Elementary Lab – Room 7A

Lab times will need to be scheduled as sharing is necessary and some classes may be scheduled daily (keyboarding, Technology classes)



JH Lab – Room 7A

Lab times will need to be scheduled as sharing is necessary and some classes may be scheduled daily (keyboarding, Technology classes)



Computers -	20 computers (WINXP) all curriculum and productivity district software is loaded. (Grades may not be run from these computers)
Printers -	1 teacher computer (WINXP) all available district software is loaded
Other equipment -	1 HP4700DN network printer (Color) (name ESLAB)
Equipment available for checkout	1 scanner – attached to teacher computer

Mobile Labs – MacBooks

There are 3 MacBook labs available for checkout. Teachers schedule checkout of these labs through the Lab checkout calendar located in school email system.

Computers -	12 MacBook in each lab.
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Mobile Labs – iPad2

There are 2 iPad2 labs available for checkout. Teachers schedule checkout of these labs through the iPad Coordinator.

Computers -	12 - 15 iPad2 units in each lab
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Videoconferencing Units

There is 1 videoconferencing units available for checkout. Videoconferencing opportunities are scheduled through the Technology Coordinator and usually coordinated through ESC12.

Classrooms

Each classroom will have at least one computer with a minimum of WINXP. Grades PK and K classrooms each have 2 iPad2.

Each classroom is equipped with a ceiling mounted projector and whiteboard. Classrooms are also equipped with document cameras for teachers to use for presentations.

Library

Computers -	2 computers (WINXP).
	1 teacher station reserved for library automation usage.

Teacher Workroom

Kyocera copier. Copier is networked to allow printing from teacher computers campuswide.

Software

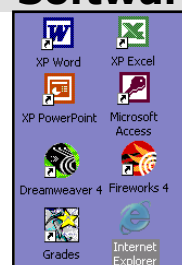
Productivity Software

WINXP

Office 2007 – Word (WP), Excel (SS), PowerPoint (presentations), Access (DB)

Macromedia Dreamweaver – web design

Macromedia Fireworks – graphics editor



Adobe Acrobat Reader – 6.0.2

PDF maker – creates a PDF format for any document you create – great to add to a web page

Curriculum Software

Reading

Name

AR (Accelerated Reader)***

Grade Levels

All –

Math

Name

Flash Forward Math

Grade Levels

All

Science

Other

Rosetta Stone

ELL/Migrant

OdysseyWare ***

JH / HS

Istation***

EL/JH (3-8)

Mavis Beacon

All

Think Through Math***

EL/JH (3-8)

Career Cruising***

JH / HS

Imagine Learning***

Migrant/ELL

*** On-Line

Teacher Utility Software

STAR Early Literacy/STAR Reading / STAR Math – Utilized for testing / progress monitoring in grades K – 8.

Eduphoria – access to student assessment data and data disaggregation.

TxEIS Gradebook – electronic gradebook / attendance posting

Parent Portal – parents have access to posted attendance and grades in TxEIS Gradebook

Textbook Enrichment Software –

Puzzlemaker

Glencoe Texts

Testmaker

Glencoe Texts

If you have others and want them added, submit a CMA.

Library Automation

The school's library automation software is Athena (Sagebrush Corporation). Each computer on the network has an Athena icon which allows students to search for books.

Walnut Springs web page

<http://www.walnutspringsisd.net/>



Committees

Class Sponsors

12th Grade - Molly Molen
Pam Avance
11th Grade - Tommy Webb
Christy Halbert
Tommy Hogg
10th Grade - Tim Trotter
Danielle Mills
9th Grade - Allen Jackson
Clayton Williams
8th Grade - Gene Carter
7th Grade - Julia Snyder
6th Grade - Carolyn Davis
FFA - Tommy Webb
FCCLA - Molly Molen
Student Council - Christy Halbert
NHS -
Cheerleaders - Lisa Weatherley(HS)
Molly Molen(JH)

Attendance Committee

Michele Garza
Christy Halbert
Current teacher of Record
Parent

504 Committee

Michele Garza
Christy Halbert
Parent
Teacher of Record

LPAC Committee

Michele Garza
Christy Halbert
Sue Dickinson

2016/2017

Health Advisory Committee

Michele Garza T.J. Joyner
Clayton Williams Shawn Marie Herring
Coleen Aleman

CTE Committee

Michele Garza Tommy Webb
Molly Molen
Pat Garrett

Grade Placement Committee

Michele Garza
Christy Halbert
Teacher(s) of Record
Parent

UIL Coordinators

Elementary - Cindi Jones
Jr. High - Julia Snyder
High School - Christy Halbert

Daily Procedures

AM /Arrival Duties

Teachers should arrive on campus and be present at their duty stations at 7:20 each morning. Students will report directly to classrooms upon arrival between 7:20 and the bell for 1st period.

Breakfast: Breakfast will be served from 7:20 to 7:40. The serving line will close at 7:40. Please do not release students to breakfast after that time,

Early arrivals: Some students will arrive earlier than 7:20. Please discourage this. Students who must arrive early should report to the cafeteria.

Duty Assignments:

Cafeteria:	<i>Hanshew Gilbert Uloth</i>	HS Hallway:	<i>Garza/Williams</i>
		JH Hallway:	<i>Snyder</i>
Elementary Drop Off/Greeter:	<i>Reynolds</i>	Parking Lot:	<i>Jackson</i>
Elementary Hallway:	<i>St. Clair</i>		

Grades PK – 5

Students will enter the building at the entrance by the flagpole. Upon arrival to school, students will report to their grade level teacher. Students who are going to eat breakfast should leave their supplies in the classroom and go to the cafeteria. Students will be directed by Cafeteria monitors to return to the classroom as they finish with breakfast.

Grades 6-8

Students will enter the building at the entrance by the cafeteria. Students wishing to eat breakfast should go directly to the cafeteria. Students will be directed to their 1st period classrooms when they finish breakfast. Students will be directed to their 1st period classrooms when they finish breakfast.

GR 6 – *JH Math* GR 7–*JH Reading* GR 8– *JH Science/Social Studies*

Grades 9-12

Students will enter building at one of the entrances by the office or old gym. Students wishing to eat breakfast should go directly to the cafeteria. Students will be directed to their 1st period classrooms when they finish breakfast.

GR 9–*HS English* GR 10–*HS Math* GR 11– *HS History* GR 12– *HS Computer Lab*

Once students are in the classroom, it is expected that they remain in their assigned places until time for 1st period.

Classrooms will be unlocked at 7:20 so that students may report to their assigned areas. Students are not allowed to leave the cafeteria with food or beverages. If they bring food from home, please send them to the cafeteria to eat.

PM / Dismissal Procedures

J Allred / J Snyder – JH Hall Monitor
A Jackson – HS Parking Lot
M. Molen – Breezeway
Y Gilbert / J Whatley / G Phillips / C Jones – Parent Pickup Monitor
S. Dickinson / L Weatherley / – Bus Monitor
S Uloth – EL Hall Monitor
– HS Hall Monitor
T Webb – HS Parent Pickup Monitor

Student in grades PK-8 may be picked up at the HS dismissal area at the request of the parent.

Response to Intervention/UII Period

Response to Intervention (RtI) is a federally mandated program all schools must implement. RtI is a multi-tier approach to identify learning and behavior needs before students fall too far behind and needs special education assistance.

Walnut Springs ISD identifies students for placement in the three tiers of interventions through universally screened throughout the year with the Star products from Renaissance Learning. Star Reading, Star Math, and Star Early Literacy assessments provide individual reports pinpointing the strengths and weaknesses of each student. The utilization of these reports along with classroom observations, subject grades, state assessments, and teacher input determines the placement of students in one of the three tiers below.

Tier 1 students (approx. 80% of the population): These students are those who are not in any need of intervention and are doing well in testing, state assessments, and classroom work. These students will be assigned a class to attend to work on accelerated assignments or UIL competition practices. A schedule will be assigned each six weeks.

Tier 2 students (approx. 15 – 17% of the population): These are the students usually assigned to tutorials. They are the students who teachers know did not understand or were not taught a couple of concepts in the past. Mastering the concept(s) which were missed or not understood is the target for the Tier 2 student. Goals are set at the beginning of the six weeks. No more than 2-3 goals should be set per student. Preteaching upcoming concepts will work well with these students as well. The goal for Tier 2 students is to catch them up so they are comfortable in class and ultimately move to Tier 1.

Tier 3 students (approx. 3 -5% of the population): These are the students that need to be worked with one on one, or one to two at the most. They are the ones who struggle the most. These students have been through Tier 2 for at least two six weeks and have made no progress. The concentration should be on one goal at a time. After successfully mastering the goal, another goal is introduced and so on, until the student is successful enough to return to Tier 2. However, if the student is not successful after two to three six weeks in Tier 3, the RtI committee will meet to look at a possible special education referral.

The RtI will be a graded period for JH and HS students. Teachers who share the students during the RtI period will meet to determine the grade for the students.

Response to Intervention Testing Calendar	
Subject Areas Tested	Testing Window
Algebra I , English I, English II	Aug. 30-Sept. 14
JH Math - JH English	Aug. 30-Sept. 14
STAR Literacy Grade 1 (TPRI)	Sept. 11 - 21
STAR Math, Reading, and Literacy - Grade 2 (TPRI)	Sept. 11 - 21
STAR Math, Reading, and Literacy - Grade 3	Aug. 30-Sept. 14
STAR Math and Reading - Grades 4-5	Aug. 30-Sept. 14
STAR Literacy - Kindergarten (TPRI)	Oct. 16-27
STAR Literacy - Kindergarten, Grade 1	October 24-Nov. 8
STAR Math and Reading and Literacy - Grades 2-3	
STAR Math and Reading - Grades 4-5	
Algebra I , English I, English II	Jan. 8 - 18
STAAR Early Literacy (TPRI) Grades K - 2	Jan. 15 - 26
STAAR Reading - Grade 1	
STAR Math and Reading and Literacy - Grades 2-3	
STAR Math and Reading - Grades 4-5	
STAR Literacy - Kindergarten, Grade 1 - TPRI	April 9 -20
STAAR Reading - Grade 1	
STAR Math / Reading / Literacy - Grades 2 (TPRI)-3	
STAR Math and Reading - Grades 4-5	
Algebra I , English I, English II	
JH Math - JH English	

Pay Scale

Professional Employees

Minimum Salary Schedule 2017-2018

Years of Experience Credited	Monthly Salary	Annual Salary (10 mo contract)	Increase for Step
0	2,808	28,080	
1	2,869	28,690	1,150
2	2,929	29,290	1,160
3	2,989	29,890	1,170
4	3,117	31,170	1,860
5	3,244	32,440	1,880
6	3,372	33,720	1,910
7	3,490	34,900	1,840
8	3,602	36,020	1,800
9	3,708	37,080	1,760
10	3,808	38,080	1,720
11	3,902	39,020	1,680
12	3,993	39,930	1,670
13	4,076	40,760	1,610
14	4,156	41,560	1,590
15	4,231	42,310	1,560
16	4,303	43,030	1,540
17	4,370	43,700	1,510
18	4,434	44,340	1,490
19	4,494	44,940	1,460
20 & Over	4,551	45,510	1,440

Local Longevity Pay

Teachers / Professional Employees who are subject to being paid on the State Minimum Salary Schedule will receive the following stipend amounts as above base salary according to the number of years employed by Walnut Springs ISD.

Employees with hire date PRIOR TO Sept 1, 2010

	Months for contract		
	10 months	11 months	12 months
0-3 years	\$1,500.00	\$1,650.00	\$1,800.00
4-7 years	\$2,000.00	\$2,200.00	\$2,400.00
8-11 years	\$2,500.00	\$2,750.00	\$3,000.00
12-15 years	\$3,000.00	\$3,300.00	\$3,600.00
16-19 years	\$3,500.00	\$3,850.00	\$4,200.00
20+ years	\$4,000.00	\$4,400.00	\$4,800.00

Hire date EFFECTIVE School Year 2011-2012

	Months for contract		
	10 months	11 months	12 months
0 years	\$1,000.00	\$1,100.00	\$1,200.00
1-4 years	\$1,500.00	\$1,650.00	\$1,800.00
5-8 years	\$2,000.00	\$2,200.00	\$2,400.00
9-12 years	\$2,500.00	\$2,750.00	\$3,000.00
13-16 years	\$3,000.00	\$3,300.00	\$3,600.00
17-20 years	\$3,500.00	\$3,850.00	\$4,200.00
21+ years	\$4,000.00	\$4,400.00	\$4,800.00

Walnut Springs does not pay additional amounts for degrees above a Bachelor'

At Will Employees

The entry pay for at will employees at Walnut Springs ISD is \$80.21 (approx) per day for an 8 hour day. This equals an approximate salary of \$15,000, based on 187 days of pay, which is paid in 12 equal paychecks.

Raises are determined on an annual basis depending on available funds. Raises, if approved will begin with the first check for the pay year to which it applies.

Pay year

187 days – September – August

226 days – July - June

Pay Dates for 2017 - 2018

September 25th – Monday
 October 25th - Wednesday
 November 17th - Friday
 December 19th - Tuesday

January 25th - Thursday
 February 23rd - Friday
 March 23rd - Friday
 April 25th – Wednesday

May 25th – Friday
 June 25th - Friday
 July 25th - Monday
 August 24th – Friday

Employee Forms Package

New Teachers:

Form	Description	Return To:	Notes
I-9	Immigration form	Supt (KP)	Required Post 9-11 Must have 2 forms of ID for verification
Signed contract	Local form	Supt (KP)	Copy will be provided to employee after being signed by board president
SocSec Acknowledgement	SSA 1945	Supt (KP)	
W4 – withholding	IRS form	If changes made	
UIL	Professional Acknowledgement Form	Supt (KP)	Only for persons sponsoring UIL activities

All Employees

Form	Description	Return To:	Notes
Insurance	Designate which insurance provider desired or none	Supt (KP)	WSISD pays \$225 monthly toward teacher insurance
Ethnicity	Designate your ethnicity	Supt (KP)	PEIMS required
Annualized compensation		Supt (KP)	Allows employee who works less than 12 months to elect to have 12 monthly checks. Required by IRS MUST BE COMPLETED PRIOR TO RETURNING TO WORK.
Emergency contact	Contains information for who to contact in case of emergency	Prin (RT)	Local form. Not utilized for accounting or audit purposes
W4 – withholding	IRS form	Supt (KP)	ONLY If changes made
Personnel Service Record	Official record of years of service	NA – Provided FYI	Provided for employee verification of accuracy This document will be utilized by TRS for determining years of service for retirement purposes.
Directory Information			
Personnel Handbook			
Teacher Compact	Local Form	Prin (RT)	
Salary Verification	TXEIS form	Supt (PG)	Form is in Office - Sign to verify that salary information is correct prior to receiving Sept paycheck.
AUP	Local Form	Prin (RT)	To

Steps for Requesting Travel and Reimbursements

- All reimbursements must have receipts – travel and purchases.
- Taxes shown on receipts are not reimbursable. If you are making a purchase for the school, obtain the PO for the item and a tax exempt form will be sent with the PO.
- Travel rate is \$0.485 per mile. Mileage is calculated from the school building.
- No meals are paid unless an overnight stay is required. Breakfast is not reimbursed if hotel/motel provides breakfast as part of the room rate.
- Prepayment will not be made for per diem or mileage. This does not include travel with students.
- Overnight stays are not reimbursable if the training is less than 120 miles from the school.
- Travel must have verification of allowable activity for which the expense was claimed.
 - Ex. Certificate if attending training or copy of receipt if purchase was made.
- **ALL** overnight stays must be pre-approved. Hotel payments will be paid prior to the event if arrangements are made at least 3 weeks in advance of the event. Payment will be made to the hotel rather than the employee.
 - Guides for securing lodging –
 - ask for state/government rate. Hotels are allowed to charge a maximum amount for lodging if for official purposes. This rate does change and may be found on the comptroller's website.
 - Pick up paperwork in office prior to leaving so that district does not pay state taxes and the official rate may be utilized. (The hotel has to have certain documentation for audit purposes also.)

Travel and reimbursements need to be claimed as close to the time of occurrence as possible. Some are funded through grants and federal funds and we need to have them so that we know what funds have been spent in that grant /fund area and can claim reimbursement from the state for the expense. If you wait, the grant/funding period may be over and we aren't able to be reimbursed for the expenditure.

Travel

1. Submit request for approval prior to making purchase or traveling.
 - a. When more than one person attends the same training, attendees will need to carpool. When available, the Ag Truck should be used. Please check in the office for availability.
 - b. Travel is calculated from the school building to event and back.
 - c. Mileage is the only allowable expense that can be reimbursed when no overnight stay is required. Meals are only allowable for overnight stays.
2. Complete travel form for all travel and per diem requests. Complete all parts of the travel form. Mileage and per diem amounts for the year are posted in the office. Hotel reimbursements may not exceed the allowable amount per night.
(If you ask for the government rate most hotels will honor this request.)

Reimbursements

Complete request for reimbursement of approved purchases and turn into office.

- a. Submit form with ORIGINAL receipt.
- b. Sales tax is not an allowable expense. If you pay tax on a purchase that amount will not be reimbursed. Tax exempt forms are available in the office.

Original receipts are needed for reimbursement purposes.

Steps for Requesting / Making purchases

1. PO form submitted to superintendent for approval.
2. Verifies that all required bid and quote documentation is included as needed.
3. Copy of PO is made for person making request. Original PO is retained in the office for records.
4. PO is returned to person submitting request to place order for items on PO.
5. Items received in office and taken to person placing order. Items missing from shipment will be reported to Supt. Secretary immediately. Invoice will be marked and follow up will be made by Supt. Secretary until issue is resolved.
6. Invoice is received in the central office and matched with the existing PO. Persons who wish to retain a copy of the invoice for department files should request the copy from the office.
7. Any amount exceeding the original PO will be subject to re-approval on a case by case basis.

All requests should be turned in at least 4 days prior to the board meeting which is the 2nd Thursday of each month.

Activity Funds /Accounts

Student activity accounts will be managed from the central office.
The following sub-object codes are assigned the following accounts:

40 – FFA	45 – JH Cheerleader	60 – Class of 10	65 – Class of 15
41 – FCCLA	46 – Yearbook	61 – Class of 11	66 – Class of 16
42 – Stu Council	47 – Sports Athletic	62 – Class of 12	67 – Class of 17
43 – NHS	48 – CTA	63 – Class of 13	68 – Class of 18
44 – HS Cheerleader	49 – WS Scholarship	64 – Class of 14	69 – Class of 19

DEPOSITS

Per event:

Office

Deposits will be made to the activity account specifying the correct sub-object code for the group.

Group Sponsor:

Complete event overview form.

Make a copy of the form. Keep one and turn one into the office.

Complete a deposit slip for the amount and include your sub - object code on the deposit slip.

(Each deposit slip must have an event overview form with matching funds.)

EXPENDITURES

Per event:

Office

Checks will be written and funds will be taken from the appropriate activity account according to the sub-object code for the group.

Group Sponsor:

Complete request for expenditure form.

Check will be given to the sponsor after it is written and coded.

Sponsor will be responsible for payment of expenditure after receiving check.

Monthly:

Office

Provide printout of group activities (checks and deposits) to sponsor.

Group Sponsor:

Verify that deposits and checks are accurate.

Absence from Duty: Leave/Professional Development

1. Turn in Absence from Duty form to Mrs. Terrell as far in advance of the event as possible.
2. For sickness or emergency leave which isn't planned in advance, please call Mrs. Terrell at home no earlier than 6:00 a.m. **(817)648-7595**. *In the event that Mrs. Terrell does not answer her phone leave your name, phone number and time of call in her message box. Then call and leave a message on Mrs. Terrell's office line (254-797-2133).* After returning from an absence for which prior notice wasn't possible, please complete the form on the ***first day you return to work***.

Leave

Policy states that leave is in ¼ day (2 hour) increments. Employees have 5 state days which roll over from year to year and from WSISD to another ISD. In addition, WSISD allows for 5 local leave days which do not roll over from year to year or to another ISD.

As a professional, you are the best person to be in your classroom or assignment. Allowing you to take leave in 2 hour increments, rather than taking a minimum of one half day of leave, will enable your students to have the benefit of your expertise for the maximum amount of time and you will be able to take care of important personal business while still being on the job for most of the day.

Conference periods / Lunch Periods

Teachers are allowed to utilize conference periods as they see fit to ensure that preparations are made for their classes. If a teacher needs to ***periodically*** take care of personal business that is off campus, that is fine.

Please remember:

1. **Sign out when you leave and sign back in when you return.** This doesn't mean to come by and sign out at 11:00 in the morning when you are not actually leaving until 2:00 pm.
2. **Avoid calling the office to have someone there sign you out unless there is an emergency.**

Lunch periods follow the same guides as conference periods.

Be sure that your duties are covered!

Accumulated Leave Days

2017/2018

POLICY: DEC (Local)

Availability	The District shall make state personal leave for the current year available for use at the beginning of the school year. Local leave shall be made available as earned.
Earning local leave	An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.
Deductions	The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.
Leave without pay	If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local leave shall be prorated based on the actual time employed.
Leave proration - employed for less than full year	If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.
Recording	Leave shall be recorded in one quarter day increments for all employees.
Order of Use	Earned compensatory time shall be used before any available paid state and local leave. [See DEA] Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable: 1. Local leave. 2. State sick leave accumulated before the 1995–96 school year. 3. State personal leave. Use of sick leave pool days shall be permitted only after all available state and local leave has been exhausted.

1/4 day of leave is accumulated every 9 days

Date	State Leave Available	Local Leave Available
Aug 16, 2017	5 days	0
Aug 30, 2017		¼ day (2 hrs)
Sep 13, 2017		¼ day (2 hrs)
Sep 26, 2017		¼ day (2 hrs)
Oct 9, 2017		¼ day (2 hrs)
Oct 23, 2017		¼ day (2 hrs)
Nov 3, 2017		¼ day (2 hrs)
Nov 16, 2017		¼ day (2 hrs)
Dec 6, 2017		¼ day (2 hrs)
Dec 19, 2017		¼ day (2 hrs)
Jan 15, 2018		¼ day (2 hrs)

Date	State Leave Available	Local Leave Available
Jan 26, 2018		¼ day (2 hrs)
Feb 9, 2018		¼ day (2 hrs)
Feb 22, 2018		¼ day (2 hrs)
Mar 14, 2018		¼ day (2 hrs)
Mar 27, 2018		¼ day (2 hrs)
Apr 10, 2018		¼ day (2 hrs)
Apr 23, 2018		¼ day (2 hrs)
May 4, 2018		¼ day (2 hrs)
May 17, 2018		¼ day (2 hrs)
May 31, 2018		¼ day (2 hrs)

Changes to Personnel Handbook

[illegible]

Appendix A – Employee Handbook

Employee Dress

- ✓ Campus expectations are that dresses, skirts and skorts must follow the student length dress code.
- ✓ Spandex or other tight, clingy clothing may not be worn anytime.
- ✓ Capri's and/or cropped pants may be worn if they are **below** the knee.
- ✓ No flip flops/shower shoes or crocs should be worn. Athletic/tennis shoes should be neat and clean.
- ✓ **Plain**, athletic-type tee shirts may not be worn.
- ✓ No shorts (including walking shorts) should be worn.
- ✓ Employees may wear jeans; however, they should be in good taste, and may not have holes.
- ✓ Employees may not have visible tattoos or body piercing, except for earrings on women.
- ✓ All personnel must be well groomed. Hair and mustaches are to be kept neat, clean and trimmed.

Professional Etiquette

We are a team and we must portray a positive image at all times.

Under all circumstances, do not discuss or speak negatively about the community, Walnut Springs ISD, its students, staff, or administrators. Malicious gossip, the spreading of rumors, and/or other inappropriate methods can result in an adverse recommendation regarding your employment status in W.S.I.S.D.

Be kind to others at all times. Under all circumstances, treat students, parents, colleagues, administrators and central office staff professionally and with respect at all times. Refrain from gossip and/or silence gossip when it occurs. Again, this is a non-negotiable.

If there is a problem, go to the person/source of the problem and express your concerns in a positive, professional manner. Furthermore, please visit the administrator should problems continue. As always, the school counselor is available as a source of guidance and as a conflict resolution specialist.

Employees should observe all confidentiality rules with regard to students. While a positive relationship with students often enhances education, allowing your relationship with students to become one of friendship may be detrimental with regards to professional etiquette.

Appendix B – Employee Handbook

Employee Workday

The typical workday, for employees of Walnut Springs ISD, is from 7:20 am to 3:40 pm. Exceptions are Food Service, Maintenance and Custodial. Employees in those areas will have their typical workday assigned separately.

Walnut Springs ISD – *Field Trip Guidelines*

Field trips provide an opportunity to extend the classroom, gain experiences, and make school work and extra-curricular activities more interesting and meaningful to students.

Field trips should have a definite educational and related purpose to the activity at-hand ; however, they should not be used as a part of a student's grade.

Field trips should be planned at least one month in advance to allow teachers time to cover the aspects of the trip with the students.

Please adhere to the following guidelines when planning a field trip:

- Complete a field trip request form and turn in to the principal's office one month before planned trip. This form should be complete with the purpose of the trip, educational importance, date group attending, and transportation needed including bus drivers if needed.
- Once trip is approved and added to the monthly activity calendar, send home student permission slips. Permission slips should include educational importance of trip, date time of departure and return, and costs related to the trip. All permissions slips should be returned to the supervising teacher two days before planned trip.
- Chaperones will be employees of the school district.
- Teachers should make arrangements with the cafeteria at least **ONE WEEK** in advance of the trip for sack lunches that are needed or to inform the cafeteria that lunches for the group will not be needed on the day of the trip.
- Teachers should take attendance and turn in to the office before departure. This will allow us to account for all students in case of emergency.
- Students are expected to adhere to the Student Code of Conduct on all trips. Students should be reminded that they are representing Walnut Springs ISD, the teacher, and themselves.
- Students may be given information sheets to complete on scheduled trips. The information sheet could be in outline for, questions, or asking for summaries of information. This will help students know the educational expectations that should be gained from the trip.
- Don't forget your camera!

Revised September 11, 2017	2017–2018 STUDENT ASSESSMENT TESTING CALENDAR		Dates Subject to Change
Detailed information regarding the scheduling and administration of specific STAAR assessments can be found on the Coordinator Manual Resources webpage at http://tea.texas.gov/student.assessment/manuals/dccm/ .			
2017–2018 Training			
Jan 10 (Wed)	ESC training for the 2018 state assessment program		
Jan 26 (Fri)	Completion date for training of district testing coordinators by ESCs		
2017 Assessments			
Test Date(s)	STAAR	Report Date	
Dec 4 (Mon)	English I	By January 12, 2018	
Dec 6 (Wed)	English II		
Dec 8 (Fri)	All make-up sessions for STAAR English assessments scheduled to be administered on Dec 4 and Dec 6, 2017, must be completed by the end of this day.		
Assessment Window Dec 4–Dec 8	Algebra I Biology U.S. History	By January 12, 2018	
2018 Assessments			
	NAEP Assessments (selected sample)		
Assessment Window Jan 29–Mar 9	U.S. History (GR 8) Civics (GR 8) Geography (GR 8) Technology and Engineering Literacy (GR 8)		
Test Date(s)	TELPAS	Report Date(s)	
Assessment Window Feb 26–Apr 6	Grades K–12 TELPAS Listening, Speaking, Reading, and Writing	TBD	
	STAAR		
Apr 10 (Tues)	Grade 4 Writing Grade 7 Writing Grade 5 Mathematics Grade 8 Mathematics English I	GR 4 & 7 Writing-by June 13, 2018 GR 5 & 8 Math by April 30, 2018 English I by June 1, 2018	
Apr 11 (Wed)	Grade 5 Reading Grade 8 Reading	By April 30, 2018	
Apr 12 (Thur)	English II	By June 1, 2018	
Apr 13 (Fri)	All make-up sessions for STAAR assessments scheduled to be administered from Apr 10–12, 2018, must be completed by the end of this day.		
	STAAR Alternate 2		
Assessment Window Apr 2–Apr 20	STAAR Alternate 2 (grades 3–8 and EOC)	By May 11, 2018	
Test Date(s)	STAAR	Report Date(s)	
Assessment Window May 7–May 11	Algebra I Biology U.S. History	By June 1, 2018	
May 14 (Mon)	Grades 3–4 Mathematics Grades 6–7 Mathematics	By June 13, 2018	
	Grade 5 Mathematics (retest) Grade 8 Mathematics (retest)	By June 5, 2018	
May 15 (Tues)	Grades 3–4 Reading Grades 6–7 Reading English III	GR 3,4,6,&7 Read by June 13, 2018 English III by August 10, 2018	
	Grade 5 Reading (retest) Grade 8 Reading (retest)	By June 5, 2018	
May 16 (Wed)	Grade 5 Science Grade 8 Science Algebra II	GR 5 & 8 Science by June 13, 2018 Algebra II by August 10, 2018	
May 17 (Thur)	Grade 8 Social Studies	By June 13, 2018	
May 18 (Fri)	All make-up sessions for STAAR assessments scheduled to be administered from May 14–17, 2018, must be completed by the end of this day.		
Test Date(s)	STAAR	Report Date(s)	
June 25 (Mon)	English I	By July 27, 2018	
June 26 (Tues)	Grade 5 Mathematics (retest) Grade 8 Mathematics (retest)	By July 17, 2018	
June 27 (Wed)	English II	By July 27, 2018	
	Grade 5 Reading (retest) Grade 8 Reading (retest)	By July 17, 2018	
June 29 (Fri)	All make-up sessions for STAAR assessments scheduled to be administered from June 25–27, 2018, must be completed by the end of this day.		
Assessment Window June 25–June 29	Algebra I Biology U.S. History	By July 27, 2018	

2017 – 2018 UIL Calendar of Events

Published 8/10/2017

For more information visit: <http://www.uiltexas.org/>

2017-18 UIL Calendar			8/10	
Description	Date	Day	Date	Day
August-17				
• Marching Band: Directors see C&CR, Section 1105 (d).	1	Tues	1	Wed
• Volleyball: First day to issue equipment & conduct workouts.	1	Tues	1	Wed
• Volleyball: First day for scrimmages.	4	Fri	1	Wed
• Football: Issue equipment; begin conditioning w/no contact equipment except helmets; no contact activities - 5A & 6A with no spring training, 1A, 2A, 3A & 4A.	7	Mon	1-2	Wed-Thurs
• Volleyball: First day for matches.	7	Mon	2	Thurs
• Football: First day contact activities permitted, 5A & 6A with no spring training, 1A, 2A, 3A & 4A.	11	Fri	2	Thurs
• Athletics: Last day for summer strength/conditioning programs.	14	Mon	2-4	Thurs-Sat
• Football: Begin conditioning w/no contact equipment except helmets; no contact activities - 5A & 6A.	14	Mon	3	Fri
• Football, Volleyball and Individual Sports: No 7th or 8th grade practice until the first day of school.	14-18	Mon-Fri	4	Sat
• One-Act Play: First day to schedule directors' planning meetings.	15	Tues	4	Sat
• Academics/CX Debate: Schedule district planning meetings.	15	Tues	4	Sat
• Football: 1st day contact activity permitted 5A & 6A.	18	Fri	6-7	Mon-Tues
• 7th-8th Grade Football: No student or team shall participate in any scrimmage or contest until they have had 4 days of practice w/no contact equipment except helmets, and 7 additional days of contact practice.	21-25	Mon-Fri	6-8	Mon-Wed
• Football: First day for interschool scrimmages, 5A & 6A.	25	Fri	10	Fri
• Football: First day for games, all conferences.	31	Thurs	10-11	Fri-Sat
September-17			11	Sat
• Music: Region organization reports due.	5	Tues	13	Mon
• Student Activities Conference: Tyler	9	Sat	15	Wed
• Student Activities Conference: Lubbock	23	Sat	15-18	Wed-Sat
• A+ Academics: Deadline to submit fall/winter district meet organization form and material request.	25	Monday	16-18	Thurs-Sat
• Student Activities Conference: Univ. of Houston	30	Sat	23-25	Thurs-Sat
October-17			27	Mon
• UIL membership fees due.	1	Sun	30-2nd	Thurs-Sat
• Spring Meet: District directors & academic coordinators names due.	2	Mon	1	Thurs
• CX Debate: Deadline to hold planning meetings.	2	Mon	1	Thurs
• One-Act Play: Enrollment deadline.	2	Mon	1	Thurs
• Team Tennis: District certification deadline.	14	Sat	7-9	Thurs-Sat
• Student Activities Conference: UT Austin	14	Sat	7-9	Thurs-Sat
• Cross Country: District Certification	14	Sat	14	Thurs
• Legislative Council meeting, Austin.	15-16	Sun-Mon		
• Team Tennis: BI-District certification deadline	17	Tues	14-16	Thurs-Sat
• Girls Basketball: First day for practice.	18	Wed	20-23	Wed-Sat
• Team Tennis Area Certification Deadline	21	Sat	24-26	Sun-Tues
• Cross Country: Regional meet	23	Mon		
• Team Tennis: Regional Quarter-finals certification deadline.	24	Tues	27	Wed
• Boys Basketball: First day for practice.	25	Wed		
• Marching Band: Last day for region contests, 1A, 2A, 3A & 5A	26	Thurs		
• Team Tennis: Regional tournaments.	26-27	Thurs-Fri		
• Marching Band: Area contest deadline, 2A, 3A & 5A.	28	Sat		
• Marching Band: No 4A & 6A region contests.	28	Sat		
• Volleyball: District certification deadline, all conferences.	28	Sat		
• Girl's Basketball: 1st day for scrimmages.	30-31	Mon-Tues		
• Volleyball: BI-district all conferences				
November-17				
• Congress Region: 1st day.				
• CX Debate: Online district info. form due w/ Dist. Director's Name.				
• A+ Academics: First day for invitational meets.				
• One-Act Play: Deadline to hold directors' planning meetings.				
• Team Tennis: State Tournament.				
• OAP: First day to contact 2nd and 3rd judges for panels.				
• Marching Band: Area deadline, 2A, 3A & 5A.				
• Volleyball: Area, all conferences.				
• Girls Basketball: 1st day for interschool games.				
• Boys Basketball: First day for scrimmages.				
• Cross Country: State Meet.				
• Marching Band: Regional contest deadline 4A & 6A				
• Volleyball: Regional quarterfinals, all conferences.				
• Marching Band: State Contest. 1A, 2A, 3A & 5A.				
• Boys Basketball: First day for interschool games.				
• Volleyball: Regional, all conferences.				
• Football: District certification deadline, all conferences.				
• Wrestling: First day for meets & tournaments.				
• One-Act Play: Double representation due.				
• Congress Region: Last day.				
• A+ Academics: Participation registration due. Deadline to submit spring district meet information and materials orders.				
• Volleyball: State Tournament.				
• Football: BI-district, all conferences.				
• Football: Regional, 1A. Area, 2A-6A.				
• Soccer: 1st day for practice.				
• Football: Quarterfinals: 1A. Regional, 2A-6A.				
December-17				
• Football: Quarterfinals: 1A. Regional, 2A-6A.				
• CX Debate: Deadline to set up district meet online.				
• ILPC: Yearbook Individual Achievement Awards entries due. Yearbooks due for rating. Enrollment deadline.				
• A+ Academics: First day for fall/winter district meets.				
• Academics: Deadline to submit orders for Invitational Set A materials.				
• Football: Semifinals 1A. Quarterfinals, 2A-6A.				
• Robotics Pilot: BEST Division State Championship				
• One-Act Play: Deadline to request scenic elements not permissible under contest rules and to submit plays not on approved list for consideration as contest entries.				
• Football: Semifinals, 2A-6A.				
• Football State Championship: All Conferences.				
• Athletics: No school facilities, personnel or equipment shall be used for athletic purposes for five consecutive days to include Dec. 24-26.				
• Soccer: First day for scrimmages.				
January-18				
• CX Debate: First day for district competition.				
• Soccer: First day for games.				
• Academics: First day for invitational meets using Set A materials.				
• Academics: Deadline to submit orders for Invitational Set B materials.				
• Congress: State Meet				
• Film Contest: Deadline to submit entries.				

- Spirit State Championship
- Athletics: Deadline to accept plans for next school year (except football).
- Softball: First day for practice.
- Baseball: First day for practice.
- Swimming & Diving: District certification deadline.
- Softball: First day for interschool scrimmages.
- A+ Academics: Last day to hold fall /winter district meets and first day to return materials to contestants.

February-18

- Academics & One-Act Play: Deadline to set up district online.
- A+ Academics: First day for spring district meets.
- Swimming & Diving: Regional meets.
- A+ Academics: Last day for invitational meets using Set A materials.
- Baseball: First day for interschool scrimmages.
- Theatrical Design: Entries due.
- Academics: First day for invitational meets using Set B materials.
- CX Debate: Last day to hold district competition.
- Girls Basketball: District certification deadline.
- Wrestling: District certification deadline.
- Softball: First day for interschool games.
- CX Debate: District results deadline.
- Girls Basketball: Bi-district.
- ILPC: Newspapers & Broadcast due for rating. IAA entries due
- CX Debate: Deadline to submit required judging information
- Girls Basketball: Area.
- Wrestling: Regional meets.
- Swimming & Diving: State Meet.
- Boys Basketball: District certification deadline.
- Baseball: First day for interschool games.
- Girls Basketball: Regional quarterfinals.
- Boys Basketball: Bi-district.
- Academics Essay Competition: Deadline
- Boys Basketball: Area.
- One-Act Play: Title entry registration due.
- Mariachi: State Festival
- Wrestling: State Meet.
- Girls Basketball: Regional.
- Boys Basketball: Regional quarterfinals.
- Film Contest: State Festival
- Legislative Council: Finance Committee Workshop, Austin.

March-18

- ILPC: Max Haddick Teacher of the Year & Edith Fox King Awards nominations due.
- Solo & Ensemble: First day for online registration.
- Girls Basketball: State Tournament
- Boys Basketball: Regional.
- Academics: Last day for invitational meets using Set B materials.
- Boys Basketball: State Tournament.
- CX Debate: State Tournament, 1A, 2A & 3A.
- CX Debate: State Tournament, 4A, 5A & 6A.
- Solo & Ensemble: Last day for region contests.
- Speech & Acad. Dist. Meet: 1st week for speech district.(No HS music contest shall be scheduled in conflict w/ academic district and bi-district).
- OAP: District and Bi-District certification deadline.
- One-Act Play: Area Meets.

11-13 Fri.
15 Mon
19 Fri
26 Fri
27 Sat
29 Mon.
31 Wed

Date

1 Thurs
1 Thurs
2-3 Fri-Sat.
3 Sat
5 Mon.
8 Thurs
9 Fri.
10 Sat.
10 Sat.
10 Sat
12 Mon.
12 Mon.
12-13 Mon-Tues.
15 Thurs
15 Thurs.
15-17 Thurs-Sat.
16-17 Fri-Sat.
16-17 Fri-Sat.
17 Sat
19 Mon.
19-20 Mon-Tues.
19-20 Mon-Tues
21 Wed
22-24 Thurs-Sat.
23 Fri
23-24 Fri-Sat.
23-24 Fri-Sat.
23-24 Fri-Sat.
26-27 Mon-Tues
28 Wed
28 Wed

Date

1 Thurs
1 Thurs
1-3 Thurs-Sat.
2-3 Fri-Sat.
3 Sat
8-10 Thurs-Sat.
12-13 Mon-Tues
16-17 Fri-Sat.
17 Sat
19-24 Mon-Sat.
24 Sat
26-31 Mon-Sat.

- Speech: 2nd week for speech districts. (HS music contests shall not be scheduled in conflict with academic district and bi-district meets).
- Soccer: District certification deadline.
- Soccer: Bi-district.

April-18

- A+ Academics: Last day for invitational meets. First day to return invitational materials to contestants.
- Texas State Solo & Ensemble: Entry deadline.
- Soccer: Area
- Soccer: Regional quarterfinals.
- Golf & Tennis: District certification deadline. All Conferences.
- Soccer: Regional.
- Academic: Regional Meet
- OAP: Region Meet
- Track & Field: District certification deadline. All Conferences.
- Soccer: State Tournament.
- Tennis: Regional Meets
- Track & Field: Area Meets
- Golf: Regional Meets
- One-Act Play: 4A-6A State Meets
- Softball: District certification deadline.
- Theatrical Design: State
- Track & Field: Regional Meets.
- Softball: Bi-district deadline

May-18

- Baseball: District certification deadline
- One-Act Play: 1A-3A State Meet
- Academic: State Meet
- State Wind Ensemble Festival.
- Softball: Area deadline.
- Baseball: Bi-district deadline.
- ILPC: State Convention
- Track & Field: State Meet.
- Softball: Regional quarterfinals deadline.
- Baseball: Area deadline.
- Boys Golf: State Meet
- Tennis: State Meet
- Softball: Regional semifinal deadline.
- Baseball: Regional quarterfinal deadline.
- Girls Golf: State Meet
- Speech: State Meet
- A+ Academic: Last day to hold spring district meets & first day to return materials to contestants.
- Softball: Regional playoff deadline.
- Baseball: Regional semifinal deadline.
- Texas State Solo & Ensemble Contest.
- Softball: State Tournament.
- June-18
- Softball: State Tournament.
- Baseball: Regional playoff deadline.
- Baseball: State Tournament
- Legislative Council Meeting - Austin.
- ILPC: Summer Publications Workshop, UT-Austin.
- Academics: Capital Conference

July-18

- TILP: Scholarship notifications mailed to applicants and principals.

26-31 Mon-Sat.
27 Tues
29-31 Thurs-Sat.
Date Day
1 Sun

1 Sun
2-3 Mon-Tues
5-7 Thurs-Sat
11 Wed
13-14 Fri-Sat
13-14 Fri-Sat
13-14,16-17 Fri-Sat/Mon-
14 Sat.
18-21 Wed-Sat
18-21 Wed-Sat
21 Sat
23-26 Mon-Thurs.
23-25 Mon-Wed.
24 Tues.
26 Thurs
27-28 Fri-Sat.
28 Sat.

Date Day

1 Tues
3-5 Thurs-Sat
3-5 Thurs-Sat
5 Sat.
5 Sat.
5 Sat.
5-6 Sat-Sun
11-12 Fri-Sat
12 Sat
12 Sat
14-15 Mon-Tues
17-18 Thurs-Fri
19 Sat
19 Sat
21-22 Mon-Tues
21-22 Mon-Tues
26 Sat.
26 Sat.
26 Sat.
26-28 Sat-Mon
30-2nd Wed-Sat.
Date Day
30-2nd Wed-Sat.
2 Sat.
6-9 Wed-Sat.
12 Tues
15-17 Fri-Sun.
26-27 Tues-Wed
Date Day
Mid July