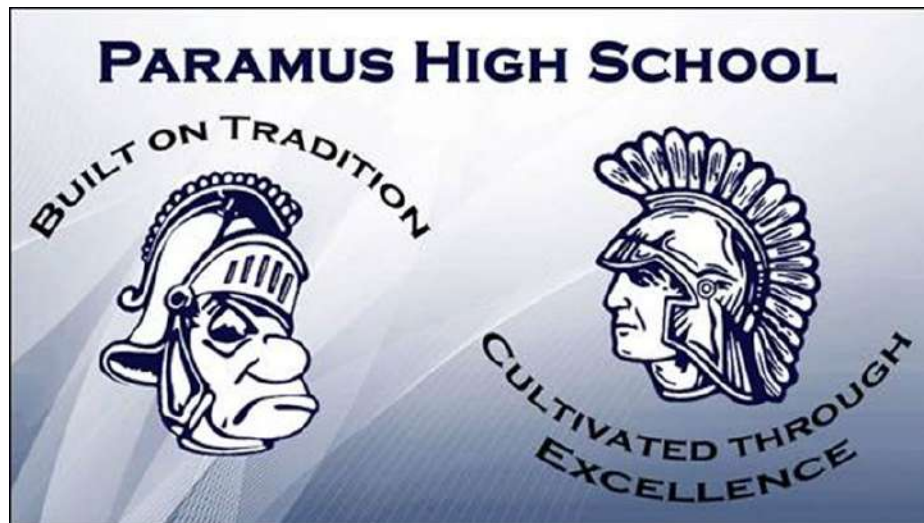


# Paramus High School



## Faculty Handbook 2019-2020

## **Paramus High School Mission Statement**

*The mission of Paramus Public Schools is to develop all students as open-minded lifelong learners who pursue their dreams and add value to the world.*

### **Core Values**

*We believe that all individuals have intrinsic value and are defined by their character.*

*We believe that respect for diversity enriches community.*

*We believe that all individuals can contribute to strengthening the community.*

*We believe that a community thrives when it protects, nurtures, and educates all its members.*

*We believe that a family, in all its forms, is a critical element in shaping an individual.*

### **Alma Mater**

*Hail Paramus blue and white  
for posterity*

*Sons and daughters, sing for praise  
Till Eternity*

*Raise the chorus, Speed it onward*

*Let our watchword be  
Hail all hail good fellowship  
Paramus we love thee.*

# **Paramus High School**

## **Faculty Manual**

Click on the following hyperlinks for important information.

### **Paramus Board of Education School Calendar 2019-2020**

## **Job Descriptions**

### **Administrative Staff**

[Principal](#)

[Vice Principal](#)

[Director of Innovation, Instruction, and](#)

[Professional Development](#)

[Supervisor of Elementary and District Programs](#)

[Supervisor of Visual and Performing Arts](#)

[Supervisor of Humanities](#)

[Supervisor of School Counseling](#)

[Supervisor of Science, Technology, Engineering](#)  
[and Math](#)

[Supervisor of Student Personnel Services](#)

[Supervisor of Wellness and Athletic Director](#)

### **Central Office Administration**

[Building Operation](#)

[Certificated Personnel](#)

[Co-Curricular Activities](#)

[Non-certified Professional Staff](#)

[ParaProfessional Personnel](#)

[Student Personnel Services](#)

[Yearly Appointments](#)

## **STAFF LIST / CONTACTS**

### **Employee Information** *(staff only)*

[Board Policies for New Employees](#)

[Calendars](#)

[District Technology Policies](#)

[Employee Substance Abuse Policy](#)

[Google Apps Dashboard](#)

[Grading Guidelines](#)

[Health Benefits](#)

[HIB Policy](#)

[I&RS](#) *(referral forms included)*

[List of NJ Approved Religious Holidays](#)

[Media Center Online Catalog](#)

[Missing, Abused and Neglected Children Policy](#)

[My Learning Plan](#)

[Parent Student Athletic Handbook](#)

[Performance Plus](#)

[Principles for Education Employers](#)

[Program of Studies](#) *(Includes graduation requirements)*

[Programs and Clubs](#)

[School Counseling](#)

[Staff Conduct and Dress Policy](#)

# Faculty Information

*Please become acquainted with all aspects of the student handbook so you are aware of the information given to the student body.*

*The listings are all alphabetical. FYI.*

## High School Administration

Principal	Mr. Raymond J. Kiem
Vice Principal	Ms. Alicia Angione
Vice Principal	Mr. Thomas Montuori
Athletic Director	Mr. Donald Roll

## District Administration

Superintendent	Dr. Michele Robinson
Assistant Superintendent	Mr. Sean Adams
Business Administrator	Dr. Alfredo Aguilar
Director of Human Resources	Ms. Carla Alvarez
Director of Innovation, Instruction, and PD	Mr. Timothy Donohue
Supervisor of Assessment, Evaluation & Accountability	Ms. Christine Diaz
Supervisor of Student Personnel Services	Ms. Margaret Damiano
Elementary Education Supervisor	Ms. Dara Carr
Humanities Supervisor	Ms. Lina Gudelis
STEM Supervisor	Mr. Robert Lehmann
Supervisor of Visual and Performing Arts	Ms. Lisa Vartanian
School Counseling Supervisor	Ms. Tiffany Goodson
Physical Education and Wellness Supervisor	Mr. Donald Roll

## School Counselors, Child Study Team, Student Assistance Counselor

<b>School Counselor</b>	Ms. Shannon Moran	<b>Psychologist</b>	Ms. Melissa Meyers
<b>School Counselor</b>	Ms. Daura Schucker	<b>Psychologist</b>	Ms. Juliana Barbaro
<b>School Counselor</b>	Ms. Sandra Vanderzee	<b>LDTC</b>	Ms. Gina Mariano
<b>School Counselor</b>	Ms. Nicole Ives	<b>Social Worker</b>	Ms. Heather Russo
<b>School Counselor</b>	Ms. Ashwini Reddy	<b>Student Assistance Coordinator</b>	Mr. Joseph Traina
<b>School Counselor</b>	Mr. Joseph Gencarelli	<b>SAGE Clinician</b>	Ms. Krista Seabrook

<b>Administrative Division of Students</b>	
Grade 9 & 11	Ms. Alicia Angione ext. 3070
Grade 10 & 12	Mr. Thomas Montuori ext. 3072
<b>Communication</b>	
<p style="text-align: center;"><b><u>From any classroom, in an emergency dial 0</u></b></p> <p style="text-align: center;"><b>If you need to speak with an administrator immediately and cannot reach one via the above extensions</b>, each administrator carries a walkie-talkie and can be reached at all times. Any administrator is available in an emergency.</p>	
<b>Staff GMail Accounts</b>	
First Initial Last Name @paramusschools.org	Google is now our only email account.

<b>Important Documents - How to Submit / Retrieve</b>	
Evacuation Plan / Safety Procedures	Sent via email & stored in Google Drive
Teacher Duties	Sent via email & stored in Google Drive
Lesson Plans	Submitted in PHS Lesson Plan Warehouse via Google Drive
Daily Announcements	Stored in Google Drive via Information Warehouse
Field Trip Calendar	Via Google Drive / Calendar
BYOD Sign In Information	Stored in Google Drive via Information Warehouse

<b>School Counselor Code # in Genesis</b>	
1373, Ashwini Reddy	1902, Shannon Moran
1450, Joe Gencarelli	1157, Daura Schucker
1331, Sandy Vanderzee	1294, Nicole Ives

<b>Unfulfilled Commitments Procedure for Teachers</b>
<p>Teachers are reminded to input all unfulfilled commitments in Genesis in a timely manner.</p> <p>Students have until the last day of school to return a book, calculator, uniform or other school property to their teacher/advisor/coach etc.. If a student does not have his/her textbook etc. on the day of the exam he/she may return it to the instructor after the exam.</p> <p>If a student returns an item after it was entered as an unfulfilled commitment, the teacher deletes it by selecting the <b>“Trash Can”</b> next to the student fine. Students are to pay all fines and fees in the Commons Office. Below are the steps to follow in Genesis to add a fee or fine.</p> <p><b><u>Steps to add an unfulfilled commitment in Genesis</u></b></p> <p><i>Student Data</i></p> <p><i>Search for a specific student</i></p> <p><i>Select that student</i></p> <p><i>Select Fees &amp; Fines</i></p> <p><i>Select add a fine</i></p> <p><i>Select student fine under fee category</i></p> <p><i>Fee description – name of book &amp; book #</i></p> <p><i>Input your name</i></p> <p><i>Input fee amount</i></p> <p><i>Leave “Show Parents” selected</i></p> <p><i>Select add</i></p>

## Lesson Planning

All teachers are required to submit QSAC approved lesson plans to the PHS Lesson Plan Warehouse in the PHS Google drive. Submission rates: weekly, bi-weekly, monthly will be determined with input from Department Supervisors.

## Moving Your Class

When moving your class to the Media Center, Computer Lab, or any alternate site in the building, please inform the appropriate administrative office of the move. This is a safety concern in case we need to reach you or a student.

## Parking

Teachers are assigned parking spaces from the Vice Principal in charge. It is the policy of the BOE to provide parking for staff members, visitors, and students who are properly registered. The BOE does not assume liability for damage to, or theft of, vehicles which may occur on school property.

**PLEASE PARK IN YOUR ASSIGNED LOCATION.**

## Supervisory Duties

Certain key duties will be assigned to staff members that include but are not limited to study hall, hall duty, cafeteria supervision, commons supervision, office support, and the media center. Approaching these duties in a reasonable and consistent manner will create a positive atmosphere for the student body. Please treat your duty as you do your classes. Arrive on time, stay to the end, and address student behavior when necessary.

## Teacher Absences

All faculty members must submit their absences in AESOP. You must report an absence whether a substitute is required or not and provide a reason for the absence. If you miss the cut off time for the absence, **please call the Vice Principal office at 201.261.7800 ext. 3072.** It is also your responsibility to ensure that adequate lesson plans are left in your absence. In the event you are **delayed in your arrival to school**, please call the Vice Principal office at **201.261.7800 ext. 3072.**

*Please note that all teacher absences must conform to the terms of the contract between the BOE and the Teacher Association.*

*Refer to your contract for details.*

## Tardiness Procedures For Teachers

**The classroom teacher will be responsible for addressing student lateness in the following manner:**

1<sup>st</sup> lateness – conference with student

2<sup>nd</sup> lateness – conference with student; parental contact

3<sup>rd</sup> lateness – conference with student, teacher detention, parental contact again.

4<sup>th</sup> lateness – notification to grade level Vice Principal

## Student Attendance

As a faculty, we have an obligation to identify the potential chronic absenteeism of a student. If teachers, school counselors, administrators, and parents unite in conveying a true sense of caring about student attendance, it is likely to have a positive effect on a student's view of school.

## Procedure for Teachers

When a student is absent from class or is late by more than 10 minutes, the teacher must:

- ✓ Mark the student absent in Genesis.
- ✓ Attendance must be taken period by period.

## Passes - Absence, Lateness, Leaving School

A **Blue Pass** must be presented to a teacher by a student when returning from an absence to make up any missed assignments or assessments. Students have 3 school days to present a **Blue Pass** to you. Please do not take the pass from the student. A **Blue Pass** is obtained through the Vice Principal's office.

A **White Pass** is used to admit students to class without penalty when they arrive late. A **White Pass** is completed by a Teacher, Office Vice, Counselor, Nurse, Vice Principal etc.) The student must be marked TARDY EXCUSED (TE) in Genesis when this occurs regardless of the time they arrive.

A **Green Pass** is used to permit a student to leave school early. A Green Pass is obtained through the Vice Principal's office.

## Substitute Teachers

Substitute teachers will be provided with a form (Pink Sheet) to record student attendance. The form is submitted to the Common's Office.

## Classroom Management

**Teachable moments are at the heart of every master teacher's practice!**

To a large extent, the atmosphere in a school depends on the role modeling that teacher and staff provide to the student body on a daily basis. At PHS we endeavor to affect student attitude and behavior by establishing meaningful relationships based on levels of respect and rapport.

Maintaining a positive classroom environment is essential to successful teaching and student success. This involves a teacher's ability to understand behavior patterns, age appropriate interactions, and to demonstrate compassion. The most effective deterrent for student discipline is student engagement in the classroom.

## Teacher Role

The teacher has the primary responsibility for establishing, maintaining, and enforcing a positive set of expectations. Teachers are encouraged to handle minor disciplinary infractions (lateness, unpreparedness, off task behavior, disruptive behavior) internally.

### 1<sup>st</sup> Level Interventions:

- ✓ Call parents / guardians to inform them of the behaviors / concerns.
- ✓ Assign a teacher detention from 2:35-3:01.

***In the event of repeated minor offenses without resolution or improvement, a Vice Principal should be contacted as a 2<sup>nd</sup> level intervention. Other staff to involve may be the student's School Counselor or Case Manager.***

## Administrator Role

It is left to the teacher's professional judgment to determine when to contact a Vice Principal for assistance with student behavior.

- ✓ Email the student's grade level Vice Principal. Include the student's name and a summary of the situation.
- ✓ If in the moment, **you need to send a student out of class:**
  - ✓ Direct the student to their Vice Principal's office
  - ✓ Call the Vice Principal's office to report that a student has been sent.
  - ✓ Send an email ASAP to the Vice Principal explaining the situation.

**A Vice Principal will address your concerns and establish a level of communication with you about the situation.**

## Instances that go beyond routine and/or require IMMEDIATE administrative attention

Suspicion of student being under the influence	Contact an Administrator / <a href="#">PHS SAC</a> immediately and make a referral.
Concern about the safety of a student in regards to themselves or others	Contact an administrator immediately and school counselor / CST
Suspicion or report of a HIB violation.	Contact the PHS anti-bullying specialist and make a report.
Suspected abuse of student	Contact <b>1.877.NJABUSE</b> directly ( <i>you will remain anonymous</i> )
Fighting, vulgarity, insubordination, theft, threatening behaviors, anything potentially illegal.	Contact an administrator immediately. Level 2.

## Discipline Referrals

**All student discipline referrals should be sent to the grade level Vice Principal via email. Include the student's name and a summary of the situation. Administrators will follow up with you and add disciplinary actions into Genesis under "Conduct".**



## **Field Trips – Initial Procedures**

### **ALL FIELD TRIPS NEED TO BE BOARD APPROVED A MINIMUM OF 30 DAYS IN ADVANCE**

- ★ Academic field trips must be approved by your department supervisor and building administration
- ★ Club trips require the Vice principal's signature.
- ★ All transportation arrangements are made through the Vice Principal's office in the Commons.
- ★ Students attending a school field trip must be transported to and from the field trip by BOE approved vehicles and only with a teacher chaperone.
- ★ Teachers must provide the Commons Office with an updated attendance list prior to leaving

## **Field Trips – Single Day Procedures**

### **PENDING BOARD APPROVAL:**

- ★ Teacher completes the Field Trip Approval Form.
- ★ Parents complete and sign the Field Trip Consent Form.
- ★ Teacher delivers the Field Trip Consent Form to the nurse for approval no later than five (5) school days prior to the event.
- ★ Teacher creates a field trip list of student attendees in Genesis, shares it with M. Stanislaw and sends it to the faculty with at least five (5) school days prior notice.

## **Field Trips – Overnight Procedures**

### **PENDING BOARD APPROVAL:**

- ★ Teacher completes the Field Trip Approval Form.
- ★ Parents complete and sign the Field Trip Consent Form.
- ★ Teacher delivers the following to the nurse for approval no later than five (5) school days prior to the event:
  - Field Trip Consent Form
  - Health Information Form
  - Request for Self-Administration of Medications Form (if applicable).
  - Statement of Authorization (if applicable)
- ★ Teacher creates a field trip list of student attendees in Genesis, shares it with M. Stanislaw and sends it to the faculty with at least five (5) school days prior notice.

## Grade Reporting Guidelines

### Interim Reports

Notification of submission deadlines: At the start of each school year, interim reporting deadlines will be shared with all staff members. In addition, reminders will be added to staff calendars and email notifications will be sent several days in advance of each deadline.

Genesis Reporting Window: Genesis will be open for interim grade submissions no less than five (5) school days in advance of the reporting due date. Grading will open at 7:30 a.m. on the day one, and will close at 7:30 a.m. on the due date.

The following procedures should be followed by all staff members:

1. Verify all class rosters and notify the School Counseling Office of any discrepancies.
2. Post interim comments from your Gradebook spreadsheet.
  - a. Click on "IR1 Grading Open".
  - b. Add a comment by clicking on the desired comment in the drop-down box. When you have completed posting comments for all students.
  - c. Click the "**save**" button at the bottom of the screen.
3. Print a verification of the grades and comments posted.
  - a. Select the course and click the printer icon in the top right corner.
  - b. Grades/comments must be saved prior to printing the verification report.

### Marking Period Grades

Notification of submission deadlines: At the start of each school year, marking period grade reporting deadlines will be shared with all staff members. In addition, reminders will be added to staff calendars and email notifications will be sent several days in advance of each deadline.

Genesis Reporting Window: Genesis will be open for marking period grade submissions no less than five (5) school days in advance of the reporting due date. Grading will open at 7:30 a.m. on the day one, and will close at 7:30 a.m. on the due date.

Semester Classes: All semester classes require a grade for both marking periods, a final exam grade and a final grade. (i.e. MP1, MP2, FE, FG or MP3, MP4, FE, FG)

Health: All health classes require a final grade (Driver's Education/Health/ Family Living).

Grade Change Requests: All grade changes must be submitted using the designated Google form. In lieu of a signature, teacher emails and a timestamp will be collected with each request. All submissions will be visible to the school counselors as well as all department supervisors.

**Incomplete Grade Extension Requests:** All incompletes (“INC”) must be resolved within two weeks of the close of the Marking Period. In the event that a teacher needs to extend the incomplete past the allotted two weeks, the *Incomplete Grade Extension Request Form* must be completed.

**Floor Grades:** A *Grade Change Request Form* must be submitted to request the change.

- **Semester One (S1) Classes:** In the case a student scored below a 50 in MP1 only, the lowest grade can be raised to a 50. (No floor grade for MP2.)
- **Full Year Classes:** The lowest grade for full year courses can be raised to a 50 for Marking Periods 1, 2 and 3.
- **Semester Two (S2) Classes:** In the case a student scored below a 50 in MP3 only, the lowest grade can be raised to a 50. (No floor grade for MP4.)

### **Final Grades (End-of-Year Procedures)**

It is imperative that all staff strictly adhere to guidelines and timeline for submitting final grades. All information must be accurate and complete, as it impacts the students final academic record (transcript) and grade point average. Please carefully review and verify all grades.

Input a grade for every student as early as possible but no later than the deadline. The following procedures should be followed by all staff members:

1. Run a *Grade Verification Report* through Genesis - Report #70770.
2. Carefully review your Verification Reports to make sure that you have no missing grades. These errors occur when the verification process is not completed in a thorough manner.
3. **Final Failures:** Submit final grades as soon as possible following each exam, but no later than the deadline. Submission of this information is time sensitive due to confirmation of graduation and summer school registrations.

**Questions:** If you have any questions regarding grading procedures or timeline, please contact Marylin Maestre in the School Counseling Office - [mmaestre@paramusschools.org](mailto:mmaestre@paramusschools.org) or ext. 3110.

### **Google Classroom / Chromebook Education**

As a 1:1 Chromebook environment, there is a professional expectation that teachers will utilize Google Classroom, Google Apps, Gmail, and other 21st Century educational techniques to enhance the learning experience and maximize the use of student Chromebooks.

### **Staff ID Badges**

All staff must visibly wear their Paramus Public Schools ID card on a lanyard around their neck.

# PHS Day Schedules

Time	Day 1	Day 2	Day 3	Day 4
<b>7:45 - 8:47</b>	Period 1	Period 2	Period 3	Period 4
<b>8:51 - 9:47</b>	Period 2	Period 3	Period 4	Period 1
<b>9:51 - 10:48</b>	Period 3	Period 4	Period 1	Period 2
<b>Follow 1 or 2</b>  <b>1-FIRST LUNCH</b> 10:52 – 11:30 Lunch 11:34 – 12:31 Class  <b>2-SECOND LUNCH</b> 10:52 – 11:49 Class 11:53 – 12:31 Lunch	Period 5	Period 6	Period 7	Period 8
<b>12:35 - 1:31</b>	Period 6	Period 7	Period 8	Period 5
<b>1:35 - 2:31</b>	Period 7	Period 8	Period 5	Period 6

<b>BELL SCHEDULES, PERIOD ORDER, LUNCH ASSIGNMENTS</b>	
<b>Regular School Day</b>	
7:40 a.m.	Warning Bell
7:45 – 8:47	Block 1
8:51 – 9:47	Block 2
9:51 – 10:48	Block 3
10:52 – 11:30	First Lunch
11:34 – 12:31	Block 4 Class
10:52 – 11:49	Block 4 Class
11:53 – 12:31	Second Lunch
12:35 – 1:31	Block 5
1:35 – 2:31	Block 6

### **Delayed Opening Schedule**

Block 1	9:45-10:22	(37 min)
Block 2	10:26-11:03	(37 min)
Block 3	11:07-11:44	(37 min)
First Lunch	11:48-12:26	(38 min Lunch)
Block 4	12:30-1:09	(38 min Class)
Block 4	11:48-12:26	(38 min Class)
Second Lunch	12:30- 1:09	(38 min Lunch)
Block 5	1:13-1:50	(37 min)
Block 6	1:54- 2:31	(37 min)

### **Alternative Day Schedule**

Block 1	7:45 - 8:25	(40 min)
Block 2	8:29 - 9:09	(40 min)
Block 3	9:13 - 9:53	(40 min)
Block 4	9:57 - 10:37	(40 min)
Block 5	10:41 - 11:21	(40 min)
Block 6	11:25 - 12:05	(40 min)

# PARAMUS HIGH SCHOOL DAY SCHEDULES

<b><u>DAY 1</u></b> <b><u>SCHEDULE</u></b>	<b><u>DAY 2</u></b> <b><u>SCHEDULE</u></b>	<b><u>DAY 3</u></b> <b><u>SCHEDULE</u></b>	<b><u>DAY 4</u></b> <b><u>SCHEDULE</u></b>
PD 1	PD 2	PD 3	PD 4
PD 2	PD 3	PD 4	PD 1
PD 3	PD 4	PD 1	PD 2
PD 5	PD 6	PD 7	PD 8
PD 6	PD 7	PD 8	PD 5
PD 7	PD 8	PD 5	PD 6

<b><u>REGULAR TIME</u></b> <b><u>SCHEDULE</u></b>	<b><u>ALTERNATIVE SCHEDULE</u></b> (Note: This does NOT apply to delayed opening/testing AS days – those schedules will be determined)	<b><u>MARKING PERIOD CLOSING</u></b> <b><u>DATES</u></b>
7:45-8:47		Wednesday 11/07/18
8:51-9:47		Friday                      01/25/19
9:51-10:48		Friday                      04/05/19
<b><u>1-FIRST LUNCH</u></b>		Monday                     06/17/19
10:52-11:30	Block 1                7:45 – 8:25	
11:34-12:31	Block 2                8:29 – 9:09	
<b><u>2-SECOND LUNCH</u></b>	Block 3                9:13 – 9:53	
10:52-11:49	Block 4                9:57 – 10:37	
11:53-12:31	Block 5                10:41 – 11:21	
12:35-1:31	Block 6                11:25 – 12:05	
1:35-2:31		

EX	Exam Day
SC	School Closed
AS	Alternate Schedule
PD	School Closed / Professional Development for Teachers

# PARAMUS HIGH SCHOOL

## 2019-2020 DAY SCHEDULE

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
05 Thur Day 1	01 Tues S C	01 Fri Day 3	02 Mon Day 3	01 Wed S C
06 Fri Day 2	02 Wed Day 2	04 Mon Day 4	03 Tues Day 4	02 Thur Day 2
09 Mon Day 3	03 Thur Day 3	05 Tues SC/PD	04 Wed Day 1	03 Fri Day 3
10 Tues Day 4	04 Fri Day 4	06 Wed Day 1	05 Thur Day 2	06 Mon Day 4
11 Wed Day 1	07 Mon Day 1	07 Thur S C	06 Fri Day 3	07 Tues Day 1
12 Thur Day 2	08 Tues Day 2	08 Fri S C	09 Mon Day 4	08 Wed Day 2
13 Fri Day 3	09 Wed S C	11 Mon Day 2	10 Tues Day 1	09 Thur Day 3
16 Mon Day 4	10 Thur Day 3	12 Tues Day 3	11 Wed Day 2	10 Fri Day 4
17 Tues Day 1	11 Fri Day 4	13 Wed Day 4	12 Thur Day 3	13 Mon Day 1
18 Wed AS- 2	14 Mon Day 1	14 Thur Day 1	13 Fri Day 4	14 Tues Day 2
19 Thur Day 3	15 Tues Day 2	15 Fri Day 2	16 Mon Day 1	15 Wed Day 3
20 Fri Day 4	16 Wed Day 3	18 Mon Day 3	17 Tues Day 2	16 Thur Day 4
23 Mon Day 1	17 Thur Day 4	19 Tues Day 4	18 Wed Day 3	17 Fri Day 1
24 Tues Day 2	18 Fri Day 1	20 Wed Day 1	19 Thur Day 4	20 Mon S C
25 Wed Day 3	21 Mon Day 2	21 Thurs Day 2	20 Fri Day 1	21 Tues Day 2
26 Thur Day 4	22 Tues Day 3	22 Fri Day 3	23 Mon S C	22 Wed Day 3
27 Fri Day 1	23 Wed Day 4	25 Mon Day 4	24 Tues S C	23 Thur Day 4
30 Mon S C	24 Thur Day 1	26 Tues Day 1	25 Wed S C	24 Fri Day 1
	25 Fri Day 2	27 Wed AS-2	26 Thur S C	27 Mon Day 2
	28 Mon Day 3	28 Thurs S C	27 Fri S C	28 Tues Day 3
	29 Tues Day 4	29 Fri S C	30 Mon S C	29 Wed Day 4
	30 Wed Day 1		31 Tues S C	30 Thur Day 1
	31 Thur Day 2			31 Fri Day 2

# PARAMUS HIGH SCHOOL

## 2019-2020 DAY SCHEDULE

FEBRUARY	MARCH	APRIL	MAY	JUNE
03 Mon Day 3	02 Mon Day 4	01 Wed Day 2	01 Fri Day 3	01 Mon Day 3
04 Tues Day 4	03 Tues Day 1	02 Thur Day 3	04 Mon Day 4	02 Tues Day 4
05 Wed Day 1	04 Wed Day 2	03 Fri Day 4	05 Tues Day 1	03 Wed Day 1
06 Thur Day 2	05 Thur Day 3	06 Mon S C	06 Wed Day 2	04 Thur Day 2
07 Fri Day 3	06 Fri Day 4	07 Tues S C	07 Thur Day 3	05 Fri Day 3
10 Mon Day 4	09 Mon Day 1	08 Wed S C	08 Fri Day 4	08 Mon Day 4
11 Tues Day 1	10 Tues Day 2	09 Thur S C	11 Mon Day 1	09 Tues Day 1
12 Wed Day 2	11 Wed Day 3	10 Fri S C	12 Tues Day 2	10 Wed Day 2
13 Thur Day 3	12 Thur Day 4	13 Mon Day 1	13 Wed Day 3	11 Thur Day 3
14 Fri S C	13 Fri Day 1	14 Tues Day 2	14 Thur Day 4	12 Fri Day 4
17 Mon S C	16 Mon Day 2	15 Wed Day 3	15 Fri Day 1	15 Mon Day 1
18 Tues S C	17 Tues Day 3	16 Thur Day 4	18 Mon Day 2	16 Tues Day 2
19 Wed Day 4	18 Wed Day 4	17 Fri Day 1	19 Tues Day 3	17 Wed AS
20 Thur Day 1	19 Thur Day 1	20 Mon Day 2	20 Wed Day 4	18 Thur EX
21 Fri Day 2	20 Fri Day 2	21 Tues Day 3	21 Thur Day 1	19 Fri EX
24 Mon Day 3	23 Mon Day 3	22 Wed Day 4	22 Fri Day 2	22 Mon AS
25 Tues Day 4	24 Tues Day 4	23 Thur Day 1	25 Mon S C	23 Tues EX
26 Wed Day 1	25 Wed Day 1	24 Fri Day 2	26 Tues Day 3	24 Wed EX
27 Thur Day 2	26 Thur Day 2	27 Mon Day 3	27 Wed Day 4	25 Thur AS
28 Fri Day 3	27 Fri Day 3	28 Tues Day 4	28 Thur Day 1	
	30 Mon Day 4	29 Wed Day 1	29 Fri Day 2	
	31 Tues Day 1	30 Thur Day 2		