EAST SIDE

East Side Intermediate School

Family / Student Handbook

2018 - 2019



1315 East Jefferson Street Brownsville, TN 38012 (731) 772 – 1233

http://haywoodschools.com/east-side-intermediate-school/

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East Side Intermediate School 1315 E. Jefferson Street · Brownsville, TN 38012 (731) 772 – 1233 · Fax (731) 772 - 0911

A MESSAGE TO OUR PARENTS / GUARDIANS / FAMILY MEMBERS

Dear Parent/Guardian/Family:

Welcome to a new school year at East Side Intermediate School. Our faculty and staff are proud to partner with you in the education of your student.

You are the most essential part of your student's education and educational needs. Our goal is to build relationships with your student and also with you. The success of all students cannot be accomplished without an effective partnership with all parents and family members. Therefore, we encourage you to participate in our Parent/Guardian/Family-Teacher Conferences, classroom and school meetings, and other school activities.

You will find some very important information in the Family/Student Handbook regarding some of the policies and procedures established for the respect, safety, and support of the students to insure a smooth operation of the school. Please read this information carefully and keep it for future reference. Should you have questions, feel free to contact school staff at (731) 772 – 1233.

Our intention is the partnership you develop with your student's teachers and the school will reflect a positive feeling about the high expectations toward your student's education and that it will be a pleasurable experience for everyone.

Sincerely,

Tressy Halbrook Principal

Haywood County Schools Value:

- An environment of high expectations where all decisions are student-centered.
- Passionate, caring, and focused employees who model leadership from where they serve.
- Effective partnerships with family and community.
- A respectful, safe, and supportive learning environment.
- An environment where all students, staff, and school board members continuously learn and grow.
- Honesty, integrity, and accountability for all.



School Overview

Our Mission

The mission of East Side Intermediate School, in a cohesive partnership with families and community, is to ensure a positive atmosphere that focuses on an energetic, student-centered environment by developing self-discipline, motivation, and excellence in learning.

Our Vision

The vision of East Side Intermediate School is that all students will emerge into school, community, and global leaders through high expectations of stellar behavior and scholarly achievements by living the seven habits of highly effective people.

Our Collective Commitments

In order to achieve the shared vision of our school, East Side Intermediate School staff has made the following collective commitments.

- 1. Implement Tennessee state-aligned curriculum with diligence and integrity.
- 2. Develop, implement, and analyze local common formative assessments to monitor each student's learning.
- 3. Develop, implement, and evaluate team professional enhancement plans aligned to our goals to target specific instructional areas in need of improvement.
- 4. Engage in meaningful, job-embedded staff development to enhance our professional skills.
- 5. Utilize a variety of instructional strategies to promote success for all students.
- 6. Initiate individual and small-group instructional programs to provide additional learning time for all students.
- 7. Establish effective partnerships with families and community by providing resources, strategies, and information to help students succeed.
- 8. Celebrate all accomplishments of all students all year.



General Procedural Information

ABSENTEEISM POLICY

If your child is going to be absent, please notify the school at (731) 772 - 1233. In order for an absence to be considered excused, a written note must accompany the student the first day back in class. The note should include the date returning, child's name, date(s) absent, and the reason for the absence. Any absence for which the school does not receive appropriate notification will be unexcused. Students arriving to school, but leaving before 11:30 am will be considered an absence.

Excessive or unexcused absences from school are detrimental to the educational process. Students having at least 5 days of unexcused absences will receive a written notice from the principal. In addition, the principal and family member will communicate to determine the cause and plan strategies to minimize the absences. Students having at least 10 days of unexcused absences will require a meeting with family to determine the appropriate services needed to improve student attendance. According to Board Policy on Attendance (Code 6.200), further action and/or consequences may result from excessive absenteeism.

LATE ARRIVAL / TARDINESS



Students arriving late (after 7:45 am) to school must report to the office to be counted in attendance before going to class. Students leaving after 11:30 am will also be considered tardy. Parents of students who have 10 or more tardies in a semester will be required to meet with the principal to discuss reasons for the tardies and to develop a plan for improvement.

MAKE-UP WORK

It is the responsibility of the student to make up all class work assigned or tests missed during absence, excused or unexcused. Work not made up within five days upon returning to school may result in a zero for the assignment.

Behavior Expectations

CONDUCT / SCHOOL RULES

Schools provide an environment conducive to learning and to the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented.

Disruptive students who interfere with the educational process and/or do not comply with the rules and procedures are subject to administrative action. Please be sure that you and your child become familiar with the Haywood County School Board Discipline Policy. East Side Intermediate School will adhere to the policy in a uniform and fair manner for all students.

(Code 6.313)	LEVEL I	LEVEL II	LEVEL III
DEFINITION	Minor misbehavior which impedes orderly classroom procedures or interferes with orderly operation of the school	Misbehavior which, because of its frequency or seriousness, tends to disrupt the learning climate of the school but which poses no real danger to other persons	Misbehavior which has major consequences relative to the operation of the school and/or endangers the health and safety of personnel
OFFENSES	 Minor classroom disturbances Classroom tardiness Non-defiant failure to do assignments / carry out directions Wearing clothing that exposes underwear or body parts in an indecent manner and disrupts learning 	 Continuation of Level I Damaging school property Cutting class Skipping school Using profanity, or abusive language, written or verbal Fighting (simple) Disrespect to adult staff members Willful disregard for school rules and/or policies Possession of obscene literature or pornography Forging an excuse 	 Willful and persistent violation of school rules (NOTE:3rd time/semester is considered willful) Immoral or disreputable conduct Violence or threatened violence Assaulting a adult or other student with vulgar, obscene, or threatening language Possession of drug paraphernalia Theft or burglary Open, blatant defiance of school authority Altering school records Damaging another person's property Under the influence of any kind
ZERO TOLERANCE (Code 6.309)	-	-	Possession of: - Weapons or dangerous instruments - Drugs and alcohol - Assault - Fighting - Electronic threats
DISCIPLINARY RESPONSES	 Verbal reprimand Special assignments Counseling Withdrawal of privileges Detention (before / after school) 	 Withdrawal of privileges Special assignments Restitution of property and/or damages Short-term or in-school 	 Assign the student to an alternative school Suspend the student for a specified period of time Impose other reasonable

 6. Corporal punishment 7. Parental involvement 8. Short-term or in-school suspension 	suspension disciplinary measures 5. Detention 1 6. 7. Legal action through court system
(Code 6.304)	Student Discrimination, Harassment, Bullying,
	Cyber-bullying, and Intimidation
This policy shall cover employees, employees' behaviors, studen and students' behaviors while on school property, at any school- sponsored activity, on school-provided equipment or transportation, or at any official school bus stop.	 Bullying / Intimidation / Harrassment: Physically harming a student or damaging a student's property Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property Causing emotional distress to a student or students Creating a hostile educational environment Cyber-bullying: A form of bullying undertaken through the use of electronic devices. Hazing: An intentional or reckless act by a student or group of
	students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety
DISCIPLINARY RESPONSES	School administration shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

(Code 6.312)		Use of Personal Communication Devices and Electronic Devices	
	DESCRIPTION	Students may possess personal communication devices and personal electronic devices as long as such devices are turned off and stored in backpacks, purses, or personal carry-alls.	
		Students may use the device if granted permission by authorized adult employed through HCS.	
DISO	CIPLINARY RESPONSES	Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action.	

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DRESS CODE	TOPS	BOTTOMS	FOOTWEAR
POLICY	(white, purple, lt. pink, navy)	🔍 🖉 (black, khaki, navy)	(laced, tied, strapped, hooked)
GIRLS	Long or short sleeve: Golf/collared, oxford, blouse, crewneck (white only) under code top, sweater, light jacket (black ok too) NO hooded sweatshirts	Long pants cannot drag floor/ be cut. Can be pleated/plain, cuffed, or cargo Shorts (knee length) can be pleated/plain, cuffed, or cargo Capris, skirts / skorts (knee length), jumper	NO spiked heels, bedroom slippers, or house-shoes. <u>NO flip flops</u> No recess/PE if shoes are open- toed.
BOYS	Long or short sleeve: (tucked in) Golf/collared, oxford, crewneck (white only) under code top,	Long pants cannot drag floor/ be cut. Can be pleated/plain, cuffed, or cargo	NO spiked heels, bedroom slippers, or house-shoes. <u>NO flip flops</u>

sweater, light jacket (black ok too) NO hooded sweatshirts	Shorts (knee length) can be pleated/plain, cuffed, or cargo	No recess/PE if shoes are open- toed.
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STUDENT RESPONSIBILITIES

Students at East Side Intermediate School are expected to behave in a way that promotes self-respect, as well as respect for others. Students are expected to obey all rules of the school and teachers. Students are responsible for their own actions. Teachers, guidance counselor, assistant principal, or the principal may handle student discipline.

HALL RULES

The following hallway rules are in place to provide an overall school environment that is optimally conducive to high achievement opportunities for all students.

- NO talking in the hallways
- Walk on the right side of the hall in an orderly manner
- Students must have a hall pass when not accompanied by a faculty member

RESTROOM RULES

Students will conduct themselves in a responsible manner in the restroom according to the teacher's instructions. If students are given permission to go to the restroom individually, during class time, as in an emergency, a hall pass will be used. Students caught destroying bathroom fixtures or surfaces may be responsible for repairs. This may also result in suspension.

CAFETERIA RULES

Students are to adhere to the following rules while in the cafeteria:

- Enter the cafeteria quietly and in an orderly manner.
- Use whisper voices while in the cafeteria for breakfast and lunch.
- Be polite to the cafeteria staff members.
- Stay in your seat and raise your hand for permission to leave your seat.
- Follow the directions given while in the cafeteria.
- Exit the cafeteria quietly and in an orderly manner.

All breakfast and lunches served in the cafeteria are available to the students at no charge. New federal regulations require each school to adopt a wellness policy. This policy requires setting nutritional



standards for individual items sold or offered for sale to students. Students may purchase snacks, ice cream on Mondays through Thursdays and other snacks on Fridays. The minimum cost will be \$.50 and <u>students will be limited to two (2) snacks per day</u>.

General Information

BUS PROCEDURES

The bus drivers have the responsibility of transporting the children to and from school each day in a safe manner. Therefore, it is critical that all children follow the rules that have been established by Haywood County Schools (Code 6.308). The students will be under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. The central office bus discipline coordinator, once informed of any serious discipline issues by the bus driver, will then determine the appropriate discipline responses. Parent/guardian/family will be notified by appropriate personnel as to the consequences required for discipline purposes.

Any student wishing to ride a bus other than his/her designated bus must have written parental/guardian permission and approval of the principal or his/her designee.

CHANGE OF ADDRESS / PHONE NUMBER

It is vital in the educational process to be able to contact parent/guardian/family members via phone and mail regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or address changes during the year or emergency contact person(s) change, please notify the <u>school office</u> in writing so that this information can be updated immediately.

FIELD TRIPS

School sponsored field trips are designed to complement the curriculum. Parents will receive advance notice of all such trips. A field trip permission form will be sent home and must be completed for a student to participate. Some field trips may require a cost for student participation. All students will have the opportunity to participate. Students with repeated discipline referrals may need a parent/family member to accompany their child.

RELEASING OF STUDENTS

Students will only be released to the parent/guardian/family member listed on school forms. Any other adult requesting to pick up a student MUST be an approved person on file and must have a written request from the parent. In addition, the school follows all custody and court orders regarding placement of students. Students must be signed out in the office by the parent/guardian/family member or designee before leaving the school grounds. Identification will be required.



VALUABLES

Please do not allow your child to bring large amounts of money and/or other valuable items to school. East Side Intermediate School is not responsible for lost or stolen items, including cell phones.

STUDENT ARRIVAL AND DEPARTURE

The school office is open Monday – Friday from 7:00 AM – 4:00 PM. If you need to contact the school, please call (731) 772 - 1233.

<u>Arrival:</u> Students arriving to school by bus will enter the school at the gym entrance. The circle drive is for buses only during drop-off and pick-up times.

Car riders will be dropped off at the awning of the east entrance and enter the building immediately to the right.

<u>Dismissal</u>: Dismissal of students will begin at 2:50. Buses will pick up students at the gym entrance, with early buses being dismissed first.

Car riders will be picked up at the same point they are dropped off in the morning.

TELEPHONE USE



The office telephone is for business calls. Student may use the office telephone only in the case of an emergency and with permission from office personnel. Also, parents should avoid calling the school requesting to speak with students.

VISITORS

For the safety and protection of the students and staff, all persons entering the building must report to the office and sign in to receive an identification badge. This badge is to be displayed while in the school. This includes parents, volunteers, and other district employees. If a visitor is at school to lunch or see a student, he/she must be on the approved list provided by the parent/guardian to have contact with that student. At the end of the visit, visitors are to return to the office and sign out. All visitors are requested to enter and exit through the front of the building.

FEDERAL TITLE I FUNDS

Haywood County Schools receives federal Title I funds and is a schoolwide district. Having schoolwide status helps to assist all students and supplement core academic programs and activities. As a parent of a student at a *Title I* schoolwide school, you have the right to know:

- Professional qualifications of teachers and paraprofessionals who instruct your child,
- Notification is your child's teacher is not highly qualified,
- Individual report card that lets you know how your child is progressing, and

• Notification of your child's school assessment score results.

If you would like to receive any of this information, please submit your written request to *Gina Rawson, Executive Director of Federal Programs, 900 East Main Street, Brownsville, TN 38012.*

Health

HEALTH SERVICES

The students' health and safety is the school's foremost responsibility. There will be a school nurse available between our school and another school in the district. Parents/guardians will be called if their child has a fever or appears to be suffering from an illness or injury. **To ensure prompt notification, it is critical that all emergency contact information is current.** If your child has any specific health, safety, and/or security needs, please inform the school so that appropriate accommodations can be made.

MEDICATION POLICY



Medication must be kept in the school nurse's office and administered by the school nurse or the person designated by the school nurse to give medication in the nurse's absence. Over-the-counter medications are not permitted. Guidelines for administering prescription medication within the school are as follows (Code 6.405):

- A "Physician's Order and Parental Consent Form" must be completed and signed by the student's doctor/dentist and parent/guardian.
- The completed form and the prescription, which must be in the original container with the pharmacy label intact, should be given to the school nurse or medical designee by the parent/guardian of the student.
- Medications must be brought to school by the parent/guardian and not the student.

The only medications allowed to be used, without the parent's consent, are those used in first-aid care, such as rubbing alcohol, hydrogen peroxide, and antibiotic ointments. Medications for fever, pain, nausea, vomiting, diarrhea, and topical medications for rashes can no longer be given at school.



ACCIDENTS

The school office or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student and an incident report will be kept in the office. In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in

the event that a parent in unavailable. Please be diligent in keeping the school's records for your child up-to-date. In the event of an emergency, the student will be transported to the hospital.

Safety

WEATHER AND EMERGENCY PLAN

**For the safety of all students, during a lockdown and severe weather situation, we are not allowed to release students to parents/guardians until safety has been determined.



EMERGENCY DRILLS

Several times during the school year, the students will practice fire, tornado, earthquake, and lockdown drills. Fire drills will be conducted on a monthly basis from August through May. These drills prepare students in the event of an emergency. In the event of a school crisis (terrorist attacks, bomb threats, etc.), the East Side Intermediate School Crisis Team will implement the Crisis Plan to ensure the safety of all staff and students.

SCHOOL CLOSINGS

The Superintendent is authorized to close schools immediately in the event of inclement weather or any other emergencies that may be hazardous to the health or safety of students, teachers, or the school plant/site. An announcement of the closing of the schools will be announced on Brownsville Radio (95.3 FM) and area TV stations. It will also be posted on the Haywood County Schools website (www.haywoodschools.com). Additionally, you can sign up for Instant Alerts through text messages.



Instructional Information

Academics

Students enrolled at East Side Intermediate School are taught English/language arts (ELA), mathematics, science, social studies, art, music, physical education, library/reading skills, computer skills, and STEAM (science, technology, engineering, arts, and mathematics).

GRADING SCALES / GRADES

Letter grades for the grading periods are the result of the efforts of the teachers to reach the most reliable measures of student achievements on their assignments, participation in class projects and activities, daily class work, and tests / quizzes. If you feel any grade printed on your child's report card or progress report is in question, see the teacher immediately.

Grades for Core Content

93 - 100	А
85 - 92	В
75 – 84	С
70 - 74	D
0-69	F



Grades for Auxiliary Classes

- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

GRADED PAPERS

Graded papers will be sent home to parents/guardians in a weekly or bi-weekly pattern to help keep parents informed about their child's performance on a consistent basis.

PROGRESS REPORTS

At the midpoint of each grading period, progress reports will be sent home. This will give parents/guardians an indication of how their child is performing in a particular class. These reports should be used as a means of helping students toward improving their grades.

The dates of progress reports for the 2018-2019 school year will be August 30, November 16, February 14, and April 26.



REPORT CARDS

Report cards will be distributed on the following dates during the 2018-2019 school year:

October 17, January 9, March 20, and May 24

HOMEWORK

Homework is a vital part of the total learning process. Grade level practices are communicated to the students and parents during the first week of school. Homework serves to provide essential practice in needed skills; enrich and extend the school experience; and promote growth and responsibility.

PARENT/GUARDIAN/FAMILY – TEACHER CONFERENCE

These conferences are a means to maintain open communication between school and home. A parent who desires a conference with a teacher should contact the teacher and request that a conference be arranged. It is necessary to schedule parent/family- teacher conferences in advance to prevent interruption to classroom instruction. Teachers will notify parents if there is a need to discuss academic and/or social progress of their child.

The specified dates for HCS' parent/family/guardian – teacher conferences are on August 30, 2018 and February 14, 2019 from 1 PM through 6 PM.

ACADEMIC PEP RALLY

At the end of each nine-week period, East Side Intermediate School will have an awards ceremony in the gym. Fourth grade will be in the morning at 9:00 AM. Fifth grade will be in the afternoon at 1:00 PM. The awards may include, but are not limited to:

- **Principal's List**: Overall GPA of 95% or above
- 1st Honor Roll: Overall GPA of 90% to 94% (No D's or F's in the average)
- 2nd Honor Roll: Overall GPA of 85% to 89% (No D's or F's in the average)
- Perfect Attendance: Present all day, every day No tardies
- Excellent Conduct: All E's in conduct

RECOMMENDATION FOR NEXT GRADE LEVEL

Students are expected to pass ELA, mathematics, science, and social studies at their present grade level. However, in order for some students to be successful in the next grade, summer school may be

recommended for remediation. Summer school attendance and satisfactory work must be completed to be promoted to the next grade level. (Code 4.603)

Special Programs

THE LEADER IN ME

The Leader In Me (TLIM) is a program implemented throughout Haywood County Schools. The purpose of it is to integrate leadership and life skills into the core curriculum for students, TLIM also creates a culture of student empowerment based on the idea that every child can be a leader. The concept to transform schools through TLIM is based from The Seven Habits of Highly Effective People by Stephen R. Covey.

The Seven Habits include:

- Habit 1. Be proactive
- Habit 2. Begin with the end in mind
- Habit 3. Put first things first
- Habit 4. Think win-win
- Habit 5. Seek first to understand, then to be understood
- Habit 6. Synergize
- Habit 7. Sharpen the saw

The mindset that we wish to develop at East Side Intermediate School is that everyone can be a leader, everyone has genius, that change starts with me, educators empower students to lead their own learning, and to develop the whole child.

Lighthouse Teams

The opportunity to participate on a Lighthouse Team is for teachers, students, and family/community members. The goal of the teams is to meet regularly and to establish, monitor, and update an annual implementation plan to accomplish schoolwide goals for the benefit of the students and overall school environment and culture. We aim to develop synergy between the Lighthouse Teams, and shared leadership among all stakeholders.

STUDENT COUNCIL

Students have an opportunity to participate in student council through an election process within each classroom. This provides students with another avenue to develop leadership skills, promote activities within the community, and be a part of the East Side community.



CLUBS

Various clubs will be offered throughout the school year and may increase, or adjust, according to student interests, needs, and wants. All clubs will be offered to all students to promote student connections to East Side Intermediate School beyond the everyday academics of school.

2	ood County Schools 2018 -2019 ool Calendar	
Teacher Work Days *(Students do not attend) *New Teacher Orientation July 27 *Teacher Inservice Days July 30, 31, Aug. 1, 2, 3, 31, *Professional Development Oct. 5, Jan. 4, 7, Feb. 15,	July August S M T W T F S 1 2 3 4 5 6 7 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 5 6 7 8 9 10 11 15 16 17 18 19 20 21 13 14 15 16 17 18 22 23 24 25 26 27 28 29 20 21 22 23 24 25 29 30 31 26 27 28 29 31	September S M T W T F S M T M T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
SCHOOL DISMISSAL DAYSLabor DaySept. 3Fall BreakOct. 8 - 12Thanksgiving BreakNov. 19 - 23Winter BreakDec. 21 - Jan. 3Martin Luther King DayJan. 21President's DayFeb. 18Spring BreakMar. 25-29	S UN T F S N V S M T W T F S S M T W T F S 1 2 3 4 5 6 C U T F S 7 8 9 10 11 12 13 4 5 6 7 8 9 10 14 15 16 17 18 19 20 11 12 13 14 15 16 17 21 22 23 24 25 26 27 18 19 20 21 22 23 24 28 29 30 31 J J D D D D D D D D D D D D D D D D	December S M T W T F S J J J J J 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 J J J J J J
Good Friday April. 19 Last Day of School May 24 Abbreviated Student Days Dismissal at 11:30 am Aug. 3, Aug. 30, Feb. 14 Haywood High Graduation May 18, 2019	S M T V V V V V S M T W T F S S M T W T F S M 1 2 3 4 5 M T W T F S M 1 2 3 4 5 G 7 8 9 13 14 15 16 17 18 19 10 11 12 13 24 15 16 20 21 22 23 24 25 26 17 18 19 20 21 22 23 27 28 29 30 31 I I I I I I I I I I I I I I I I I I I I I I I I I I I I I <	March S M T W T F S M T M T F S S M T M T F S M T S M T I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
Parent/Teacher Conference 1 - 6 pm August 30th February 14th The mission of <u>Haywood</u> <u>County Schools</u> , in	NAPRIL NAPRIL S M T W T F S S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 5 6 7 8 9 10 11 14 15 16 17 18 19 20 12 13 14 15 16 17 H 21 22 23 24 25 26 27 19 20 21 22 23 24 25 28 29 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30	31 June S M T W T F S M T W T F S M T W T F S M T W T F S M T U L L L L 2 3 4 5 6 7 8 P 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
partnership with families and community, is to ensure an engaging, respectful, and safe environment where all students are empowered with		30 Oct. 15 - Dec. 20 (44 days) Mar. 18 - May 24 (44 days)