

# Memo

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Intradistrict

**To:** Board members, Rick Chandler

**From:** Gene Moore, superintendent

**Through:**

**Subject:** End-of-first-semester schedule

**Date:** December 13, 2016

Below is the schedule for the end of first semester.

- During exams, **December 20**
  - » **All schools and teachers** will be dismissed on their regular schedule.
  
- During exams, **December 21**
  - » **Elementary school students** will be dismissed at 10:30 a.m.,
  - » **Middle school students** will be dismissed at 11:15 a.m. or equivalent,
  - » **High school students** will be dismissed at 11:35 a.m. or equivalent.
  - » Teachers may leave **30 minutes** after students are dismissed, if they are not needed for regularly assigned duties.