Welcome to C.C.A. Baldi Middle School! Included in this handbook is the important information that you will need to know as a Baldi parent and student. Please read it and become familiar with the rules and policies of our school. Here at Baldi, we strive to build on the following values inherent in our students: Respect, Responsibility, Kindness, Teamwork, Perseverance and JOY! We are looking forward to a safe and successful school year!

Mr. Luke Hostetter, Principal

Mrs. Melissa Bragg, 6th Grade Assistant Principal  
Mr. Daniel Mina - 7th Grade Assistant Principal  
Mrs. Jennifer Nuskey, 8th Grade Assistant Principal
MISSION

THROUGH A RIGOROUS AND INTEGRATED PROGRAM OF ACADEMICS, WORLD CULTURE, AND ENRICHMENT, C.C.A. BALDI MIDDLE SCHOOL CHALLENGES ALL STUDENTS TO DISCOVER THEIR UNIQUE ACADEMIC ABILITIES AND PASSIONS BY EMPOWERING STUDENTS WITH THE SKILLS AND CHARACTER FOR SUCCESS IN HIGH SCHOOL AND BEYOND.

STUDENTS ARE ENRICHED BY WORKING IN DIVERSE CLASSROOM COMMUNITIES AND ARE CALLED TO BECOME LIFELONG LEARNERS WHO DEVELOP THEIR INDIVIDUAL TALENTS TO BETTER THEMSELVES, OTHERS AND THEIR COMMUNITY.

WITH A COMMITMENT TO INTELLECTUAL EXCELLENCE, LEADERSHIP, COMMUNITY, AND CHALLENGING ONESELF, WE STRIVE TO DEVELOP YOUNG PEOPLE WHO ALWAYS TRY THEIR BEST, FIND JOY IN LEARNING, STAND UP FOR IDEALS, AND RESPOND TO THE OPPORTUNITIES AND CHALLENGES OF OUR TIME.

MANDATORY UNIFORM/DRESS CODE POLICY

Colors:
- Pants, dresses, skirts
- Shirts/blouses

Khaki
Navy

Style:
- Shirts/blouses with collars (no T-shirts*), solid colors (no stripes or prints)
- No bare midriffs or shoulders
- Sneakers or flat shoes (no sandals, slides or open-toed footwear)
- Nothing that contains offensive language
- All pants must be worn on waists
- No clothing with writing or slogans unless it is BALDI apparel
- No short shorts- must be fingertip length
- No hoodies or outerwear with the exception of a Baldi approved hoodie

Students may wear a long sleeve shirt underneath their uniform shirt if they anticipate being cold. The “WE ARE BALDI” crewneck sweatshirt, Baldi hoodie and Baldi sports hoodies are permitted. Sweaters must be navy blue or grey on gym days.
- No tights, stretch pants, leggings or yoga pants, even on dress down days
- Earrings should be no bigger than a quarter
- No bandanas (of any color) or headwraps of any kind for non-religious reasons

* “WE ARE BALDI” T-shirts or any shirt that is sold by a Baldi approved club or sport may be worn in place of a collared shirt.

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**Gym Uniform:** gray t-shirt or blue Baldi T-shirt and black sweat pants in cooler weather and black shorts and gray t-shirts in warmer weather. The Baldi Hoodie is an approved gym uniform part. During activities in which the hoodie may pose a safety risk students will be asked to remove. Students should always wear an approved gray shirt underneath their hoodie on gym days. Teachers will distribute full policy in class.

**SUPPLIES**

Please review the grade level supply list that was provided to students in June. Teachers may require additional supplies and will inform students of this during the first week of school.

Textbooks and other materials are loaned to the student by the school. These books are his/her responsibility. Books and materials must be paid for when lost or damaged. All parents and students are responsible to sign a Parent-Student Textbook Compact.

**HOMEWORK**

Homework is an essential part of the school program and is given as per school district policy.

Teachers assign work to be done outside of class for one or more of the following reasons:

- To provide additional practice with skills introduced in class.
- To introduce students to subject matter that will be discussed in class.
- To enable students, through further reading and research, to add breadth and depth to their knowledge of a subject.
- To help students become independent learners
- To review work previously covered and to prepare for examinations

**Daily and/or long-range homework is assigned in every major subject.**

As a general rule, middle school students may expect to spend time each night on homework assignments. Remember, study or review of assignments is just as important as a written assignment and must be completed as faithfully as work that must be handed in the following day.
BREAKFAST PROCEDURES
All Baldi students are eligible for a free, hot breakfast, which will be served before school in the cafeteria. Students may enter the art patio doors and go directly into the lunchroom to eat breakfast from 7:45 a.m. to 8:05 a.m. All school rules are in effect during this time including prohibited electronic use.

LUNCHROOM PROCEDURES AND RULES
All Baldi students are eligible for a free, hot lunch. Lunchroom procedures are established to insure that each student can eat in an orderly fashion. Each student must follow the lunchroom rules. Each student’s roster indicates which periods are reserved for lunch. These periods may vary from day to day. **Students are required to eat at designated lunchroom tables, in their designated color-coded lunchroom.**

LUNCHROOM RULES
1. Students will walk to the lunchroom and inside the lunchroom.
2. Students will sit at their assigned table and wait for climate staff to call their table to get in line.
3. Students will raise their hand and ask permission to purchase snacks.
4. After eating, students will carry all trash to the trash can.
5. Students are expected to clean up after themselves and will be asked to help with the overall clean-up on a rotating basis.
6. Lunch periods are 30 minutes long days 1-5 and 45 minutes on day 6.

STUDENTS EXCUSED FROM CLASS/LUNCH
In all cases, students must have a hall pass signed by the teacher on that date with the time noted that gave them permission to be excused from class/lunch.

WEEKLY TRANSPASSES
The Office of Transportation will determine eligibility for free transpasses. The transpasses will be distributed weekly according to the list that is generated by that office. Transpasses are a student’s responsibility. If lost, there is NO REPLACEMENT. Please make sure you keep your transpass SECURE and write your name and section on it in pen. If a student is absent on the day that transpasses are distributed, they will receive one on the day that they return. Transpasses can be revoked if a student does not adhere to the Code of Conduct.

ENTRANCE PROCEDURES
Students who have to see teachers, coaches, etc. before school must have a written pass from the teacher permitting them to enter the building before the starting bell.

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At 7:45 a.m., students may enter the building from the Art Patio doors to eat breakfast in the Cafeteria. Students entering the building early must stay in the designated location until 8:11 a.m. Sixth grade students who are not eating breakfast will enter the Lower Level entrance near Room G2. Seventh grade students not eating breakfast will enter on the middle level through the Music Room entrance doors. Eighth grade students not eating breakfast must enter the building from the Art Patio doors. Students must be in their first period class by 8:18 a.m. or they are considered late. Unexcused lateness to school may result in a consequence.

**These procedures are subject to change at any time.**

**INCLEMENT WEATHER**

During inclement weather, all students must enter the Commons Area through the Art Patio entrance and proceed to the auditorium.

**LEAVING SCHOOL GROUNDS**

Students will not be allowed to leave school grounds except in the custody of a parent or guardian that has signed them out in the office. Students who leave the building during the school day without permission will be subject to disciplinary action.

**ASSEMBLY PROGRAMS**

While in the auditorium, students are expected to take their assigned seats quickly and quietly, remain silent, and observe all instructions of the assembly director. All books are to be placed on the floor, and students are expected to be courteous and attentive at all times.

**ADVISORY**

At the beginning of each school year students are assigned to an Advisory Section. Each section is assigned to a teacher to whom pupils must report each day either directly before or after lunch. Advisors are responsible for recording pupil attendance. They also perform a host of additional duties, such as collecting for fundraisers, distributing report cards, and much more. The advisor can also help you with many school-related problems. In addition, the advisor will also deliver Advisory Learning Community Lessons on day 6. These lessons are designed to build community and give students the opportunity for reflection and growth.

**ROSTER**

The roster lists all subjects, teachers, and room numbers to which students are to

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report each period. The student should keep a copy of his/her roster with him/her at all times. It will be easier for him/her to report to class on time if he/she memorizes his/her roster as soon as possible.

**TEXTBOOKS**

Books issued to students are their responsibility. Textbooks must be covered and may not be misused in any manner. Each student is responsible for all books issued to him/her. Students are required to pay for all books or equipment that is lost, destroyed, or damaged. Upon the acceptance of textbooks, students are obligated to return them to teachers if they transfer to other schools, or at the end of the school year. Please refer to the signed Parent and Student Textbook Compact.

**HONOR ROLL**

In order to be on Baldi’s distinguished honor roll, students must receive all A’s in core subjects, such as Literacy, Writing, Math, Science and Social Studies. One B is permitted in an elective subject.

Honor Roll programs will be held following each report period to honor distinguished and meritorious students, and to honor those students who exhibit the Baldi Values in their daily lives. Students who consistently exhibit Respect, Responsibility, Kindness, Teamwork, Perseverance, and Joy, are true Baldi Ambassadors.

**STUDENT COUNCIL**

The Student Council is responsible for representing the school body in making decisions and participating in various projects throughout the year. Representatives are elected from each class, along with the school President, Vice President, and Secretary who will work closely with the sponsors.

**DISCIPLINE CODE**

Baldi Middle School strictly adheres to the School District of Philadelphia’s Code of Conduct which can be found [here](https://baldi.philasd.org/). It is our expectation that all students follow the school, classroom, hallway, and lunchroom rules at all times. Fighting, bullying or harassment, and disrespect, among other misbehavior, will not be tolerated. Students will be disciplined in accordance with the Philadelphia School District’s Student Code of Conduct. There is zero tolerance for any type of bullying. Students who engage in any type of bullying, either physical, verbal, or cyber bullying will be disciplined in accordance with the Philadelphia School District’s Code of Conduct.

**DISCIPLINE PROCEDURES**

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Students may be sent to the dean’s office if a school rule or procedure has been broken. The teacher or staff member will complete an ODR indicating what code has been violated and what the circumstances were. The Dean of Students will investigate and assign discipline consequences as necessary. Level one and/or any level two code violations may result in the student being removed from activities, sports teams, or field trips. In-School or Out-of-School suspension may be warranted depending on the Code of Conduct violation. All students and their parents sign a contract that will remove them from grade activities if they violate the code of conduct. Parents/guardians will be notified of all discipline pertaining to their child.

The Reflection Room will be utilized for students who need a “time-out” from the classroom environment. Students who commit a level one violation of the Code of Conduct, may be sent to the Reflection Room to complete their academic work. In-School suspensions will also take place here.

ATHLETICS/EXTRA CURRICULAR ACTIVITIES/FIELD TRIPS

Baldi students are given numerous opportunities to participate in extracurricular activities, including athletics. Students who choose to participate in these activities should remember that all school rules and procedures apply while these activities are taking place. As a representative of C.C.A. Baldi Middle School, students should exhibit our core values of Respect, Responsibility, Kindness, Teamwork, Perseverance, and Joy, as they engage in their chosen activity. Students who violate school rules, or are failing a major academic subject, may be removed from any activity or trip as deemed necessary by the Facilitator, Coach, Dean or Administrator.

ELECTRONIC DEVICES

This policy is to serve notice to all concerned that improper use of electronic devices, such as cell phones and headphones, by students on school premises is prohibited. The School Reform Commission develops and enforces regulations to prohibit improper use of electronic devices by students. Such regulations include:

1. Confiscation of beepers, cell phones, headphones, or any electronic device whose use has not been approved by the principal

2. Investigation of the incident by the administration who may:
   - Return the beeper, cell phone, headphones, or other electronic device to a parent

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● Suspend the student
● Refer the matter to the Police Department
● Recommend expulsion of the student
● All of the above

There will be occasions where students will be permitted to use electronic devices. NO RECORDING OF ANY KIND will be allowed to take place on school property without the express permission of administration. Social media will be closely monitored for the safety and well being of all Baldi students.

If a cell phone is confiscated due to improper use, it will be held in the main office until a parent or guardian is able to pick it up. On the third confiscation, the electronic device will be held until the end of the school year to ensure no further disruption.

**SCHOOL PROPERTY**

The Baldi student should feel that his/her school is a safe, clean and very special place. Therefore, special care should be given to school property. Care of school property is the responsibility of each student. The school assumes no responsibility for items lost or stolen. Students who deface property by breaking, writing, painting, or any other means will be disciplined immediately and parents will be required to pay for all damages. It is against the law to deface school property. Any student caught defacing or destroying school property will be subject to arrest and costs of damaged property.

**LATENESS TO SCHOOL**

● Students must report to first period by 8:18 a.m. Students arriving after 8:18 a.m. are considered to be officially late for school, and this will be recorded in the official attendance records. They will have to enter through the front of the school building.
● Students arriving after 8:18 a.m. are to report to the Lobby area in front of the auditorium entrance to receive a late slip.
● Students with repeated lateness are subject to detentions, loss of privileges and disciplinary action.
● If a student arrives after 10:00 AM or leaves before 1:00 PM, they must provide their advisor with a valid excuse note.

**CUTTING CLASS**

Students must report to every class on their rosters. Pupils not reporting to class will be recorded as cutting and may be subject to severe disciplinary action, including removal from grade activities/trips/sports.

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**FIGHTING**

Fighting will not be tolerated. Students involved in fighting will be disciplined in accordance with the Philadelphia School District’s Student Code of Conduct.

**BULLYING**

There is zero tolerance for any type of bullying. Students who engage in any type of bullying, either physical, verbal or cyber bullying will be disciplined in accordance with the Philadelphia School District’s Code of Conduct. If you are a victim of bullying or a witness to someone being bullied, please report the incident using the Bullying and Harassment Form located at the bottom of the school district’s homepage [www.philasd.org](http://www.philasd.org). An investigation will ensue.

Bullying means an intentional electronic, written, verbal, nonverbal, psychological or physical act or series of acts directed at another student or students, which occurs in and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student’s education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying is characterized by the following three (3) criteria:
1. It is aggressive behavior or intentional harm doing.
2. It is carried out repeatedly over time.
3. It occurs within an interpersonal relationship where there is an imbalance of power (e.g. one (1) person is physically larger, stronger, mentally quicker or socially more powerful).

Bullying can take many forms and can include a variety of behavior. As defined in this policy, bullying refers to direct or indirect action, which may include but is not limited to:
1. Physical - hitting, kicking, pushing, shoving, getting another person to hurt someone.
2. Verbal - racial slurs, name-calling, teasing, taunting, harassment, gossiping, spreading rumors.
3. Nonverbal - threatening, obscene gestures, isolation, exclusion, stalking, cyberbullying (bullying that occurs by use of electronic communication devices through means of social networking, e-mail, instant messaging, text messages, tweets, blogs, photo and video sharing, chat rooms, dash boards, or web sites).
HARASSMENT

Harassment is defined as unwelcome verbal, written, graphic and/or physical conduct that is related to one’s gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, disability, English language proficiency, socioeconomic status or political beliefs. Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. A single incident of harassment may implicate more than one protected class.

Harassment can create a hostile environment when it:

1. Is sufficiently severe, persistent or perbasis that it affects an individual’s ability to participate in or benefit from an educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with a student’s education or
3. Otherwise adversely affects an individual’s learning opportunities, health, safety or well-being.

WEAPONS

NO weapons of any type are permitted in the building at any time. Violators are subject to prosecution to the fullest extent of the law (including expulsion). Students will be disciplined in accordance with the Philadelphia School District’s Student Code of Conduct.

BUS SAFETY PROCEDURES

1. Students must be at the designated bus stop on school grounds.
2. Students must be at the bus stop on time.
3. Students may not intentionally or willing miss a Septa bus
4. While waiting to board the bus, students must stay on the sidewalk until the bus stops.
5. Students must take designated buses chartered for Baldi Middle School to and from school.
6. Students must remain seated at all times during the ride. They may not stand to leave until the bus has stopped.
7. Loud noise is prohibited. Students may talk quietly.
8. Students may not open bus windows without permission.
9. Students must keep all parts of their body inside the bus window.
10. Students may not call or shout out of the bus window, eat, drink, or throw objects on the bus.

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11. Students must obey the driver and/or aide at all times.

Please understand that students who violate these rules endanger the health and safety of students riding the bus. It is a privilege, not a right, to have a transpass. While coming to, or leaving from school, students are still under the jurisdiction of the School District’s Code of Conduct. Poor behavior may result in a student being prohibited from riding the bus for a period of time, or permanently, and may result in disciplinary consequences. School administration reserves the right to confiscate a student’s transpass. In the event that a student is removed from the bus, it will be the responsibility of the student’s parents to make provisions for transportation to and from school.

**LOCKER REGULATIONS**

Students are loaned a locker for the current school term. The locker is the property of the School District of Philadelphia. Student must supply his/her own combination lock; key locks will be removed and destroyed. The school has retained a copy of each locker number and will require the combination to the students’ lock. Lockers and/or combinations are not to be shared by students. Lockers should be kept locked at all times. Students should put outdoor clothing in their lockers prior to going to homeroom. Students should spend minimal time at their lockers. Students may only use lockers during the following designated times: before school, before lunch, and at dismissal time. Students should let their advisor know if they have any locker concerns. The school administration reserves the right to inspect lockers and their contents to protect the health, safety and general welfare of everyone in the school community. Locker privileges may be taken if students are continually late to class, abuse locker privileges, or if trash is continually found in the locker area. Money or other valuables should not be left in school lockers. Locker clean-out takes place on designated days in June. If a student does not remove locker contents, or make arrangements to do so, all items will become the property of C.C.A. Baldi Middle School, to dispose of as necessary. The School District of Philadelphia, and C.C.A. Baldi Middle School, is not responsible for losses.

**Bikes**

Students may decide to ride their bike to school. Students must register their bike, sign a contract with the school and use the school bike racks on the art patio. The school is not responsible for any loss of property and students are responsible for providing a bike lock. Please see Mr. Carr for any questions or concerns.

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SCHOOL HEALTH SERVICES AND THE SCHOOL NURSE

The school nurse can be reached at 215-961-2096

The school nurse provides student services aimed at the identification and assessment of student health problems. Through ongoing communication and contacts with students, parents, and staff, the school nurse acquires first-hand knowledge of health problems and the availability and accessibility of services. As an advocate for children, the school nurse communicates daily with students to ensure optimum health for academic success.

A. The school nurse and the staff of the C.C.A. Baldi Middle School depend on the cooperation and partnership between the home and the school with the assistance of the following:

a. Emergency cards and forms need to be completed and returned promptly. Any changes in telephone numbers, addresses, emergency contacts, or employment must be reported to the school nurse and office.

b. Updated immunizations, communicable diseases, surgery, or special medical conditions should be reported, in writing by the physician, to the school nurse. Also, inform your child’s teacher of any specific health-related conditions.

c. Please keep students out of school if they experience a temperature above 100 degrees, vomiting or diarrhea within the last 24-hour period prior to school start.

B. Physical Examinations - The Pennsylvania School Health Act (Section 1402) requires each pupil to have a health examination upon admission to school in sixth and ninth grades. This is required for all public, parochial and private schools. Remind your physician that vision, hearing screenings and updates of immunizations are important components of a physical and must be completed as designated on the physical form. Physical forms can be obtained in the school nurse’s office or the main office.

C. Administration of Medication - Ideally, the administration of medication or utilization of equipment should take place at home. However, students with health problems may require medication (administered at prescribed intervals) or suction, oxygen, or other types of equipment in order to permit them to function at as close to a normal level as possible in the classroom. The School District of Philadelphia does not diagnose student conditions or prescribe medication/treatment. (No medication/treatment will be

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administered in school without a completed and approved MED-1 request for administration of medication or use of suction, oxygen, or other equipment in school). All approved requests will expire on August 31 of each year. The procedure must be carried out in its entirety every year. The certified School Nurse will contact the prescribing provider for clarification, when necessary.

a. All medication must be prescribed by a qualified health care provider on form MED-1
b. The prescription (MED-1) must be approved by the Certified School Nurse or a School Nurse Supervisor.
c. The parent will supply the medication, properly labeled and packaged.
d. The school only will retain medication if it has been packaged and labeled by a Registered Pharmacist according to accepted pharmaceutical standards. The medication label must include: Patient name, pharmacy name, address and telephone number, prescription number, prescription date (must be current), name of medication-dosage-form and expiration date, instructions for administration, name of prescribing health care provider.
e. All medication must be packaged with a Safe-T closure Cap.
f. Equipment and machinery must be prescribed by a qualified health care provider on form MED-1
g. When the medication/treatment prescribed exceeds or differs from that approved by the FDA, the physician will be required to submit written detailed information to the school nurse.

Children may not carry medication on their person, in their lunch bag or schoolbag. Please contact the Certified School Nurse if you have any questions or concerns. Health insurance and CHIP Program forms can also be obtained from the Health Room.

Any student requesting to see the nurse must arrive with a note from their teacher.

COUNSELORS

The counselor is a person to whom the student can always turn in case of personal or academic problems. Baldi’s counselors are trained to assist pupils in the middle school years. Some of these areas include:

- Help with personal, social, and emotional problems.
- Adjusting to a new school situation.
- Motivating students toward higher scholastic achievement.
- Improving relationships with teachers and classmates.

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• Providing access to community agencies when needed.
• Acquainting students with educational opportunities beyond middle school.
• Determining the need for psychological evaluation.
• Acquainting students with career opportunities.

In order to see the counselor, the student must get a pass from a teacher. The counselors are assigned to the following students in the below grades:

- Ms. Cummings- Sixth Grade
- Dr. Flemmings - Seventh Grade
- Ms. Stavrakis- Eighth Grade

BALDI ADVISORY COUNCIL

The Baldi Advisory Council will play a critical role in the overall program at the Baldi Middle School and make decisions that impact student achievement. There is no substitute for an active partnership between school and home. The BAC is actively involved in providing input relative to school programs. We look forward to seeing you at our BAC meetings this year.

Please reach out to Gloria Cherny (grautman@philasd.org) for more information about how you can contribute!

SCHOOL DISTRICT CALENDAR - See Electronic Version Here

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<tr>
<th>Date</th>
<th>Activity</th>
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<td>August 26, 2019</td>
<td>First Day for Staff</td>
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<tr>
<td>August 26 - 29, 2019</td>
<td>District-wide Professional Development</td>
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<td>August 26 - 29, 2019</td>
<td>Kindergarten Parent/Teacher Interviews</td>
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<td>August 30, 2019</td>
<td>Reorganization - Academic Year Preparation K-12</td>
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<td>September 2, 2019</td>
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<table>
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<tr>
<th>Date</th>
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<td>First Day for Grades K-12 - Student Attendance</td>
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<tr>
<td>September 3, 2019</td>
<td>First Day for Head Start and Bright Futures - Student Attendance</td>
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<td>Professional Development Day - Full-Day Professional Development (Staff Only; Schools Closed for Students)</td>
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<td>Date</td>
<td>Holiday/special Day</td>
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<td>December 24, 2019</td>
<td>Winter Recess - Schools Closed</td>
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<td>December 26-30, 2019</td>
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<td>Dr. Martin Luther King Day - Schools Closed and Administrative Offices Closed</td>
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<td>April 28, 2020</td>
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</table>

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[https://baldi.philasd.org/](https://baldi.philasd.org/)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13 - 15, 2020</td>
<td>Interim Reports</td>
</tr>
<tr>
<td>May 22, 2020</td>
<td>Professional Development Half Day - 3-Hour Early Dismissal</td>
</tr>
<tr>
<td>May 25, 2020</td>
<td>Memorial Day/ Eid-al-Fitr - Schools Closed and Administrative Offices Closed</td>
</tr>
<tr>
<td>June 10 - 12, 2020</td>
<td>Graduation Window</td>
</tr>
<tr>
<td>June 12, 2020</td>
<td>Last Day for Students</td>
</tr>
<tr>
<td>June 15, 2020</td>
<td>Last Day for Staff- Full-Day PD</td>
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</tbody>
</table>

Total Number of Days Scheduled Student Attendance: 180

<table>
<thead>
<tr>
<th>Month</th>
<th>Days of Attendance</th>
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<tbody>
<tr>
<td>July-19</td>
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<td>August-19</td>
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<td>September-19</td>
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<td>November-19</td>
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<td>June-20</td>
<td>10</td>
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