THE DRIVER'S SEAT

May 2026

410-751-3229

Director
Michael Hardesty

Supervisor
Keith Shorter:
Out-of-County Special Needs, Liberty, Century & South Carroll High Areas

Area Supervisors
Kristin Ebert:
Manchester Valley & Francis Scott Key High Area
Kim Gold:
Winters Mill & Westminster High Areas

In-County Special Needs
Chip Weaver

Operational Performance
Anita Stubenrauch

Driver Instructors
Angela Williams
Sheneeka Weeden
Shana Clark

Planner/Analysts
Nick Chalk
Caleb Yirdaw

Routing Associates
Sue Hudson
Jill Fulton

Staff Support
Michele Brown

The Director's Corner

As we leave the frigid winter of 2026 and move into the beautiful Carroll County springtime, I'd like to focus on the two most important responsibilities we all share in ensuring we are providing a safe ride to school for the nearly 20,000 students we transport every school day. Those two responsibilities are 1) to provide a safe and reliable school bus through preventive maintenance and inspections; and 2) to provide a well-trained, reliable, and customer-friendly workforce to drive and care for our student passengers.

School buses in Carroll County operate for a period of twelve years before needing to be replaced with most buses accumulating over 200,000 miles traveled over that 12- year time period! To ensure buses are in good mechanical condition requires a team effort. Drivers are responsible for daily pre-trip inspections and reporting to their contractor any defects found. Drivers are also responsible for driving in a safe and appropriate manner. Contractors are responsible for providing a preventive maintenance program and for immediately correcting defects as they are found. Finally, buses are inspected four times a year (fall, spring, and summer Type B inspections) and one summer Type A inspection. All inspections are overseen by the Maryland Department of Transportation's School Vehicle Safety Office. Con't pg. 2

The Director's Corner Continued

I am pleased to report that for the just completed spring inspection, Carroll County had a 75% overall passing rate with no defects found, the highest in many years. Congratulations to our drivers and contractors on this achievement!

The second responsibility of providing a well-trained, reliable, and customer-friendly workforce requires individuals who are committed to being the best school vehicle driver or school vehicle assistant as possible, recognizing that you are the first person and last person representing the Carroll County Public Schools to students and parents each school day. Being a model school vehicle driver or assistant requires many skills: patience, driving skill, adherence to rules, good interpersonal skills, dependability, good judgement, and honesty. All drivers were required to obtain their school bus commercial driver's license, keep a clean driving record, have a satisfactory annual physical exam, and be subject to random drug testing. In addition, drivers and assistants are required to receive a minimum of six hours of in-service instruction designed to enhance their professional development and skills. This year's in-service training will be held on June 17 and June 18 at Winters Mill High School. Our driver instructors and administrative team have been hard at work to make sure this year's in-service will be beneficial in helping to address critical issues and to provide guidance in helping you be the best driver and assistant that you can be.

Thank you for your commitment to providing a safe and reliable transportation system for our Carroll County Public School students and families.

School Transportation Word Search

D F V Q A C B L B K W W P R N
S H L D L E G U Y Z Y A P S C
W R C A R A K P S Z E L O T Y
S L E R S I N L Q F L K L O H
A S I S O H V C Z A L E I P S
F J P S P S I E A Y O R T S T
E K B E T E S N R R W U E I U
T L J R E E C W G N R X M G D
Y I I P Q D N T A L N I V N E
S I D E W A L K F L I H D O N
V T A Z R L Y I X U K G Y E T
M U D Y U Q U G M L L F H H R
L V A B B I P I G I G V G T V
F S M E G Z G H Q E T B I A S
R K D K U A L S E A T B E L T

Riddle

What has no steering wheel but controls where the bus goes?



Spring 2026 Bus Inspections

The Spring 2026 bus inspection was held right before our spring break this year. Fortunately, the weather held out and other than a couple of chilly mornings, mother nature cooperated. The inspection in the Spring is managed, and the data is entered by the inspectors from MDOT. CCPS inspectors, Carroll County Fleet mechanics, and a Service Tire technician still complete the inspections, but MDOT inspectors provide an extra set of eyes for the inspection process. Overall, we were very pleased with the inspection results; the buses were generally clean and ready for inspection. Our countywide passing rate was 75%. As usual, our fleet showed well to the MDOT inspectors.

As is our custom, we track inspection results by day at each inspection location. Kudos to our contractors that had buses inspected at Winters Mill High, the % of buses that passed were just over 80%. Please review the Daily Inspection Results chart below for results in each area.

Daily Bus Inspection Results Spring 2026

	Pass		30 Day		Redline	
Inspection Location/Date	# of buses	%	# of buses	%	# of buses	%
WMHS- Tuesday, March 24	56	81.2%	4	5.8%	9	13.0%
MVHS- Wednesday, March 25	42	72.4%	12	20.7%	4	6.9%
CHS- Thursday, March 26	47	79.7%	10	16.9%	2	3.4%
WMHS- Tuesday, March 31	44	67.7%	11	16.9%	10	15.4%
FSKHS Wednesday, April 1	34	75.6%	4	8.9%	7	15.6%
Total	223	75.3%	41	13.9%	32	10.8%

In addition to tracking the fleetwide historical percentage of buses passing, we also track the fleetwide % of buses that had 30-day defect(s) as the most serious finding. For Spring 2026, the % of buses with 30-day defect(s) was 13.9%. Similar to the results for buses that passed, this is also the best result in the past 10 years.

We also track the % of historical redline defects. For Spring 2026, the % buses with at least one redline defect was 10.8%. This is slightly above last year's total and higher than all Spring inspections since 2021. This is an area we should strive to improve.

The most frequently occurring major defects in order of occurrence were; air leaks, tires and fluid leaks. In summary, the Spring 2026 inspection went very well. For the safety of children, and in order to maintain that standard of performance, we should continue to perform scheduled preventive maintenance, reiterate the importance of thorough pre and post trip inspections with our drivers and be vigilant in repairing items as they occur. Thank you for all the effort and hard work you put into maintaining your buses and keep up the good work!

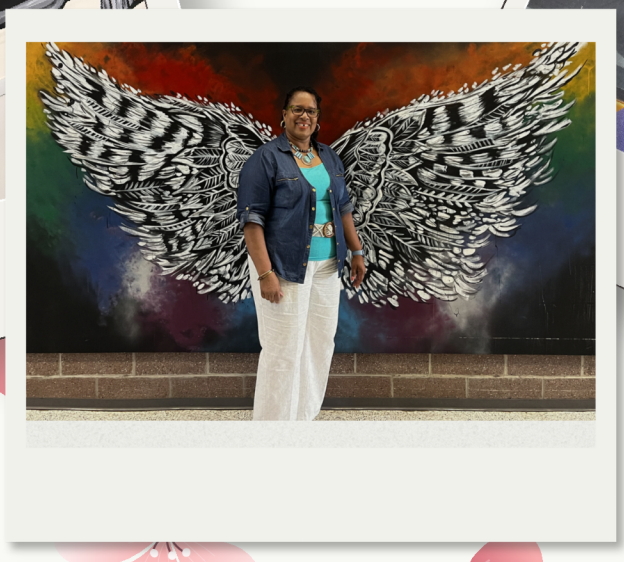
WITH GRATITUDE AND JOY:
WISHING ANGELA WILLIAMS A BEAUTIFUL RETIREMENT

After decades of dedication, compassion, and leadership, we celebrate the retirement of Angela Williams, a woman whose impact extends far beyond transportation and training. She is proudly married to her beloved husband of 36 years. She is the devoted mother of three children, two daughters and one son, and a cherished mother-in-love to her daughter-in-law and son-in-law. Her greatest joy continues to grow through her seven grandchildren and one precious great-grandchild.

Her educational journey led her to Strayer University, where she strengthened the foundation that would support an extraordinary career of service and leadership. She began her professional path in transportation in 1987, working in public transportation, gaining invaluable experience that shaped her future. In May 2013, she began her journey as a Driver Instructor with CCPS, bringing with her not only years of transportation expertise but also a rich background in preschool childcare, including work with children with special needs. This unique combination of skills allowed her to train with patience, empathy, and a deep understanding of safety, responsibility, and care.







WITH GRATITUDE AND JOY CON'T.

In 2019 she became the Lead Driver Instructor, a role she has served in with excellence up to her retirement. Among her many contributions, she also became a familiar and beloved presence as "Buster the Bus," educating students and families on bus safety in a fun, memorable, and impactful way. Angela has been a mentor, a leader, an educator, and a role model, someone who showed that training is not just about rules and procedures, but about people.

As she steps into retirement, Angela leaves behind a legacy of professionalism, compassion, and unwavering commitment. While her presence will be deeply missed, her influence will continue through the many lives she has touched. Angela intends to spend her retirement enjoying her grandbabies and family, traveling, and ministering to those in need at the side of her husband and her church.

Congratulations on a well-earned retirement, and best wishes for the many joyful chapters still to come.

End of Year Reminders - Special Needs 2025-26

Thank you all for a great year transporting students on our Special Needs buses. Your collective commitment to safety and fostering a positive bus environment has greatly contributed to student success. Please review the following in regard to end of year equipment procedures:

• The Transportation Department will contact the bus staff if a student should keep their equipment for ESY. Usually, this equipment would include a vest and accompanying cam straps. All other equipment should be collected by the bus staff and turned into your bus contractor on the last day of school.

• Please contact the school administration or the Transportation Department if a recommendation of the use or the discontinued use of equipment is needed for next school year. The final decision on equipment use for the upcoming school year is made by an IEP team. However, the input of the bus staff is a great resource for the IEP team.

• If a student has not been riding for five consecutive days, please notify your contractor and the Transportation Department.

• If the information on the student's profile sheet is incorrect, i.e., phone number, contact information or equipment, call the Transportation Department so information can be corrected for next school year.

JUNE 17TH AND 18TH IN-SERVICE PLAN

As we prepare for the end of the school year, we wanted to make sure all drivers and assistants are aware of the timeline and plan for In-Service. It will be held at Winters Mill High School on Wednesday, June 17th and Thursday, June 18th. Your bus contractor will make you aware of which date you should attend. The online portion of the In-Service launched on Friday, May 1st and should be completed by Monday, May 18th. To attend the in-person portion of In-Service, the online portion must be completed (drivers only this year). The following is a breakdown of the In-Service days at WMH (times and/or order are subject to change). Please note Drivers and Assistants will follow different schedules for the first part of the day (read carefully):

Driver's Schedule

7:15 Doors Open
7:15-8:00 Registration (everyone reports to Auditorium)
8:00-8:10 Welcome & Plan for the Day

DISMISSED TO SESSION #1

8:20-9:10 Session #1

DISMISSED TO SESSION #2

9:20-10:10 Session #2

DISMISSED TO AUDITORUIM

10:20-11:05 Driver Group Presentation Part #1 (in Auditorium)
11:15-12:00 Driver/Assistant Group Presentation Part #2 (in Auditorium)
12:00-1:00 DI's Reminders, Recognition & Check Off Sheets



Assistant's Schedule

9:45-10:00 Registration for Assistants in Main Lobby (report to Cafeteria)
10:00-11:05 Assistants Live, Hands-On Equipment Training on Buses
Assistants Join Drivers in Auditorium @ 11:15 (see Driver schedule for remainder of day)

Please remember that this year we will be entering and exiting using the SIDE DOORS closest to the Auditorium. Everyone should park in the Student Lot near the baseball field. Thank You!!

TECH TUNE-UP

Friendly Reminder: Cameras Are Always Working for Everyone's Safety

As we move through another busy season on the road, this is a good time to offer a quick, friendly reminder about the camera systems on our buses. These cameras are an important part of keeping both drivers and students safe, and they're working for you every time you start your route.

Interior Cameras: Protecting You and Your Riders

Every bus is equipped with interior cameras that record activity throughout the day. These cameras:

- Provide an accurate record of what happens on board
- Help resolve questions or concerns quickly
- Support drivers when incidents occur
- Encourage positive behavior from students

They're not about "catching" anyone — they're about making sure the truth is always available when it matters.

Exterior Cameras: Watching the Road Around You

Our buses also have exterior cameras that capture what's happening outside the vehicle. These are especially helpful for:

- Documenting traffic incidents
- Reviewing stop-arm violations
- Supporting investigations when other drivers behave unsafely
- Providing evidence in case of accidents or near-misses

These cameras help protect you from false claims and give us the information we need to keep routes safe.

A Tool for Safety, Not Surveillance

We want to emphasize that the camera system is here to support you, not to monitor your every move. When questions arise, having clear footage ensures fairness, accuracy, and peace of mind for everyone involved.

Thank You for All You Do

Your professionalism, patience, and commitment make a huge difference every day. The camera system is just one more tool that helps us back you up and keep our students safe.

If you ever have questions about the camera system or want to review footage related to an incident, please reach out — we're here to help.

Riddle Answer

The route planner

School Transportation Word Search Key



SPECIAL NOTE FOR CALLING TSD ON THE FIRSTNET SYSTEM

BEFORE CALLING TSD, PLEASE MAKE SURE YOUR FIRSTNET PHONE IS ON THE HOME SCREEN (SCREEN WITH THE CLOCK). IF YOU SEE A SCREEN THAT LOOKS LIKE THE "LIST SCREEN" BELOW, PRESS THE "TURNAROUND" ARROW KEY UNTIL YOU GET BACK TO THE "HOME SCREEN/CLOCK" SCREEN.

TURN AROUND ARROW KEY



HOME SCREEN/CLOCK



LIST SCREEN

FIRSTNET RADIO NOT WORKING? RADIO CHECK NOT GETTING A RESPONSE?

RESTART YOUR PHONE AND WAIT FIVE MINUTES AND THEN TRY YOUR RADIO CHECK AGAIN

1- PRESS THE "RED PHONE" KEY ON THE KEYPAD

2- PRESS AND HOLD THE "RED PHONE" KEY AGAIN UNTIL THE SCREEN CHANGES.

3- PUSH THE SELECT KEY UNDER "RESTART".

(SELECT KEYS ARE THREE NARROW RECTANGLES WITH DASH LINES DIRECTLY UNDER THE SCREEN)



SELECT KEYS

IS IT HARD TO UNDERSTAND WHAT SOMEONE IS SAYING ON THE FIRSTNET SYSTEM?

THE VOLUME MAY BE TURNED UP TOO LOUD. USE THE TWO BUTTONS ON THE LEFT SIDE CENTER OF THE PHONE TO TURN THE VOLUME DOWN.SET VOLUME TO ABOUT 50% AND THE SPEECH SHOULD BE MUCH BETTER.

The **Zonar V4** unit is a vehicle-mounted telematics device installed on buses that serves as the backbone for **GPS location tracking, vehicle activity monitoring, and engine diagnostic data** collection. It continuously records and transmits information such as vehicle location, route history, engine hours, speed, idle time, and fault codes to the Zonar fleet management system, giving operations and maintenance staff real-time visibility into bus usage and health. **Important reminder:** when a V4 unit is temporarily unplugged or removed to perform engine diagnostics or other maintenance work, it must be **fully plugged back in** and secured afterward, as leaving it disconnected will result in missing GPS data, incomplete diagnostics reporting, and gaps in vehicle records.

SAFETY FIRST!

As we approach the end of the year, this is a great time to refocus on the fundamentals of safe, professional driving. You play a vital role every single day, and nothing less than excellence is expected. Remember, you are transporting “precious cargo”. Students and families count on you to get them to and from school safely, and your commitment makes all the difference.

Preventable Accident Trends & Reminders

1. Improper Distance Judgment – 53% of Preventable Accidents

The most common cause of preventable incidents continues to be improper distance judgment. Many of these accidents occur when a bus mirror clips another vehicle’s mirror or roadside object.

- Make sure your mirrors are properly adjusted before leaving the lot.
- Always stay aware of your mirror placement, especially in tight areas or heavy traffic.
- Give yourself the space you need.

2. Backing – 29% of Preventable Accidents

Backing remains the second most frequent cause of preventable accidents.

- Only back up when absolutely necessary.
- Before moving, ensure the area is completely clear.
- Know the size and turning characteristics of your bus.
- When in doubt, request assistance from another professional.

3. Good News: Crossing Arm Accidents Are Down

We’re pleased to report that crossing arm accidents have significantly decreased, only one has occurred so far this year. This improvement reflects your attention to detail and dedication to student safety. Let’s keep that momentum going.

Your professionalism is the backbone of our transportation team. Thank you for staying alert, staying prepared, and staying committed to safety every day.

2026 Pre-Service Classes

Regular Classes

JULY 14-15TH 8:30AM-4PM &16TH 8:30AM-12:30PM
AUGUST 11-12TH 8:30AM-4PM & 13TH 8:30AM-12:30PM
SEPTEMBER 8-9TH 8:30AM-4PM & 10TH 8:30AM-12:30PM
OCTOBER 6-7TH 8:30AM-4PM & 8TH 8:30AM-12:30PM
NOVEMBER 11-12TH 8:30AM-4PM & 13TH 8:30AM-12:30PM
DECEMBER 8-9TH 8:30AM-4PM & 10TH 8:30AM-12:30PM

Special Needs

JULY 17TH 8:30AM-4PM
AUGUST 14TH 8:30AM-4PM
SEPTEMBER 11TH 8:30AM-4PM
OCTOBER 9TH 8:30AM-4PM
NOVEMBER 18TH 8:30AM-4PM
DECEMBER 11TH 8:30AM-4PM

Things to remember

- Prior to class a Completed application must be submitted with all accompanied documents within 3-5 business days.
- Accompanied documents include MVA record with complete satisfactory driving history in all states, copy of driver’s license (front and back)
  - if you are a current cdl license or permit holder a completed D.O.T. physical - 1 year.

Building the Future

SAVE THE DATE: IN SERVICE JUNE 17-18, 2026

CDL with School Bus Endorsement for Pennsylvania

Planning to move to Pennsylvania? Have a CDL with the S endorsement or planning to get it? Here is some important information you need to know before you make that move.

APPLICATION FOR A COMMERCIAL LEARNER'S PERMIT:

♦ Must be 18 years of age or older and have a valid driver's license
♦ Must obtain a commercial learner's permit

• Submit a DL-31CD permit application, a Self-Certification form (DL-11CD), along with a School Bus Driver's Physical Examination (DL-704) and the appropriate fee.
• Drivers who will be engaging in "Non-excepted" transportation will also be required to submit avalid Medical Examiner's Certificate prior to the issuance of a learner's permit.

♦ Please Note: Pennsylvania law requires certain commercial permit holders to wait at least 15-days before taking the examination to upgrade their driving privilege. Check the bottom of the learner's permit for the driver eligibility date. This date identifies the earliest date the driver is eligible to take the driving test.

HEALTH AND SAFETY REQUIREMENTS:

♦ Comply with Pennsylvania Department of Health and any local school district regulations and policies
regarding communicable diseases.
♦ Pass a Federal criminal history check conducted by the FBI.
♦ Pass a criminal history check conducted by the Pennsylvania State Police.
♦ Pass a child abuse history check conducted by the Pennsylvania Department of Public Welfare.
♦ Be drug and alcohol free when driving and not consume any alcoholic beverages within 8 hours prior to operating a school bus.
♦ Submit a School Bus Driver's Physical Examination Form (DL-704) to PennDOT every thirteen months. The physical requirements are listed above.
♦ Pass an FBI Federal Criminal History check.
♦ Submit a Medical Examiner's Certificate for school bus drivers engaged in "Non-excepted" Transportation.



TRAINING REQUIREMENTS:

♦ To initially obtain a school bus endorsement, the driver must complete a minimum of 20 hours of instruction, which includes 14 hours of classroom instruction and 6 hours of in-bus training. The driver becomes eligible to take the driving skills examination administered by a PennDOT Driver's License Examiner or a Third-party Tester after they have passed all applicable knowledge tests, waited the mandatory 15-days if applicable, and has completed the 20 hours of instruction. On successful completion of the driver's examination, the driver will be issued an S endorsement. The driver will have 120 days from the issue date of the S endorsement to complete the 20 hours of training. The safety of school children is the main concern of the Pennsylvania Department of Transportation. Compliance with every aspect of the School Bus Driver Trainer Program is essential to the safety of school children. You, the school bus driver, will be asked to initial and sign the School Bus Driver's Training Report Form (DL-714) verifying that the minimum training requirements have been met. Your signature on the Training Report Form certifies under penalty of law that the information contained on the form is true and correct. If you are not given the minimum number of training hours, do not sign the Training Report Form. You may contact PennDOT's School Bus Safety Unit at (717) 787-6453 if you have any concerns associated with your school bus driver training.

Transferring CDL with S Endorsement to Pennsylvania

BEFORE HEADING TO PENNDOT

DO NOT TRANSFER MARYLAND CDL LICENSE BEFORE FOLLOWING THESE STEPS OTHERWISE YOUR "S" ENDORSEMENT WILL BE GONE AND YOU WILL HAVE TO START OVER (CLASSROOM/THEORY, PERMIT, BEHIND THE WHEEL/RANGE/PUBLIC ROAD, CDL ROAD TESTED)

1) DL-704 Commonwealth of Pennsylvania School Bus Driver's Physical Examination
(Must have this completed form to take along to PennDot)
**Carroll Occupational Health has this form, they will complete it, but driver must make sure they get it to take with them.
2) DL-742 "Physical Examination Certificate." (Little Card)
(Must have this completed form to take along to PennDot plus must carry when driving School Bus)
**Carroll Occupational Health has this certificate, they will complete it, but driver must make sure they get it to take with them.
3) Their Maryland CDL License with P, S endorsements be current and valid plus valid MEC/DOT Physical card (Form MCSA-5876)
4) They must meet Identification Requirements (proof of residency in PA, proof of citizenship documents, social security card) PUB 195US
PENNDOT (**Always check on PENNDOT's site for the current FORMS and PUBS**)

Take these along:

Maryland CDL License, DL-704 form, DL-742 card, MEC card (DOT Physical), Social Security Card, Your Identification Requirements & Your Residency Requirements

Paperwork that needs filled out:

"Application for Pennsylvania Commercial Driver's License by Out-of-State CDL Driver" (DL-180RCD) "Self-Certification Form" (DL-11CD)

Transferring CDL with S Endorsement to Pennsylvania Con't.

LEAVING PENNDOT

*PA CDL License with the following endorsements P & S and restrictions
*PA School Bus Physical
*DOT/MEC card
*Yellow "S" card

Will be able to drive school bus asap with the 4 items above BUT the driver will have 120 days to complete Pennsylvania 20 hours of School Bus training in Pennsylvania, as required, if he/she does not, then the "S" in Pennsylvania would fall off their driving record and the said driver would receive a cancellation letter in the mail. The driver would no longer have an "S" endorsement in Pennsylvania and could no longer drive a school bus.

GETTING THIS TRAINING

If the driver is paying for this training themselves, they would need to contact a PA licensed training school who is licensed through the PA Department of Education (example like York County Vo-tech, etc).

If their contractor is paying for the training that would be contractor to contractor. Then they could use our company F&S Transportation, Inc out of Manchester, PA, or find another training school who will do this training. F&S Transportation, Inc is PENNDOT certified for training, TPR registered and Third Party CDL Test Site. Located at 37 South Main Street, Manchester, PA 17345. Phone number is 717-266-6418 EXT 105.

TO MAINTAIN CREDENTIALS For PA

♦Every four years, a school bus driver must:

1. Complete a minimum of 10 hours of refresher training, which includes 7 hours of classroom instruction and 3 hours of in-bus training.
2. Pass the school bus endorsement knowledge examination.
3. Pass a skills evaluation in a school bus representative of the class school bus the driver is licensed to operate.

To Remain Certified for Carroll County while Maintaining a PA CDL With S Endorsement

·A certified complete driving record must be submitted annually
·The PA physical must be submitted along with your D.O.T. physical
·A copy of your PA driver's license must be submitted annually

Transferring CDL with S Endorsement to Pennsylvania Con't.

If you have any questions Penn Dot and F&S Transportation, Inc resources information are included.

Resources.

- PennDot's webpage- PennDot's School Bus Safety Unit – 717-787-6453
- F&S Transportation, Inc- 717-266-6418 EXT105, 37 South Main Street, Manchester, PA 17345

Carroll County Public Schools 2026 – 2027 Transportation Services Calendar

August	
17	Summer Bus Inspection (7:15 a.m. to 11:30 a.m.) Manchester Valley High
18	Summer Bus Inspection (7:15 a.m. to 11:30 a.m.) Winters Mill High
19	Summer Bus Inspection (7:15 a.m. to 11:30 a.m.) Century High
20	Summer Bus Inspection (7:15 a.m. to 10:30 a.m.) Francis Scott Key High Contractors' Meeting 2:00 pm
31	Schools Open – First Day for Students
September	
4	Regular Education Stop Sheets, Special Education Route Manifests due in Transportation Services
7	Schools/Offices Closed-Labor Day
18	Two Hours and Forty-Five Minutes Early Dismissal/System-wide; Closed for Prep Students/Regular Education Route Stop Sheets and Regular Education Route Manifests due in Transportation Services**
October	
15	Two Hours and Forty-Five Minutes Early Dismissal/System-wide; Closed for Prep Students**
16	Schools Closed for Students — Professional Development/Meeting Day
27	Fall Bus Inspection (8:45 a.m. to 11:00 a.m.) Francis Scott Key High
28	Fall Bus Inspection (8:45 a.m. to 11:45 a.m.) Manchester Valley High
29	Fall Bus Inspection (8:45 a.m. to 11:45 a.m.) Winters Mill High
30	Special Education Route Manifests due in Transportation Services
November	
2	Fall Bus Inspection (8:45 a.m. to 12:00 p.m.) Century High
3	Schools/Offices Closed- Election Day
4	End of Marking Period; Two Hours and Forty-Five Minutes Early Dismissal/System-wide; Closed for Prep Students**
5	Fall Bus Inspection (8:45 a.m. to 11:45 a.m.) Winters Mill High
10	Fall Bus Inspection Inclement Weather Make-up Day (8:45 a.m. to 11:30 a.m.)
20	Two Hours and Forty-Five Minutes Early Dismissal/System-wide; Closed for Prep Students**
25	Schools/Offices Two Hours and Forty-Five Minutes Early Dismissal System-wide; Closed for Prep Students**
26-27	Schools/Offices Closed – Thanksgiving Holiday
December	
14	Two Hours and Forty-Five Minutes Early Dismissal/System-wide; Closed for Prep Students**
23	Schools/Offices Two Hours and Forty-Five Minutes Early Dismissal System-wide; Closed for Prep Students**
24-31	Schools/Offices Closed – Winter Holiday
January	
1	Schools/Offices Closed – New Year's Day
4	Schools/Offices Re-open
8	Regular Education Route Stop Sheets and Regular Education Route Manifests
18	Schools/Offices Closed – Martin Luther King, Jr. Holiday
22	End of Marking Period; Schools Closed for Students
February	
12	Two Hours and Forty-Five Minutes Early Dismissal/System-wide; Closed for Prep Students**
15	Schools/Offices Closed – Presidents' Day
March	
1	Schools Closed for Students
5	Regular Education Route Stop Sheets and Regular Education Route Manifests; Special Education Route Manifests due in Transportation Services
12	Two Hours and Forty-Five Minutes Early Dismissal/System-wide; Closed for Prep Students**
16	Spring Bus Inspection (8:45 a.m. to 11:45 a.m.) Winters Mill High
17	Spring Bus Inspection (8:45 a.m. to 12:00 p.m.) Francis Scott Key High
18	Spring Bus Inspection (8:45 a.m. to 12:00 p.m.) Winters Mill High
23	Spring Bus Inspection (8:45 a.m. to 11:45 a.m.) Manchester Valley High
24	Spring Bus Inspection (8:45 a.m. to 11:00 a.m.) Century High
25-30	Schools/Offices Closed – Spring Break
31	Spring Bus Inspection Inclement Weather Makeup Day (8:45 a.m. to 11:45 a.m.)
April	
7	Two Hours and Forty-Five Minutes Early Dismissal/System Wide; Closed for Prep Students**
30	Two Hours and Forty-Five Minutes Early Dismissal/System-wide; Closed for Prep Students**
May	
28	Two Hours and Forty-Five Minutes Early Dismissal/System-wide; Closed for Prep Students**
31	Schools/Offices Closed – Memorial Day
June	
11*	Last Day for Students; Two Hours and Forty-Five Minutes Early Dismissal System-wide; Closed for Prep Students**
17 + 18	In-Service