

# Intradistrict Communication

DATE: May 26, 2021

TO: All Principals and Administrative Assistants

FROM: June LeMaster, Administrator of Human Resources  
Administrators of Schools

SUBJECT: Summer Hours for School Personnel

The District Administration appreciates and values the relationships you have established with the patrons in your communities and we believe it is critical that school personnel remain accessible to the public throughout the year. We also understand that elementary schools, middle schools, and high schools on the traditional calendars may be without or with fewer students during the months of June, July, and August.

Please review the schedule of Summer Hours for School Personnel below, with all designated summer school personnel at your location. Extended school office/business hours are acceptable; however, other adjusted schedules are **NOT** acceptable because they limit public access to school personnel.

## Elementary Schools

Administrative Assistant	10-month Contract
Principal	12-month Contract
Office Hours	<b>8:00 a.m. to 3:00 p.m., weekdays, June and August</b>

If the principal is the only staff member in the building, please place a sign on the door with a telephone number to reach someone inside the building who can unlock the door. If no one is in the building on a particular day, please inform your Administrator of Schools and post a sign on the door indicating the next time the office will be open.

## Middle Schools

Administrative Assistant	12-month Contract (Funding for vacation/office coverage is allotted)
Principal/Asst. Principal	12-month Contract
Office Hours	<b>8:00 a.m. to 3:00 p.m., weekdays, except holidays June, July, and August</b>

## High Schools

Administrative Assistant, Registrar	12-month Contracts (Funding for vacation/office coverage is allotted)
Attendance, Clerk & Counseling Assistants	10-month Contracts
Principal/Asst. Principal	12-month Contract
Office Hours	<b>8:00 a.m. to 3:00 p.m., weekdays, except holidays June, July, and August</b>

Thank you for your assistance with this important matter.