

Intradistrict Communication

DATE: May 30, 2018

TO: Principals and Secretaries on Traditional Calendars

FROM: June LeMaster, Administrator, Human Resources
Administrator 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 traditional elementary schools, middle schools, and high schools are on the traditional calendars and 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

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

If only the principal is in the building you may place a sign on the door indicating a number that can be called to reach someone by phone 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 when the office will be open.

Middle Schools

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

High Schools

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

Thank you for your assistance with this important matter.