HUMAN RESOURCES CALENDAR OF ACTIVITIES 2017-18

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|  |  | * Administrative offices: Summer Hours-Reference end of calendar for time and guidelines. |
| **July** |  |  |
| 3 | Mon | * No Special Leave: Oper, Tran, Crafts, Child Care, Food Service * Employees covered under the DMEA Secretaries Comprehensive   Agreement will be dismissed 30 minutes early\* |
| 4 | Tues | * Holiday/Offices Closed |
| 5 | Wed | * No Special Leave: Oper, Tran, Crafts, Child Care, Food Service |
| 31 | Mon | * Year 1, Alternative Contract Teachers Report (201 day contract)/   **Downtown Calendar Schools**   * 230 day employees (Admin, Teach, Specialists, SILS, Para) begin |
| **August** |  |  |
| July 31 & Aug 1st | Mon-Tues | * First-Year Teacher Training/ **Downtown Calendar Schools** |
| 2-3 | Wed-Thurs | * New to District Teacher Training/**Downtown Calendar Schools** |
| 2 | Wed | * Year 2-4, Alternative Contract Teachers Report (197 day contract)   /**Downtown Calendar Schools** |
| 3 | Thurs | * Year 5-8, Alternative Contract Teachers Report (197 day contract)   /**Downtown Calendar Schools** |
| 4, 7 & 8 | Fri, Mon-Tues | * All teachers and associates report/ **Downtown Calendar Schools** |
| 8 | Tues | * 220 day employees (10 month clerical) begin * 210 day employees (9.5 month clerical) begin |
| 9 | Wed | * First day of School-adjusted dismissal time/ **Downtown Calendar Schools** |
| 11 | Fri | * Year 1 Alternative Contract Teachers report (201 day contract)/**Traditional Calendar Schools** |
| 14-17 | Mon-Thurs | * First Year Teacher Training/**Traditional Calendar Schools** |
| 16 | Wed | * 205 day specialist begin |
| 16-17 | Wed-Thurs | * New to District Teacher Training/**Traditional Calendar Schools** |
| 17 | Thurs | * Year 2-4 Alternative Contract Teachers Report (197 day contract)/**Traditional Calendar Schools** |
| 18, 21 &22 | Fri, Mon-Tues | * All teachers and associates report/**Traditional Calendar Schools** |
| 23 | Wed | * First day of school (Adjusted Dismissal Time) **Traditional Calendar Schools** |
| **Sept** |  |  |
| 1 | Fri | * No Special Leave: Oper, Tran, Crafts, Child Care, Food Service, Teachers, and Associates. * No School-ATC Year 1 (Work Day)/**Downtown Calendar School** * Employees covered under the DMEA Secretaries Comprehensive Agreement will be dismissed 30 minutes early\* |
| 4 | Mon | * Holiday/No Classes; Offices Closed |
| 5 | Tue | * No Special Leave; Oper, Tran, Crafts, Child Care, Food Service, Teachers and Associates. |

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| 15 | Fri | * Official Transcripts and additional credits for the 2015-16 reclassification must be received in the Human Resources Department by 4:30 pm |
| **Oct** |  |  |
| 11 | Wed | * Classes held, 1:30 adjusted dismissal time Student –led Conferences; Teachers on duty 4-8pm for conferences/**Downtown Calendar School** |
| 12 | Thurs | * No School; Student-led Conferences; Teachers on duty 12:15- 8 pm for conferences/**Downtown Calendar School** |
| 13 | Fri | * No School, Conference Comp Day/**Downtown Calendar School** |
| 16-20 | Mon-Fri | * Intercession- No School/**Downtown Calendar School** |
| 27 | Fri | * Staff Development -No classes for students/**Traditional and Downtown Calendar Schools** * 210 day employees(9.5 month clerical) do not report * 220 day employees (10 month clerical) do not report |
| **Nov** |  |  |
| 20-22 | Mon-Wed | * No School/**Downtown Calendar School** |
| 21 | Tues | * No Special Leave: Teachers and Associates |
| 22 | Wed | * No school for Students, Teachers, & Associates (Fall Conference Comp Day)/**Traditional Calendar Schools** * No Special Leave: Oper, Tran, Crafts, Child Care, Food Service * 210 day employees (9.5 month clerical) do not report * 220 day employees (10 month clerical) do not report * 230 day employees(Admin, Para, Specialist, SILS, Teach) do not report * 205 day Spec Deans do not report * 195 day Paras do not report * Employees covered under the DMEA Secretaries Comprehensive   Agreement will be dismissed 30 minutes early\* |
| 23-24 | Thurs – Fri | * Holiday/No Classes; Offices Closed |
| 27 | Mon | * No Special Leave: Oper, Tran, Crafts, Child Care, Food Service, Teachers, and Associates. |
| **Dec** |  |  |
| 15 | Fri | * No Special Leave: Teachers and Associates/**Downtown Calendar School** |
| 18-Jan 2 | Mon-Tues | * Intercession and Winter Break-no classes**/Downtown Calendar School** |
| 21 | Thurs | * No Special Leave: Teachers and Associates**/Traditional Calendar Schools** |
| 22 – Jan 2 | Fri-Tues | * Winter Recess - No classes/**Traditional Calendar Schools** * 195 day Paras, Assoc and Teach do not report * 196 day, 197 day, 199 day and 201 day Teach do not report * 205 day Spec do not report * 210 day Head Start Assoc, Para and Teach do not report * 230 day Para and Teach do not report * 260 day Success and Teach do not report |
| 22 | Fri | * No Special Leave; Oper, Tran, Crafts, Child Care, Food Service * Employees covered under the DMEA Secretaries Comprehensive * Agreement will be dismissed 30 minutes early\* |

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| 25 | Mon | * Holiday/Offices Closed |
| 26 | Tues | * Holiday/Offices Closed |
| 27 | Wed | * No Special Leave: Oper, Tran, Crafts, Child Care, Food Service |
| 28 | Thurs | * No Special Leave: Oper, Tran, Crafts, Child Care, Food Service * Employees covered under the DMEA Secretaries Comprehensive   Agreement will be dismissed 30 minutes early\* |
| 29 | Fri | * Holiday/Offices Closed |
| **Jan** |  |  |
| 1 | Mon | * Holiday/Offices Closed |
| 2 | Tues | * No Special Leave: Oper, Tran, Crafts, Child Care, Food Service * No Special Leave Teachers and Associates |
| 3 | Wed | * Classes Resume/**All Calendar Schools** |
| 11 | Thurs | * Snow Day – Schools Closed: Offices Open |
| 15 | Mon | * MLK day/No school for Students, Teachers, and Associates/**Traditional and Downtown Calendar Schools** * 195 day Assoc, Paras and Teach do not report * 196 day, 197 day, 199 day, 201 day and 210 day Teach do not report * 205 day Food Service Manager and 205 day Spec do not report * 210 day employees (9.5 month clerical) do not report * 210 day Head Start Assoc, Para and Teach do not report * 220 day employees (10 month clerical) do not report * 225 day Head Start Clerical do not report * 230 day employees(Admin, Para, Specialist, SILS, Teach) do not report |
| 16 | Tues | * First semester ends/**Traditional Calendar** |
| 17 | Wed | * Start of 2nd semester/**Traditional Calendar** |
| 22 | Mon | * Staff Development -No classes for students/**Traditional and Downtown Calendar Schools** * 210 day employees(9.5 month clerical) do not report * 220 day employees (10 month clerical) do no report |
| 24 | Wed | * Start of 2nd semester/**Downtown Calendar** |
| **Feb** |  |  |
| 9 | Fri | * No School/ATC Year 1 (Work Day)/ **Downtown Calendar School** |
| 12-16 | Mon-Fri | * February Intercession-No School**/Downtown Calendar School** |
| 15 | Thurs | * Official Transcripts and additional credits for the 2016-17 reclassification must be received in the Human Resources Department by 4:30pm   by 4:30 pm |
| 19 | Mon | * EQ Staff Development-No Classes for Students * 195 day Assoc and Paras do not report * 210 day employees (9.5 month clerical) do not report * 210 day Head Start Assoc and Para do not report * 220 day employees (10 month clerical) do not report * 225 day Head Start Clerical do not report |
| 27 | Tues | * No School for 9th, 10th, & 12th grade students; 11th grade   students attend a.m. only for ACT test/**Traditional Calendar School** |
| 28 | Wed | * No School for11th graders (9th, 10th, 12th will attend)/   **Traditional Calendar Schools** |
| **March** |  |  |
| 7 | Wed | * Classes held, 1:30 adjusted dismissal time, Student-led Conferences;   Teachers on duty 4-8 pm for conferences**/Downtown Calendar School** |
| 8 | Thurs | * No Special Leave Teachers and Associates * No School; Student-led Conferences; Teachers on duty 12:15-8 pm for conferences**/Downtown Calendar School** |
| 9 | Fri | * No school for Students, Teachers and Associates (Spring Conference Comp Day)/**Traditional and Downtown Calendar Schools** * 195 day Assoc, Paras and Teach do not report * 196 day, 197 day, 199 day, 201 day and 210 day Teach do not report * 205 day Spec do not report * 210 Head Start Assoc, Para and Teach do not report * 230 day Para, Teach, Specialist and SIL do not report * 260 day Teach do not report |

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| 12-16 | Mon-Fri | * Spring Recess/**Traditional and Downtown Calendar Schools** * 195 day Assoc, Paras and Teach do not report * 196 day, 197 day, 199 day, 201 day and 210 day Teach do not report * 205 day Spec do not report * 210 Head Start Assoc, Para and Teach do not report * 230 day Para and Teach do not report * 260 day Success and Teach do not report |

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| 19 | Mon | * No Special Leave Teachers and Associates |
| 30 | Fri | * Staff Development -No classes for students/**Traditional and Downtown Calendar Schools** * 210 day employees(9.5 month clerical) do not report * 220 day employees (10 month clerical) do no report * 225 Head Start Clerical do not report |
| **April** | | |
| 20 & 23 | Fri & Mon | * Intercession-No School/**Downtown Calendar School** |
| **May** | | |
| * Ending employment \*Reference end of calendar for Technology guidelines | | |
| 21 | Mon | * Last day to **use** Special Leave: Teachers and associates (with a 10 day *prior notice* and building principal approval; signed 495)/ **Traditional Calendar**   **Schools** |
| 24 | Thurs | * Last day of school for 12th grade/**Traditional Calendar Schools** |
| 23-31 | Wed-Thurs | * Intercession-No School**/Downtown Calendar School** |
| 25 | Fri | * No Special Leave: Oper, Tran, Crafts, Child Care, Food Service, Teachers, and Associates. * Employees covered under the DMEA Secretaries Comprehensive Agreement will be dismissed 30 minutes early\* |
| 28 | Mon | * Holiday/Offices Closed |
| 29 | Tue | * No Special Leave; Oper, Tran, Crafts, Child Care, Food Service, Teachers, and Associates. |
| 31 | Thurs | * Last day of school for Elem and MS; students dismissed after half day; lunch will be served in Elem (In- service half day for Elem/MS teachers and associates)/**Traditional Calendar Schools** |
| **June** | | |
| * Ending employment \*Reference end of calendar for Technology guidelines | | |

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| 1 | Fri | * Last day of school for HS, students dismissed after half day. (In service day for Elem & MS teachers and associates)/**Traditional Calendar Schools** |
| 4 | Mon | * Reserved inclement weather make-up day/**Traditional Calendar Schools** |
| 20 | Wed | * Last day to **use** Special Leave: Teachers and associates (with a 10 day *prior*   *notice* and building principal approval; signed 495)/ **Downtown Calendar School** |
| 21 | Thurs | * No classes-Student-led Conferences**/DowntownCalendar School** |
| 22 | Fri | * No school **/Downtown Calendar School** |
| 27 | Wed | * Last day of school, 1:30 dismissal**/Downtown Calendar School** |
| 28 | Thurs | * In-Service day for Teachers and Associates; Alternative Contract Teachers last day/**Downtown Calendar School** |

You may reference specific work group calendars on dmschools.org under Staff Calendars: <https://www.dmschools.org/departments/human-resources/calendars/>

* NovaTime instructions for Department/Building supervisors:
  + Manually put in this information for your staff who clock in and out daily

1.) Enter the date

2.) Selecting from the drop down “Early out w/pay (#33), entering .5 hours

**Technology note**: All staff ending employment will lose building badge access and technology access midnight of your official “last day” worked. Please make arrangements with your building administrator when you need to return for personal belongings and please make arrangements with the technology department ahead of time for any related technology process.

# Summer Office Hours:

* **School offices will be open from 7:30 AM – 3:30 PM throughout the summer with the exception of vacation periods. Office hours will be posted on the school and district websites.**

**Employee Work Hours:**

* **All employees are expected to work their regular work hours (7.5 or 8.0) without modifications unless using**

**approved available leave.**