

SMITHVILLE



School District

Tradition of Excellence

EMPLOYEE CLASSIFICATION:

- Administrative Assistant—Accounts Payable/Receivable
 - Administrative Assistant—Receptionist/Special Services
 - Administrative Assistant—BOE/Superintendent
 - Office Assistant
 - Payroll Specialist
 - Student Information System Specialist
- (NOTE: DISTRICT OFFICE)**

**2019-2020
Work Calendar
245 DAYS**

244 days plus 1 flex workday
3/16/ – 3/20/20

JULY	AUGUST	SEPTEMBER
M T W Th F	M T W Th F	M T W Th F
1 2 3 4 5	1 2	2 3 4 5 6
8 9 10 11 12	5 6 7 8 9	9 10 11 12 13
15 16 17 18 19	12 13 14 15 16	16 17 18 19 20
22 23 24 25 26	19 20 21 22 23	23 24 25 26 27
29 30 31	26 27 28 29 30	30
OCTOBER	NOVEMBER	DECEMBER
M T W Th F	M T W Th F	M T W Th F
1 2 3 4	1	2 3 4 5 6
7 8 9 10 11	4 5 6 7 8	9 10 11 12 13
14 15 16 17 18	11 12 13 14 15	16 17 18 19 20
21 22 23 24 25	18 19 20 21 22	23 24 25 26 27
28 29 30 31	25 26 27 28 29	30 31
JANUARY	FEBRUARY	MARCH
M T W Th F	M T W Th F	M T W Th F
1 2 3	3 4 5 6 7	2 3 4 5 6
6 7 8 9 10	10 11 12 13 14	9 10 11 12 13
13 14 15 16 17	17 18 19 20 21	16 17 18 19 20
20 21 22 23 24	24 25 26 27 28	23 24 25 26 27
27 28 29 30 31		30 31
APRIL	MAY	JUNE
M T W Th F	M T W Th F	M T W Th F
1 2 3	1	1 2 3 4 5
6 7 8 9 10	4 5 6 7 8	8 9 10 11 12
13 14 15 16 17	11 12 13 14 15	15 16 17 18 19
20 21 22 23 24	18 19 20 21 22	22 23 24 25 26
27 28 29 30	25 26 27 28 29	29 30

Schedule of Events

New Teacher Orientation	August 1-7
Teachers' Meetings	August 9-13
Teachers' Flex Workday Option	August 8 or 14
First Day of School	August 15
Labor Day (No School)	September 2
Homecoming (Early Dismissal)	September 27
Teachers' Meeting (No School)	September 30
1st Quarter Ends (Early Dismissal)	October 18
No School due to P/T Conferences	Oct 31 & Nov 1
Thanksgiving Vacation (No School)	Nov 27-29
2nd Quarter Ends (Early Dismissal)	December 20
Christmas Break (No School)	Dec 23-31
Christmas Break (No School)	January 1-3
School Resumes	January 6
Teachers' Meeting (No School)	January 17
MLK Day (No School)	January 20
Teachers' Meeting (No School)	February 14
Presidents' Day (No School)	February 17*
3rd Quarter Ends (Early Dismissal)	March 13
Spring Break (No School)	March 16-20
Good Friday (No School)	April 10
Last Day of School (Early Dismissal)	May 22*
Memorial Day (No School)	May 25
Teachers' Flex Workday Option	May 26

- Paid Holiday
- 1 Flex Workday
- Non-Workdays

Block out dates—If requesting personal leave on a date highlighted in yellow, submit an Application for Waiver of Block Out Date form via TalentEd Records. The last 5 days of school may shift in the event of inclement weather.