

# 2015-16 Colby School STAFF Calendar

August					September					October				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5 <sup>NT</sup>	6	7		1	2	3	4				1	2
10 <sup>NT</sup>	11	12	13	14	7 <sup>H</sup>	8	9	10	11	5 <sup>4</sup>	6	7	8	9
17	18	19	20	21	14 <sup>1</sup>	15	16	17	18	12 <sup>1</sup>	13	14	15 <sup>PT</sup>	16
24	25	26 <sup>IN</sup>	27 <sup>IN</sup>	28	21 <sup>2</sup>	22	23	24	25	19 <sup>2</sup>	20	21	22	23
31					28 <sup>3</sup>	29	30			26 <sup>3</sup>	27	28	29	30

November					December					January				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
24 <sup>4</sup>	3	4	5	6		1	2	3	4					1
9 <sup>1</sup>	10	11	12	13	7 <sup>1</sup>	8	9	10	11	4 <sup>4</sup>	5	6	7	8
16 <sup>2</sup>	17	18	19	20	14 <sup>2</sup>	15	16	17	18	11 <sup>1</sup>	12	13	14	15
23 <sup>3</sup>	24	25 <sup>IN</sup>	26	27	21 <sup>3</sup>	22	23	24	25	18 <sup>2</sup>	19	20	21 <sup>Q</sup>	22 <sup>IN</sup>
30 <sup>4</sup>					28	29	30	31		25 <sup>3</sup>	26	27	28	29

February					March					April				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1 <sup>4</sup>	2	3	4	5		1	2	3 <sup>PT</sup>	4					1 <sup>Q</sup>
8 <sup>1</sup>	9	10	11	12 <sup>MU</sup>	7 <sup>1</sup>	8	9	10	11	4 <sup>4</sup>	5	6	7	8
15 <sup>2</sup>	16	17	18	19	14 <sup>2</sup>	15	16	17	18	11 <sup>1</sup>	12	13	14	15
22 <sup>3</sup>	23	24	25	26	21 <sup>3</sup>	22	23	24 <sup>MU</sup>	25	18 <sup>2</sup>	19	20	21	22
29 <sup>4</sup>					28	29	30	31		25 <sup>3</sup>	26	27	28	29

May					June				
M	T	W	T	F	M	T	W	T	F
2 <sup>4</sup>	3	4	5	6			1	2	3
9 <sup>1</sup>	10	11	12	13	7	8	9	10	11
16 <sup>2</sup>	17	18	19	20	14	15	16	17	18
23 <sup>3</sup>	24	25	26	27	21	22	23	24	25
30 <sup>H</sup>	31				28	29	30	31	

September 1, 2015 ..... Students' First Day of School  
 ■ ..... No School for Students  
 November 3, January 21, April 1, June 3 ..... End of Quarter/Semester  
 IN ..... Inservice for Teachers  
 NT ..... New Teacher Inservice Day  
 MU ..... Weather Make Up Day  
**Late Start schedule for EACH Monday – 1 hour late for students.**  
 EARLY dismissal (12:30) on Oct. 15<sup>th</sup> and March 5<sup>th</sup> for P/T Conferences & June 3<sup>rd</sup>  
 May 27, 2016 ..... Graduation  
 June 3, 2016 ..... Students' Last Day of School

**Student Instructional Days** ..... 180  
 Parent/Teacher Conferences –  
 Oct. 15<sup>th</sup> and March 3<sup>rd</sup> from 1:00 to 4:00 and 5:00 to 8:45 ..... 2.0  
 Inservice (August 26, 27, Nov. 25, and Jan. 22) ..... 4.0  
 Teacher Holidays ..... 2.0  
**Total** ..... 188

**No School for Students**  
 Sept. 7  
 Oct. 16  
 Nov. 25, 26, 27  
 Dec. 24, 25, 26, 29, 30, 31  
 Jan. 1 & 22  
 Feb. 12  
 March 4, 24, 25 & 28  
 May 30

**Parent Teacher Conferences**  
 Oct. 15<sup>th</sup> from 1:00 to 4:00 and 5:00 to 8:45  
 March 3<sup>rd</sup> from 1:00 to 4:00 and 5:00 to 8:45

**Snow / Inclement Weather or Health Related Cancellation**  
 The first (1) day lost to such would not be rescheduled.  
 The second (2) would be made up on February 12, 2016  
 The third (3) would be made up on March 24, 2016

## Employee Handbook

### **Part II, Section 2.08 School Calendar (page 64)**

The school calendar shall be determined by the Board. The calendar shall consist of 188 days. The determination of the structure of the days, e.g. instructional, in-service, workdays, etc., shall be at the discretion of the Board.

The one hundred eighty-eight (188) days shall consist of the following:

180 days in the classroom with students
4 in-service days - August 26, 27, Nov. 25, and Jan. 22
2 holidays - September 7 and May 30
<u>2</u> Parent Teacher Conference Days - Oct. 15 <sup>th</sup> and March 3 <sup>rd</sup>
188

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#### **Teacher Work day;**

Mondays – 7:15 to 3:45 (late student start, 1 hour late)  
Tuesday through Friday – 8:00 to 3:45

#### **Inservice Dates;**

August 26<sup>th</sup> and 27<sup>th</sup> – TWO days, 1.5 district directed, .5 classroom prep.  
<sup>1</sup>November 25<sup>th</sup> and January 22<sup>nd</sup> – each is ½ district directed (3 hours, 45 minutes)

<sup>1</sup>Conferences; 2 contract days compensation for evenings of Oct. 15<sup>th</sup> and March 3<sup>rd</sup>

MONDAY Meetings: 7:15 to 9:00 AM

Week 1 **District** – Curriculum Council meetings / PBIS & Rtl / Building Staff Updates  
Week 2 **District** – Department, Team and Grade Level Meeting as determined by CC  
Week 3 **Building** (Principal) Directed  
Week 4 **District** – Department, Team and Grade Level Meeting as determined by CC

<sup>1</sup> NOTES: Reference to Handbook Part II, Sections 2.03 and 2.04 (page 63)

*The calendar has "built in" compensation time for required meetings scheduled outside the traditional work day (IEP's, staff meetings, etc.). Teachers are paid for full days on 11/25 and 1/22 and only work ½ days. Teachers are paid for full days on 10/16 and 3/4 to comp for the 5:00 to 8:45 (1/2 day) conference evenings. Teachers have 2 paid holidays. In total, teachers are paid for 4 days (32 hours) to compensate for meetings and events in Handbook sections 2.03 and 2.04*

### **2.03 Administratively Called Meetings**

**A. Staff Meetings:** Teachers are required to attend all mandatory administratively called staff meetings. The administration shall attempt to provide reasonable notice of all such meetings. Teachers who are required to attend administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

**B. Other Administratively Called Meetings:** The notification and duration provisions of section 2.02, subsection A above do not include nor shall they apply to meetings of individual educational plans teams, the preparation of individual education plans, parent-teacher conferences, department meetings or activities of similar nature, which are normally conducted at other times. Teachers are required to attend such events regardless of the date, time or duration of said meetings. Teachers who are required to attend other administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

### **2.04 Attendance at School Events**

Teachers are required to attend all mandatory administratively required school events. These events, though not limited by enumeration, may be an open house, music program, art show and/or other District or building events that occur after the normal workday. Teachers shall be given no less than thirty (30) calendar days' notice of such events. Teachers who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the District Administrator and/or his/her designee. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the open house.