Print Name	
Signature	
Location/Grant _	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					:	
					1	2
	4th of July Keystone Closed					
3	4	5	6	7	8	9
		C W	42	44	45	
10		Supt. Meeting 12	13			16
17	18	19	Board Meeting 20	21	22	23
24		26	27	28	29	30

X = days worked

SL = Sick leave - allowed 5 yearly - may accumulate to 70

DL = discretionary leave - allowed 5 days - unused at end of year convert to SL

PL = personal leave - allowed 2 days - non accumulative

PROL = Professional Leave

Snow/Emergency/Bereavement = write in reason for absence on day

PTC's = PT and number of hrs worked beyond normal work day

	Enrollment	New Teacher Orientation	Teacher In-service or Workday	1st day classes
USD 338 Valley Falls	27, 28			
USD 339 JCN				
USD 340 Jeff West				
USD 341 Oskaloosa				
USD 342 McLouth				
USD 343 Perry-Lecompton				
USD 377 ACCS				
USD 449 Easton				

AUGUST 2016

Print Name
Signature
ocation/Grant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				_		
				New Certified		All Carlos
		_		Staff Inservice		
	1	2	3	4	Staff Inservice 5	6
			·			
	New Para		All Para Inservice			
7	Inservice 8	Supt. Meeting 9			12	13
14	15	16	Board Meeting 17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

X = days worked

SL = Sick leave - allowed 5 yearly - may accumulate to 70

DL = Discretionary leave - allowed 5 - unused at end of year convert to SL

PL = Personal leave - allowed 2 yearly - non accumulative

PROL = Professional leave

PTC's = PT & number of hours worked beyond normal work day

Snow/Emergency/Bereavement = write in reason for absence on day

	Enrollment	New Teacher Orientation	Teacher In-service or Workday	1st day classes
			15, 16, 17 18, (19	
USD 338 Valley Falls		12	·	(19 dismiss 11am)
				17 (K-9 dismiss
				12:30), (18 1st
			11, 12, 15, 16, (17	full day K-12, K
USD 339 JCN	(4 11am-7pm)	10	pm)	dismiss 12:30)
USD 340 Jeff West			15, 16, 17	18
			10, 11, 12, 15, 16,	
USD 341 Oskaloosa		8,9	(17 pm)	(17 dismiss 11:30)
USD 342 McLouth	2, 3	12	15, 16, 17	18
USD 343 Perry-Lecompton			11, 12, 15, 16	17
USD 377 ACCS	4	8	10, 11, 12, 15, 16	17
USD 449 Easton			10, 11, 12, 15, 16	17

SEPTEMBER 2016

Print Name	
Signature	
Location/Grant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	5			1	2	3
4	Labor Day Keystone Closed 5		7	8	9	10
	3					
11	12	Supt. Meeting 13	14	15	16	17
18	19	20	Board Meeting 21	22	23	24
25	26	27	28	29	30	

X = days worked

 ${\rm SL}$ = Sick leave - allowed 5 yearly - may accumulate to 70

DL = Discretionary leave - allowed 5 - unused at end of year convert to SL

PL = Personal leave - allowed 2 yearly - non accumulative

PROL= Professional leave

PTC's = PT & number of hours worked beyond normal work day

Snow/Emergency/Bereavement = write in reason for absence on day

Leave non-working days blank

MISC. COMMENTS:

	Teacher In-service or Workday	No School	Parent Teacher Conferences
		(2 dismiss 1 pm),	
	2 (pm), 14 (1 hour late	5, (14 one hour	
USD 338 Valley Falls	start)	late start)	
		5, 7, (14 late	
USD 339 J <i>C</i> N	26	start), 26	
USD 340 Jeff West	19	5, 19	
USD 341 Oskaloosa	12	5, 12	
USD 342 McLouth	2	2,5	
USD 343 Perry Lecompton	26	5, 26	
USD 377 ACCS		5	
	(21, 8-10am), (29, 8-	5, (21, 10am	
USD 449 Easton	12)	start), 29, 30	(29, 12:30-8pm)

OCTOBER 2016

Print Name
Signature
Location/Grant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
					-	
9	10	Supt. Meeting 11	12	13	14	15
				r		
16	17	18	Board Meeting 19	20	21	22
23	24	25	26	27	28	29
30	31					

X = days worked

SL = Sick leave - allowed 5 yearly - may accumulate to 70

DL = Discretionary leave - allowed 5 - unused at end of year convert to SL

PL = Personal leave - allowed 2 yearly - non accumulative

PROL = Professional leave

PTC's = PT & number of hours worked beyond normal work day

Snow/Emergency/Bereavement = write in reason for absence on day

Leave non-working days blank

MISC. COMMENTS:

	End of 1st 9 Wks	Teacher In-service or Workday	No School	Parent Teacher Conferences
USD 338 Valley Falls	14	(12, 1hr late start), 17, (24 half day am)	,	(24, 1-8), (25 4- 8pm)
USD 339 JCN	14	(17, 1/2 staff dev.– 1/2 workday)	5, (12 late start) 17, 24, 28	(24, 8 am-7 pm)
USD 340 Jeff West	14	(17, am)	17, 31	(17, 12-7:30), (19 3:30-7:30)
USD 341 Oskaloosa	14	17	17, 21	(18, 4:30-8pm), (20 4:30-7:30pm)
USD 342 McLouth	13	(13, pm), 14	(13 dismiss 1pm), 14, 20, 21	(20, 8-8pm)
USD 343 Perry Lecompton	13	(13, 8-12pm), 14	13,14	(12, 4-8pm), (13, 2- 8pm)
USD 377 ACCS	17	10, 17	10, 17, 28	25, 27
USD 449 Easton	14	14, (19, 8-10am)	14, (19 late start 10am)	

NOVEMBER 2016

Print Name	
Signature	
Location/Grant _	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	Supt. Meeting 8	9	10	11	12
13	14	15	Board Meeting 16	17	18	19
				Thanksgiving Day		
			Keystone Closed			
20	21	22				
27	28	29	30			

X = days worked

SL = Sick leave - allowed 5 yearly - may accumulate to 70

DL = Discretionary leave - allowed 5 - unused at end of year convert to SL

PL = Personal leave - allowed 2 yearly - non accumulative

PROL = Professional leave

PTC's = PT & number of hours worked beyond normal work day

Snow/Emergency/Bereavement = write in reason for absence on day

ceave non-working days blank		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	Teacher In-service or Workday	No School
USD 338 Valley Falls	7, (9 1hr late start)	7, (9, 1hr late start), 23-25
		2, (9, late start),
USD 339 JCN		23-25
USD 340 Jeff West	11	11, 23-25
		(22, dismiss 2:30)
USD 341 Oskaloosa		23-25
USD 342 McLouth	11	11, 23-25
USD 343 Perry Lecompton		23-25
USD 377 ACCS		23-25
		(2 late start
USD 449 Easton	2 (8-10am)	10am), 11, 23-25

DECEMBER 2016

Print Name	
Signature	
Location/Grant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			And the state of	1	2	3
		,				
4	5	Supt. Meeting 6	7	8	9	10
	J	loapt, Meeting o	,			
11	12	13	Board Meeting 14	15	16	17
	4					
	·-			Keystone Closed	Keystone Closed	
18	19	20	21	22	23	
	Keystone Closed	Keystone Closed	Keystone Closed	Keystone Closed	Keystone Closed	
Christmas Day 25	· ·		28	· ·	· ·	

X = days worked

SL = Sick leave - allowed 5 yearly - may accumulate to 70

DL = Discretionary leave - allowed 5 - unused at end of year convert to SL

PL = Personal leave -allowed 2 - non accumulative

PROL = Professional leave

PTC's = PT & number of hours worked beyond normal work day

Snow/Emergency/Bereavement = write in reason for absence on day

	End of 9 Wks	Teacher In-service or Workday	No School
			14 (1hr late
USD 338 Valley Falls	21	(14 1hr late start)	start), 22-30
USD 339 JCN	21	7, (14 late start)	22-30
USD 340 Jeff West	20		21-30
			(20 dismiss
USD 341 Oskaloosa	20	20 (pm)	11:00), 21-30
USD 342 McLouth	21		22-30
USD 343 Perry Lecompton	20		21-30
USD 377 ACCS	20	21	21-30
			(7 late start
USD 449 Easton	16	7 (8-10am)	10am), 19-30

JANUARY 2017

Print Name	
Signature	
Location/Grant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Keystone Closed					
New Years Day 1	2	3	4	5	6	7
8	9	Supt. Meeting 10	11	12	13	14
15	16	17	Board Meeting 18	19	20	21
22	23	24	25	26	. 27	28
29	30					

X = days worked

SL = Sick leave - allowed 5 yearly - may accumulate to 70

DL = Discretionary leave - allowed 5 - unused at end of year convert to SL

PL = Personal leave - allowed 2 yearly - non accumulative

PROL = Professional leave

PTC's = PT & number of hours worked beyond normal work day

Snow/Emergency/Bereavement = write in reason for absence on day

	Teacher In-service or Workday	No School
	2, 3, (11 1hr late	2, 3, (11 1hr late
USD 338 Valley Falls	start), 16	start), 16
		2, (4, 11 late
USD 339 JCN	2, 16	start), 16
USD 340 Jeff West	3, 16	2, 3, 16
USD 341 Oskaloosa	3, 16	2, 3, 16
USD 342 McLouth	3, 16	2, 3, 16
USD 343 Perry Lecompton	3, 16	2, 3, 16
USD 377 ACCS		2, 3, 16
		(2,11 late start
USD 449 Easton	2, (11 8-10am), 16	10am) 16

FEBRUARY 2017

Print Name	
Signature	
Location/Grant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	Supt. Meeting 7	8	9	10	11
	-					
12	13	14	Board Meeting 15	16	17	18
19	20	21	22	23	24	25
26	27	28				

X = days worked

SL = Sick leave - allowed 5 yearly - may accumulate to 70

DL = Discretionary leave - allowed 5 - unused at end of year convert to SL

PL = Personal leave - allowed 2 yearly - non accumulative

PROL = Professional Leave

PTC's = PT & number of hours worked beyond normal work day

Snow/Emergency/Bereavement = write in reason for absence on day

seere non morning caye siden.	beave non-working days blank							
	Teacher In-service or Workday	No School	Parent-Teacher Conferences					
	(8 1hr late start),							
USD 338 Valley Falls	(13 am),	(8 1hr late start), 13	(13 1-8pm)					
		(1, 8 late start) 6,						
USD 339 JCN	6	7, 10	(7 8am-7pm)					
USD 340 Jeff West	17	17, 20	(20 12-7:30)					
USD 341 Oskaloosa	13	13						
USD 342 McLouth	20	16, 17, 20	(16 8-8pm)					
			(15 4-8pm), (16 2-					
USD 343 Perry Lecompton	16 (8-12pm)	16, 17	8pm)					
USD 377 ACCS	13	13, 20						
		(15 late start 10am)						
USD 449 Easton	(15 8-10am)	, 20						

MARCH 2017

Print Name	
Signature	
Location/Grant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					-	
			1	. 2	3	4
5	6	Supt. Meeting 7	8	9	10	11
12	13	14	Board Meeting 15	16	17	18
19	20	21	22	23	. 24	25
26	27	28	29	30	31	
		20				

X = days worked

SL = Sick leave - allowed 5 yearly - may accumulate to 70

DL = Discretionary leave - allowed 5 - unused at end of year convert to SL

PL = Personal leave - allowed 2 yearly - non accumulative

PROL - Professional Leave

PTC's = PT & number of hours worked beyond normal work day

Snow/Emergency/Bereavement = write in reason for absence on day

	End of 9 Wks	Teacher In-service or Workday	No School	Parent-Teacher Conferences
USD 338 Valley Falls	3	(10, am work day, pm comp day)	10, 20-24	
USD 339 JCN	10	(17 1/2 staff dev. 1/2 work day)	(1, late start) 17, 20-24	
USD 340 Jeff West	10	10	10, 20-24	
				(14 4:30-8pm),
USD 341 Oskaloosa	10	13	13, 17, 20-24	(16 4:30-7:30)
USD 342 McLouth	9	10	10, 20-24	
USD 343 Perry Lecompton	16	(17 1/2 day)	17, 20-24	
USD 377 ACCS	10	10	10, 17, 20-24	
USD 449 Easton	10	10, (16,am)	10, 16, 17, 20-24	(16 12:30-8pm)

KEYSTO	٧E
Learning	Services

APRIL 2017

Print Name	
Signature	
Location/Grant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
					CIFWI	
					Good Friday Keystone Closed	
9	10	Supt. Meeting 11	12	13		15
16	17	18	Board Meeting 19	20	21	22
	24	25	24	27	200	
23	24	25	26	27	28	29
30						

X = days worked

SL = Sick leave - allowed 5 yearly - may accumulate to 70

DL = Discretionary leave - allowed 5 - unused at end of year convert to SL

PL = Personal leave - allowed 2 - non accumulative

PROL = Professional Leave

PTC's = PT & number of hours worked beyond normal work day

Snow/Emergency/Bereavement = write in reason for absence on day

	Teacher In-service or Workday	No School
		(12 1hr late start),
USD 338 Valley Falls	(12 1hr late start), 17	14, 17
		(5, 12 late start),
USD 339 JCN	18	14, 17, 18
USD 340 Jeff West	17	14, 17
USD 341 Oskaloosa		14, 17
USD 342 McLouth	7	7, 14
USD 343 Perry Lecompton	17	14, 17
USD 377 ACCS		14-17
		(5 late start 10am),
USD 449 Easton	(5 8-10am)	14

MAY 2017

Print Name	
Signature	
Location/Grant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	
	T	2	3	4	5	6
7	8	Supt. Meeting 9	10	11	12	13
				-	·	
14	15	16	Board Meeting 17	18	19	20
	00	0.0				
21	22	23	24	25	26	27
28	Memorial Day Keystone Closed 29	-	31			

X = days worked

SL = Sick leave - allowed 5 yearly - may accumulate to 70

DL = Discretionary leave - allowed 5 - unused at end of year convert to SL

PL = Personal leave - non accumulative

PROL = Professiona Leave

PTC's = PT & number of hours worked beyond normal work day

Snow/Emergency/Bereavement = write in reason for absence on day

	Teacher In-service or Workday	No School	Last day of school
USD 338 Valley Falls	17 pm, 18, 19	(17 dismiss 1pm)	(17 dismiss 1pm)
USD 339 JCN	25		24
		(3, 10 late start),	
		(24 dismiss	(24 dismiss
USD 340 Jeff West	25	12;20)	12:20)
USD 341 Oskaloosa	(24 pm)	(24 dismiss 11:30)	(24 dismiss 11;30)
		5, (17 dismiss at	
USD 342 McLouth	5, 18	1pm)	(17 dismiss 1pm)
USD 343 Perry Lecompton	(26 1/2 day)		25
USD 377 ACCS	1, 25, 26	1	24
	(17, 8-10am), (25,	(17 late start	
	1/2 day pm), (26,	10am) (25, 1/2	(25, 1/2 day
USD 449 Easton	1/2 day)	day dismiss pm)	dismiss pm)

KEYSTO	VE
Learning	Services

JUNE 2017

Print Name _	
Signature	
Location/Gra	nt

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	Supt. Meeting 13	14	15	16	17
	10	200		200		
18	19	20	Board Meeting 21	22	23	24
25	26	27	28	29	30	

X = days worked

SL = Sick leave - allowed 5 yearly - may accumulate to 70

DL = discretionary leave - allowed 5 days - unused at end of year convert to SL

PL = personal leave - allowed 2 days - non accumulative

PROL = Professional Leave

Snow/Emergency/Bereavement = write in reason for absence on day

PTC's = PT and number of hrs worked beyond normal work day