

Junior High Media Clerk Hours and Schedules

In determining which days and how many hours per week to work, Junior High Media Clerks have two different rules that must be followed:

1. **Junior High Media Clerks are budgeted a total of 685 hours per school year.** All of these hours should be worked on regular student-attended school days.
2. Media Clerks are not allowed to work more than 19 hours per week. However, this does not mean that they are allotted 19 hours for every week. Working 19 hours on weeks with one or more non-school days will cause them to go over 685 hours for the year.

The combination of these two rules makes necessary the following third rule:

3. On any week with a holiday or student non-attendance day, clerks must reduce the hours they work that week by roughly 4 hours* per day that school is not in session.

Three examples of how this should work (based on the 2011-2012 calendar):

- I. For the week of August 5-9, during which Labor Day falls, clerks should subtract 4 hours from their weekly total, meaning that they only work 15 hours that week.
- II. For the week of October 17-21, during which the 20-21 are Fall Break days, clerks should subtract 8 hours from their weekly total, meaning they would only work 11 hours that week.
- III. For the week of Jan 9-13, during which the 13th is an end-of-term student non-attendance day, clerks should subtract 4 hours from their weekly total, only working 15 hours that week.

For more scheduling help, please refer to the attached Secondary Schools Calendar for 2011-2012. It can also be found at this link:

<http://www.graniteschools.org/departments/schoolaccountability/Calendars%20and%20Schedules/2011-2012%20Secondary%20Calendar.pdf>

*The only official allotment is 685 hours per year, which comes out to be a little less than 4 hours per school day (3.8 hours or 3 hrs., 52 mins., to be exact). Since we do not have punch clocks and most employees probably do not wish to time their shifts to such a precise measure, we recommend subtracting 4 hours per non-attendance day. Subtracting 4 hours will end up giving you a few extra hours of wiggle room over the course of the year, but these "wiggle" hours still must be scheduled according to rules 1 and 2 above. The best practice would be to tentatively schedule out the days and hours you will work for the entire year, and ensure that they do not go over 685 hours, nor 19 hours per week. You could then later adjust your schedule as need or emergency requires and still ensure that you are staying within the total hourly limits.

Granite School District
2011 - 2012 Secondary Calendar

Orientation Meetings for Teachers New to the District	TBA
Opening Faculty Meeting (<i>½ Contract day</i>)/Classroom Prep (<i>½ Contract day</i>)	Monday, August 15, 2011
Common Core Training (<i>1 Contract day</i>)	Tuesday, August 16, 2011
All Teachers at Local Schools (<i>1½ Contract days</i>)	Wednesday & Thursday, August 17 & 18, 2011
End of Term Days for Grading & Planning (<i>Contract days</i>)	1½ Days
School Begins	Monday, August 22, 2011
School Ends	Friday, June 1, 2012
Senior High School Graduation Ceremonies	Thursday & Friday, May 31 & June 1, 2012

Holidays and Other Days Schools Closed for Student Attendance

Labor Day	Monday, September 5, 2011
Compensatory Day for Parent/Teacher Conferences (<i>See schedule below</i>)	Friday, September 23, 2011
Fall Recess	Thursday & Friday, October 20 & 21, 2011
End of Term (<i>Student Recess Day</i>)	Friday, October 28, 2011
Thanksgiving Recess	Wednesday through Friday, November 23-25, 2011
Student/Teacher Non Attendance Day (<i>Common Core</i>)	Thursday, December 22, 2011
Winter Recess	Friday, December 23, 2011 through Monday, January 2, 2012
End of Term (<i>Student Recess Day</i>)	Friday, January 13, 2012
Dr. Martin Luther King, Jr. Day	Monday, January 16, 2012
Compensatory Day for Parent/Teacher Conferences (<i>See schedule below</i>)	Friday, February 17, 2012
Washington & Lincoln Day	Monday, February 20, 2012
End of Term (<i>Student Recess Day</i>)	Friday, March 23, 2012
No School (<i>Unless needed for Make-Up Day</i>)	Monday, April 2, 2012
Spring Recess	Tuesday through Friday, April 3-6, 2012
No School (to align with elementary <i>Teacher Work Day</i>)	Friday, May 25, 2012
Memorial Day	Monday, May 28, 2012

Junior High School Conference Schedule

Fall Conference	Wednesday & Thursday, September 21 & 22, 2011**
Spring Conference	Tuesday & Wednesday, February 14 & 15, 2012

Senior High School Conference Schedule

Fall Conference	Tuesday & Wednesday, September 20 & 21, 2011**
Spring Conference	Wednesday & Thursday, February 15 & 16, 2012

Beginning and Ending of Terms

1 st Term: Monday, August 22, 2011, through Thursday, October 27, 2011	46 Days
2 nd Term: Monday, October 31, 2011, through Thursday, January 12, 2012	43 Days
3 rd Term: Tuesday, January 17, 2012, through Thursday, March 22, 2012	47 Days
4 th Term: Monday, March 26, 2012, through Friday, June 1, 2012	43 Days

School Calendar Summary

Total School Days	179 Days
Additional Teacher Contract Days	(3½ days before school starts; 1½ <i>End of Term</i> days) 5 Days

** School Community Council Voting

2011 - 2012 Secondary Calendar

1st Term - 46 Days				
M	T	W	Th	F
August: Teachers at School				
15	16	17	18	19
☺ 22	23	24	25	26
September				
29	30	31	1	2
LD 5	6	7	8	9
12	13	14	15	16
19	● 20	●○ 21	○ 22	CD 23
26	27	28	29	30
October				
3	4	5	6	7
10	11	12	13	14
Fall Recess				
17	18	19	20	21
24	25	26	27	End of Term 28

2nd Term - 43 Days				
M	T	W	Th	F
November				
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
Thanksgiving Recess				
21	22	23	24	25
December				
28	29	30	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	CC 22	23
Winter Recess				
26	27	28	29	30
Jan				
2	3	4	5	6
9	10	11	12	End of Term 13

3rd Term - 47 Days				
M	T	W	Th	F
MK 16	17	18	19	20
23	24	25	26	27
February				
30	31	1	2	3
6	7	8	9	10
13	○ 14	○● 15	● 16	CD 17
WL 20	21	22	23	24
March				
27	28	29	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	End of Term 23

4th Term - 43 Days				
M	T	W	Th	F
26	27	28	29	30
April				
◆ 2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
May				
30	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	* 25
MD 28	29	30	31	June 1 ☺

- ☺ School Begins / School Ends
- Senior High Parent/Teacher Conference Days
- Junior High Parent/Teacher Conference Days

- ☐ Recess Days - No School
- LD Labor Day
- CD Compensatory Day (Parent/Teacher Conferences)
- CC Student/Teacher Non Attendance Day (Common Core)
- MK Dr. Martin Luther King, Jr. Day
- WL Washington & Lincoln Day
- ◆ No School (Unless needed for Make-Up Day)
- * Recess Day to align with elementary Teacher Work Day