

## MEMORANDUM

June 20 2024

From:	Mr. Eric D. Kurtz <i>Eric D. Kurtz</i> Assistant Superintendent: Operations/Chief Financial Officer
To:	ADMINISTRATORS / DEPARTMENT HEADS / DIRECTORS / CLERICAL STAFF
RE:	<b><u>2024-2025 OPENING OF SCHOOL</u></b>

Please find the School City of Hammond 2024-2025 school year work schedules. This provides information needed to plan for the upcoming school year. Please save and refer to this schedule during the school year.

If you have any questions regarding the school opening schedule, please contact your principal.

### **2024-2025 OFFICE OPENINGS**

#### **High Schools**

- HS Principal year-round July 1, 2024 through June 30, 2025.
- HS Assistant Principal 225-days from July 1, 2024 to June 30, 2025.
- HS Dean 195-days (5-days before/after the school calendar) return August 2, 2024.
- HS Athletic Director 215-days.
- HS Office Manager, Bookkeeper, and Secretary, full year schedule with vacation completed by June 30, 2025.
- HS Lead Counselor 215-days (15-days before/after) return July 18, 2024.
- HS Counselor 200-days (10-days before / 5-days after) return July 25, 2024.

#### **Middle Schools**

- MS Principal and MS Office Manager/Bookkeeper return July 18, 2024.
- MS Assistant Principal and MS Secretary return July 25, 2024.
- MS Dean 195-days (5-days before/after the school calendar) return August 2, 2024.
- MS Counselor 200-days (10-days before / 5-days after) return July 25, 2024.

#### **Elementary Schools**

- ES Principal, ES Office Manager/Bookkeeper, ES Secretary return July 25, 2024.
- ES Assistant Principal to return August 2, 2024.



## 2024-2025 SCHOOL YEAR WORK SCHEDULE

PRINCIPAL, ASSISTANT PRINCIPAL, DEAN, ATHLETIC DIRECTOR & SECRETARY

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HS Principal / CTE Principal/Director	230-days year-round
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HS Assistant Principal	225-days
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HS Athletic Director	215-days
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HS Office Manager	year-round
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HS Bookkeeper	year-round
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HS Secretary	year-round
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Between 7/1/2024 and 6/30/2025

HS Dean	195-days
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5-days before – 8/2/2024 / 5-days after 6/9/2025

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MS Principal	212-days
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MS Office Manager/Bookkeeper	212-days
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15-days before – 7/18/2024 / 12-days after – 6/18/2025

MS Assistant Principal	207-days
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10-days before – 7/25/2024 / 12-days after – 6/18/2025

MS Secretary	205-days
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10-days before – 7/25/2024 / 10-days after – 6/16/2025

MS Dean	195-days
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5-days before – 8/2/2024 / 5-days after 6/9/2025

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ES Principal	202-days
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ES Office Manager/Bookkeeper	202-days
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10-days before – 7/25/2024 / 7-days after – 6/11/2025

ES Secretary	200 DAYS
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10-days before – 7/25/2024 / 5-days after – 6/9/2025

ES Assistant Principal	195 DAYS
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5-days before – 8/2/2024 / 5-days after – 6/9/2025



## Administrative and Clerical Personnel 2024 – 2025 Work Schedule

Independence Day (holiday)	Thursday, July 4, 2024	All buildings and offices closed.
Labor Day (holiday)	Monday, September 2	All buildings and offices closed.
Fall Break	Thursday & Friday, October 17-18	ES/MS offices closed. *HS offices may be open. Year-round clerical, coordinate with your Principal /Human Resources for use of benefit time. Central Administration office will be open.
Election Day	Tuesday, November 5	ES/MS offices closed. *HS offices may be open. Year-round clerical, coordinate with your Principal /Human Resources for use of benefit time. Central Administration office will be open.
Thanksgiving Break	Wednesday, November 27	ES/MS offices closed. *HS offices may be open. Year-round clerical, coordinate with your Principal /Human Resources for use of benefit time. Central Administration office will be open.
Thanksgiving (holiday)	Thursday & Friday, November 28-29	All buildings and offices closed.
Winter Recess	Monday, December 23, 2024 through Friday, January 3, 2025	ES/MS offices closed. *HS offices may be open. Year-round clerical, coordinate with your Principal /Human Resources for use of benefit time. Central Administration office will be open.
Christmas Eve Day (holiday)	Tuesday, December 24	All buildings and offices closed.
Christmas Day (holiday)	Wednesday, December 25	All buildings and offices closed.
New Year's Eve Day (holiday)	Tuesday, December 31	All buildings and offices closed.
New Year's Day (holiday)	Wednesday, January 1, 2025	All buildings and offices closed.
Martin Luther King Day (holiday)	Monday, January 20	All buildings and offices closed.
President's Day (holiday)	Monday, February 17 (make-up day)	All buildings and offices closed.
Spring Break	Monday, March 24 through Friday, March 28	ES/MS offices closed. *HS offices may be open. Year-round clerical, coordinate with your Principal /Human Resources for use of benefit time. Central Administration office will be open.
Good Friday (holiday)	Friday, April 18	All buildings and offices will be closed.
Easter Monday	Monday, April 21 (make-up day)	ES/MS offices closed. *HS offices may be open. Year-round clerical, coordinate with your Principal /Human Resources for use of benefit time. Central Administration office will be open.
Memorial Day (holiday)	Monday, May 26	All buildings and offices closed.
Juneteenth (holiday)	Thursday, June 19	All buildings and offices closed.

### PLEASE NOTE:

- \*HS office open dependent on available staff coverage. High School and Central Administration office administrators and clerical are encouraged to take vacation days during these periods.
- Any school day cancelled due to weather or other emergencies will be made up at the end of the school year. Please plan for the possibility of the school year extending beyond June 2, 2025.

July 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



## 2024-2025 School Year Calendar

August						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### 1<sup>st</sup> Semester

GP1 (8/12-10/15) - 46 Days  
GP2 (10/21 to 12/19) - 40 Days

### 2<sup>nd</sup> Semester

GP3 (1/6-3/13) - 47 Days  
GP4 (3/17-5/30) - 47 Days

### AUGUST

9 - Teacher Work Day (No School)  
12 - First Day of School

### SEPTEMBER

2 - Labor Day (No School)

### OCTOBER

15 - End of GP1  
16 - Teacher Work Day (No School)  
17 & 18 - Fall Break (No School)

### NOVEMBER

4 - Asynchronous eLearning Day & Parent/Teacher Conferences  
ES: 11:30 a.m. to 6 p.m. & MS/HS: 11 a.m. to 6 p.m.  
5 - Election Day (No School)  
27 - 29 - Thanksgiving Break (No School)

### DECEMBER

19 - End of GP2  
20 - Teacher Work Day (No School)  
23 - 3 - Winter Break (No School)

### JANUARY

6 - Students Return; Begin GP3  
20 - Martin Luther King Day (No School)

### FEBRUARY

13 - Asynchronous e-Learning Day & Parent/Teacher Conferences  
ES: 11:30 a.m. to 6 p.m. & MS/HS: 11 a.m. to 6 p.m.  
17 - President's Day; No School / Make-Up Day

### MARCH

13 - End of GP3  
14 - Teacher work day (No School)  
24 - 28 - Spring Break (No School)

### APRIL

18 - Good Friday (No School)  
21 - No School / Make-Up Day

### MAY

26 - Memorial Day (No School)  
30 - Students Last Day

### June

2 - Teacher Work Day

January 2025						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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

June						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### Key:

eLearning Day
No School
Teacher Work Day (No School)
Students Report
GP - Grading Period
ES - Elementary School
MS/HS - Middle/High School

**Notes:** Students will be released an hour early every Wednesday (ES - 2:30 p.m. • MS - 2:15 p.m. • HS - 1:30 p.m.)

February 17th and April 21st may be used as a make-up day. Additional make-up days may be added to the end of the school year.

Approved: 3/19/2024