

PROVISO TOWNSHIP HIGH SCHOOLS
District 209 – Cook County

BRENDA HORTON
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HUMAN RESOURCES



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June 8, 2016

To: Proviso Township High School Employees

From: Brenda Horton

Re: Work Schedule for 2016-2017

Enclosed is the employee Attendance Workday Schedule & School Calendar for the 2016-2017 school years. Listed below are return & end dates for Certified & Support Staff.

- 12 Month Secretaries, Maintenance, & Administration – July 1, 2016 - June 30, 2017
- Deans & Program Coordinators – August 4, 2016 – June 15, 2017
- Teachers, Transition Specialist, School Psychologist – August 17, 2016 – May 31, 2017
- 10 Month Secretaries – August 4, 2016 – June 9, 2017
- Teacher Aide's – August 10, 2016 – May 31, 2017
- Security – August 10, 2016 – May 31, 2017
- Healthcare Aide (Nurse) – August 15, 2016 – May 31, 2017
- Lunchroom Monitors – August 17, 2016 – May 31, 2017

If you have any questions please do not hesitate to contact the Office of Human Resources at 708-338-5971.

Have a safe and enjoyable school year!

Thank you,

Brenda Horton
Executive Director of Human Resources

Enclosure
BH/gm

ATTENDANCE/WORKDAYS FOR THE 2016-2017 SCHOOL YEAR

MONTH	12 MONTH SECRETARIES, MAINTENANCE & ADMINISTRATIVE	PROGRAM COORDINATORS & DEANS	TEACHERS, SCHOOL PSYCHOLOGISTS & TRANSITION SPECIALIST	10 MONTH SECRETARIES	TEACHER AIDE'S	SECURITY	HEALTHCARE AIDE (NURSE)	LUNCHROOM MONITORS	STUDENTS
JULY	20	0	0	0	0	0	0	0	0
AUGUST	23	20	11	20	16	16	13	11	9
SEPTEMBER	21	21	21	21	21	21	21	21	21
OCTOBER	20	20	20	20	20	20	20	20	20
NOVEMBER	19	18	18	18	18	18	18	18	18
DECEMBER	19	15	15	15	15	15	15	15	15
JANUARY	20	18	18	18	18	18	18	18	17
FEBRUARY	19	19	19	19	19	19	19	19	19
MARCH	22	17	17	17	17	17	17	17	16
APRIL	20	19	19	19	19	19	19	19	19
MAY	22	22	22	22	22	22	22	22	22
JUNE	22	11	0	7	0	0	0	0	0
TOTAL	247	200	180	196	185	185	182	180	176
Required Worked Days	247	200	180	196	185	185	182	180	176
Holidays	14	12	12	12	12	12	12	12	12
NON-Attendance Days	0	2	2	2	2	2	2	2	2
Start Date	7/1/2016	8/4/2016	8/17/2016	8/4/2016	8/10/2016	8/10/2016	8/15/2016	8/17/2015	8/19/2016
End Date	6/30/2017	6/15/2017	5/31/2017	6/9/2017	5/31/2017	5/31/2017	5/31/2017	5/31/2017	5/31/2017



Proviso Township High Schools District 209 2016 - 2017 School Calendar

JULY 2016						
SUN	M	T	W	TH	F	SAT
					1	2
3	4 HOL	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						

4 Holiday: Independence Day

AUGUST 2016						
SUN	M	T	W	TH	F	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 New TI	16 New TI	17 DI	18 BI	19 (FO)	20
21	22	23	24	25	26	27
28	29	30	31			

15 & 16 New Teacher Institute
17 District Institute
18 Building Institute
19 Freshmen Orientation
22 All Student Attendance

SEPTEMBER 2016						
SUN	M	T	W	TH	F	SAT
				1	2	3
4	5 HOL	6	7	8 BTSN	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 Holiday: Labor Day
8 Back to School Night

OCTOBER 2016						
SUN	M	T	W	TH	F	SAT
						1
2	3	4	5	6 BYPTS	7	8
9	10 HOL	11	12	13	14 End Q1	15
16	17	18	19	20 PTC	21 ER	22
23	24	25	26	27	28	29
30	31					

6 Bring Your Parent to School Day
10 Holiday: Columbus Day
14 End of 1st Quarter
20 Parent/Teacher Conferences 1-3pm & 6-8pm
21 Early Release

NOVEMBER 2016						
SUN	M	T	W	TH	F	SAT
		1	2	3	4	5
6	7	8	9	10	11 HOL	12
13	14	15	16	17	18	19
20	21	22	23 X	24 HOL	25 HOL	26
27	28	29	30			

11 Holiday: Veteran's Day
23-25 Holiday: Thanksgiving Recess
28 School Resumes

DECEMBER 2016						
SUN	M	T	W	TH	F	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 End Q2	22 X	23 HOL	24
25	26 HOL	27 X	28 X	29 X	30 HOL	31

21 End of Semester 1
22 - 30 Winter Break

JANUARY 2017						
SUN	M	T	W	TH	F	SAT
1	2 HOL	3 X	4 X	5	6	7
8	9	10	11	12	13	14
15	16 HOL	17 BI	18	19	20	21
22	23	24	25	26	27	28
29	30	31 BYPTS				

2 - 4 Winter Break
5 School resumes
16 Holiday: Dr Martin Luther King Jr. Birthday
17 Building Institute
31 Bring Your Parent to School Day

FEBRUARY 2017						
SUN	M	T	W	TH	F	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 HOL	21	22	23	24	25
26	27	28				

20 Holiday: President's Day

MARCH 2017						
SUN	M	T	W	TH	F	SAT
			1	2	3	4
5	6 HOL	7 BI	8	9	10	11
12	13	14	15	16	17 End Q3	18
19	20	21	22	23 PTC	24 ER	25
26	27 X	28 X	29 X	30 X	31 X	

6 Holiday: Casimir Pulaski Day
7 Building Institute
17 End of 3rd Quarter
23 Parent Teacher Conferences 6-8pm
24 Early Release
27 - 31 Spring Break

APRIL 2017						
SUN	M	T	W	TH	F	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 X	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 School resumes
14 Non-attendance day

MAY 2017						
SUN	M	T	W	TH	F	SAT
	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 HOL	30	31 End Q4			

29 Holiday: Memorial Day
31 End of Semester 2 and last day of school (w/o emergency days)

JUNE 2017						
SUN	M	T	W	TH	F	SAT
				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	

7 Last day of school (w/5 emergency days)

Count of Days
83 Semester 1 Attendance days
2 Semester 1 Institute days
93 Semester 2 Attendance days
2 Semester 2 Institute days
5 Emergency days
185 Total days

Calendar Legend

(School starts
)	School ends
HOL	Holiday
X	Non-attendance day
Q	Quarter end dates
TI	Teacher institute
BI	Building institute

PTC	Parent Teacher Conferences
ER	Early Release
BTSN	Back to School Night
BYPTS	Bring Your Parent to School Day

2/9/2016 Approved
5/10/2016 Amended & approved