#### AUGUST 2022

Print Name	
Signature	(500)
Location/Grant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	New Certified Staff @ Keystone 2	PCG Easy IEP Training @ Keystone 3	Multipurpose room		6
7'	8	Paras @ PLHS Little Theater 9	10	11	12	13
14	15	16	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	Teachers In- service or Workday	1st day classes
USD 338 Valley Falls	8/2 8am-8pm	8/1	8/10,11,12,15, 16pm	
USD 339 J <i>C</i> N		8/9	8/10,11,12,15, 16pm,	8/16 K-9 dismiss 1:00, 8/17 K-12 full day, K dismiss @ 12:30
USD 340 Jeff West	8/3 7:30am- 7:30pm	8/4	8/12,15,16,17	8/18
			8/10,11,12,15,16, 17 inservice 11:30- 3:20, 8/25 early release 1:45 PD 2-	
USD 341 Oskaloosa		8/8, 8/9	3:30	17 dismiss 11:30
USD 342 McLouth		8/12	8/15,16,17	8/18
USD 343 Perry-Lecompton			8/11,12,15,16	8/17
USD 377 ACCS		8/9	8/15,16,17,18,19,22	8/23
USD 449 Easton			8/9,10,11,12,15,16	8/17

KEYSTO	VE
Learning	Services

#### SEPTEMBER 2022

Print Name	
Signature	
ocation/Grant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					2	
	Keystone Closed					
4	Labor Day 5		7	8	9	10
11	12	13	14	15	16	17
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

Leave non-working days blank

MISC. COMMENTS:

	Teacher In-service or Workday	No School	Parent Teacher Conferences
USD 338 Valley Falls	9/12	9/5, 9/12	
USD 339 JCN	9/7 late start, 9/14 late start, 9/26	9/5,9/26	
USD 340 Jeff West	9/2 late start, 9/16 lare start, 9/26	9/5, 9/26	
USD 341 Oskaloosa	9/12, 9/22 early release 1:45 PD 2- 3:30	9/5, 9/12	
USD 342 McLouth	9/2	9/2,9/5	
USD 343 Perry Lecompton	9/26	9/5, 9/26	
USD 377 ACCS		9/5	
USD 449 Easton	9/21 late start	9/5	

### OCTOBER 2022

Print Name	
Signature	-
Location/Grant	

Sunday	Monday	Tuesday.	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	± V
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30 = dovs worked	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	10/14	10/5 pm, 10/17	10/5 dismiss 12:30, 10/17, 10/27, 10/28	10/25 4-8pm, 10/27 1-8pm
USD 339 J <i>C</i> N	10/14	10/5 late start, 10/12 late start, 10/24	10/24,25	10/25 8am- 7:30pm,
USD 340 Jeff West	10/14	10/14 late start, 10/20 am WD	10/20,21	10/19 3:30-7:30, 10/20 12-7:30
USD 341 Oskaloosa USD 342 McLouth	10/14	10/17 10/14	10/17, 10/21 10/14, 20, 21	10/18 4:30-8, 10/20 4:30-7:30 10/20
USD 343 Perry Lecompton	10/18	10/19 am, 20	10/19,20,21	10/19 2-8, 10/20 4-8
USD 377 ACCS		10/21 half day, 10/24	10/20, 21, 24	10/20 8-8
USD 449 Easton	10/14	10/5/late start 10 am, 10/14	10/14, 10/19, 10/20, 21	10/19

KEY:	STO	NE	
Lear	ning	Sen	/ices

## NOVEMBER 2022

Print Name	
Signature	
Location/Grant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
			Keystone Closed			
20	21	22	23	Thanksgiving 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
		11/2 HS/MS only,
		11/7, 11/23, 24,
USD 338 Valley Falls	11/7	25
	11/2 late start, 11/9	
USD 339 JCN	late start,	11/23, 24, 25
USD 340 Jeff West	11/11, 11/18 late start	11/11, 11/23,24,25
USD 341 Oskaloosa	11/17 early release 1:45 PD 2-3:30	11/22 dismiss 2:30, 11/23,24,25
USD 342 McLouth	11/11	11/11, 11/23,24,25
		11/18,
USD 343 Perry Lecompton	11/18	11/23,24,25
USD 377 ACCS		11/23, 24, 25
		11/11, 11/23, 24,
USD 449 Easton	11/1 late start 10am	25

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Lea	rning	y Ser	vices

### DECEMBER 2022

Print Name	
Signature	
ocation/Grant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			9			
		-	·	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
			Keystone Closed	Keystone Closed	Keystone Clased	
18	19	20			Neys for Clused	24
	Keystone Closed					
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 - 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			
	End of 9 Wks	Teacher In-service or Workday	No School
			12/7 dismiss 12:30,
			12/19, 12/20, 21, 22, 23,
USD 338 Valley Falls	12/16	12/7 pm, 12/19	26, 27, 28, 29, 30
		12/7 late start,	12/21, 22, 23, 26, 27,
U5D 339 JCN	12/20	12/14 late start	28, 29, 30
		12/9 late start,	12/20 dissmiss 12:00
		12/20 dismiss 12:15	12/21,22,23,26, 27,
USD 340 Jeff West		flex WD	28, 29, 30
		12/1 early release	
		1:45 PD 2-3:30,	
		12/16 early release	12/19, 20, 21, 22, 23,
USD 341 Oskaloosa	12/16	WD 11:30-2:30	26, 27, 28, 29, 30
			12/2, 12/22, 23, 26,
USD 342 McLouth	12/21	12/2, 12/22	27, 28, 29, 30
			12/22, 23, 26, 27, 28,
USD 343 Perry Lecompton	12/21		29, 30
			12/19, 20, 21, 22, 23,
USD 377 ACCS	12/21	12/19, 20, 21	26,27, 28, 29, 30
		12/7 late start	12/21, 22, 23, 26, 27,
USD 449 Easton	12/21	10am, 12/21	28, 29, 30

KEYSTO	NE
Learning	Services

## JANUARY 2023

Print Name	
Signature	
Location/Grant	

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

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
		1/2, 3, 4, 1/16.
		1/25 dismiss
USD 338 Valley Falls	1/3,4, 1/16, 1/25pm	12:30pm
	1/2, 1/11 late start,	
USD 339 JCN	1/16	1/2, 1/16
	1/3, 4, 1/13 late	
USD 340 Jeff West	start, 1/16	1/2, 3, 4, 1/16
	1/2 WD, 1/16	
USD 341 Oskaloosa	inservice	1/2, 1/16
USD 342 McLouth	1/16	1/2, 1/16
USD 343 Perry Lecompton	1/2, 3, 1/16	1/2, 3, 1/16
USD 377 ACCS	1/2, 1/16	1/2, 1/16
	1/3, 1/25 late start	
USD 449 Easton	10am	1/2, 3, 1/16

KEYSTONE	
Learning Services	

# FEBRUARY 2023

Print Name	
Signature	

Loca	tion/Gra	ant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	20	21	20	22	24	0.5
19	20	21	22	23	24	25
THE TANK						
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

	Teacher In-service or Workday	No School	Parent-Teacher Conferences
	2/6, 2/16am, 2/17		
USD 338 Valley Falls	half day comp	2/6, 2/16, 17	2/16 1-8pm
USD 339 JCN	2/1 late start, 2/8 late start, 2/20	2/20	
USD 340 Jeff West	2/3 late start, 2/10/2022	2/10, 2/20	2/20 12-7:30pm
USD 341 Oskaloosa	2/9 early release 1:45 PD 2-3:30, 2/20 inservice	2/20	
USD 342 McLouth	2/20	2/16, 17, 20	2/16
USD 343 Perry Lecompton	2/15 4-8pm, 2/16	2/16, 2/17	2/15 4-8pm, 2/16 2-8pm
USD 377 ACCS	2/16 PT, 2/17 half day	2/16, 2/17, 2/20	2/16 8-8pm
USD 449 Easton	2/8 late start 10am	2/20	

KEYSTO	NE
Learning	Services

## **MARCH 2023**

Print Name	
Signature	
Location/Grant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		*	,	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	211

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	3/10pm	3/10 dismiss 12:30pm, 3/13, 14, 15, 16, 17	
USD 339 JCN	3/3	3/1 late start, 3/20	3/13, 14, 15, 16, 17, 20, 21	3/21 8-7:30pm
USD 340 Jeff West	3/10	3/10 PD-am, flex pm, 3/31 late start		
USD 341 Oskaloosa	3/3	3/6 WD, 3/23 early release 1:45 PD 2-3:30	3/6, 3/10, 3/13, 14, 15, 16, 17	3/7 4:30-8, 3/9 4:30-7:30
USD 342 McLouth	3/9	3/10	3/10, 3/13, 14, 15, 16, 17	
USD 343 Perry Lecompton	3/9	3/10 half flex day	3/10,3/13, 14, 15, 16, 17	
USD 377 ACCS		3/10	3/10, 3/13, 14, 15, 16, 17	
	3/10	3/1 late start, 3/10	3/10, 3/13, 14, 15, 16, 17, 3/23, 24	3/23
USD 449 Easton				

KEYSTONE
Learning Services

## APRIL 2023

Print Name	
Signature	
ocation/Grant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			-/			
2	3	4	5	4	Keystone Closed Good Friday 7	
	3		5	6	Good Friday /	
Easter 9	10	11	12	13	14	1
16	17	18	19	20	21	2:
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
USD 338 Valley Falls	4/10	4/7, 4/10
	4/5 late start, 4/10,	
USD 339 JCN	4/12 late start	4/7, 4/10
USD 340 Jeff West	4/10, 4/21 late start	4/7, 4/10
	4/20 early release	
USD 341 Oskaloosa	1:45 PD 2-3:30	4/7, 4/10
USD 342 McLouth	4/21	4/7, 4/21
USD 343 Perry Lecompton	4/10	4/7, 4/10
USD 377 ACCS	4/10	4/7, 4/10
	4/12 late start 10am,	
USD 449 Easton	4/26 late start 10am	4/7

KEYSTO	NE
Learning	Services

## **MAY 2023**

Print Name	
Signature	
Location/Grant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	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
				23	20	21
	Keystone Closed					
28	Memorial Day 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 - 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	5/18 pm, 5/19		5/18 dismiss 11:00
USD 339 J <i>C</i> N	5/3 late start, 5/10 late start, 5/19		5/18 dissmiss 1:00
USD 340 Jeff West	5/12 late start, 5/24		5/23 dismiss 12:00
USD 341 Oskaloosa	5/4 early release 1:45 PD 2-3:30, 5/19 11:30-3:20		5/19 dismiss 11:30 am
USD 342 McLouth	5/19		5/18 dismiss 1 pm
USD 343 Perry Lecompton	5/25 half work day		5/24
USD 377 ACCS	5/18, 5/19		5/10 last day for seniors, 5/17 last day for K-11
USD 449 Easton	5/10 late start 10am, 5/24		5/23

KEYS	<b>10T</b>	NE	
Learn	ing	Ser	vices

# **JUNE 2023**

Print Name	-
Signature	
ocation/Grant	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
		d.				
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