

SMYRNA SCHOOL DISTRICT *PROCEDURE*

Section:	2000 Administration	Office Responsible:	Human Resources
Procedure:	2001: Buildings Open to the Public		
Related Policies:	4148: Summer Schedule Policy		

I. Purpose

To set forth dates, times, and personnel requirements for all district schools and offices.

II. Authority

Smyrna School District Policy 4148: Summer Schedule Policy

III. Definitions

A. *Central Office Regular Business Hours-* 7:30AM – 4:00PM Monday-Friday (except for observed holidays)

B. *School Office Regular Business Hours*

SCHOOL	Open-Close
Smyrna High School	7am-4pm
Smyrna Middle School	7:45am-3:45pm
Clayton Intermediate School	7:45am-3:45pm
JBM Intermediate School	7:45am-3:45pm
Clayton Elementary School	8:15am-4:15pm
North Smyrna Elementary School	8:15am-4:15pm
Sunnyside Elementary School	8:15am-4:15pm
Smyrna Elementary School	8:15am-4:15pm

C. *School District Summer Business Hours-* 8:00AM – 4:00PM Monday-Thursday, June 24, 2024 – August 15, 2024. The weeks of Juneteenth (June 17-21) and July 4th (July 1-5) are excluded from the summer schedule.

IV. Procedure

A. *Offices Open to the Public*

All district offices are to be open to the public during regular business hours, 7:30AM – 4:00PM and school offices will follow the hours listed in the table under *Definitions*. This includes non-student, non-ten-month employee contract days, e.g., holiday breaks and professional learning days. All school and district offices must have one (1) custodian and one (1) non-custodial 12-month employee in the building.

B. *Offices Closed for Building/School Procedures*

On the following dates, school and district offices will be closed to the public for

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professional learning opportunities for all district employees. These days are 12-month employee contractual days and employees are to report to work accordingly. Direct supervisors may approve annual leave if it does not interfere with district and school operations.

- August 21, 2024, close in the am for 10 month employee return
- October 14, 2024 (PD Summit Day)
- December 23, 2025
- January 3, 2025
- February 10, 2025

*All twelve (12) month employees must take vacation over the winter holiday from December 24th through January 1st as all District facilities will be closed. The Superintendent of Schools may grant permission for staff to work over the winter holiday in unusual situations. ([4151: Staff Attendance Procedure](#))

C. *Summer Hours for the Smyrna School District*

Summer hours for school and district offices will be 8:00AM – 4:00PM beginning Monday, June 23, 2025, – Thursday, August 14, 2025. The school district will resume regular business hours on Monday, August 18, 2025. The weeks of Juneteenth (June 16-20) and July 4th (July 2-6) are excluded from the summer schedule.

Public office hours are not the same as twelve-month employee work schedules. Per the Smyrna Board of Education Policy, [4148: Summer Schedule Policy](#): The summer schedule for 37.5-hour employees choosing the compressed work week will be Monday through Wednesday (7:00AM – 5:00PM, excluding lunch). Thursdays will be either 7:00AM – 4:30PM or 7:30AM – 5:00PM, based on district need.

The summer schedule for 40-hour employees choosing the compressed work week will be Monday through Thursday (7:00AM – 5:00PM, including lunch).

Twelve-month employees may continue to participate in the *Summer Bank Schedule* per the Board of Education's [4148: Summer Schedule Policy](#).

D. The Superintendent reserves the right to make any change to this procedure warranting interference with district operations.

E. Date changes to this procedure will be driven by the calendar and updated yearly.

Approved by:



Susan P. Brown, Ed. D., CSBA
Superintendent of Schools