

PROFESSIONAL STAFF TIME SCHEDULES

ADMINISTRATORS

The nature of the duties and responsibilities of administrators and supervisors will require their hours of work to vary and extend as necessary to fulfill the requirements of their positions.

The work year for administrators will be established individually through their contracts.

TEACHERS

Generally, the working day for teachers will be determined by the hours established for students. Teachers will arrive at least 30 minutes prior to the time students arrive and be available until 3:50 P.M. after the school day for conferences with students, parents, and administrators, as well as to take care of other professional responsibilities. Exceptions to the after-school time requirements will be permitted on days preceding weekends, holidays, and recess periods.

Every effort will be made by the administration to provide a uniform workday for teachers at the various levels. The working day will include at least a one-half hour duty free lunch period.

The work year for teachers will be established in connection with the Board's adoption of the school calendar.

1st Reading-4/19/2016
2nd Reading-5/17/2016
Date Adopted-5/17/2016
Last Revised-