

1 432 . WORKING PERIODS

2 **1. Purpose**

3 Work schedules of the professional and teaching staff shall be clearly specified in accordance with this
4 policy to ensure the smooth and regular operation of the school district.

5
6 **2. Authority**

7 The Board has the authority and responsibility to determine the hours during which educational programs
8 and services shall be available to students and the community.

9 *§510*

10 **3. Guidelines**

11 The Superintendent shall develop administrative procedures whereby the following work schedules for
12 professional employees shall be adhered to:

13
14 Teachers are required to be present at their respective rooms or assigned stations before the time
15 prescribed for commencing school.

16
17 Teachers shall remain at the school after the close of the school day long enough to ensure a
18 professional and adequate performance in the discharge of duties.

19
20 Instructional personnel shall have a duty-free lunch period of not less than forty (40) minutes.

21
22 Employees may leave the school building during their lunch period without requesting permission
23 of the building principal, but with proper notification.

24
25 During the times pupils are in attendance, teachers may be assigned extra or alternative duties at
26 the discretion of the Building Principal which duties shall wherever possible be equitably
27 distributed.

28
29 All teaching staff members are expected to attend each faculty meeting unless specifically excused
30 by the administrator who is the staff member's immediate supervisor.

31
32 Any conflicts between this policy and any collective bargaining agreement that may exist for professional
33 employees shall be reported to the Board when such conflict arises.

34 *School Code: §§510, 1147, 1504*