Center Area School District

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: NOVEMBER 16, 2005

REVISED:

432. WORKING PERIODS

1. Purpose

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

2. Authority
SC 510

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

3. Guidelines

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

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

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

Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.

Employees may leave the school building during their lunch period only after notification to his/her supervisor or office personnel within the appropriate building.

During the times pupils are in attendance, teachers may be assigned extra or alternative duties at the discretion of the building principal which duties shall wherever possible be equitably distributed.

All teaching staff members are expected to attend each faculty meeting unless ill or specifically excused by the administrator who is the staff member's immediate supervisor. Disciplinary action will be taken for any unauthorized absence from school duties.

School Code
510, 1147, 1504