

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: GCLA

PROFESSIONAL STAFF TIME SCHEDULES

Statement of Purpose

This policy delineates the time schedule required of the professional staff.

Statement of Policy

Professional Staff (teachers and other non-administrative certified staff including counselors, nurses, and librarians) are expected to arrive at their individual schools no later than fifteen (15) minutes before school begins for students, and shall remain there until not fewer than fifteen (15) minutes after the students have been dismissed. Principals may make needed exceptions to this time schedule based on infrequent emergencies that may arise. The normal school day for these staff members shall be no longer than eight (8) consecutive hours and the normal week shall be no longer than thirty-seven and one-half (37.5) hours. Teachers may be employed to work a differentiated schedule based on the needs of the district.

Teachers and non-teaching school nurses shall receive compensatory time off for duties performed in excess of forty (40) hours, provided they receive prior approval for the duties being performed from the administration. The compensatory time off shall be taken before the start of each school day and/or after the students have been dismissed at the end of the school day. The two and one-half (2.5) hour buffer zone (37.5 - 40) may be used for normal professional practices currently being performed by the teachers and non-teaching school nurse such as contacting parents and giving extra help to students.

All teachers and non-teaching school nurses in the district shall be given a thirty (30) minute duty-free lunch period bell to bell. All teachers shall, each week, have five (5) uninterrupted preparation periods equal to a regular class period for that school. If block scheduling is in effect, high school teachers may be assigned duties for up to ninety (90) minutes per week. Such duties shall be assigned on an equitable basis among all high school staff. In lieu of preparation time, the non-teaching school nurse shall have two fifteen (15) minute breaks.

Notwithstanding the provisions above, school administrators may alter the time schedule as needed to provide time for up to one (1) hour faculty meetings each week, will schedule time for parent conferences, and to provide duty teachers for early morning and after school supervision. These meetings and duty schedules should be planned and publicized well in advance so as to minimize potential inconvenience to the employees involved.

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It is the obligation of all staff to make themselves available not only to one another, but most importantly, to the students and parents. Appointments at mutually agreed times, both before and after the standard teaching day schedule, should be looked upon as opportunities for what may be the most effective form of communication.

When students are not in school and staff are required to be on the job, the work day will generally conform to the hours set forth in paragraph one of this policy. The specific times will be announced well in advance, when possible.

The school board recognizes the professionally minded teachers of the district who spend many extra hours beyond those required in preparing their classrooms and lessons for the students of the district. This type of commitment to the teaching profession and to the youth of our communities is strongly encouraged and greatly appreciated.

Effective: September 1, 1978

Revised: October 21, 1998

Revised: June 1, 2011

Revised: April 4, 2012