

332-AR. WORKING PERIODS

Teaching schedules, workday and work year will be determined annually by the Board, in accordance with Board policy and applicable collective bargaining agreements or individual contracts, and will be communicated to staff.

The Board reserves the right to alter teaching schedules and/or the school calendar in cases of emergency or unexpected school closures, including the length of workdays or designation of which days will constitute instructional days in the school year, in accordance with applicable law, Board policy, administrative compensation plan, collective bargaining agreements and individual contracts.

At the discretion of the building principal or immediate supervisor, employees may leave the building during the assigned lunch period.

Employees must notify the building administrator(s) or secretary if leaving the building during the assigned lunch period.

Administrative Employees

Each administrator will inform a secretary or designee of the administrator's whereabouts at all times during the school day when assigned to work in a school building. The administrator will state the destination, approximate time of return, and method of contact.

Professional Employees

Professional employees are required to be present at their respective rooms or assigned work locations, and to make themselves available to students prior to the time prescribed for the beginning of the school day or school lesson.

Professional employees will remain in their rooms or assigned work locations after students have been discharged for the purpose of assisting students in need of extra help. Professional employees may also fulfill responsibilities for assisting students by establishing designated times or office hours when they will be available to students, with advanced notice and permission of the building principal or immediate supervisor.

The preparation/planning period is one (1) period, or an equivalent amount of time, in the school day contractually provided to teachers for preparing instruction.

Administrators will ensure that preparation/planning time is not infringed upon by other assignments, but when necessary it will occur only under the conditions of the collective bargaining agreement. Under emergency situations an MOU can amend this provision.

Support Employees

Support employees who travel among district schools or buildings will inform a secretary or designee of the employee's whereabouts at all times during the school day. The employee will state the destination, approximate time of return, and method of contact.

Discretionary Early Release

Building principals and immediate supervisors have the authority to grant permission for an employee to leave prior to the end of the workday if the following conditions are met:

1. The building principal or supervisor has granted permission in advance.
2. The early release does not intrude upon completion of the employee's assigned responsibilities.
3. The reason for the request is a doctor or dentist appointment, emergency, or employee is returning that same evening for a parent conference, open house, or similar activity and is not receiving remuneration.

The building principal or supervisor will maintain a log of the requests made and the reasons for granting or denying the requests.