

## PROFESSIONAL STAFF SCHEDULES AND CALENDARS

### Work Year

The working year for the teaching staff will be set forth on the school calendar adopted by the Board. The number of teaching days will conform to state requirements for the number of instructional days. Additional staff days are a matter of instructional program needs as well as a condition of employment.

Although staff members are expected to be on official duty only for the teacher-employment year, the Board anticipates that they will work such additional days as are necessary before or after school or during school recess periods to carry out the responsibilities of their positions.

### Working Hours

Teachers will arrive at school and will remain after the school day according to the teacher handbook to meet with individual students, parents, and faculty committees, and to carry out other professional responsibilities.

Administrators and supervisory personnel are expected to observe a daily schedule consistent with the hours that the central office is open, extending this by the time required to discharge the responsibilities of their positions. Schedules during the summer may be shortened as deemed appropriate by the Superintendent of schools.

Adopted: 04/08/85

Revised: 03/09/98

Revised: 12/13/10