

# COUNCIL ROCK SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: August 28, 1997

REVISED:

	<b>432. WORKING PERIODS</b>
1. Purpose	Work schedules of the professional and teaching staff shall be clearly specified to ensure the efficient 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. Delegation of Responsibility	<p>The Superintendent shall develop administrative procedures concerning work schedules for professional employees.</p> <p>It shall be the responsibility of each building principal to divide the workload of their staff in an equitable manner, where possible.</p>
4. Guidelines	<p>Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.</p> <p>During the times pupils are in attendance, teachers may be assigned extra or alternative duties at the discretion of the building principal.</p> <p>Extra-duty responsibility pay program assignments shall not be considered part of the normal workload.</p> <p>All teaching staff members are expected to attend each faculty meeting and grade level meetings, unless specifically excused by the administrator who is the staff member's immediate supervisor.</p>
432-R	Professional staff who wish to leave the building early, or to leave and return during the day, shall contact the administrator assigned to their curriculum group.