

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: September 21, 2006

REVISED:

CARLISLE AREA SCHOOL DISTRICT

432. WORKING PERIODS	
1. Purpose	Work schedules of the professional staff shall be clearly specified to ensure regular and consistent operation of the school district.
2. Authority SC 510, 1504 Pol. 804	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, consistent with applicable provisions of the collective bargaining agreement.
3. Delegation of Responsibility	The Superintendent or designee shall develop administrative procedures to ensure adherence to work schedules by professional employees.
4. Guidelines	Teachers are required to be present at their respective rooms or assigned stations, and to make themselves available to students, not less than fifteen (15) minutes before the time prescribed for commencing school. Teachers shall remain in their rooms or assigned stations for not less than fifteen (15) minutes after students have been discharged, for the purpose of assisting students in need of extra aid.
SC 1504	Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes. The length of the working day for professional employees shall be determined in accordance with the terms of the collective bargaining agreement. During the times students are in attendance, professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal. All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.

School Code
510, 1504

Board Policy
804