

Adopted: May 20, 1996
Revised: _____
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District 77 Policy 439

439 SCHOOL DAY

I. PURPOSE

The purpose of this policy is to establish the District's expectations for teachers regarding assignments and responsibilities during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Teachers are expected to be in the school building, and in their rooms, or at assigned places for hall duty or playground supervision, one-half hour before the opening of school in the morning, and such schedules as the principals assign at noon. Teachers are expected to spend the school hours in their school rooms and buildings teaching, and to assist students during preparation periods, and to promote in every way possible the welfare of students and the schools unless they are assigned to other responsibilities or excused by the principal. Because of possible personal liability a teacher cannot be absent from the classroom or his/her area of supervision except for emergency situations or other situations approved by the building administrator.
- B. Each teacher shall remain for one-half hour after the established dismissal time for students on all school days except Friday. He/she shall remain in his/her classroom and be available to students who may wish to see him/her, for at least the first ten minutes of this period. The entire half hour should be used for giving help to individual students, for conferences with parents, principals, and other school personnel, for checking papers, and for preparation for the next day. If it is necessary to leave earlier, arrangements shall be made with the principal.
- C. The above regulations apply to teachers in the special areas as well as to regular classroom teachers.

Cross References: Article V Teachers' Master Agreement