



Campus Arrival and Departure Times

1. As required by law and Board policy, all teachers and campus paraprofessionals will have a 30 minute duty-free lunch. DL(legal)
2. Lunch is not considered part of the employee's work day. DL(legal)
3. Each classroom teacher must have a planning and preparation period of no less than 45 minutes each instructional day. During that time a teacher may not be required to participate in any other activity. DL(legal)
4. Teachers work day will include a minimum of 45 minutes outside of the instructional day. Additional time may be assigned by campus administration to teachers for faculty meetings and campus events, as necessary.
5. No campus paraprofessional may work more than 7.5 hours per day without prior written Principal approval. Lunch time is not calculated in the 7.5 hour work day.
6. As needed to ensure the effective and safe operation of the school, principals have the authority to flex arrival and departure times for teachers and campus paraprofessionals. DL(legal)

Substitutes

1. Substitute Teachers

AESOP

30 minutes before

15 minutes after

2. Substitute Paraprofessionals*

AESOP

30 minutes before

*The following substitute Sped paraprofessionals will be paid \$75 per day for the 2012-2013 school year.

FALS, SLS, PPCD, SUCCESS, STAR