

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: April 28, 2004

REVISED:

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.
3. Delegation of Responsibility	The Superintendent or designee shall develop administrative procedures to ensure adherence to work schedules by professional employees.
4. Guidelines	<p>Teachers are required to be present at their respective rooms or assigned stations, and to make themselves available to students before the time prescribed for commencing school.</p> <p>Teachers shall remain at school after the close of the school day long enough to ensure a professional and adequate performance in the discharge of duties.</p> <p>SC 1504</p> <p>Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.</p> <p>Employees may leave the school building during their duty-free lunch period or during their preparation period upon notification to the office.</p> <p>The length of the working day for professional employees shall be determined in accordance with the terms of the collective bargaining agreement.</p> <p>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.</p> <p>All professional staff members are expected to attend required meetings unless specifically excused by the responsible administrator.</p>

432. WORKING PERIODS - Pg. 2

<p>School Code 510, 1504</p> <p>Board Policy 804</p>	<p>Any conflicts between this policy and the collective bargaining agreement shall be reported to the Board when such conflict arises.</p>
--	--