CONNEAUT SCHOOL DISTRICT SUPERINTENDENTS' REGULATION
(Companion document to Policy 432 – Working Periods)

432 AR – **Contractual Access Hours**

Created April 4, 2001 Revised June 24, 2024

CONNEAUT SCHOOL DISTRICT

Contractual Access Hours

It is the intent of the access hours to improve the educational programs within the Conneaut School District. These access hours will be directed in each building by the building principal. The hours are not to take the place of already established activities, functions and services.

1. Access hours of activity can begin immediately after student dismissal at the discretion of the building principal. Calculation of credit for the access hours will begin after the completion of the 7 ½ hour workday.
2. All access hours not scheduled by the principal must have prior approval from either the principal or Superintendent.
3. The building principal and the building representatives in each building shall meet and determine the dates and times when the access hours will be added to the workday. It is the intention o the parties that the access hours will be scheduled by the parties giving all staff members appropriate notification of scheduled activities. (It would be recommended that a two-week notice be used.) The building principal and building representatives within that building may, by mutual agreement, modify the schedule of activities during the course of the year on an "as needed" basis.
4. In the event that individual coaching schedules or other extra-curricular activities conflict with the access hours scheduled for any given month, the principal shall permit the affected professional to work the access time at another mutually acceptable time.
5. The following activities are acceptable to b used for the access hours activities;
   A. Curriculum development activities, both district and school sponsored.
   B. Graduation Project Committee work
   C. District and principals approved workshops
   D. District and principals approved in-service programs
   E. Faculty staff meetings
   F. Departmental/grade level meetings
   G. Staff training
   H. Open house and orientation activities (1 hour each)
   I. Any other related activity which has been approved by the Principal and Superintendent of Schools.
6. All records of these access hours will be the responsibility of the building principal and a semester report will be submitted to the Superintendent of Schools.
7. Any potential hours must be completed during the 185 day contract, unless previously approved by the Principal or Superintendent.
8. Failure to complete contractual access hours results in a reduction in employees final year compensation at each individuals hourly rate.