Title: **Working Periods**
Code: 432
Book: Policy Manual
Section: 400 Professional Employees

Purpose

Work schedules of the professional and teaching staff shall be clearly specified in accordance with this policy to ensure the smooth and regular operation of the school district.

Authority

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.[1][2][3]

Guidelines

The Superintendent shall develop administrative procedures whereby the following work schedules for professional employees shall be adhered to:

1. Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes. Employees may leave the school building during their lunch period without the permission of the building principal.[2]

2. During the times pupils are in attendance, teachers may be assigned extra or alternative duties at the discretion of the building principal, which duties shall wherever possible be equitably distributed.

3. During a regular school day, teachers shall normally be assigned in the elementary schools seven (7) teaching periods and one (1) preparation period. Teachers in the middle school and the high school shall normally be assigned six (6) to eight (8) teaching periods, one (1) supervision period, and one (1) preparation period.

4. All teaching staff members are expected to attend each faculty meeting unless specifically excused by the administrator who is the staff member's immediate supervisor. In cases of excused attendance, the staff member so excused shall meet with the building principal at the earliest convenient time to discuss topics of the faculty meeting.

5. Any conflicts between this policy and any collective bargaining agreement that may exist for professional employees shall be reported to the Board when such conflict arises.

Adopted: **October 21, 1981**
Last Revised: **March 16, 2004**

Legal References:

- 1. 24 P.S. 510
- 2. 24 P.S. 1504
- 3. Pol. 804