

<b>Section G:</b>  <b>Human Resources</b>	<b>Knox County Board of Education Policy</b>		
	<b>Descriptor Term:</b>  <b>Time Schedules and Extra Duty</b>	Descriptor Code:	Issued:
		<b>G-440</b>	<b>6/00</b>
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**DAILY SCHEDULES**

Teachers shall be on duty at least seven and three-quarter (7¾) hours each day, including a duty-free lunch period and additional time as the administrative organization requires. Additional time may include faculty meetings, in-service programs, committee meetings, general meetings, conferences, school-sponsored activities, and other extra duties before and after the established instructional day.<sup>1</sup>

**EXTRA DUTIES**

Extra duties shall be fairly distributed among the staff. At least one (1) principal or teacher must be on the school grounds when a bus arrives and at least one (1) principal or teacher must remain after the close of the school day until all buses depart.

**PLANNING TIME**

An unencumbered schedule for any teacher includes time for planning, student and/or parent conferences, and preparation for effective teaching and attention to major program improvement. All full-time classroom teachers shall be provided individual duty-free planning periods during the established instructional day of at least two and one-half (2 ½) hours each week.<sup>2</sup>

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Legal References:

1. TRR/MS 0520-1-3-.03(1).
2. TRR/MS 0520-1-3-.03(4).

Approved as to Legal Form  
By Knox County Law Director 6/27/2017  
*/Gary T. Dupler/Deputy Law Director*