

MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: October 14, 1991

REVISED:

432. WORKING PERIODS	
1. Purpose	Work schedules of the professional and teaching staff shall be clearly specified to ensure the smooth and regular operation of the school district.
2. Authority SC 510	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. Guidelines	<p>The Superintendent shall develop administrative procedures whereby the following work schedules for professional employees shall be adhered to:</p> <ol style="list-style-type: none"> 1. Teachers shall be in their respective rooms at or before the ringing of the first bell, and shall remain in their respective rooms at least fifteen (15) minutes after dismissal at the end of the afternoon session. 2. Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes. 3. Teachers may leave the buildings to which they are assigned during their lunch periods or during unassigned times with the permission of the building administrator. In general, teachers are expected to be in their buildings or on the school grounds during the school day. 4. During the times pupils are in attendance, teachers may be assigned extra or alternative duties at the discretion of the building principal; such duties shall wherever possible be equitably distributed. 5. 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. 6. Teachers are expected to accept assignments on committees dealing with professional subjects such as curriculum development, testing, reporting, attendance, and other matters.

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School Code
510, 1147, 1504

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.