



Section PROFESSIONAL EMPLOYES

Title WORKING PERIODS

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

432. WORKING PERIODS		
1. 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.	
2. 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.	SC 510
3. Guidelines	<p>The Superintendent shall develop administrative procedures whereby the following work schedules for professional employes shall be adhered to:</p> <p>a. Teachers are required to be present at their respective rooms or assigned stations, and to make them available to pupils, not less than five minutes before the time prescribed for commencing school.</p> <p>b. Teachers shall remain in their rooms or assigned stations for not less than five minutes after pupils have been discharged for the purpose of assisting pupils in need of extra aid.</p> <p>c. Teachers shall be at assigned stations for the time period as called for in the schedule</p> <p>d. During the times pupils are in attendance, teachers may be assigned extra or alternative duties at the discretion of the Building Principal.</p>	

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e. 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.

School Code

SC 510
1147, 1504

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