

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: February 8, 1999

REVISED:

PENN MANOR SCHOOL DISTRICT

<p>1. Purpose</p> <p>2. Authority SC 510</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p> <p>SC 1504</p>	<p style="text-align: center;">432. WORKING PERIODS</p> <p>Work schedules of the professional staff shall be clearly specified to ensure regular and consistent operation of the school district.</p> <p>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.</p> <p>The Superintendent shall develop administrative procedures to ensure adherence to work schedules by professional employees.</p> <p>Teachers are required to be present at their respective rooms or assigned stations, and to make themselves available to students before the time prescribed for commencing school.</p> <p>Teachers shall remain at school after the close of the school day long enough to ensure a professional and adequate performance in the discharge of duties.</p> <p>Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.</p> <p>The length of the working day for professional employees shall be determined in accordance with the terms of the collective bargaining agreement.</p> <p>During the times students are in attendance, professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal.</p> <p>All professional staff members are expected to attend each faculty meeting unless specifically excused by the administrator who is the staff member's immediate supervisor.</p> <p>In cases of excused attendance, the staff member shall meet with the building principal at the earliest convenient time to discuss topics of the faculty meeting.</p>
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