

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

## 332-AR-0. WORKING PERIODS

Teaching schedules, workday and work year will be determined annually by the Board, in accordance with applicable collective bargaining agreements or contracts, and communicated to relevant staff.

At the discretion of the building principal, employees may leave the building during the assigned lunch period. Employees must sign in and out in the main office.

### Administrative Employees

Each administrator will inform a secretary or designee of his/her whereabouts at all times during the school day. The administrator will tell his/her destination, approximate time of return, and how s/he can be reached.

### Professional Employees

Professional employees are required to be present at their respective rooms or assigned stations, and to make themselves available to students, prior to the time prescribed for the beginning of the school day.

Professional employees will remain in their rooms or assigned stations after students have been discharged for the purpose of assisting students in need of extra help.

The preparation/planning period is one (1) period or block in the school day contractually provided to teachers for preparing instruction. Administrators will ensure that preparation/planning time is not infringed upon by other assignments, but when necessary it will occur only under the conditions of the collective bargaining agreement.

### Support Employees

Support employees who travel among district schools will inform a secretary or designee of his/her whereabouts at all times during the school day. The employee will tell his/her destination, approximate time of return, and how s/he can be reached.

Discretionary Early Release

Building principals and immediate supervisors have the authority to grant permission for an employee to leave prior to the end of the workday if the following conditions are met:

1. The principal or supervisor has granted permission in advance.
2. The early release does not intrude upon completion of the employee's assigned responsibilities.
3. The reason for the request is a doctor or dentist appointment, emergency, or employee is returning that same evening for a parent conference, open house, or similar activity and is not receiving remuneration.

The principal or supervisor will maintain a log of the requests made and the reasons for granting or denying the requests.