

PROFESSIONAL STAFF TIME SCHEDULES

The following policy shall govern the time schedules of instructional personnel:

All certificated staff are required to be on duty between 7 1/2 to 8 hours per day as defined by the starting and ending time of the academic school day which includes a period of 40 minutes combined before and after the academic school day for staff/administrative duties. On Friday and days preceding holidays, the departure time may be 15 minutes earlier.

Building principals/staff may adjust arrival/departure times to accommodate building/student needs.

The staff member, with supervisor's approval may arrange flexible hours. Nothing in the preceding section shall prevent the scheduling of meetings or making duty assignments at specified times before or after school.

Adopted 10/22/73

Revised 05/25/87 03/14/96 6/23/03 10/10/05

CROSS REF.: ID, School Day