

# FAIRVIEW SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORK SCHEDULES

ADOPTED: June 20, 1994

REVISED:

432. WORK SCHEDULES	
1. Purpose	Work schedules of the teaching staff shall be clearly specified in accordance with this policy 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. Teaching hours and workday/year shall be determined as per the professional negotiated contract.
3. Guidelines	<p>Teachers are required to be present at their respective rooms or assigned stations, and to make themselves available to pupils before the time prescribed for commencing school.</p> <p>Teachers shall remain at the 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>During the times pupils are in attendance, teachers may be assigned extra or alternative duties at the discretion of the building principal.</p> <p>The Board recognizes the need for regularly scheduled staff meetings between the administration and the staff. The time schedule for staff meetings shall comply with the current negotiated contract.</p>
AP 432	Professional employees may be permitted to leave the district prior to the completion of their duties during scheduled time if the conditions outlined in the administrative procedure are met.

<p>School Code 510, 1147, 1504</p>	<p>The Board and Superintendent regard conferences, meetings and seminars as potentially beneficial to the staff. However, <u>no employee</u> of the Fairview School District shall be excused or absent from his/ her position to attend any meeting, conference, seminar or workshop of any nature, without the prior approval of the Superintendent.</p> <p>The Superintendent shall develop and implement procedures for maintenance of this policy including an equitable means to decide which of the staff may attend, considering budgetary restrictions and appropriate accounting procedures.</p> <p>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.</p>
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