

Policy 3108

Certificated: Educator's Hours and Teaching Load

A. Professional Attitudes and Practices

1. Educators should be in the school building early enough and stay late enough to accomplish his or her organizing and programming and to give guidance, counseling and professional help to students who may need assistance. Therefore, educators should see that their duties are properly performed and maintained. The contractual day for educators will be seven (7) hours and twenty (20) minutes. The time before and after school will be set by the administration and faculty to meet the needs of each school.
2. There will be a weekly early release day with all students being released 120 minutes one day per week. The release time will be used for Professional Learning Communities (PLCs).
3. Each educator, in line with his or her professional responsibilities, may be asked before the start of the school day or at the end of the school day to assist in doing professional tasks necessary for the functioning of the school or to attend meetings, etc., called by the Superintendent or the Principal. Such requests shall be reasonable and kept to a minimum.
4. Educators are expected to devote the time and energy needed for satisfactory performance of their duties. Outside employment or activities must not in any way interfere with the educator's efficiency or time requirements in connection with his or her work.
5. All educators shall be granted an uninterrupted 30 minute daily duty-free lunch period. To accomplish this, a school plan will be developed including bad weather days by each school's faculty. Educators shall be permitted to leave the building during their lunch periods, and there will be no penalty or make-up required for such duty-free time.
6. Educators may be permitted to leave the school during working hours with the permission of the principal. Violation of this agreement shall lead to disciplinary action.

B. Preparation Time

1. Each school faculty, under the direction of the principal, will establish a schedule for duty-free preparation time that best suits the needs of the school and faculty.
 - a. Educators teaching in the elementary grades shall be given a preparation period of one-hundred-twenty (120) minutes each week of the school year. Preparation time is time within the regular contract school day which is free from required meetings, instructional and student supervision obligations.
 - b. ~~Kindergarten teachers and~~ Special education teachers are encouraged to plan preparation time within their individual schedules. For ~~kindergarten teachers and~~ special education teachers in elementary and support settings, preparation time should equal one-hundred-twenty (120) minutes per week. Administrators will work with special education and kindergarten teachers to ensure adequate preparation time.
 - c. It is the intent of this policy that the Box Elder School District will endeavor to hire certificated personnel to staff the elementary preparation time program, but may hire the best qualified to meet the needs of the program. Sufficient staff will be hired to ensure that each elementary educator receives a minimum of one-hundred-twenty (120) minutes of preparation time each week. If a specialist is absent the preparation time will be covered by a substitute. Staff will be supervised by the school principal. Elementary educators will not be responsible for preparing materials for elementary preparation time specialists.
 - d. Schools will utilize the Site-based decision-making process to develop and implement on-site preparation time programs and schedules. No preparation time program or schedule will be adopted without the full support of the faculty.
2. Preparation time at the secondary level is time within the regular contract school day which is free from required meetings, instructional and student supervision obligations.

C. Substituting and Filling-in for Teachers

1. The following policy concerning the use of regular teachers as substitutes is outlined below:
 - a. When conditions and circumstances allow the administrator of a school to know in advance that he or she will need a substitute teacher to replace a regular teacher or special education teacher - regular teachers will not be required or requested to "fill-in" for the absent teacher.

- b. When an educator, because of unforeseen circumstances-bona fide emergencies or illness, must leave his/her classroom, regular teachers may be used to cover or "fill-in" for the absent teacher until the school administrator has had adequate time to find a substitute teacher. This does not include IEP's or Parent Teacher Conferences during the school day.
- c. Regular teachers, at their option, may fill-in for another teacher as a professional courtesy for a short period of time with the permission of the principal.

D. Class Size

1. The Box Elder School District will endeavor to keep class size within levels consistent with state guidelines and funding.