
DESCRIPTOR TERM:

District 370 Policy
File Code: 5.50

Certified Staff

Professional Staff Time Schedules

	1990	3-12-90
Amended & Adopted	1993	6-14-93
Amended & Adopted	2014	

1. The minimum length of time the classroom teacher is responsible for being at school is from thirty minutes before the student's day officially begins until thirty minutes after the student's day officially ends. Teachers working less than full time must arrive at work thirty minutes before their first class and must stay thirty minutes past their last class.

It is recognized that program development, professional growth activities, the care of school property and equipment, parent conferences, and the offering of special help to individual students and groups of students may require that time be spent beyond the minimum specified here.

This policy in no way reduces the principal's authority to assign duties and responsibilities which may extend beyond the hours set forth above whenever such assignments are necessary for the efficient operation of the school. Likewise, it in no way relieves any teacher of the professional responsibility for contributing to those activities which further the objectives of the individual school and school system.

2. On a professional work day when students are not in school, the teacher's day is from ~~8:00~~7:30 a.m. until ~~3:00~~4:00 p.m. or as assigned by the principal.
3. A teacher who finds it necessary to leave the school campus during the specified minimum time schedule shall secure the prior approval of the principal or his designee.
4. It is the building principal's responsibility to clarify and review this policy each year with all certified personnel.