

PROFESSIONAL STAFF TIME SCHEDULES

The principal has the authority to assign duties and responsibilities which extend beyond the hours of the regular school day, whenever such assignments are necessary for the efficient operation of the school. The minimum length of time that professional staff members are responsible for being at school is from 30 minutes before the students' day officially begins until 30 minutes after the students' day officially ends or prorated according to the FTE of professional staff member employment. The approval of the principal is required if it is necessary for a teacher to deviate from this schedule.

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 will require that time be spent beyond the regular school day.

This policy will be effective as of August 1, 2007, and shall not be applied retroactively to any prior professional staff contract.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 03/03/1997

Revised: 05/14/2007

Columbia School District No. 93, Columbia, Missouri

