

Professional Personnel

Administrative Procedure - Teacher Attendance

Daily Hours

The Teacher's normal school day shall be from 7:50 A.M. to 3:05 P.M.

- A. Teachers are to be present in their rooms prior to their first class. In addition to classroom activity, this time should be occupied with planning conferences with other staff members or with parents, or other professional responsibilities.
- B. Although the period between 7:50 A.M. and 3:05 P.M. is to be considered as the normal day, it is expected that additional time for conferences, planning and inservice activities, considered important to the welfare of the school system, will be given beyond the normal day.
- C. In special situations, deviation from this policy may be made at the discretion of the Principal, but the basic policy of the Board of Education, as outlined above, remains in force.
- D. Teachers are required to certify as to their attendance at all authorized staff institutes/workshops with a loss of salary for any or all unauthorized absences, by signing a sheet including the teacher's social security number, as well as time in and out. This shall also serve as a record for the recertification of a teacher.

DATED: April 13, 2009