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## ARTICLE 11 HOURS

- 11.1 The one hundred eighty-four (184) day duty year for teachers shall consist of one hundred eighty (180) instructional Student Attendance days, three (3) Staff Development days, which will include articulation and collaboration, and one (1) Teacher Prep day.
- 11.2 Instructional staff shall conduct the equivalent of one (1) Parent Conference day as per negotiated calendar. Scheduling of the teachers' duty time for the "Parent Conferences" shall be determined by the administrator and teachers at each site so as to have the most effective parent involvement.
- 11.3 Certificated employees on extended year shall attend three (3) District scheduled Staff Development days. Psychologists are excluded from District Staff Development days.
- 11.4 Non-teaching duties, which are assigned to ensure student safety, shall be equitably distributed among site-based teachers. The special needs of students assigned to site-based special education teachers will be taken into consideration by the site administrator or designee when assigning non-teaching duties. Duties and responsibilities shall be assigned by the site administrator or designee in accordance with District needs in such a manner that all site-based teachers within a school have proportionate, although not necessarily identical, duties and responsibilities.
- 11.5 Non-teaching duties shall be assigned equitably by the Site Administrator with input from the site MTA representative(s).
- 11.6 Individual unit members may request, and the Site Administrator or designee may waive, the duty to remain after the school day. A waiver shall not be considered precedential or as establishing a current District practice.
- 11.7 Unit members shall attend staff meetings, lesson observation and annual evaluation conferences, and Back-to-School Night. Additionally, unit members will attend either Open House or an equivalent event. Non instructional certificated staff may be excluded from attending Back-to-School Nights, and Open Houses, or its equivalent, with prior approval from their supervisor.
- 11.8 Unit member's professional responsibilities also include attendance at Individualized Educational Programs (IEPs), Student Study Teams (SSTs), 504's, and meetings with parents. Every effort shall be made to schedule and

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conduct meetings within the duty day.

11.9 Staff Development days shall be scheduled in full-day increments. Any certificated employee who misses a Staff Development day without a valid excuse shall have his or her pay docked at the employee's daily rate. A valid excuse is limited to sick leave, bereavement, industrial leave, jury leave which cannot be postponed, and mandated court appearances. Any other request to miss a Staff Development Day must be approved by the Superintendent or his/her designee.

11.10 **Minimum Days**

11.10.1 The school day will be reduced to a minimum day each Wednesday. The purpose of the minimum day is to allow for collaboration regarding student achievement and best practices as determined by the Superintendent or designee. The first and third minimum Wednesdays of each calendar month may be used for site collaboration meetings as determined by the site administrator or designee, except the minimum day Wednesday following parent conferences (for Elementary School), which shall be used for parent conferences. All other minimum Wednesdays of the calendar month shall be used by teachers for grade level/department/content area collaboration, with administrator input, to serve student needs.

11.10.1.1 In grades 1-5, this reduction shall provide one, fifty-one (51) minute period every week for teacher responsibilities directly related to the individual classroom instruction. The remainder of the time, seventy-eight (78) minutes, shall be used as described in Article 11.10.1. The order in which the two periods shall be implemented will be determined by the principal and site leadership. Nothing herein shall preclude the assignment of normal after school duties.

11.10.2 Issues of emergency and compliance may require teacher attendance at meetings on minimum Wednesdays other than the first and third Wednesdays of the calendar month.

11.11 **Elementary School**

11.11.1 Unit members shall have a forty-five (45) minute duty-free lunch period except on inclement weather day schedules when the duty free lunch period shall be thirty (30) minutes for teachers. On inclement weather day schedules, excluding reduced days, teachers will be free to leave immediately after the buses depart, if applicable, unless meetings have been previously scheduled.

11.11.2 On Student Attendance Days, elementary teachers shall be on duty twenty-five (25) minutes before the beginning of the student day and thirty (30)

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minutes after the end of the student day. The length of the elementary teacher duty day shall not be affected by reduced day schedule.

11.11.3 The kindergarten work day consists of two (2) instructional periods (a) time with students assigned, and (b) time designated to provide instructional support for a kindergarten partner. When not engaged in (a) or (b), kindergarten teachers shall be available for assistance/assignment to support student achievement as determined by the site administrator. To strategize the goals of the assistance/assignment, the site administrator shall conference with the teacher(s) prior to the assignment.

11.12 **Middle School**

11.12.1 The four hundred forty (440) minute work day shall consist of a three hundred ninety-eight (398) minute duty day, including nutrition, and a forty-two (42) minute duty-free lunch period. The three hundred ninety-eight (398) minute duty day shall include a common preparation period of forty-five (45) minutes per day. On Student Attendance Days, middle school teachers' duty day shall begin at 7:50 a.m. and end at 3:10 p.m. The length of the middle school duty day shall not be affected by the reduced day schedule. The teacher shall devote the entire preparation time to preparation activities, and/or conferencing with students, parents/guardians of students, or employees on matters relevant to assigned duties.

11.12.2 When necessary for a unit member to be assigned more than three (3) different preps within the teaching day, the Site Administrators will meet with the unit member to strategize the assignment.

11.12.3 The administration may assign middle school teachers up to three hundred (300) minutes per day of instructional time on average during the work week. For purposes of this section, "instructional time" means time actually spent in the classroom instructing students or some alternative form of instruction such as a field trip as approved by the Site Administrator.

11.13 **K-8 Schools**

11.13.1 ~~For Kindergarten 11.11.3 shall continue to govern the work day.~~ The kindergarten work day consists of two (2) instructional periods (a) time with students assigned, and (b) time designated to provide instructional support for a kindergarten partner. When not engaged in (a) or (b), kindergarten teachers shall be available for assistance/assignment to support student achievement as determined by the site administrator. To strategize the goals of the assistance/assignment, the site administrator shall conference

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with the teacher(s) prior to the assignment.

11.13.2 ~~For Grades 1-5 11.11.1 and 11.11.2 shall continue to govern the work day.~~ Unit members shall have a forty-five (45) minute duty-free lunch period except on inclement weather day schedules when the duty free lunch period shall be thirty (30) minutes for teachers. On inclement weather day schedules, excluding reduced days, teachers will be free to leave immediately after the buses depart, if applicable, unless meetings have been previously scheduled.

11.13.3 On Student Attendance Days, elementary teachers shall be on duty twenty-five (25) minutes before the beginning of the student day and thirty (30) minutes after the end of the student day. The length of the elementary teacher duty day shall not be affected by reduced day schedule.

11.13.4 For Grades 6-8 the four hundred forty (440) minute work day shall consist of a three hundred ninety- eight (398) minute duty day, including nutrition, and a forty-two five (42 45) minute duty-free lunch period. The three hundred ninety-eight (398) minute duty day shall include a common preparation period of forty-five (45) minutes per day. On Student Attendance Days, middle school teachers' duty day shall begin at 7:3035 a.m. and end at 2:5055 p.m. The length of the middle school duty day shall not be affected by the reduced day schedule. The teacher shall devote the entire preparation time to preparation activities, and/or conferencing with students, parents/guardians of students, or employees on matters relevant to assigned duties.

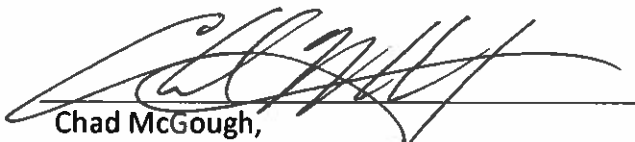
11.13.4.1 On inclement weather day schedules, the duty free lunch period shall be thirty (30) minutes for teachers. On inclement weather day schedules, excluding reduced days, teachers will be free to leave immediately after the buses depart, if applicable, unless meetings have been previously scheduled.

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instructing students or some alternative form of instruction such as a field trip as approved by the Site Administrator.



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Assist. Superintendent of Personnel Services



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