

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: PROFESSIONAL EMPLOYEES

Title: WORKING PERIODS

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

432. WORKING PERIODS/DUTIES

- .1 Work schedules of the professional and teaching staff shall be clearly specified in accordance with this policy to ensure the smooth and regular operation of the school district.
- .2 The Board has the authority and responsibility to determine the hours during which educational programs and services shall be available to students and the community.
- .3 The Superintendent shall develop administrative procedures whereby the following work schedules for professional employees shall be adhered to:
 - .31 Teachers are required to be present at their respective rooms or assigned stations, and to make themselves available to pupils, not less than five (5) minutes before the time prescribed for commencing school.
 - .32 Teachers shall remain at the school after the close of the school day long enough to ensure a professional and adequate performance in the discharge of duties.
 - .33 Instructional personnel shall have a duty-free lunch period of not less than 30 minutes.
- .4 Teachers' duties include the following:
 - .41 The instructional responsibilities of the teaching staff require that all teachers keep daily lesson plans, maintain skill and progress records and grade books, complete student progress reports, maintain proper classroom control, and attend department and general faculty meetings.

- .42 Teachers shall also keep records on textbook loans and money collected from students, submit absentee reports, record permanent grades at the end of each school year, and perform other instructional duties assigned by their immediate supervisor.
- .43 Teachers may be required to conduct open exercises and collect money from students. They may also be required to perform hall and lavatory duty, lunch duty, recess duty, homeroom duty, assembly duty, bus duty, situational coverage duty, and other duties assigned by the immediate supervisor.
- .44 Teachers shall keep lesson plans, seating charts, and the teacher handbook in an easily accessible place for use by substitute teachers.
- .45 Procedures and/or schedules for the duties listed above shall be included in building-level teacher handbooks.
- .5 During the times pupils are in attendance, teachers may be assigned extra or alternative duties at the discretion of the Building Principal, and/or Superintendent, which duties shall wherever possible be equitably distributed.
- .6 All teaching staff members are expected to attend each faculty meeting unless specifically excused by the administrator who is the staff member's immediate supervisor.
- .7 In cases of excused attendance, the staff member so excused is responsible for becoming aware of the topics discussed at the faculty meeting.
- .8 Any conflicts between this policy and any collective bargaining agreement that may exist for professional employees shall be reported to the Board when such conflict arises.