

WORK SCHEDULES CERTIFIED PERSONNEL

It is the policy of the Gracemont Board of Education that teachers shall be subject to call five days prior to the opening of school and five days following the close of classroom work in the spring.

The high school principal shall be on duty two weeks prior to the reporting date for teachers. Principals shall be released from duty after all required reports, orders, and inventories have been submitted and accepted by the superintendent.

The superintendent is directed to prepare regulations governing the normal working day for certified personnel.

Although the standard teaching assignment is eight periods a day or its equivalent, teachers will normally be assigned seven periods of instruction per day, plus an hour per day which may be used for class preparation, curriculum development, limited classroom substitution, or other professional tasks. Insofar as is possible during the period of time school is in session, the duties of teachers shall be directly related to their classroom assignments.

Activities conducted beyond the standard teaching day, which are directly to the teacher's subject area or to general school activities involving faculty participation in support of the educational program, are considered a part of the standard teaching assignment and a part of the teacher work day. Such activities include faculty, department, committee, or staff development meetings.

Club sponsorships and faculty assistance at athletic and social activities will be handled on a voluntary basis. However, teachers may be assigned to provide such assistance if required. Such assignments shall be considered a part of the teacher work day and shall be impartially distributed among the staff and reasonable in number.