

STAFF GENERAL INFORMATION BULLETIN

ACCIDENT REPORTS

All accidents must be reported. The cause of the accident should also be reported. Furthermore, there should be a plan to prevent the same type of accident.

In case of an accident to a student or staff member, please take care of all details in the following order:

- 1) Care of injured person.
- 2) If injury to student is serious or if medical attention is needed, notify the parent/guardian.
- 3) If injury is serious, notify the Principal's office.
- 4) Complete an Accident Report and give it to the Principal.
- 5) The Principal is responsible for supplying the Central Office with the information.

Employee: In all injury cases, the employee must provide the Principal with an online accident report form (Public School Works) that can be found on our website under the Faculty and Staff tab. The Principal is responsible for supplying the Central Office with the information.

ACTIVITY/FIELD TRIP (Board of Education Policy 6:240)

ACTIVITY TRIP DEFINITION – an out-of-school activity either during or after regular school hours sponsored by a school organization and in which all members of the organization may or may not participate, depending on the purpose of the activity trip.

Limitations

1. District sponsored trips
 - Athletic trips necessary to complete the approved sports program
 - Musical Festival – Secondary or middle school vocal/instrumental solo and ensemble contests
 - I.H.S.A. – State contests – high school
 - I.E.S.A. – State contests – middle school
 - Other District sponsored activities (i.e. Environthon, Titan Competition, etc.)
2. No activity trip may be taken without the prior approval of the Principal.
3. No fee may be assessed to a student for participation in an activity trip which is required as part of the course work of a class.
4. Students may be assessed fees for participation in an activity trip only under the following conditions:

- a. The Superintendent or their designee has approved the fee assessment.
 - b. Students participating in the activity trip are all voluntarily participating.
 - c. Participants are not subject to exclusion from the organization or any other penalty for failure to participate in the activity trip.
 - d. Provision is made for those students who cannot afford the fee. School organizations will pay such costs for students who qualify for free or reduced fees/lunches.
5. Fundraising activities by clubs and other school sponsored organizations for the purpose of paying for an activity trip must meet the established guidelines for fundraising activities and must have the approval of the Building Principal.

FIELD TRIP DEFINITION – An out-of-school building activity, generally during the regular school hours in which all class members are required to participate and which requires transportation for students. Any teacher requesting to take students on a field trip **must** have it approved by the Principal.

Limitations

1. No students may be excluded from a field trip because of inability to pay a fee regardless of whether the field trip is sponsored by the District, a school-sponsored organization, or a non-school organization.
2. No field trip may be taken without prior approval of the Principal. Approval should be obtained before any commitments have been made to the students or to a sponsoring organization.
3. Field trips paid for by a sponsoring organization must include all students within a given section.
4. High school field trips paid by a sponsoring organization must include all students within a given section.
5. All costs for a field trip must be paid by the sponsoring organization. These costs include, but are not limited to, transportation and tolls.
6. Time spent at field trip destinations must be at least the amount of time it takes to travel there, (i.e. 2 hours travel time = a minimum of 2 hours at the destination).

APPROVAL PROCEDURES FOR FIELD TRIPS FUNDED BY SPONSORING ORGANIZATIONS

The Building Principal is responsible for approving field trips funded by sponsoring organizations.

BOARD MEETINGS

Regularly scheduled school board meetings are normally held on the third Wednesday of each month. Dates and locations for the meetings can be found on the District website.

CELL PHONES

Cell phones should be on vibrate or courtesy mode and not visible during the school day. Teachers and support staff should not be taking phone calls or texting during class time or between classes. If you are expecting an important or emergency call, have the caller phone the school office and you will be notified of that call. Phone calls can be taken before or after school, during planning periods, breaks or lunch. Common courtesy dictates that phone calls should not be accepted during an IEP meeting or staff meeting, even if the meeting is held before or after school. Let the call go to voicemail.

Due to the camera feature on most phones, the phone should not be used in the school bathrooms or locker rooms.

CHRISTMAS TREES

The following guidelines have been established for the use of Christmas trees in our schools. Please read carefully and see that they are followed:

1. NATURAL TREES

Natural trees are not to be used.

2. ARTIFICIAL TREES

Artificial trees are allowed with lights if they are the small lights or LED and used according to manufactures directions. The pre-lit trees are also allowed as are the small lights or LED lights. The lights must be used following manufactures directions, unplugged at the end of the day and NO EXTENSION CORDS are to be used. Trees must be kept out of the exit ways.

3. ORNAMENTS AND DECORATIONS

Holiday ornaments and decorations should be made of fire resistant materials only. Materials permitted are sheet aluminum, copper or stovepipe, wire, metal screenings, foam glass, firebrick, brass or copper rods, and plaster of Paris. Art projects of copper, enamel, ceramics, and tile mosaics are also permitted. Materials prohibited are cloth, felt, buckram, crinoline, wood, acetate, cellophane, and all types of paper. Paper decorations may be placed on trees that do not have lights or other electrical appliances.

COMMUNICATIONS

All communications by electronic means or written communication are open to discovery through the Freedom of Information Act (FOIA) or by subpoena. Please remember to be professional in all communications about students, families, and staff. If there is information of a sensitive nature to be shared or discussed, please make an appointment with the individual(s) and convey it face-to-face.

CRISIS MANAGEMENT PLAN

Each classroom and office must have a Crisis Management Plan available, located in the red Crisis Plan Folder in a visible spot. Evacuation Plan signs are to be posted on the wall and students should understand the procedures for each plan.

CROWDFUNDING

Crowdfunding is the practice of raising money by asking individuals and groups to support a project or cause when federal, state and local support is down. Sites such as *Donors Choose*, and *GoFundMe* generate supplies for individual classrooms, grade levels, and departments.

Please remember that you must have Building Principal and Superintendent approval prior to submitting a crowdfunding request. Staff members must speak to their Building Principal who will inform the Superintendent of any such requests. All materials received through a crowdfunding proposal are the property of the Dixon Public Schools should the employee leave the District.

CURRICULUM MATERIALS/ADOPTION

Grade level or building teams who need new, additional, or replacement materials need to communicate this to their building principal. The building principal will convey the purchase of additional or replacement materials to the assistant superintendent to ensure funds are available. If funds are available, the assistant superintendent will request purchase orders to secure the materials. If funds are not available for that budget year, the assistant superintendent will budget for the purchase of those materials for the next fiscal year.

For new materials, building level teams meet and identify the need for adoption of new instructional materials. A rationale for the need of a new adoption must be conveyed to the building principal who will then contact the assistant superintendent. The building principal and assistant superintendent will secure sample materials for the team to review and compare. Once the building level team agrees upon the materials, they must contact the assistant superintendent to arrange a meeting with the District Curriculum Committee. The building level team presents the proposal to the District Curriculum Committee. The District Curriculum Committee decides if an adoption recommendation will be presented to the Board of Education. The Assistant Superintendent makes a recommendation to the Board of Education on behalf of the District Curriculum Committee to adopt the materials. The Board of Education votes to approve the recommendation. Materials are ordered after the approval by the Board of Education.

DONATIONS

Donations received by individuals and groups to support a project or cause need to be reported to the Building Principal immediately. Please remember that you must have Building Principal and Superintendent approval prior to accepting a donation. Staff members must speak to their Building Principal who will inform the Superintendent of any such donations. All materials received through donations are the property of the Dixon Public Schools should the employee leave the District.

DRESS GUIDELINES
(Non-Certified Staff & Support Staff)

PROFESSIONAL DRESS GUIDELINES

All employees represent Dixon Public Schools #170 through appearance, behavior, and work. It is mutually understood that staff dress will be appropriate, modest, and professional.

DRESS FOR SUCCESS

Research reveals that the clothing worn by staff members affects the work, attitude, and discipline of students. You dress for four main effects:

- a. Respect
- b. Credibility
- c. Acceptance
- d. Authority

The effective staff member uses these four traits as assets in relating to students, peers, administrators, parents, and the community. If you have these four traits, you have a much greater chance of influencing young people to learn.

A mutual understanding and respect will be acknowledged when addressing special circumstances such as field trips, designated special days, and spirit days/week.

It is mutually understood the administration will address professional dress issues with the individual staff member.

Professional Dress Guidelines:

- Shoes
 - Dress shoes with socks are appropriate
 - Casual shoes with socks are appropriate
 - Sandals are appropriate
- Pants
 - Slacks are appropriate
 - Dress pants are appropriate
 - Dockers are appropriate
 - Dress Capri's are appropriate
- Skirts/Dresses
 - Appropriate length
- Shirts/Blouses
 - Appropriate neckline (no visible cleavage)
 - Appropriate length
 - Dress shirts with tie are appropriate
 - Dress blouses are appropriate

- Polo shirts are appropriate
- Casual tops are appropriate
- Sweaters are appropriate

Some appearances are too casual for the professional workplace – examples include:

- Slacks
 - Cargo pants or pants with patch pockets and exposed or external seams
 - Shorts (except PE Department)
- Shirts & Tops
 - Sweatshirts or t-shirts
 - Off the shoulder tops/sweaters worn without a jacket/blazer cover
 - Camisole top worn without a jacket/blazer cover
 - Halter tops, midriff blouses/tops (mid-section skin should not be showing)
- Skirts & Dress
 - Mini/micro skirts
 - Sundresses
- Shoes & Hats
 - Flip flops
 - Hats/caps

Regardless of the item, it is essential to avoid wearing worn, frayed, stained, or soiled clothing to work. Clothing that is excessively loose or tight fitting should also be avoided. Wrinkled or any outfit that is distracting as to be disruptive is considered inappropriate.

A good guideline is that if one is unsure whether something is appropriate or not, don't wear it.

DRESS GUIDELINES

(Certified Staff – Per Section 9.10 of the DEA Collective Bargaining Agreement)

It is important for teachers to dress in a professional and appropriate manner while teaching the students of Dixon Public Schools. Attire worn by the teaching staff will be conducive to promoting a positive learning environment. Teachers should dress appropriately for the activities of the day.

- All attire should be clean, in good repair and well fitting.
- Undergarments should be worn but not visible.
- Midriffs and cleavage should be covered.
- Tops need to be professional in style and coverage. These include but are not limited to collared shirts, camisoles with cover and similar garments.
- Pants and capris are acceptable.

- Dresses and skirts are appropriate but need to be near the knee length or longer.
- Leggings, if worn, should be worn with a top that is tunic length or longer.
- Tailored, zip-fly shorts that are near knee length (Bermuda length) may be worn from the beginning of school through Labor Day in non-climate controlled buildings. After Labor Day, tailored, zip-fly shorts may be worn on days that have a 24-hour forecasted heat index of 90 degrees or higher in non-climate controlled buildings. This does NOT include “basketball shorts.”
- Dress shoes, casual shoes and sandals are appropriate. Athletic shoes, if worn, should compliment the attire.
- Every Friday is considered a spirit day. Other spirit days may occur throughout the year and will be approved by building administrator. While t-shirts, sweatshirts and jeans can be worn on these days they should still be school appropriate and educational or school spirit in nature.

If in doubt concerning a specific wardrobe item, please consult building administration prior to wearing.

If guidelines are not followed, the administrator will address the issue with the teacher. If the issue is in direct violation of the guidelines listed above, the teacher will be asked to immediately correct the issue. Remedy will be dependent on severity and/or frequency of the issue.

These guidelines will be reviewed annually by the District dress guidelines committee.

DRUG RELATED ILLNESS PROCEDURE

The following procedures have been developed to aid teachers and staff members in dealing with drug related illness:

1. If the nurse or teacher feels that the illness is drug related, an administrator shall be notified at once. Do not send the student to the nurse or health assistant– allow an Administrator to come to the student.
Do not accuse nor convey what you suspect to the student.
 - a. A medical assessment will be completed by the school nurse/health assistant.
 - b. The administrator will contact the parent. Following contact with the parent, a decision will be made by the administrator as to whether the student should remain in school or be taken home by the parents.
 - c. If the parent requests, the teacher may be asked to explain what symptoms caused her/him to notify the administrator.
 - d. First aid will be administered as necessary and prescribed by law.
 - e. If the parent cannot be contacted and the illness persists, the school will contact the family physician for further action or in an emergency, the student will be sent to the hospital accompanied by an administrator or the school nurse. The Principal will be responsible for continuing to contact the parents and the student’s personal physician.

f. The above refers to all in-school cases. Notification of the appropriate law enforcement agencies will be the responsibility of the Principal.

EMPLOYEE SAFETY **(DESPA EMPLOYEES)**

A safe and secure work environment is of the utmost importance for all employees of DPS #170. It is important that communication of concerns and issues be completed in a timely manner. This allows all employees to work and thrive in a safe and secure environment. The following guidelines should be followed when an employee has a concern or issue regarding safety.

- 1) All issues or concerns need to be communicated in writing to the building supervisor. This can be achieved through email, hand written note, or via an employee accident report.
- 2) If an employee discovers a hazardous working condition, he/she will utilize email, the IT Help Desk, and/or the maintenance notification system to notify the appropriate personnel of such conditions in a timely manner. Appropriate personnel will notify the employee that the information has been received.
- 3) Employees working with Special Education students will be given a copy of any Accommodation/Modification, Behavior Intervention Plan, and any other paperwork relevant to working and interacting with that student at the beginning of each school year.
- 4) Any teaming/planning meetings on regular or special education students will include employees who interact with these students when appropriate. If the employee is asked to stay beyond his/her school day, they will be compensated for that time.
- 5) Should an accident occur during the school day, an accident report will be filled out on each employee by the building supervisor or his/her designee. A copy of the accident report will be electronically given to the employee.

Building supervisors will make District Administration aware of issues or concerns reported to them.

FILMS

(Board of Education Policy 6:210)

Current board policy states that, “Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. No R-rated movies shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. Unless principal approval is given, PG-13 movies should not be shown to any students that are not in high school. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.

FLAGS

An American flag must be displayed on the school grounds and in each classroom.

GIFT POLICY (Board Policy 2:105)

No Employee and no spouse of or immediate family member living with an employee shall intentionally solicit or accept any gift from any prohibited source. The following are exceptions to the ban on accepting gifts from a prohibited source. Please see Board Policy 2:105 for the complete list.

1. Anything for which the employee, or his or her spouse or immediate family member, pays the fair market value.
2. Anything provided by an individual based on a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship.
3. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered.
4. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

GRADING SYSTEM

The Superintendent, with the approval of the Board of Education, (Policy 6.280), has established a uniform system of grading by grade level throughout the School District that is periodically reviewed and evaluated. All changes in the grading system require the approval of the Board of Education.

The following scale will be used for the District's regular instructional program. All staff members are to use the grading system that is listed below and in the student handbook:

A	90 – 100	Excellent
B	80 – 89	Above Average
C	70 – 79	Average
D	60 – 69	Below Average
F	below 59	Failing
I		Incomplete

This scale is intended for use on standard reports of student progress such as report cards, academic warnings, progress reports, etc. It is not intended to interfere with the instructional assessment and flexibility that teachers may need in their daily work with students.

Teachers are required to post their grades at grading periods into the District's electronic grading program, to check grades after posting for accuracy and completeness. Parental

notification will be required before students are assigned a failing quarter or semester grade. Grades are to be updated frequently and in a timely manner by teachers. This will allow teachers, parents, and students to be aware of current grades to track progress and make adjustments.

GUEST SPEAKERS

Teachers are encouraged to make use of community resources, such as guest speakers. The Building Principal is to be informed of any speaker prior to the speaker's appearance at school.

GUN FREE ZONE

Illinois prohibits the possession of a firearm in or within 1,000 feet of real property comprising a school.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement.

LESSON PLANS FOR SUBSTITUTE TEACHERS

It is the responsibility of the teacher to have lesson plans, seating charts, and other materials necessary for conducting class available at school for the substitute teacher. Those items should be left in an easy to find location.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Public Act 92-0612 requires "The Pledge of Allegiance/Moment of Silence shall be recited or observed each school day by pupils in elementary and secondary educational institutions...." Students whose parents object based on religious beliefs may be excused.

PROFESSIONAL RELATIONSHIPS WITH STUDENTS

Maintaining a professional relationship with your students doesn't mean that you shouldn't be friendly with your students, but it does mean that you shouldn't be their friend. Safeguarding students, and protecting yourself from the risk of allegation, is a key professional priority. At all times you need to remember your position of authority with students. Communication needs to be done on District approved platforms.

SALES IN THE COMMUNITY

School-Sponsored Organization – Any organization that is under the control of the Principal and for which he/she must assume responsibility. **Examples:** Student Council, Class Officers etc.

Guidelines for School-Sponsored Organizations

1. Sales of candy or other items within the school building may be permitted with the approval of the Principal. This includes the sale of refreshments or other items at athletic contests or other activities on school property.
2. Any sales that are to be made within the community by school-sponsored organizations must have prior approval of the Superintendent or his designee. Such sales will be generally limited to senior high school organizations.
 - a. All sales campaigns must be approved by the Principal and shall be limited to no more than one per year for each organization.
 - b. Tickets for plays, musicals, etc. may be sold in the community by those organizations sponsoring such activities.
3. The holding of glass, paper, and scrap metal, etc. drives by school-sponsored organizations is not limited by this policy. All such drives must have the approval of the Building Principal.

School Related Organizations – Any organization that is established in cooperation with the school, but in which lay persons assume responsibility and control of the activities of the organization. **Examples:** P.T.O., Band Boosters, Sports Boosters.

Guidelines for School Related Organizations – The school district cannot restrict the sales campaigns of school related organizations. Each Principal should keep informed about the sales activities of the organizations related to his/her building and should exert his/her influence toward maintaining a reasonable limit on such sales activities.

A list of Corporate Sponsors is provided to each building on a regular basis. Corporate Sponsors who have donated money to the schools during the school year, are exempt from being asked to donate further during that school year.

SMOKE-FREE CAMPUS

Dixon Public Schools #170 provides a smoke-free environment for all students and faculty. A smoke-free campus prohibits tobacco or nicotine materials, including without limitation electronic cigarettes.

SCHOOL CANCELLATION NOTIFICATION & PROCEDURES

When inclement weather happens, Dixon Public Schools may implement one of the following procedures:

1. Cancel classes at all schools for the entire day.
2. Delay the start of classes one or two hours later than normal.
3. Dismiss classes earlier than normal.

The Dixon Public Schools' notification system, which is tied into our current student software program, will be used to notify parents and staff by phone, email, or text messaging.

This automated notification system, allows the District to deliver rapid notification of cancellations, emergencies, and announcements to parents and staff quickly and effectively.

SOCIAL MEDIA (Board Policy 5:125)

Social Media – Media for social interaction, using highly accessible communication techniques using web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube*.

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy 5:120 *Employee Ethics; Conduct; and Conflict of Interest* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill. Admin. Code 22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District's logos without permission and follow Board policy 5:170 *Copyright*, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate

Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.

8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

SUPERVISION OF STUDENTS

Teachers have the responsibility of supervising any area within the building or on the campus. Teachers should be alert to the students and their actions. During dismissal and passing of classes, teachers should observe the following points:

1. Teachers dismiss students – not the bell. The bell only indicates a period.
2. Make sure that students exit the classroom in an orderly fashion.
3. Stand in the corridor as students pass. The teacher presence can be sufficient to discourage improper behavior.
4. Attendance is the teacher's responsibility! Student accounting is a function of every teacher and must be accurate. Each teacher is to enter absences in the student information system.
5. The language of all teachers shall be proper and shall reflect a professional attitude.

TEXTBOOKS

Textbooks are issued to students by the individual teacher. Each book is numbered, and the teacher is to keep a record of the number issued to each student. At the end of the course, the student is expected to return that book in good condition, allowing the usual wear of a book. The student must pay for any lost or damaged book.

TRANSPORTING STUDENTS

Transporting students in your personal vehicle should be a last resort. If you must transport a student in your personal vehicle there must always be another adult in the vehicle with you. You are to NEVER transport a student by yourself. Prior to transporting a student in your vehicle, a copy of your insurance card and driver's license needs to be on file with the District Office.

TRAVEL

We have many people attending workshops at great expense to the School District. The following guidelines will be enforced:

1. Teachers or others attending workshops must stay within the amounts which were requested at the time permission was sought.
2. Student rooms and expenses are to be paid by the sponsoring organization or by the individual students.

3. The least expensive mode of transportation will be used providing that no hardship will be caused to the staff member.
 - a. Mileage is to be figured at the IRS rate and is from Dixon to the destination and back only.
4. Reimbursement for meals will not exceed \$10.00 for breakfast, \$15.00 for lunch, and \$20.00 for dinner. Employees are encouraged to stay well below these ceilings. Meal selections are to be made on the same basis as if the employee was paying for the meal completely himself/herself. Detailed receipts showing what was purchased and the cost must accompany the reimbursement form.
5. A thorough discussion with the Principal of why the travel/workshop is necessary will be required. In other words, what will the District be receiving for this expenditure of funds?

USE OF BUILDING (non-school related)

Permission must be granted by the Principal for any non-school related person(s) or group(s) to use equipment or facilities. The Principal will coordinate this through the Athletic/Activity Director's Office.

VOLUNTEERS

The Building Principal is responsible for directing the use of volunteers within his/her building. Foundation Policy 6:250 (*Community Resource Persons & Volunteers*) specifically deals with persons who are not allowed to serve as volunteers within the school building. Each volunteer must register in the school's main office at the beginning of each visit and wear a nametag while in the building. The volunteer must have on file a background check, an information form, and a waiver.

Each academic year when a person first completes the volunteer registration form, the Principal or designee should give the person a copy of the administrative procedure along with other pertinent information. All forms are found in the Procedural Manual. The staff member to whom the volunteer is assigned is responsible for explaining expectations of the volunteer. **The Principal should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base.**

VOUCHERS

Vouchers must be filled out completely and signed by the Principal and the Superintendent before payout.

WORK DAY

Length of Workday – section 9.3 of the Collective Bargaining Agreement

The length of the normal work day for all teachers shall be seven hours and twenty minutes. Teachers are expected to spend fifty (50) minutes contiguous to regular school hours. Each teacher and administrator will mutually determine when these fifty (50) minutes will be served.

****Professional Learning Communities –Average of 1 hour per week.**

Other professional staff work hours are set by their building administrator.