

PROFESSIONAL STAFF TIME SCHEDULES

Each member of the professional staff shall be on duty in his assigned school before and after regular school hours long enough to plan and carry out his individual professional responsibilities. This should not be less than an accumulative total of one hour per day. The most important responsibility of a teacher during after-school hours is that of offering special help to individual students from their classes. Other purposes are to confer with parents regarding the school related problems of their children, for good public relations, for professional growth and for administrative faculty meetings. The exact time before and after school shall be determined by the principal and should be based on the necessary duty assignments for the school, as well as assuring that teachers are available to students for individual help and make-up work. Principals are free to excuse individual teachers on occasion from the established hours, in order that they may attend to personal business which cannot be conducted at any other time.

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