

# CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: PROFESSIONALEMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: 12/8/2014

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 510</p> <p>3. Guidelines</p> <p>School Code 510, 1147, 1504</p>	<p style="text-align: center;">432. WORKING PERIODS</p> <p>Work schedules of the professional and teaching staff shall be clearly specified to ensure the smooth and regular operation of the school.</p> <p>The CASA Charter School Board has the authority and responsibility to determine the hours during which educational programs and services shall be available to students and the community.</p> <p>The Principal shall develop administrative procedures whereby the following work schedules for professional employees shall be adhered to:</p> <ol style="list-style-type: none"> <li>1. Teachers shall be in their respective rooms at or before the start of homeroom and shall remain in their respective rooms at least fifteen (15) minutes after dismissal at the end of the afternoon session.</li> <li>2. Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.</li> <li>3. Teachers may leave the buildings to which they are assigned during their lunch periods or during unassigned times with the permission of the principal. In general, teachers are expected to be in their building or on the school grounds during the school day.</li> <li>4. During the times pupils are in attendance, teachers may be assigned extra or alternative duties at the discretion of the principal; such duties shall, wherever possible, be equitably distributed.</li> <li>5. All teaching staff members are expected to attend each faculty meeting unless specifically excused by the principal.</li> <li>6. Teachers are expected to accept assignments on committees dealing with professional subjects such as curriculum development, testing, reporting, attendance, and other matters.</li> </ol>
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