

Dell Rapids School District #49-3



Policies and Regulations Code: GCJ--Personnel

GCJ PROFESSIONAL STAFF TIME SCHEDULES

Administrators

The nature of the duties and responsibilities of administrators and supervisors will require their hours of work to vary and extend as necessary to fulfill the requirements of their positions.

Administrators will be expected to work during the hours and on the days that the superintendent's office is open unless special arrangements have been made with the superintendent or by contractual arrangements. On days schools are closed because of bad weather or other emergencies, all staff members, except those who work only on teacher work days, should report to work as soon as they are able to do so.

The work year for administrators will be established individually through their contracts.

Teachers

Generally, the working day for teachers will be determined by the hours established for students. Teachers are to be at the post of their assignment no later than 8:00 in the morning. Teachers are to remain on the school premises until 4:00 in the afternoon. This applies to a teacher having a free period at the beginning of the morning or afternoon sessions. Exceptions to the after-school time requirements will be permitted on days preceding weekends, holidays and recess periods.

Every effort will be made by the administration to provide a uniform work day for teachers at the various levels.

The work year for teachers will be established in connection with the Board's adoption of the school calendar and negotiations.

Reviewed: May 8, 1998