

**WORK DAY  
CERTIFIED PERSONNEL  
(REGULATION)**

In accordance with the policy of the board of education the following regulation shall govern the normal working day for certified personnel.

The superintendent shall assign and make known through administrative channels, the duties and hours of the different classes of employees.

The school day for teachers shall begin at 8:00 a. m. and end after the buses have departed in the afternoon, unless special meetings are called or unless school is dismissed early. Teachers shall normally spend the time prior to the opening of the daily schedule in their classrooms or making preparations for the day's classes. The principal is charged with the responsibility of ensuring time schedules are met.

Classrooms and areas of normal supervision shall not be unattended. The principal of each site will post a duty schedule for these locations. If it becomes necessary for a teacher to leave the post, arrangements must be made with the principal so that a substitute may be provided.

Teachers shall be present in their classrooms when students are there. Teachers scheduled for playground duty must be prompt in assuming their responsibility. While students are in the hallways, teachers will assist with monitoring and traffic.

School bus monitoring and event monitoring (ticket taking, etc.) shall be on a voluntary basis, if possible. If sufficient volunteers are not available, teachers shall be assigned to these duties.