

ARTICLE 5: DUTY HOURS

5.1 The work day for all unit members shall be 7 hours and 10 minutes. At their respective sites, unit members are required to report thirty (30) minutes before classes begin. Unit members may leave their worksite after 6 hours and 45 minutes provided that all professional responsibilities are satisfied. Professional responsibilities include, but are not limited to, parent conferences, student study team meetings, IEPs, faculty meetings, and regularly assigned after-school duties, provided that no additional duties shall be assigned without the mutual consent of the site faculty and administration.

Unit members may be asked to meet with a parent(s) with sufficient prior notice of at least one (1) day, unless the administrator determines that an emergency situation warrants immediate action, which will waive the one (1) day notice.

5.2 The District may schedule the following hours of each unit member's time in addition to the regular work time which may be used for:

5.2.1 **Faculty meetings:** Up to four (4) hours per month. In addition, an emergency faculty meeting may be called at any time the welfare and safety of students and staff are in immediate danger.

5.2.2 **Parent conferences** (two days per year): The work year calendar (Appendix C and C1) will schedule the two parent conferences on a Friday following the 1st and 3rd quarter or the 1st and 2nd trimester grading periods.

After consultation with unit members, schedules shall be determined at each school site. Flexible scheduling shall be allowed as long as the Parent Conference Day contains the 7 hours 10 minutes workday. If a staff is not able to agree upon a schedule, the professional workday shall be followed for the Parent Conference Day. Nothing in this agreement shall prohibit a staff from scheduling a portion of the Parent Conference Day on the Thursday evening prior to the scheduled Friday conference day. The remaining portion of the 7 hours 10 minutes workday shall be scheduled on Friday.

Proficiency testing results conferences are to be scheduled concurrently with Parent Conferences.

5.2.3 **District-wide scheduled activities:** (Back to School Night and Open House)

5.2.3.1 If a unit member misses two events in a twenty-four period, the supervisor may inquire as to the reason and counsel appropriately.

5.2.4 **Dance supervision** (at the intermediate level): The number of dances shall be mutually agreed upon by the school-site staff and administration. All unit members assigned to eighth grade shall supervise the promotion dance. All other unit members shall supervise one (1) dance per year; said assignment to be chosen by unit members on a first come, first serve basis. Unit members may volunteer for more than one dance.

5.3 Pre-School/Kindergarten Duties

5.3.1 Unit members with an instructional day of 201 minutes shall be available to assist other Pre-School, Kindergarten, or first grade teachers, for one (1) hour daily. The nature of said assistance to be mutually agreed upon by affected parties.

5.3.2 A.M. and P.M. Kindergarten schedules may be amended at the individual school sites, in consultation with staff and site administrator, to allow for an overlapping of schedules.

5.4 All adjunct duties within the workday, which do not require full faculty participation shall be equitably distributed among unit members.

5.5 Any services by a unit member beyond the contractually specified time, which involves non-classroom supervision of students, shall be on a voluntary basis.

5.6 There shall be an equal amount of instruction time per week within each organizational division of the District. That is, the primary grades at every school in the district shall have an equal amount of instructional time, the upper grades and so on. The time is broken down weekly to allow for a modified day at the discretion of local schools.

5.7 The instructional minutes for the Traditional School Year shall be no less than:

Pre-School/K	201 minutes per day; 36,000 minutes per year
1-3	281 minutes per day; 50,400 minutes per year
4-6	301 minutes per day; 54,000 minutes per year
7-8	325 minutes per day; 58,500 minutes per year

See Article 30 for Year-Round Education instructional minutes.

5.8 Lesson Plans shall be submitted to the principal on a weekly basis or as directed by the site administrator.

5.9 Lunch Period

5.9.1 There shall be forty-four (44) minutes of duty-free, uninterrupted lunch period for grades pre-school through eight, except for rainy-day schedule, wherein said lunch period shall be no less than thirty (30) minutes.

5.9.2 Those minutes of increased student contact time, incurred during rainy-day scheduled school days due to shortened lunch period, shall be accrued and utilized to provide shortened days at the rate of one (1) shortened day for every four (4) rainy-day scheduled school days. Said shortened days to be scheduled by the District in consultation with site administrator and the Association, and to be used for unit member preparation time.

5.10 Early Release Day

The GEA and GSD agree that the intent of the Wednesday early release time is to allow for collaboration and planning. Under special circumstances, this time may be used as faculty meeting time for specific site and/or district issues. This will be decided by a consensus of the staff. If consensus cannot be reached, and after a discussion of the pros and cons, 80% of those voting will determine the outcome.