

# MONTGOMERY AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: February 16, 1981

REVISED:

432. WORKING PERIODS	
1. Purpose	Work schedules of the professional and teaching staff shall be clearly specified in accordance with this policy to ensure the smooth and regular operation of the school district.
2. Authority SC 510	The Board has the authority and responsibility to determine the hours during which educational programs and services shall be available to students and the community.
3. Guidelines	<p>The Superintendent shall develop administrative procedures whereby work schedules for professional employees shall be adhered to.</p> <p>Instructional personnel shall have a duty-free lunch period of not less than thirty (30) minutes. Employees may not leave the school building during their lunch period without permission of the building principal.</p> <p>During the times pupils are in attendance, teachers may be assigned extra or alternative duties at the discretion of the Building Principal which duties shall wherever possible be equitably distributed.</p> <p>All teaching staff members are expected to attend each faculty meeting unless specifically excused by the administrator who is the staff member's immediate supervisor. In cases of excused attendance, the staff member so excused shall meet with the building principal at the earliest convenient time to discuss topics of the faculty meeting.</p>
School Code 510, 1147, 1504	