

REGULAR SCHOOL DAY
INSTRUCTIONAL STAFF

The regular school day for teachers, principals, and other instructional staff based in the schools shall be eight (8) hours beginning with the arrival of the first school bus in the morning. This eight (8) hour day includes planning and preparation, part of which may be conducted outside of the school setting at the discretion of the school principal.

The purpose of this policy is to insure there be adequate supervision during all times there are students at school. The teachers' regular school day shall not exceed eight hours, nor will a normal school week exceed 40 hours. Attendance at teachers' meetings before or after school is compulsory, if the teachers have been given at least two days prior notice.

The principal of each school, with the approval of the Superintendent, shall establish the starting and ending time for students and staff of that school. If the principal finds that it is not necessary to have the total faculty present from morning and/or afternoon "bus duty", "detention duty", etc., he/she may establish a duty schedule that uniformly assigns these duties to the faculty.

All teachers will be expected to be present at school at least 15 minutes before school is convened. The principal shall determine a reasonable period after school is dismissed during which all teachers must be at school.

Every public school teacher shall be provided a daily lunch recess of not less than 30 consecutive minutes and will not be assigned any responsibilities during this recess. The principal shall establish appropriate sign-out procedures for all school staff.

Every teacher who is regularly employed for a period of time more than one-half the class periods of the regular school day shall be provided at least one planning period within each regular school day to be used to complete necessary preparations for the instruction of pupils. Such planning period shall be the length of the usual class period in the school to which such teacher is assigned, and shall not be less than 30 minutes.

Nothing in this policy shall be construed to prevent any teacher from exchanging his/her lunch recess or planning period for any compensation or benefit mutually agreed upon by the employee and the Superintendent or his/her agent, provided: That a teacher and the Superintendent or his/her agent may not agree to terms which are different from those available to any other teacher granted rights under this section within the individual school or to terms which in any way discriminate among such teachers within the individual school. It is expected that all teachers will spend their planning period at school in preparation for instruction unless permission is obtained from the principal to leave the campus.

Traveling teachers are normally considered to be a regular part of the faculty of a school for the period of time that they are assigned there and are expected to follow the schedule established for that school. (See Hardy County File GBM .)

SOURCE: Board of Education Minutes

DATE: January 12, 1987 - June 19, 1995 - June 18, 2001

LEGAL REFERENCE: W V Code §18A-4-14 - §18A-4-16
W V Board of Education Policy 5210

SCHOOLDAY.INSTRUCTIONALSTAFF