

ARTICLE VI. WORKDAY PROVISIONS FOR CERTIFIED STAFF

A. TEACHER WORKDAY

1. The workday of a teacher shall be [seven hours \(7\) and forty-five \(45\)](#) minutes ~~eight (8) hours~~.
2. The workday duties of the teacher shall be teaching classes or engaging in similar instructional activities.
3. Within the [seven hours \(7\) and forty-five \(45\)](#) minute ~~eight (8) hour~~ workday, the teacher shall:
 - a) Have a minimum of fifty minutes of on-site individual planning time each day. (School related off-site individual planning must be pre-approved by the Building Administrator). ~~At the secondary level, the planning time shall coincide with the length of the regularly scheduled class periods.~~
 - b) [Have an additional forty \(40\) minutes of individual preparation time each day except that \(60\) minutes per week can](#) ~~Time within the work day that is not dedicated to teaching or set aside for lunch or individual planning time (as stated in 3a of this section) shall be available to the principal to use~~ [be used](#) for professional development, department/grade level meetings, staff meetings and/or supervision of students. Time not utilized by the principal for the above mentioned priorities is available to teachers as individual preparation and
 - c) Have a thirty (30) minute duty-free lunch period.
4. ~~Provide general assistance with students and/or school programs for a minimum of fifteen (15) minutes before the students' school day starts and a minimum of ten (10) minutes after the students' day ends. The foregoing does not determine arrival/departure time for teachers.~~

B. OTHER WORKDAY PROVISIONS

1. Professional Development/Teacher Work Days

- a) Teachers shall participate in the three (3) professional development days at the beginning of the school year.
 - (1) The day after winter break will be designated as a professional development day.
- b) Three (3) professional development days will be scheduled during the student school year.
- c) One full workday and ~~five~~ [four](#) half-day workdays will be scheduled during the student school year.
 - (1) The ~~students'~~ last day before winter break will be an early release day for students [and staff](#). ~~The remaining half-day will be teacher workday.~~

- (2) The students' last day of school will be an early release day for students. The remaining half day will be teacher workday.
- (3) The last teacher day of the school year will be a half day workday with early release for teachers.
- d) No professional development, staff meetings or department/grade level meetings will be scheduled during the hours allotted for teacher workday.
- e) Teacher lunch period during professional development/work days will be 1 hour.

2. Additional Professional Development/Meetings

- a) Teachers will be required to attend up to twenty four (24) additional hours of district-provided professional development per fiscal year at the Richardson Teacher Center or other sites where district-wide professional development training is being offered, in addition to the site-based professional development under B.1.A of this section. Attendance will be monitored on *My Learning Plan*. ~~There will be an additional fifteen (15) hours available for professional development sessions/meetings during either the summer months or beyond the regular eight (8) hour workday.~~
- (1) Teachers who are required to attend any professional development before the school year starts must be given at least 30 calendar days notice.
- (2) Compensation to members of the Teacher Unit for these additional twenty four (24) hours shall be paid at the [stipend](#) set rate of \$ 20 per hour.
- b) During the summer of 2011, teachers who work in one of the four (4) new Standards Based schools will receive an additional two weeks of professional development that will be paid at the [stipend](#) rate of \$ 20 per hour.

3. Faculty Meetings

- ~~a) Except in case of an emergency, no more than one (1) faculty meeting shall be held per week.~~
- [b\) Faculty meetings shall be held during the 40 minute preparation time as part of the 60 minutes allowed in Section A.3.b of this Article.](#)
- e) After consultation with the [Faculty Staff](#) Advisory Committee, the building administrator shall establish and publish a schedule each semester of staff meetings at least one week prior to the start of the semester.

- d) Emergency Meetings – An emergency staff meeting may only be called when it involves an immediate threat to the health and safety of the students and staff. No staff member will be penalized or reprimanded for missing an emergency meeting due to unforeseen circumstances or previously scheduled appointments.

4. Conferences and Activities – Teachers will attend and participate as listed below:

- a) Two officially designated parent/teacher conferences as scheduled by the District, and
- b) No more than three (3) Open Houses or similar public-oriented programs. Such meetings or programs shall not exceed [one \(1\) hour](#) ~~three (3) hours~~ in length [except for high school graduation which shall not exceed two \(2\) hours in length](#). Teachers are encouraged to participate voluntarily in all school extra-curricular and public-oriented programs.
- c) At the secondary level, graduation will serve as one public-oriented program. All staff at the secondary level will attend high school graduation.

5. Student Evaluation and Report Cards

- a) Teachers will be given at least three (3) full working days after the end of the quarter or mid-quarter grading periods to submit report cards or grade sheets, with the exception of the final grading period.
- b) PreK-11th grade teachers shall submit report cards or grade sheets on the last day of the teacher work year unless they have made arrangements with the Building Administrator to submit them at a later date.
- c) Teachers of senior students shall submit report cards or grade sheets one week before graduation unless they have made arrangements with the Building Administrator to submit them at a later date.

6. Scheduling of Teachers' Classes

- a) Teachers will be scheduled for no more than three (3) hours without a planning period or duty-free lunch except in situations where mastering scheduling does not allow for such flexibility. No teacher, however, will be scheduled for more than four (4) hours in succession without a planning period or duty-free lunch period. A clock hour is defined as one hour or sixty (60) minutes.
- b) [In scheduling of secondary school classes, the number of lesson preparations shall be kept at the minimum consistent with the teacher's](#)

subject or field, size of the department, and special offerings of the department. Every effort shall be made to schedule the number of lesson preparations not to exceed the maximum of three (3) per semester. However, in cases of emergency or when additional planning periods exist in a teachers' schedule, a fourth lesson preparation may be added.

c) Teachers not carrying a full load can be assigned substitute duties.

| 7. Portions of the workday not designated for particular use in this provision shall be used for individual planning time-

C. COUNSELOR AND LIBRARIAN WORKDAY

- 5) School libraries and resource centers fulfill an important role in the school's instructional program.
- a) Librarians should not be used as substitute teachers. If, however, a clear emergency situation exists, librarians may be utilized as substitute teachers if given released time from library responsibilities during the period librarians are serving as substitute teachers.
 - b) Libraries shall not be used as disciplinary centers or detention facilities for disruptive children who are unable to perform in their regular classroom assignments.
 - c) Elementary librarians who are full time librarians in one elementary school and who are required to teach classes will have one extra individual preparation time for shelving and other library duties per week.
 - d) Elementary librarians who work in more than one elementary school and who are required to teach classes will have one extra individual preparation time each week for shelving and other library duties at each school in which they work.

D. SPECIAL EDUCATION TEACHER WORKDAY

- a) Special Education teachers will have one additional 50 minute individual preparation period each week for writing Individual Education Plans (IEPs) and/or for holding IEP meetings.