

PERSONNEL: 4.0

POLICY: 4.16

ROUTINE ASSIGNMENTS, MEETINGS AND TIME SCHEDULE

The Muhlenberg Board of Education recognizes the need for assistance of the entire professional staff in the operation of the schools. It is expected that teachers and administrators shall assume routine assignments, attend meetings called by administration and/or the Board of Education, and adhere to a defined time schedule.

The Superintendent of Schools will establish guidelines to govern these requirements.

Policy: 4.16
Adopted: 1/18/84
Amended:

ROUTINE ASSIGNMENTS, MEETINGS AND TIME SCHEDULE

I. Time Schedule

- A. Secondary teachers are expected to be in their building at least fifteen (15) minutes before and after the student school day. Teachers should be in their classroom five (5) minutes before and after the student day. Teachers assigned to special duties shall report as assigned.
- B. Elementary teachers are expected to be in their buildings by 8:15 a.m. for scheduled planning and preparation. (See Article XVI.F. of the contract between Muhlenberg Education Association and Muhlenberg School District.) Elementary teachers are expected to be in their classroom at least fifteen (15) minutes before and after the student school day. Kindergarten teachers are expected to be in their classroom at least fifteen (15) minutes before the afternoon session begins. Teachers assigned to special duties shall report as assigned.
- C. The length of the student term and the teacher year shall be designated by the calendar adopted by the Board of Education. (See Article XVI.A.1. of the contract between the Muhlenberg Education Association and Muhlenberg School District.)

II. Routine Assignments and Record Maintenance

- A. The Board of Education recognizes the need for the assistance of the entire professional staff in the operation of the schools. It is expected that teachers shall assume routine assignments as designated by the principal or his/her designee.
- B. The Board of Education encourages teachers to participate in school and community projects.

III. Meetings and Committees

- A. Teachers shall attend all scheduled monthly faculty meetings called by the principal or his/her designee.
- B. Teachers shall attend a reasonable number of special meetings called by administration and/or the Board of Education with appropriate notice.
- C. Teachers shall be encouraged to serve on committees to assist the administration in bringing about overall improvement in the educational program.

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ADMINISTRATIVE PROCEDURES: 4.16B

IV. Exceptions

- A. The principal and/or his/her designee may relieve a teacher of any or all of the above assignments where circumstances warrant an exception in the opinion of the principal.

Administrative Procedures: 4.16
Adopted: 1/18/84
Amended: