

Professional Staff Schedules and Calendars

Number of Working Days

- A. Certified staff will be contracted for 179 days, which shall include 170 student contact days. Teachers newly hired by the District will be required to work one additional day prior to the beginning of the contract year, which will be compensated at a per diem rate.
- B. A calendar committee will be formed that includes administration, Association representatives (appointed by the Association president), and non-certified staff. The calendar proposal may be multi-year and will be presented to the Superintendent for consideration prior to March 1. Within five business days after receiving the proposal, the committee may meet with the Superintendent to review any revisions. The Superintendent will make final calendar decisions.

Hours

- A. A contract workday will consist of 8 hours. A workweek will be Monday through Friday.
- B. Certified staff will be allowed a minimum of thirty continuous minutes per day for a duty-free lunch.

Planning Time

- A. Elementary teachers in grades K-6 will be given 225 minutes within the week (an average of forty five minutes per day), duty-free, for planning preparation during the student school day, in addition to a minimum of 225 non-instructional minutes per week (an average of forty five minutes per day), which may include duties.
- B. All secondary teachers, 7-12, shall be given one (or the equivalent of one) core instructional period or 45 minutes per day (whichever is greater), duty-free, for planning preparation during the student school day, in addition to a minimum of forty five non-instructional minutes per day, which may include duties. Planning times will be equitable within 7-8 and 9-12 grades.
- C. If a week consists of less than five days, the total hours will be prorated to equal ninety minutes per day.

Other Teacher Duties

- A. Duties of Employment. Activities conducted beyond the standard workday which are directly related to a teacher's subject area or general school duties involving faculty participation in support of the educational program are considered a part of the standard teaching assignment at no extra compensation. For example: individual conferences, faculty meetings, department or committee meetings, club and class advisors/sponsors, open houses, back-to-school night, and meetings with parents. Faculty meetings will be limited to a total of two hours per month. Under emergency situations determined by the Superintendent, the District or a school may require extended hours of teachers without compensation.
- B. Extra Duties. Extra duties are paid at the posted amount on sign-up sheets. There will be equal opportunity to sign up, but performance of extra duties will not be required. The building principal will make the final decision.

Staff Development

- A. Required District staff development, beyond the 179 day contract, will be limited to a maximum of two days per school year and paid at a per diem rate.
- B. Other non-required staff development (outside of the 179 days) may be compensated. The rate, if any, will depend upon available resources (such as limitations in funding from grants).

Other Duties

Other duties performed by a teacher outside of the workday which are not mandatory (including, without limitation, after school detention, *homecoming float building supervision*), will be paid at a rate of \$18/hour or hours may be accumulated and exchanged for additional half days or full days off (*excluding Student Council Advisors*). Interested staff will be given equitable opportunity to sign up. The building principal will make final decision.

August, 2000

LEGAL REF.: C.R.S. 22-44-115.5 (2)

CROSS REFS.:

DBK*, Fiscal Emergencies
IC/ICA, School Year/School Calendar

[Revised July 2011]

Lake County School District R-1, Leadville, Colorado