

POLICY

BOARD OF EDUCATION HIGH POINT REGIONAL

NO. 3250

Teaching Staff Members

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HOURS OF WORK- TEACHING STAFF

In a nine period day regular classroom teachers will typically be assigned five (5) teaching periods and one (1) supervision period, (supplemental instruction, subject matter resource center, study hall, lunch duty, bus supervision, parking lot supervision) and two preparation (planning) periods.

Each member of the professional staff shall be on duty before and after regular school hours long enough to plan and to carry out individual professional responsibilities. Teachers are expected to be in their rooms or assigned areas no later than ten (10) minutes before the beginning of the first instructional period or homeroom, whichever comes first, and shall leave work no earlier than ten (10) minutes after the students' dismissal time unless excused by a member of the administrative staff. The important responsibilities of teachers during such hours are that of offering special help to the individual students in their classes and providing supervision for students in their assigned areas.

The teacher will be available to provide extra help for students during planning periods, (and for a reasonable time after the school day). It is the responsibility of the teacher to announce a schedule of "office hours" which he or she will set aside primarily for giving individual or small group help. Said schedule should include times both during the assigned planning period when students are in attendance and during the planning period after students have been dismissed.

To allow for the varying needs of the total school program, flexibility in teacher assignments will be permitted, to respond to emergency situations. However, exceptions are strongly discouraged, and all teachers will typically be given two (2) preparation (planning) periods, during the hours when students are in regular attendance, and one (1) planning/administrative period after students have been dismissed. When it is necessary to make exceptions to this policy of five classes, assignments will be made in accordance with the negotiated agreement with the High Point Education Association.

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All faculty members are expected to attend meetings called by supervisors or the administration. All faculty members are expected to attend each staff meeting unless specifically excused by the administration. In such cases the faculty member is to schedule an appointment with the Principal for the following day to discuss those topics covered during the faculty meeting.

Date adopted: 9/17/93

Date revised: 1/19/76, 5/15/78, 3/18/91, 8/16/2004, 1/17/11

M:\policy and Regs\Pol 3250 Hours of Work - Teaching Staff.wpd - January 26, 2011