

ARTICLE V  
*WORKING TIME*

A. SERVICE DAY:

1. The service day is a day when unit members are responsible for instructional and other assigned duties as enumerated in the job description. The service day includes fulfilling responsibilities such as making parent contacts, planning for instruction and working with colleagues. The service day will commence 15 minutes before the first class is scheduled to be in session for a normal working day, and end 15 minutes after the last class is scheduled for dismissal on a normal working day.

2. The service day shall contain a 40-minute student lunch period, 30 minutes of which will be duty free, excluding rainy and minimum days.

3. Participation in extra curricular activities and district committees shall be at the discretion of the unit member.

4. Unit members may be released from normal duties at the discretion of the superintendent or designee.

5. In the event that a unit member is scheduled for a half-day absence, the following procedure will be followed:

a. If the midpoint of the service day falls during or within ten minutes of the unit member's scheduled lunch period, the unit member will be released at the start of and/or will return by the end of the unit member's lunch period.

b. If the midpoint of the service day falls ten minutes or more prior to the start of the unit member's scheduled lunch period, the unit member will be released and will return at the midpoint of the service day.

B. SERVICE WEEK:

1. Unit members shall attend a maximum of one (1) compulsory principal's meeting a week which shall last no longer than one hour and fifteen minutes and a maximum of two (2) parent visitation nights per year.

2. Friday PM Planning Days will be used for collegial planning to advance student learning. At the beginning of each school year, the principal and unit members at each site will determine the parameters for these days such as schedules, agendas, use of time, etc.

3. Two of the Friday PM Planning Days will be designated and scheduled in advance at the discretion of the principal and/or District.

1                   4.       Grade level teams shall provide brief feedback for each Friday PM  
2Planning Day in a format provided by the principal.

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4       C.       SERVICE YEAR:

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6                   1.       The service year shall be one hundred eighty-three (183) working  
7days. The working days shall annually be set forth on the district calendar.

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9                   2.       The calendar shall allow for three (3) working days in addition to the  
10180 student days. One full day is for unit members to work in their classrooms. One day is  
11for district and/or site inservice. One day is to be used for site and/or grade level  
12collaboration as planned by the principal and leadership team.