

## **ARTICLE X HOURS AND LOAD**

### **Section 10.1 Hours**

- a. The educator's work day shall consist of 7.5 hours.
- b. The Director of Schools may reduce the work day hours for the efficient operation of the school system.

### **Section 10.2 Load**

- a. The daily teaching load for full-time educators in the senior high school shall not be more than 5 teaching periods in a 6-period day or 6 teaching periods in a 7-period day. The teaching load for full-time educators in senior high schools operating under a Board-approved rotation system shall not exceed the equivalent of 5 teaching periods in a 6-period day or 6 teaching periods in a 7-period day during the cycle of rotation.
- b. Senior high educators shall not be required to teach in more than three subject areas with a total of three teaching preparations, except in the case of extreme emergencies. Such cases shall be approved by the Director of Schools. The approval must be accompanied by a written plan, submitted to the Board, to remove the hardship teaching assignment.

### **Section 10.3 Planning Time**

- a. The Board shall provide each elementary and middle school educator with 225 minutes planning time per week with no period less than 30 consecutive minutes per day.
- b. The Administrative Day immediately prior to the first day of school for students shall be designated as a day for teachers to prepare for instruction in their respective rooms. There shall be no meetings called by central office staff, school administrators, or WCEA during the regular school hours on this day.
- c. A Planning Period Committee shall be established consisting of 3 members appointed by the Association and 3 members recommended by the Director of Schools and approved by the Board. This committee will meet to review any teacher's schedule which does not include the planning period requirements set forth in 10.2 (a) and (b) or 10.3 (a) in an effort to find alternatives and to propose solutions to the Director of Schools.

#### **Section 10.4 Duty-Free Lunch**

- a. Included in the 7.5 hour work day, all educators shall have duty-free lunch time during the regular school day, equal to the amount of time given to their students for lunch.
- b. Educators may be required to escort their students to and from the dining area.
- c. Educators will be assigned no other duties during this time.

#### **Section 10.5 Meetings**

- a. Educators may be required to arrive before the start or remain after the end of the regular school day, without additional compensation, for the purpose of attending faculty or other school level professional meetings, no more than one day each week.
- b. A maximum of three hours per month may be allocated for before and/or after school professional staff meetings. At the beginning of each semester, the faculty at each school shall decide whether to schedule 45 minute, one hour, or 1 ½ hour professional staff meetings in order to allow for adequate planning time for teachers to arrange their schedules.
- c. Every effort shall be made not to call such meetings on Friday, or any other day immediately preceding a holiday, vacation or other day, upon which educator attendance is not required at school.
- d. The notice of and agenda for such meetings shall be given to educators involved prior to the meeting, except in cases of emergency. Educators shall have the opportunity to suggest items for the agenda.
- e. Every effort shall be made to conduct Individual Education Plan /General Education Intervention Team meetings during the school day.

#### **Section 10.6 Faculty Advisory Committee**

- a. Nothing in this agreement shall be construed as prohibiting the principal from establishing a faculty advisory committee.
- b. This committee shall be advisory only, and no action, resolution, or vote of said committee shall be binding.

#### **Section. 10.7 Other Professional Responsibilities**

All educators shall make every effort to volunteer for up to four (4) extra-curricular and/or after school activities that occur in the day to day operation of the school. The list(s) shall be posted by the principal in fall, winter, and/or spring. If necessary, the principal shall equitably distribute

the assignments among all faculty based upon the educator's preferences and will consider excusing those with exigent circumstances. Faculty members are expected to sign up or volunteer when requested, except when they are excused after discussion with the principal. Activities that are extraordinarily time intensive may be counted as two or more activities and shall be designated as such by the principal on the listing. Principals may not require participation beyond the maximum four activities.