

SECTION: PROFESSIONAL PERSONNEL

TITLE: WORKING PERIODS

ADOPTED: 5/20/2013

REVISED:

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

## 432. WORKING PERIODS

1. Purpose

Work schedules shall be clearly specified in accordance with this policy to ensure the smooth and regular operation of the school district.

2. Authority

### Contracted Work Year

The number of days or months worked shall be determined and reviewed periodically. A major consideration will be the workload that may require a specified period of work.

Individuals or groups may have varying periods of employment dependent upon the needs of the district.

### School Day

The official school day for certificated employees begins ten (10) minutes before the start of the student day for all teachers.

The Board recognizes the need for adjustments to the daily schedule to allow for busing schedules and special meetings including but not limited to faculty meetings, parent conferences, child study team meetings and district-wide committee meetings. The times listed below are to be considered the minimum work day for the certificated staff. All staff are expected to remain during the dismissal of students as determined by the building principal. Exceptions to these times shall be permitted on an individual basis if approved by the Principal, Superintendent or persons designated by him/her.

### School Day For Certificated Staff

Elementary School	7:50 a.m. – 3:20 p.m.
Junior/Senior High School	7:50 a.m. – 3:20 p.m.

The school day for certificated employees will be adjusted and extended to provide for half-day and full-day in-service needs. The schedule for these in-service sessions will be announced prior to each session.

Emergency Fire Situations

Whenever an emergency fire situation occurs during work time or a school day, employees who are members of local fire companies; with prior Principal, Superintendent and School Board permission, shall be released from school.

See also Administrative Regulation.

References:

School Code – 24 P.S. Sec. 510, 1504

Board Policy – 804