

ARTICLE 14: DUTY HOURS

14.1 Work Hours

- 14.1.1 A unit member's work day shall be as required to perform professional duties. Professional duties shall not include mandatory attendance at events outside of the designated work year/day or adjunct duties.
- 14.1.2 All high school full-time teachers shall be on campus ten (10) minutes before the start of the instructional day until the end of the instructional day, and K-8 full-time teachers shall be on campus at the start of the instructional day until ten (10) minutes after the end of the instructional day available for duty to assist in any situation where the health and safety of students would be adversely impacted.
- 14.1.3 The parties agree that changes that substantially impact unit member duty hours will be subject to meeting and negotiating. In the event an individual school wishes to implement a program that requires substantial changes in duty hours, a waiver will be submitted and approved by the Association prior to implementation. In the event the District wishes to make these changes district-wide, they will be subject to meeting and negotiating.

14.2 Faculty Meetings

Notice of faculty meetings shall precede the meeting by forty-eight (48) hours. An agenda shall be provided prior to the meeting. Sites will hold not more than two (2) faculty meetings per month, not to exceed one-hour in duration.

14.3 Duty-Free Lunch Period

A duty-free lunch period shall be provided each unit member. It shall be at least thirty (30) consecutive minutes, exclusive of passing periods and supervision of students. Upon notifying the school office a teacher may leave campus during his/her duty-free lunch, unless there is a school emergency.

14.4 Adjunct Duties

Adjunct duties shall be defined as professional duties outside the unit member's defined day and not inclusive of after school student supervision. All adjunct duties will be student and school based in order to promote the District's programs and objectives.

- 14.4.1 Unit members shall receive clear, written, duty expectations which include time requirements, responsibilities and emergency protocol.
- 14.4.2 During adjunct duties, a viable means of communication shall be provided. Unit members shall not direct or supervise individuals under conditions known to be unsafe.
- 14.4.3 Unit member participation in adjunct duties will be equally assigned.
- 14.4.4 Adjunct duties will only be assigned during contracted days. Unit members on a voluntary basis only, may participate in activities held during non-contract days.
- 14.4.5 A list of adjunct duties shall be determined with input from the staff and unit members shall not be required to perform more than twelve (12) hours per year.
- 14.4.6 Special education teachers who conduct the majority of their IEPs after school will be exempt from adjunct duties.

14.5 Criteria for Obtaining Substitutes

- 14.5.1 Substitutes will be obtained for bargaining unit members. In emergencies, every effort will be made to provide substitutes who are willing to substitute by using the following criteria, in this order:

- 14.5.1.1 Substitutes from the District substitute list.
 - 14.5.1.2 Teachers during their preparation period, who will receive compensation for their lost preparation period.
 - 14.5.1.3 Student teachers in their assigned classroom with the mutual consent of the master teacher, principal, and university coordinator.
 - 14.5.1.4 On-site teacher specialists
 - 14.5.2 If an absence is not filled per 14.5.1, site administrators will exhaust all choices from the following list of available support staff: counselors (with appropriate credential), teacher specialists (TOSAs and Program Specialists), and the site administrators.
 - 14.5.3 When site administration is unable to identify possible classroom supervision, he or she may combine classes.
 - 14.5.3.1 If combined classes are necessary, each unit member who agrees to accept, or is assigned additional students, will be compensated as per Article 17.11.4.3.or Article 17.11.5.3. A list of students the member will be receiving will be provided by the office at the time of the students' arrival.
 - 14.5.4 As a last option, site administration may recall a teacher from a district workshop or staff development activity.
- 14.6 TK-8 Non-instructional Duties
- 14.6.1 TK-8: It is the intention of the District and the Association to focus on the teacher's role as a professional whose time and energy should be focused upon the learning process, not the supervision of children occupied in non-instructional activities, e.g., rainy day supervision, late buses, etc. Elementary school teachers shall not be assigned to supervise students engaged in non-instructional activities before or during morning recess (approximate hours 7:30 a.m. until the end of lunch recess). Teachers shall remain available to assist in any situation where the health and safety of students would be adversely impacted.
 - 14.6.2 The District will employ appropriate classified employees to perform these supervision duties thereby providing the opportunity for more teacher preparation.
- 14.7 Preparation Time
- 14.7.1 No unit member shall be required to relinquish their preparation period except in accordance with the provisions of the agreement Article 14.5 and as otherwise allowed by current contract language.
 - 14.7.2 Special Education credentialed and assigned teachers with no designated preparatory time will be provided one day per quarter on-site quarterly release time in order to work on IEPs. This time will be pre-arranged and coordinated with the site administration.
 - 14.7.3 The regular day kindergarten/extended day kindergarten/transitional kindergarten teacher will be provided 30 minutes preparation time daily. Individual schedules shall be worked out mutually with the teacher and the site administrator.
 - 14.7.4 Grade 1-3 teachers will be provided 90 minutes preparation time in 2018-2019, 2019 2020, in a five (5) day week. Beginning in 2020-2021 Grade 1-3 teachers will be provided with 120 minutes of preparation time in a five (5) day week.
 - 14.7.5 Grade 4-5 teachers will be provided 120 minutes preparation-time in a five (5) day week.

- 14.7.6 Prior to the start of the school year, the District shall develop a schedule for weeks containing only four (4) instructional days in order to provide all grade 1-5 teachers an equitable amount (an amount less than 120 minutes) of preparation time during these four (4) day weeks. With the exception of the first and last weeks of school, preparation time missed on weeks with three (3) or less instructional days will be provided by a substitute teacher within three (3) days or be compensated.
- 14.7.6.1 In the event that preparation time is missed, unit members may elect either Blue-slip time off or paid time as per Article 17.11.4.4 or 17.11.5.4.
- 14.7.7 Unit members who provide instruction during preparatory periods at the 1st-5th grade levels shall receive 120 minutes of preparatory time per week. However, if these unit members also provide two (2) or more periods per day of departmental instruction (6-8), they shall receive a daily preparation time equal in length and frequency to a 6-8 teaching period.
- 14.7.8 In a departmentalized program full-time teachers in grades 6-12 shall be assigned one (1) preparation period equal in length and frequency to a teaching period.
- 14.7.9 Full time teachers assigned to a 4 x 4 schedule shall have one (1) preparation period per day.
- 14.7.10 Upon notifying the school office a teacher may leave campus during his/her preparation period except if needed to substitute pursuant to section 14.5 or during a school emergency.

14.8 Instructional Minutes

14.8.1 Instructional minutes: Regular School Day

Preschool	360 minutes
Transitional Kindergarten	200 minutes
Kindergarten	200 minutes
Kindergarten (Extended Day)	260 minutes
First – Third Grades	300 minutes
Fourth – Fifth Grades	320 minutes
Sixth – Eighth Grades	345 minutes
Ninth – Twelfth Grades	392 minutes

Instructional minutes: Minimum School Day

Preschool	N/A
Transitional Kindergarten	200 minutes
Kindergarten	200 minutes
Kindergarten (Extended Day)	200 minutes
First – Third Grades	245 minutes
Fourth – Fifth Grades	260 minutes
Sixth – Eighth Grades	275 minutes
Ninth – Twelfth Grades	295 minutes

- 14.8.2 Start time will be when the instructional bell rings.
- 14.8.3 Every effort will be made to maintain the same starting and ending times and the same number of total daily recess minutes within each grade level at all sites.
- 14.8.4 Regular Day Kindergarten/Transitional Kindergarten (TK)

When not providing instruction or using preparation time for their own students, kindergarten/transitional kindergarten teachers shall provide instructional support to the unit member teaching the opposite of the AM/PM day. Should there be an odd number of kindergarten/transitional kindergarten classes, the teachers' schedule for

the remainder of the day shall be worked out mutually with the teachers and the site administrator.

14.8.5 Extended Day Kindergarten

- 14.8.5.1 Extended day Kindergarten Program is defined as a day that goes beyond state instructional minute requirements.
- 14.8.5.2 When not providing instruction or using preparation time for their own students, the member's schedule for the remainder of the day shall be worked out mutually with the teacher and the site administrator.

14.8.6 Grades 6-8

Teachers shall be assigned no more than five (5) regular teaching periods. Period length variations up to five (5) minutes shall be allowed and considered to be periods of equal length. Teachers may teach during their preparation period pursuant to section 14.10.

- 14.8.6.1 Full time (6-8) teachers teaching on an A/B six (6) period schedule shall not be required to teach classes that require more than four (4) preparations per semester. Teachers shall be chosen utilizing selection criteria in 14.10.
- 14.8.6.2 If a teacher is assigned more than four (4) preparations they shall be excused from adjunct duties during that time period.
- 14.8.6.3 Teachers (6-8) who teach classes that require more than four (4) preparations per semester shall be compensated at the hourly rate computed by dividing their per diem rate on the current teachers' salary schedule by 6 for the duration of the length of the assignment.
- 14.8.6.4 Unit members relinquishing their daily preparation period may elect either blue slip time off or paid time as per Article 17.11.4.1 or Article 17.11.5.1.

14.8.7 4 X 4 Schedule

Full time teachers assigned to a 4 x 4 schedule shall teach three (3) periods per day. Each period shall be no more than ninety (90)-minutes in length. Passing time between periods shall be no less than five (5) minutes. However, no additional duty shall be required of unit members because of any increase in passing time. It is the intent that unit members teaching on a four-period (4) schedule shall not be required to teach classes that require the planning for more than two (2) preparation periods. Exceptions will be by mutual consent. If a teacher is assigned three (3) preparation periods they will be excused from adjunct duties.

- 14.8.7.1 Unit members relinquishing their daily preparation period may elect either blue slip time off or paid time as per Article 17.11.4.2 or 17.11.5.2.
- 14.8.7.2 Other extended day programs are not subject to the above conditions.
- 14.8.7.3 Unit members shall be notified two weeks prior to Winter Break of the classes they will be teaching for the next term.

14.8.8 Teaching periods/instructional minutes for Teachers on Special Assignment,

Activities Director, Athletic Director, Department Chairs, Reading/Math Coaches, etc. shall be proportionate to the amount of teaching periods/instructional minutes as their colleagues at the site to which they are currently assigned.

14.9 Changes to Schedule

Minor and infrequent changes to the schedule may be made by the principal. These changes may include slight changes to the length of passing period and adapting class periods for school needs. Some examples of adjusted schedules include rallies, extracurricular activities, special homerooms and mandated testing, etc. The normal preparation period may be adjusted by the principal on these days.

14.10 Preparation Period Buy-out

- 14.10.1 The District shall have the right to assign teachers who indicate a willingness in writing to teach one (1) class in addition to their normal assignment during their preparation period. Any teacher so assigned must hold or be eligible to obtain the appropriate certification and have permanent status. These assignments shall be for one (1) semester and may be renewed for the final semester during the school year.
- 14.10.2 The number of teachers the District shall have the right to assign to teach an additional class shall be limited to no more than two (2) per discipline as defined in Article 16.3 unless a waiver is agreed upon annually by the Association and the Superintendent or his/her designee.
- 14.10.3 In the event there are more teachers who indicate in writing a willingness to teach an additional class than there are additional classes available, the District shall utilize the criteria listed in Article 5.3.2 of this collective bargaining agreement to determine which teacher or teachers it shall assign.
- 14.10.4 Teachers assigned to teach a class during their preparation period shall be compensated at the hourly rate computed by dividing the per diem rate of Group VI, Step 13 of the current teachers' salary schedule by the total number of teaching periods in a regular school day for the number of contract days of the assignment.

14.11 Professional Learning Time (PLT) (Grade/Department-Level, Site-Level, District-Level)

- 14.11.1 There will be a total of thirty-five (35) sixty (60) minute meetings calendared on Wednesdays throughout the school year for grades 9-12. There will be a total of thirty-four (34) sixty (60) minute meetings calendared on Wednesdays throughout the school year for grades TK-8. If a school year calendar has more weeks than are listed in this article, that week's Wednesday will be considered outside the PLT and serve as teacher directed preparation time.
- 14.11.2 Professional Learning Time shall be defined as time when site, cross-school, or district wide professional learning communities meet to improve student learning through an organized arrangement of planned activities. This time is not to include meetings relating to general school operations.
 - 14.11.2.1 Professional Learning Time (PLT) activities:
 - 14.11.2.1.1 Identify and analyze evidence of student learning and engagement
 - 14.11.2.1.2 Develop common assessments

- 14.11.2.1.3 Analyze student assessment data
- 14.11.2.1.4 Create, develop, and modify units of study
- 14.11.2.1.5 Develop strategies to build on student strengths and address areas where support is needed
- 14.11.2.1.6 Plan strategies for interdisciplinary /disciplinary/ grade level instruction while facilitating communications between grade level, subject area, and articulated K-12 communities
- 14.11.2.1.7 Identify and analyze student outcomes in order to apply Multiple Tiers of Student Support (MTSS)
- 14.11.2.1.8 Share best practices
- 14.11.2.1.9 Apply new knowledge in the next cycle of continuous improvement (plan, act, reflect, revise)

14.11.3 In order to develop and modify a multi-year professional learning plan that supports the instructional objectives of the district and that improves the access of teachers to quality staff development, the Educational Services Department will maintain the use of regular/ongoing surveys for professional learning time. Survey results will be shared on a regular basis in order to help support better understanding of decisions made in regards to the planning and the conducting of professional learning opportunities. The department will also utilize teacher feedback, student data, and general observations to support decisions regarding the use of PLT.

14.11.4 Grade level/department PLT agendas will be developed by teachers and provided to the site administrator at least 24-hours in advance.

14.11.5 Site level PLT content and outcomes shall be jointly developed with staff input and the on-site teacher leadership team. The site administrator will be responsible for providing an agenda for each site level session at least 24-hours in advance.

14.11.6 District level PLT content outcomes shall be developed by district leadership and an agenda will be provided a week in advance.

14.12 Parent Conferences (Grades TK-8)

14.12.1 Parent conferences may be scheduled ~~on~~ up to five (5) minimum days of the fall semester and up to three (3) minimum days of the spring semester.

14.12.1.1 Spring conferences are to be held primarily for students not meeting grade level standards or experiencing ongoing behavioral issues.

14.12.2 Each site administrator shall determine conference time and procedures after input from the site staff as a result of their grade level meetings.

14.12.3 During all required conference time periods, an administrator or designee shall be on site. A viable means of communication shall be established and communicated.

14.12.4 Unit members shall normally be scheduled to attend not more than fifteen (15) hours of conferences during designated fall conference days. Unit members

shall normally be scheduled to attend not more than nine (9) hours of conferences during designated spring conference days.

- 14.12.5 Parent conferences shall normally be scheduled prior to 5 pm.
- 14.12.6 Conferences outside the designated times may be arranged by individual unit members with the approval of the site administrator.
- 14.12.7 Parent conferences at each site shall include all general education teachers who provide instruction to students.
 - 14.12.7.1 Due to the large number of student contacts, grades 6-8th parent conference procedures will prioritize at-risk students and parent requests for conferences. These procedures will be determined in accordance with Article 14.12.1.2.
- 14.12.8 The District will advise principals that the grade reporting window will be extended to include the days designated for parent conferences. These days may also be used for the preparation of standards-based report cards.

14.13 Teaching Outside of the Defined School Day

- 14.13.1 For the purpose of Article 14.13, "Teaching" is defined as instruction for which attendance is tracked for ADA purposes and course credit may be earned. Courses taught outside the defined school day must be listed on the bell schedule.
- 14.13.2 Teaching outside of the defined day will be implemented in the same manner as classes scheduled during the regular school day. A substitute teacher will be hired if the regular teacher is absent.
- 14.13.3 The classes will be taught on instructional days as defined in Article 15.
- 14.13.4 A site administrator will be present on campus during all instructional times.
- 14.13.5 The District shall have the right to assign teachers who indicate a willingness in writing to teach outside of the defined day. If the number of volunteering teachers exceeds the available number of assignments, then the criteria listed in Article 5.3.2 shall be followed.
- 14.13.6 Full time teachers who teach outside of the defined day, shall teach the same number of periods and have the same amount of preparatory time as teachers teaching within the defined day.
- 14.13.7 If teaching outside of the defined day, results in a Preparation Period Buy-Out, then Article 14.10 will be followed.

14.14 Miscellaneous

- 14.14.1 Minimum days scheduled for the day before winter break, spring break, or during the last days of school shall be designed for teacher work such as final grading, report card preparation, and end-of-year/semester closeout activities. Group meetings on this time shall be called only for emergency purposes.
- 14.14.2 Certificated teaching personnel will not have a change in working conditions with regards to supervision during the summer school day, i.e., no morning duty, no lunch duty, etc.

14.15 This Article 14, excluding Article 14A, shall not apply to ECE Full Day and ECE AM/PM unit members with the exception of Special Education Preschool unit members.