

ARTICLE VII
Teaching Hours and Teaching Load

Section 1

- A. All staff shall report ten (10) minutes prior to the commencement of the normal student day and shall be required to remain five (5) minutes beyond the normal student day. During such time, teachers shall be on the school premises and on normal school business. The first five (5) minutes and the last five (5) minutes of the workday shall not be used as planning time. The second five (5) minutes of the workday may be used toward the contractual amount of planning time if it is used within a block of fifteen (15) minutes or more. Teachers may leave early only when prearranged with an appropriate administrator.
- B. The building administration retains the right to call upon teachers to assist in the management of the building when deemed appropriate and necessary on a temporary basis to restore and/or maintain order. All staff will continue to assume their responsibility for guidance and leadership of student behavior at all times during the school day.
- C. All administrative/building meetings held during the first day(s) of each new school year (the time prior to students being scheduled to report for their first full day of instruction) shall be restricted to a combined total of ninety (90) minutes. During these day(s) the

administration may also meet with new hires for a period not to exceed ninety (90) minutes.

Section 2 All bargaining unit members shall receive a duty free uninterrupted lunch period according to the following schedule:

High School	-	45 minutes
Norup K-8	-	50 minutes
Anderson Middle School	-	45 minutes
Elementary School	-	45 minutes

Time required to travel between buildings shall not be counted as a portion of any teacher's lunch period.

Section 3

- A. The Board will attempt to provide relief periods for all teachers servicing elementary buildings through procedures mutually established by the staff in each building. However, it is understood that said relief periods will no longer be guaranteed.
- B. Time required to travel between buildings shall not be counted as a portion of any teacher's preparation and/or relief period. Generally, fifteen (15) minutes will be scheduled for this purpose unless the distance between buildings or other unique circumstances require additional time up to twenty (20) minutes.
- C. Senior high and middle school counselors and media specialists shall have relief periods equal to the teachers' preparation time to be approximately equally divided between the morning and the afternoon. This access to relief and/or preparation periods shall

also be guaranteed to all other bargaining unit members.

Section 4 – Preparation Periods

High School:

A. With an eight (8) period block schedule, each full time teacher will teach five (5) block classes and be assigned one (1) seminar or duty period one semester and six block classes (6) and one (1) seminar or duty period the other semester. The classes and the seminar shall each be as equal in length as possible. The seminar shall not require additional teacher preparation. Each teacher shall be guaranteed a minimum of one (1) preparation period per day the semester they teach five (5) classes. During the semester a teacher teaches six (6) block classes, each teacher shall be guaranteed one (1) preparation period three (3) days per week. Part time teachers shall be provided one-half ($\frac{1}{2}$) hour of preparation time per day for each class taught (including seminar) up to a maximum of one (1) preparation period per day. In addition, part-time teachers on alternate day schedules may teach all periods on their scheduled day. If this occurs, the teacher shall be compensated for one (1) preparation period per day to be scheduled on the teacher's own time.

Middle School:

B. The normal classroom teaching load in the middle schools will be

355 minutes inclusive of a preparation period of not less than forty-five (45) minutes. During this time, each middle school teacher shall either be assigned to five (5) academic assignments and a team period or six (6) academic assignments.

- C. Elementary – Each elementary teacher shall receive a minimum of two hundred eighty-five (285) minutes of prep time each week with at least one block of thirty (30) minutes each day.
- D. NORUP INTERNATIONAL SCHOOL (K-8) – In the event that a Day One/Day Two type of schedule is adopted in the future, schedule and working conditions shall be discussed.
- E. ITINERANTS IN MULTIPLE BUILDINGS – Itinerant teachers shall receive a minimum of fifteen (15) minutes per day of planning at each building they are assigned, (excluding their initial building assignment) inclusive of the contractual minimums established in Section 3.b and Section 4. A-B in this Article.

Section 5 Teachers will attend evening school functions as a professional obligation. These may include but are not limited to the following: carnivals, fairs, and other social events; academic promotional events such as reading night and/or math night; music concerts; kindergarten information nights; etc. Each teacher's professional obligation will include a minimum of two evening events, both subject to the approval of the building administrator. Attendance at all parent/teacher conferences and one building curriculum

night/open house is in addition to the above.

The Board will pay the teacher at his/her hourly rate for time spent in any meeting in excess of twenty-five (25) hours per year, excluding those meetings necessary to resolve student or parent issues. For purposes of this Section, the teacher's hourly rate shall be one-tenth of one percent of his/her base salary.

Teachers may meet on a voluntary basis with their building administrator to resolve instructional problems, and to assist in curriculum development and implementation. Administrators and/or designee will attempt to keep the duration of staff development, faculty and/or department to less than seventy-five (75) minutes, and these meetings will commence fifteen (15) minutes beyond the student day.

At least one week's notice will be given for any additional staff meetings to meet the 25 hour requirement and/or any make-up meetings for cancelled staff meetings.

Section 6 The Board will not require teachers to teach as substitutes in excess of their normal weekly teacher load, or in lieu of their normal assignment unless agreed upon by the individual teacher. Should a teacher substitute, remuneration will be on the following basis:

High school (block) – one-fifth (1/5) of one (1%) percent of the BA base salary per period. Two (2) or more teachers may share the substitute responsibility. If this occurs, each teacher shall receive a prorated amount.

Middle school - 1/10 of 1% of the B.A. base salary per period.

Elementary - 1/10 of 1% of the B.A. base salary per art period; 2/3 of 1/10 of 1% of the B.A. base salary per vocal music, foreign language and physical education period.

Section 7 If a teacher is assigned a duty period, such assignment should be of a regular and specific nature. If deviation from the regular schedule is necessary, notice of such must be given before a duty or planning period begins or a teacher will be paid for the period at the hourly/period base rate.

Section 8 The Board will not require a teacher to regularly teach more than the normal teaching load as set forth in this Agreement unless the teacher agrees to such assignment and unless he/she receives additional compensation prorated at one-fifth (1/5) of the teacher's contracted salary for each additional teaching period in the high school, or one-sixth (1/6) of the teacher's contracted salary for each additional middle school teaching period.

In no case, however, shall the implementation of this Section result in not recalling a teacher minimally to a one-half time position.

With an eight (8) period high school block schedule, a teacher shall receive additional compensation prorated at one-sixth (1/6) of the teacher's contracted salary for each additional teacher period.

Itinerant teachers who, because of the varied start and end times of the student day in the different buildings, may work a long day and shall receive additional prorated compensation.

Section 9 Every attempt will be made to keep Elementary Music,

Physical Education, Art and Media/Technology classes not less than thirty (30) or more than forty-five (45) minutes for grades K-3; fifty-five (55) minutes for grades 4-5. In no case will any special class be longer than sixty (60) minutes in grades 4-5. Elementary foreign language will not be less than thirty (30) minutes including five (5) minutes passing time, if necessary.

Section 10 The scheduling of itinerant teachers is dictated by program and staffing needs. However, the parties recognize that traveling between schools on the same day, and serving more than one school each day presents difficulties. To this end, every attempt will be made to assign art, music, foreign language and physical education teachers so as to limit the number of buildings serviced and to promote continuity of assignment from year to year. Every attempt will be made to limit the number of buildings to less than four (4) per day. A BEA member representative from each special subject area will sit on the District's Special Subject Schedule Planning committee.

If program and/or staffing needs are such that these goals cannot be attained, the circumstances will be communicated to the teacher and the Association President.

Section 11 Each Library Media Specialist's school year may be extended one week before and one week after the school year. Such time will be remunerated at the individual's per diem salary amount for each day of the extension.

Section 12 Because many of the schools in the District serve as election

precincts, schools will be closed (non-attendance day for students) on National Election Days and the calendar will reflect that accordingly.