

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: GCLA: PM

PROFESSIONAL STAFF SCHEDULES AND CALENDARS

Work Year

The working year for the teaching staff will be set forth on the school calendar adopted by the Board. The number of teaching days will conform with, but not be limited to, state requirements for the number of instructional days.

Working Hours/Hours of Duty

Working hours for certified instructional and certified non-instructional support staff shall include a total of 60 minutes per day outside of the regular day for classes. Working hours or hours of duty shall be defined as time when teachers are to be actively engaged in work assignments, for example, meetings, planning, professional development, or other related work responsibilities. The building principal may schedule the 60 minutes as 30 minutes before classes start and 30 minutes after classes end, 15 minutes before classes begin and 45 minutes after classes end, or any other reasonable equivalent of time before classes begin and end.

In general, the Board expects its certified staff, including both teachers and administrators, to observe the established day.

Administrators and supervisory personnel are expected to observe a daily schedule consistent with the hours that the central office is open, extending this by the time required to discharge the responsibilities of their positions. Schedules during the summer may be shortened as deemed appropriate by the superintendent of schools.

Adopted: 12/16/97

Revised: 8/17/10