

## PROFESSIONAL STAFF TIME SCHEDULES

The standard teaching day is defined as that period of time a teacher is required to be in an educational activity as a participant in the standard teaching assignment. Each teacher shall be available in the classroom before the beginning of school, and after the close of school for a reasonable amount of time, as determined by the superintendent and administrative staff.

A teacher shall not leave the school premises during school hours unless proper arrangements have been made and consent of the principal has been obtained.

Administrative and supervisory personnel assigned to schools or to the central office will observe a uniform working day approved by the Board, unless special arrangements for different hours have been approved by the superintendent. It is expected that the hours of work of supervisory and administrative personnel may vary and extend as necessary to fulfill the requirements of the position.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 12/16/1999

Platte County R-3 School District, Platte City, Missouri