

- A. Each principal shall decide on the procedure for providing information relating to staff members' daily presence on the school site.
- B. All teachers, including teachers of special fields, e.g., music, special education, etc., are required to be present at their respective schools at least sixty (60) minutes per day outside the school site beginning and ending time (or equivalent time). The sixty (60) minutes shall be a combination of before and after school time mutually agreed by the teacher and site administrator and subject to the approval of the District Superintendent.
- C. Teachers are not permitted to leave the school grounds during the day, except for their duty-free lunch period, unless permission is given by the principal or his designated representative.
- D. Teachers are responsible for other instructional duties which include program development and implementation, parent conferences, committee assignments, district meetings, back-to-school night, open house, IEP/SST meetings, student supervision and other assignments essential to the functions of the school. Such duties shall be assigned throughout the staff as equitably as is practical.

Administrators and teachers will collaborate to manage professional tasks in a manner in which facilitates the most practical use of time. When possible these meetings will be held during the early release time frame. Teachers will be responsible for attending up to two 1 hour general faculty meetings per month.

The limitation of meetings may be subject to change per Program Improvement status and or state mandates.

- E. On days when teachers are scheduled to work but the pupils are not scheduled to be present, the workday shall be the same number of hours as are normally required during a school day. On days of an emergency release of pupils the workday shall be determined by the building administrator.
- F. The number of scheduled workdays per year for unit members shall be 184 days; the scheduling of such workdays shall be as set forth in the Board adopted school calendar.
- G. Work days per year will be 184 beginning with the 2018-2019 school year. This will constitute a .55% raise to the current salary schedule.
- H. The 7 calendared minimum days will be used as follows:
  - 1. Six (6) calendared minimum days to be used for parent/teacher conferences. One additional minimum day for the last day of school.
  - 2. On minimum pupil days, the teacher work day ends 60 minutes after the regular full day dismissal time.

ARTICLE 5  
TEACHER WORKDAY - (Continued)

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I. Early Release Days

Beginning in the 2013-2014 school year an Early Release program will be initiated. The program is being initiated to help facilitate collaboration between teachers and to provide professional development as the District implements the Common Core State Standards. A yearlong schedule will be developed with specific days dedicated to grade level collaboration, subject matter collaboration, school level meetings, cross school collaboration and professional development.

1. Notes from collaboration meetings will be kept and turned into the Site Administrator.
2. Topics covered during the collaboration would include areas covered in Appendix A. This is not an all-inclusive list.
3. Leadership team prior to the beginning of the school year and approved by the Superintendent. This calendar will be distributed to the entire staff.  
See Appendix B.

J. Any days which are declared by the Superintendent to be "Emergency Closure Days" (ECD) shall be made up to complete the required number of teacher workdays.

If students are not required to make up the snow day the snow day bank will be applicable.

Certificated employees may bank days to be used for snow day makeup only. These days may not be used to supplement sick or personal time off.

Employees may bank days on any non-contracted day. (Fiscal year is July 1- June 30) These Hours may take place at any location safe for the Certificated Employees to work.

If a teacher has not pre-banked a ECD prior to the ECD, the teacher will be required to use one personal necessity/inclement weather day. The teacher may bank a day, post ECD, and the personal necessity/inclement weather day will be reinstated.

Banked days may not be carried over into subsequent school years.

Days may be banked into three increments totaling 6.75 hours.

Teachers will be required to log their time on the provided form either electronically or hard copy. After 6.75 hours have been completed the ECD form will be completed by the teacher. The administrator will sign the ECD form. The ECD form needs to be turned in at the end of the month that the ECD hours were completed. The form will be kept on file at the District Office.

ARTICLE 5

TEACHER WORKDAY - (Continued)

K. Daily instructional minutes shall be equal to the following schedule:

REGULAR DAY

Kindergarten = 330 (including recess)  
Grades 1-2 = 310  
Grade 3 = 315  
Grades 4-5 = 317  
Grades 6-8 = 349

MINIMUM DAY

Kindergarten = 190 (including recess)  
Grades 1-5 = 180  
Grades 6-8 = 205

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The Markham school day includes a teacher preparation time equivalent to a normal period within the student day. All elementary self-contained teachers will receive a 50 minute per week teacher preparation time. \*

\*Teacher prep time amount may change due to holidays, minimum days and or other schedule changes.

Any changes in instructional minutes shall be negotiated.

L. The teacher's workday is defined as the site instructional minutes plus 60 minutes, as required in Section B, and other duties as specified in Section D.

M. The workday for teachers, whose assignment includes more than one school site, shall not exceed the longer/longest workday required at any of the sites where services are performed.

The percentage of a part-time employee's workday will be a proportional percentage of a full time employee's workday. Instructional duties shall be prorated at the same F.T.E. percentage. The 60 minute work time requirement outlined in Section B shall be prorated at the same F.T.E. percentage.

If the assigned school has a preparation time, the part-time and/or split assignment teacher shall be granted a preparation time that is proportional to the time the teacher spends at that school site.

If a teacher is on a split assignment, the travel time between sites is to be considered part of the workday, and not counted as a part of the lunch or preparation time. The unit member shall be reimbursed the expense of mileage at the District standard rate of mileage reimbursement.

On minimum days, assembly schedule days, or otherwise adjusted schedule days, the teacher on a split assignment will be provided an equitable duty-free lunch period, as required by the Education Code.

N. Core and Special Education teachers will be provided 1 (one) release day per trimester/semester to complete required grade level assessments. i.e.: administer, analyze, score and/or enter. Special Education teachers may request additional release days based on caseload.