

PERSONNEL SERVICES

Policy 4220
(Regulation 4220)

Personnel Assignment and Transfer

Certificated Staff Duties, Schedules and Working Hours

Teachers shall be on duty by 8:00 a.m. and in the classroom by 8:11 a.m. each morning. Teachers may leave at 3:25 p.m. each day, except when there are teacher's meetings, parent-teacher conferences, special education staff meetings or when it is deemed necessary by the administration to remain on duty past 3:25 p.m. Except when emergencies demand, teachers shall remain on school grounds during school hours. In all instances where the teacher needs to leave during the school day, permission to do so shall be secured from the appropriate building principal.

Ref: Marionville R-9 Faculty Handbook 1984-85