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| Certified Personnel Duty Time | D.30 |
| <i>Adopted: July 23, 2013, Amended Sept 11, 2018</i> | |

At a minimum, classroom teachers are required to be present and on duty each school day from 7:45 a.m. until 3:30 p.m. at the elementary school and 7:30 a.m. to 3:15 p.m. at the middle school and high school unless otherwise directed. Classrooms and areas of supervision must not be left unattended. If it becomes necessary for a teacher to leave his/her post of duty, arrangements must be made with the principal so that a substitute may be provided.

In addition, classroom teachers are required to attend meetings required by the building principal – including but not limited to staff meetings and IEP meetings.

To try and maintain safety, all staff will be out of their assigned classroom and building site(s) by 7:00 P.M. each day. All certified staff will be allowed to work on weekends. Staff with extra-duty assignments, will be allowed on campus as part of their required extra-duty contracts.