

## **ARTICLE X - WORK WEEK AND CALENDAR**

### A. Basic Work Week

Class schedules shall be set by the Principal in consultation with unit members. Requests for changes to the assignment or schedule shall be submitted to the Principal for approval on the Change of Assignment form (Appendix E) prior to working the new schedule. Teachers are responsible for maintaining accurate attendance reports and for submitting such reports to the Adult School office on specified due dates.

### B. Faculty/Home Group/Leadership Team/School Advisory Committee Meetings

1. A Back-to-School faculty meeting shall be scheduled prior to the start of the fall semester and Home Group meetings shall be scheduled on a reasonable basis throughout the school year for a minimum of one (1) meeting per semester not to exceed two (2) hours per month at mutually agreed upon times and places.
2. Teachers will be paid at their regular hourly rate for attendance at Back-to-School or Home Group meetings.
3. Attendance at Back-to-School or Home Group meetings is mandatory for all teachers. If an emergency or illness prevents a teacher from attending, the Principal or his/her designee (Home Group Leader) shall be informed in advance if possible. The Principal has the option to schedule a make up meeting with the teacher(s) as soon as possible after the missed meeting.
4. Each Home Group will elect a Home Group Leader on an annual basis. The Home Group Leader will be responsible for planning and leading five Home Group meetings and attending all Leadership Team and School Advisory meetings. Home Group Leaders will be paid their regular hourly rate for attendance at all meetings noted above. Furthermore, Home Group Leaders will be paid two (2) hours prep time at their regular rate of pay for each Home Group meeting.

### C. Calendar

1. The calendar (Appendix F) shall be discussed, approved and adopted once the district wide school calendar is adopted by the Board of Education. The calendar will be approved annually by the teacher bargaining unit and submitted to Board of Education for approval.
2. The regular work year calendar for Mandated Programs shall be 180 student days exclusive of the adult Summer School. The Principal shall have the authority to extend programs beyond 180 days if it is determined that doing so would provide the opportunity to reach A.D.A. cap that otherwise would not be possible.

Furthermore, special calendars that would extend the regular school year may be set by the Principal for specific program areas.

3. Community Education classes need not follow the K-12 calendar.

D. Summer School

The Adult School may operate a Summer School program for designated classes as determined by the Principal. Summer School positions will be filled according to procedures found in Article VIII, Section D.1.

E. Work Year

The regular work year is defined under Article II, Section E. See approved calendar for specific dates. The actual number of teaching days per year for unit members shall be determined by the schedule of their assigned class(es). A contracted work day is defined in Article II, Section G.

F. Preparation Days

Four (4) work days per regular school year shall be designated as preparation days. These preparation days shall be scheduled when the calendar is negotiated. Adult School teachers shall be paid work days as follows:

<u>Hours/week taught/semester</u>	<u>Hours/prep day/semester</u>
1 - 15	2 days of 3 hours each
16 - 25	2 days of 5 hours each
26 +	2 days of 6 hours each

G. Make-Up Days

There will be no make-up days in mandated program classes for holidays. Make-up days may be authorized by the Principal for Community Education classes. When a regular school day is cancelled by order of the District Superintendent or his/her designee, Adult School classes will be cancelled as well. Adult School teachers will not be paid for days where school has been cancelled unless teachers elect to make up cancelled classes. Make-up dates and times will be determined in consultation with the Adult School Principal. Policy regarding this issue will be included in the Adult School Staff Handbook.