

## PROFESSIONAL STAFF TIME SCHEDULES

The following policies shall govern the time schedules of instructional personnel:

1. The work year for regular, full-time instructional employees employed on a school-year basis shall be not less than 181 days.
2. The work day shall provide for at least a twenty minute duty-free lunch period
3. It shall be the professional responsibility and obligation of teachers to meet with pupils, parents, and/or administrators to discuss matters of mutual concern before or after the normal school day
4. Employees shall be expected to devote the working day to school purposes, and shall not engage in association business or activity, or personal activities except as approved by the building administrator

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SANFORD SCHOOL DEPARTMENT