

ARTICLE 5: WORK YEAR

Section A - Calendar

It is recognized that the Board has the responsibility to set the annual school calendar. Prior to the adoption of the calendar; however, a proposed calendar will be referred to **District Calendar Committee which will contain a representative from Elementary, Middle and High School appointed by** the Association for review and comment 14 days prior to the submission to the School Board.

Section B - Work Year

1. The professional educator work year shall be 190 contract days.
 - a. New professional educators to the District shall have an additional 1.5 days for new professional educator orientation at the district and building level. Such days shall be scheduled contiguous with the work year unless mutually agreed upon between the District and the Association.
 - b. New professional educators may be required to participate in an average of four (4) hours per month of Professional Development which will be paid at curriculum rate.**
2. The professional educator work year shall include the following:
 - a. Five (5) Paid Holidays: Labor Day, Veteran's Day, Thanksgiving Day, President's Day and Memorial Day
 - b. Two (2) Classroom Preparation Days: The District will provide at least two (2) classroom preparation days prior to the start of the school year for teacher preparation. Of those two days, up to one-half day may be set aside for district and/or building level meeting time to prepare for the start of school. **Full time teachers on special assignment (TOSA) and specialists who are not required to provide grades for students may be asked to provide professional development for the full day.**
 - c. Two and one half (2 ½) Grading Days: The District shall provide a minimum of one-half grading day without students at the end of the first, second and third quarter grading periods and one full day without students for grading and check-out at the end of the school year. No meetings involving MEA members may be scheduled by administrators during scheduled grading time. **Full time teachers on special assignment (TOSA) and specialists who are not required to provide grades for students may be asked to provide professional development for the full day.**
 - d. Parent Conference Days: When the District schedules parent conference days, it may schedule conference days as one full day or two half days. "Half-days" shall mean, for this purpose, at least three and a three-quarter (3.75) hours without students. If parent conferences are scheduled in the evening, a designated dinner time shall be scheduled for professional educators. Professional educators shall be released from duty (1/2) day for each half-day evening parent conference scheduled. Professional educators may schedule IEP/504 or other meetings during conference weeks. No administrative required meetings will occur during parent teacher conference weeks.

Full time teachers on special assignment (TOSA) and specialists who are not required to conference with parents may be asked to engage in other duties as assigned by their supervisor during parent conference times.

- e. With the exception of new teacher orientation **and new teacher professional development** days, all other work beyond the work year shall be voluntary.

Section C - Late Start/Early Release

In the event of an unanticipated late start, professional educators are expected to report to work (as road conditions allow) before the students arrive at school. Professional educators have a responsibility to notify their supervisor or designee if they are going to be delayed beyond the start of school. If they are not able to attend work due to inclement weather conditions, leave must be reported using the leave system. If a late start becomes a closure day it will be treated as a full day of school closure with no additional pay in excess of the professional educator's yearly contracted salary.

In the event of an unscheduled early release, professional educators will be permitted to leave once their supervisor has determined all students for which they are responsible are safely released home. The building principal will notify staff when they are released to go home. No loss of pay will result from early release.

Section D - Inclement Weather/Emergency School Closure

1. In the event of a situation which requires the closing of one or more or all of the schools, the school year may be extended for the number of days lost in such school or schools, at the discretion of the District, with no additional pay in excess of the professional educator's yearly contracted salary. Professional educator attendance shall not be required when all students are excused for the entire school day because of inclement weather or emergency closures. The District shall schedule five (5) inclement weather/school emergency closure make-up days in the annual calendar prior to the start of the school year. Days made up may be in-service days, parent conference days, work days, or student days. The first snow day shall not be made up and there will be no reduction in pay. The District reserves the right to make-up a student day on a non-student day.