

Section: 2000 - Faculty and Staff

Title : Length of School Day

Number: 2470

Status: Active

Adopted: August, 2017

LENGTH OF SCHOOL DAY

All full-time teachers and staff are expected to be at school at 7:30AM and on campus until 3:30PM.

If any employee must leave campus within these hours, he/she MUST sign out and sign back in upon his/her return. Time off campus will be deducted from the 64 hours of allotted personal/sick days only when the cumulative time in one day exceeds 30 minutes. Time off campus may only be utilized between 9AM and 2PM. In addition staff members leaving the building and grounds for non-school activities during the school day for more than 30 minutes must inform, via e-mail, the Headmaster or Principal, or his/her designee, and are required to sign out and back in at the main offices. Employees who leave before the designated time MUST sign out. On designated teacher work days, all staff members are expected to be on campus between 9AM and 3PM, unless otherwise designated by the Headmaster or Principal, or their designees.

Hourly employees MUST clock in as soon as they arrive on campus, and clock out each time they leave campus for non-school related reasons.