

ADMINISTRATIVE POLICY

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

LENGTH OF SCHOOL DAY

Clarksville-Montgomery County School System establishes the length of the school day to meet or exceed the Rules, Regulations, and Minimum Standards of the State Board of Education. The work day for instructional personnel is seven hours and thirty minutes except when deemed necessary by the school administrator. Teachers may be required to remain after school for meetings after the end of the regular work day without additional compensation. Meetings should be conducted no longer than fifty (50) minutes and should not occur more than one time per week unless there is a specified or emergency need.

Students in the school before or after class hours are under the supervision of designated school personnel. The scheduling of before and after school supervision will be flexible and determined by the building principal. Planning time for teachers should be a minimum of 180 minutes per week, with 150 of these minutes available for individual duty-free planning. In schools providing a lunch period for students, all teachers shall be provided each day with a lunch period during which they shall not have assigned duties. The lunch period for each teacher shall be at least the same amount of time as allowed for students. Refer to TCA 49-1-302; TNSBOE 0520-01-03-.04(4)(5).

Teaching assignments shall be determined by the school principal. The number of preparations should maximize the efficiency of the school’s master schedule, but should be minimized when possible. It is the responsibility of the principal to arrange for the supervision of all school activities other than those included in the regular school day hours.

Implementing Procedure: None

Associated Policies: [HUM-A038](#) Supervision of Students

Revision History:

Note: Policy is part of the Memorandum of Understanding and may not be revised without collaborative conferencing pursuant to TCA 49-5-608.

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/11/05		Initial Release
3/29/10		Reviewed, no changes to policy. Changed logo
7/11/11	A	Replaced “in compliance with” to “to meet or exceed” in first sentence. Added remainder of policy and added Associated Policies: HUM-A038
7/24/13	B	Add Note statement to Revision History
7/28/14	C	Added “...with 150 of these minutes available for individual duty-free planning” to second paragraph
3/23/16		Reviewed, no changes

***** End of Policy *****