

KEARNS HIGH SCHOOL

Memo No. 20

August, 2016

SUBJECT: TEACHER'S CONTRACT DAY

“Certified employees shall report for work not less than 20 minutes before regular beginning time of school and remain after the regular closing hour of school for 30 minutes or more as his/her services may be required. (taken from the contract form)

The beginning time for school is 7:30 a.m. and ending is 2:10 p.m. Certified personnel should arrive at 7:10 a.m. and remain until approximately 2:40 p.m.

Teachers with 1st and/or 2nd period classes should open their classrooms at least 10 minutes before the beginning of school.

In rare cases, it may become necessary for teachers to leave campus during their consultation period. In such cases, teachers shall sign out with the principal secretary in the front office. In emergency cases when teachers must leave campus during class time constituting departmental coverage, all such leaves must be approved by the administration, and the teacher shall sign out with the principal secretary. Such emergencies are not calculated as administrative request for coverage due to the district's inability to fill substitutes.