ARTICLE IX: HOURS

9.1 Professional Day

The workday for unit members shall be a professional day, including a thirty (30) minute duty-free lunch. The professional day is governed by the unit members’ duties and responsibilities listed in their professional standards in Appendix Q. The District and the Association recognize that bargaining unit members shall be required to perform professional duties and responsibilities and adjunct duties during and outside of the school day.

9.2 Scheduled Meetings

9.2.1 All elementary schools, the intermediate school, community day and the continuation high school shall have a consistent modified ending time on each Wednesday during the school year. Claremont High School shall have a consistent late start schedule on each Monday during the school year.

9.2.2 Meetings shall be scheduled for each month of the school year as indicated below:

- One Wednesday per month: One, 50-minute staff meeting for secondary sites and one, 80-minute staff meeting for elementary sites. An agenda for faculty meetings shall be provided to unit members.
- One Wednesday per month: One, 50-minute Department meeting for secondary sites. One, 30-minute Grade Level meeting for elementary sites (agenda set by Department/Grade Level chair with administrator input).
- At a scheduled time agreed upon by bargaining unit members of the grade level/content area/data team: Two, 50-minute collaborative data and student achievement meetings for secondary sites. Two, 45-minute collaborative data
and student achievement meetings for elementary sites. The agendas for these
meetings shall be agreed upon by the site administrator and the grade
level/department chair/content area/data team lead. Notes from the meeting
will be taken by members and provided to the principal after the meeting in a
format and timeline mutually agreed to. Notes from collaborative data and
student achievement meetings are considered final when submitted and shall
not be used for evaluative purposes. By September 15\textsuperscript{th} every year, each team
shall decide on dates, times and places of these meetings and provide the
administrator a schedule for the year’s meetings. Should a meeting during the
year need to be rescheduled for any reason, the team leader shall notify the
administrator in advance.

• In months in which a regularly schedule contractual meeting would not occur
due to a school holiday or closure, the principal shall notice staff prior to the
start of the month which of the contractual meetings shall not be held or
rescheduled.

• On months where there is a 5\textsuperscript{th} Wednesday, a 50-minute Site Professional
Development Session shall occur. The principal will take input form the
Shared Decision Making Committee regarding the focus of these Site
Professional Development Sessions.

9.2.3 The District, Individualized Education Program (IEP) teams, and 504 Coordinators
shall prioritize the scheduling of IEP/504 meetings during the school day. However, it
is recognized by the association and the District that these meetings may need to occur
after the school day due to parent availability or other scheduling factors.
9.3 Adjunct Duties

With reference to adjunct duties:

- the immediate supervisor of a site or department, in conjunction with the Shared Decision Making Committee, shall determine what adjunct duties are required for each school year,

- the Shared Decision Making Committee at each site shall establish the site policies and procedures to ensure duties are shared equally by all of the unit members at the school site or department,

- these duties shall be scheduled as far in advance as reasonably possible so that unit members may plan accordingly.

9.4 Non-instruction Duty Days

On days when members of the bargaining unit are scheduled to work but pupils are not scheduled to be present, the workday shall be a professional day inclusive of travel time to a site outside the school district.

9.5 Part-time Employees

The provisions of this Article IX, paragraphs 9.1, 9.2, and 9.3, shall apply on a pro rata basis by applying the full-time equivalency of a professional day.

9.6 Break and Lunch Periods

9.6.1 The District shall have the discretion to establish the lunch period at each of the facilities, provided the members of the bargaining unit shall have at least a thirty (30) minute duty-free lunch period. The lunch period shall be scheduled for full time
members at or about the midpoint of each duty day unless otherwise agreed to by the
member and his/her immediate supervisor.

9.6.2 All K-6 teachers shall be provided a morning duty-free break of ten (10)
minutes.

9.7 Preparation Periods

9.7.1 All full-time classroom teachers of grades 7-12 shall have the equivalent of at
least one (1) preparation period per day.

9.7.2 For Classroom Teachers in Grades 4-6, the District shall allocate two fifty-
minute blocks per week to be used as a preparation period. Yearly schedules shall be
determined by the site Shared Decision Making Committees and referred to Human
Resources by the end of the second week of school. Every effort will be made to
implement the schedule by October 1. For grades 4-6, elementary teachers who miss
their contractual preparation time due to the seven (7) scheduled holidays/pupil free
days during the school year, teachers will be able to reschedule their preparation
period as follows:

9.7.2.1 Upper grade teachers at each site will meet and agree upon another
date/time to reschedule the team’s preparation period. The rescheduled time
will equal to the preparation time missed on the PE schedule. The team will
agree to take the preparation period on the same day at the same time.

9.7.2.2 Once a date/time is agreed upon, the team will contact the
principal/office and request Directed Attendance.

9.7.2.3 Each teacher will then contact the substitute notification system to
secure a half-day substitute.

9.7.2.4 If a substitute, when filling these half-day positions, is available for
additional time before and/or after covering the preparation period, the
principal will direct the substitute’s work.
9.7.2.5 If a team does not initiate this process or teacher does not request the substitute, there is no duty or responsibility for the principal, administration, or office staff to remind teachers and/or schedule the substitute for them.

9.7.3 For Classroom Teachers in Grades K-3, the District will provide a full day preparation period to be taken one day during each trimester, resulting in three preparation days per year. Teachers and principals will mutually agree to the dates and teachers are to remain on campus, or at the District Office, during their preparation day. Half days of preparation may be permitted, based on substitute availability. Teachers are responsible for scheduling and making substitute arrangements for the preparation days and if a day is not taken during the trimester allocated, it cannot be taken later in the school year.

9.7.4 At the elementary level, the District will provide a meeting-free shortened Wednesday on, or preceding Open House for Classroom Teachers. At the secondary level, a minimum day will be scheduled on the day of Open House for Classroom Teachers.

9.8 Scheduled Work Days and Annual Minutes

The number of scheduled workdays for Classroom Teachers, and School Psychologists shall be 182 days. The number of scheduled workdays for Education Specialist (SLP, RSP, SDC) and School Nurses shall be 184 days. The number of scheduled workdays for the Guidance Counselors shall be 187.5 days. All new members are required to attend The New Certificated Staff Orientation. The number of annual instructional minutes in K-12 shall not be less than the provisions of Education Code 46201 and shall not exceed the following:
### Elementary

<table>
<thead>
<tr>
<th>Transitional K</th>
<th>½ Day K Minutes</th>
<th>Full Day K Minutes</th>
<th>1-3 Minutes</th>
<th>4-6 Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>40,500</td>
<td>38,700</td>
<td>55,000</td>
<td>52,050</td>
<td>54,550</td>
</tr>
</tbody>
</table>

### Secondary

<table>
<thead>
<tr>
<th>Site</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDS</td>
<td>69,300</td>
</tr>
<tr>
<td>El Roble</td>
<td>56,878</td>
</tr>
<tr>
<td>CHS</td>
<td>65,290</td>
</tr>
<tr>
<td>SAHS</td>
<td>67,228</td>
</tr>
</tbody>
</table>

Should it become necessary in the District's judgment to cancel classes due to extreme weather conditions or other emergency, the parties agree that the necessary instructional minutes and/or instructional days agreed to by the parties shall be made up by June 30 of the school year in which the emergency occurred. Following the occurrence of such an emergency, the parties shall promptly meet and negotiate to determine when necessary instructional minutes and/or instructional days shall be made up. All required checkout procedures will be completed to the supervisor's satisfaction prior to June 30 of each year.

### 9.9 Extra Professional Development Days

The District may, at its discretion, lengthen the work year by three (3) days, prior to the preservice day listed in the calendar, with these stipulations: Under SB1193, professional development days are established outside the 180 student instructional days and are voluntary. Payment of classroom teachers for these days will be at the individual’s per diem rate and will
be paid in a timely fashion, not to exceed 60 days, upon verification of full-day attendance only as defined by the law.

9.10 Extra Period Assignments

Secondary administration will ask Classroom Teachers prior to the end of the school year, which classroom teachers are interested in teaching a sixth period for the upcoming school year. Classroom teachers will respond to the site administrator, prior to their check-out date, indicating their interest in a sixth period assignment.

As sixth period assignments become available, the site administrator will contact Classroom Teacher(s) who have indicated interest in teaching a sixth period subject to the following conditions:

1. Appropriate credentialing
2. Department Chair input and
3. Consideration of the master schedule.

Classroom teachers will be asked for a response within five (5) days.

9.11 Special Education

9.11.1 All Elementary RSP and SLP teachers will be provided one day, or an equivalent of five hours per week, with no regularly scheduled service of students in order to test, meet with parents, write IEPs, observe students in general education classrooms, and articulate their program with general education teachers.

9.11.2 Grades 7-12, non-self-contained Special Education teacher will be provided one period per day with no regularly scheduled service of students in addition to the preparation period (Article 9.7.1) in order to test, meet with parents, write IEPs, observe students in general education classrooms and articulate their programs with general education teachers.

9.11.3 Elementary SDC, Grades 7-12 self-contained Special Education, and Adaptive Physical Education teachers shall be provided 3 full days, or 6 half day substitutes per
9.11.4 When an Elementary Education Specialist, Speech Language Pathologist or Adaptive Physical Education teacher is absent, a daily substitute shall be provided. If the District is unable to find a daily substitute, a substitute service provider will be assigned to ensure students make up missed designated instruction service (DIS) minutes.

Any missed DIS minutes on a member’s caseload shall be scheduled in the summer and the member may elect to provide those DIS minutes to students on their caseload. If a member does not elect to provide those DIS minutes, other members with a similar credential may provide those services. These members shall be paid in accordance with Article X, section 10.5.

9.12 Secondary Period Coverage

When the District has attempted to find a daily substitute teacher, and there is no substitute available, the Secondary School Administrator, or designee, may ask Association members at their site if they are willing to substitute teach. The Administrator designee will use the process listed below:

- Each Secondary site will create a “Period Call List” that lists the names of all teachers in alphabetical order who are available during their scheduled preparation period.

- When a period becomes available, the administrator, or designee, will contact teachers on the “Period Call List” in order. If a teacher declines the assignment, the administrator, or designee will proceed through the list in alphabetical order until the period is filled. When a subsequent situation arises where no substitute can be secured by the District in that same class period, the administrator, or designee will begin on the “Period Call List” with the next teacher.
• Teachers who substitute will be paid via timesheet at the Individual Instruction Teacher Rate for one hour per period covered.

• A teacher cannot be required to substitute for another teacher and can request to be removed (or placed back on) the “Period Call List.”

• “Period Call Lists” will be available at the desk of the principal’s secretary for review.

Counselors, librarians, psychologists and TOSAs may also substitute, as listed above, in the event no one from the “Period Call List” or administrators is available. They shall be used on an equitable, rotational basis.