



This plan should be reviewed and updated periodically (recommended at least twice each month) in order to keep it current and usable. It is further suggested that the alternate plan not deal with the introduction of new work, but concentrate on review and reinforcement material.

#### Section 9. A. Lunch Program

In the Junior-Senior High School, four (4) teachers shall be assigned cafeteria duty in lieu of an assigned teaching period. They shall assist the administration in the supervision of all student lunch periods.

Elementary teachers shall accompany their pupils to the cafeteria. In the Middle School, two teachers shall be assigned to assist in the supervision of only the recess portion of the lunch period. In the Primary School, one teacher shall be so assigned.

In the case of an emergency, a teacher may be called to assist in the supervision of the cafeteria portion of the lunch period. A rotation list based on system-wide seniority (within the building) shall be established annually. The least senior teacher shall be placed at the top of the list.

The Kindergarten teachers shall have a duty-free thirty minute lunch period daily.

#### B. Breakfast Program

If any teacher should become involved at any time in the Breakfast Program, it shall be strictly of his or her own volition.

#### Section 10. Planning Time — Elementary/Primary

The Superintendent, with the approval of the School Committee and the Commissioner of Education, shall include ten (10) planning half days as part of the adopted school calendar for curriculum development.

In addition to curriculum development, time shall be allowed, at the discretion of the Principal, so that resource teachers, support service personnel and regular class

teachers may cooperatively plan, promote ways of individualizing instruction and review the progress of the handicapped in their classrooms.

Kindergarten and pre-school teachers shall be included in the planning time schedule in all elementary buildings. Periodically they will meet at the direction of the Administrative Assistant for Instruction with other kindergarten and/or pre-school teachers on a district wide basis.

It is recognized that the time limits mentioned herein shall constitute the minimum required by contract and that teachers have a professional obligation to make themselves available beyond the minimum as conditions may from time to time necessitate. However, any additional time will be strictly voluntary.

#### Section 11. Faculty Meetings

During the Academic years 1981-1984 teachers shall be required to attend the following number of meetings if said meetings are called:

A. General Staff — One staff meeting called by the Superintendent each semester, if necessary, during the school year. If the meeting is held after school hours, said meeting shall commence at 2:40 p.m. for secondary and elementary teachers.

B. Two faculty meetings each month if necessary may be called by the Principal during the school year. Scheduling of faculty meetings for the year shall be determined by mutual agreement between the Principal and a majority of the teachers in the building at the orientation meeting prior to the first day of school.

No emergency meetings beyond the two per month outlined above shall be held without mutual agreement between the Principal and the Union Building Representative involved.

At no time shall a faculty meeting be held on time programmed for teaching.

five (45) minutes for elementary grades.

#### **Section 21. Report Cards**

Report cards for the first three quarters will be sent home on the seventh school day following the end of each quarter.

Report cards for the 4th quarter shall be distributed on the last day of school and, in the elementary grades, shall indicate promotion or non-promotion.

In the case of any child who is to repeat the same grade, a written notice will be sent home at least one week prior to the closing of school.

#### **Section 22. Supplies and Books**

The School Committee agrees that supplies and books shall be delivered to teachers before the opening day of schools.

Whenever a set of textbooks is ordered, two teachers' manuals shall be ordered for each class if requested by the teacher.

Textbooks and workbooks shall be issued no later than Thursday of the first full week, and shall not be required to be collected prior to the final week of school.

The Committee will provide sufficient textbooks to insure that each pupil in a classroom has textbooks for his own use and instructional materials as needed in the school system to insure that each pupil has enough materials to provide for his or her learning experience.

The School Committee and the Union believe that there should be greater teacher participation and consultation in the selection of textbooks and teaching materials. To that end, and with the knowledge and agreement that the final decision of selection is that of the Superintendent, the parties agree to foster and expand the practice of consultation between heads of departments, administrative staff, Superintendent, and the teachers with respect thereto.

### Section 30. Testing Results and Student Records

By the opening day of school, all teachers shall have access to the test results and records of students assigned to their classes. Test results and records of all students will be centralized in each school and made available to the teachers.

The centralized depository shall be located at the principal's office on the elementary level and the guidance office at the secondary level.

### Section 31. Program Revision

Teacher and Department Heads shall receive notice when a curriculum committee is to be established. Teachers will be solicited to submit recommendations in their area of competency.

When program or curriculum revisions are to be made, Department Heads and Faculties shall volunteer their participation.

Proposed major revisions in curriculum shall be sent to teachers directly affected for comment before they are adopted.

### Section 32. Itinerant Teachers

Itinerant teachers are regular teachers who move from building to building during school hours.

Elementary Art, Music, and Physical Education are considered subject areas involving itinerant teachers. All itinerant teachers shall begin their regular teaching schedule not later than the first full week of school in September and not terminate classes before the last full week of school in June.

When the itinerant teacher assumes responsibility for the entire class and lesson, the classroom teacher is free to leave the room during time subject to the provisions of Article V, Section 14 hereof.