

Leaving Building During Preparation Time

The School District will reissue the March 24, 1976 memo published by Charles A. Highsmith (the "Highsmith Memo") as follows:

It has been agreed that when teachers have prep time, they may leave the building. To insure that this is done in an appropriate and orderly fashion, the following procedures must be followed:

When teachers leave the building during prep time, it is their responsibility to return in time to meet their next scheduled class. Prep time may not extend the lunch period when it occurs after lunch unless permission is granted by the Principal. Prep time may not be used to permit teachers to arrive in school later than the set arrival time nor to leave school earlier than the set dismissal time.

In all schools, the following procedures must be followed:

a. The Principal, or his/her designee, shall grant such permission unless permission cannot be granted because:

(1) There is a need for emergency coverage.

(2) The teacher has a previously scheduled conference with a parent, another teacher, the counselor, the Principal, etc.

b. A "sign-out and sign-in" book will be placed beside the school sign-in register.

c. A teacher who wishes to leave the building must indicate this desire by signing out in the appropriate book when he/she signs in for that day.

These procedures must be made known to all members of the school staff.