

PRESENCE – 5-DAY CYCLE, 6-DAY CYCLE, 9-DAY CYCLE**Presence – 5-day Cycle**

Teachers are required to spend a total of 32 hours/1920 minutes per 5-day cycle in the school building. Twenty-seven hours of presence is assigned. The teacher identifies five hours of presence.

1. Daily Span: An eight-hour daily span is established. (Example: 8:15 to 4:15)
2. 5-day Span: The first 50 minutes of the lunch period cannot be counted, effectively leaving a daily span of 7 hours and 10 minutes or 35 hours and 50 minutes/2150 minutes per 5-day cycle.
3. Workload: The principal or board assigns workload. Workload includes any assignment that involves a direct service to students (i.e. teaching, homeroom, supervision, remediation). The maximum workload for an elementary teacher is 23 hours/1380 minutes per week. The maximum workload for a secondary teacher is 20 hours/1200 minutes per 5-day cycle.
4. Assigned Presence: The principal assigns 'assigned presence'. Assigned presence is the difference between the teacher's workload and 27 hours. An elementary teacher at maximum workload would have an assigned presence of 4 hours/240 minutes. A secondary teacher at maximum workload would have an assigned presence of 7 hours/420 minutes. During this "assigned presence", the teacher is expected to be in the building carrying out the general duties of a teacher excluding direct service to students (i.e. prepare lessons, work together with other teachers and personnel of the school, organize student activities, participate in meetings relating to work, etc.).
5. Personal Presence: Within the weekly span of 2150 minutes and after the principal has identified workload and assigned presence of 1620 minutes, the teacher identifies 300 minutes of personal presence within the 530 minutes remaining. The teacher decides what he/she will do (in accordance with the general duties of a teacher and excluding direct service to students) during this 300 minutes.

Presence – 6-day Cycle

Teachers are required to spend a total of 38.4 hours/2304 minutes per 6-day cycle in the school building. 32.4 hours of presence is assigned. The teacher identifies six hours of presence.

1. Daily Span: An eight-hour daily span is established. (Example: 8:15 to 4:15)
2. 6-day Span: The first 50 minutes of the lunch period cannot be counted, effectively leaving a daily span of 7 hours and 10 minutes or 43 hours/2580 minutes per 6-day cycle.
3. Workload: The principal or board assigns workload. Workload includes any assignment that involves a direct service to students (i.e. teaching, homeroom, supervision, remediation). The maximum workload for an elementary teacher is 27.6 hours/1656 minutes per 6-day cycle. The maximum workload for a secondary teacher is 24 hours/1440 minutes per 6-day cycle.

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4. Assigned Presence: The principal assigns 'assigned presence'. Assigned presence is the difference between the teacher's workload and 32.4 hours. An elementary teacher at maximum workload would have an assigned presence of 4.8 hours/288 minutes. A secondary teacher at maximum workload would have an assigned presence of 8.4 hours/504 minutes. During this 'assigned presence', the teacher is expected to be in the building carrying out the general duties of a teacher excluding direct service to students (i.e. prepare lessons, work together with other teachers and personnel of the school, organize student activities, participate in meetings relating to work, etc.).
5. Personal Presence: Within the 6-day cycle of 2580 minutes and after the principal has identified workload and assigned presence of 1944 minutes, the teacher identifies 360 minutes of personal presence within the 636 minutes remaining. The teacher decides what he/she will do (in accordance with the general duties of a teacher and excluding direct service to students) during this 360 minutes.

Presence – 9-day Cycle

Teachers are required to spend a total of 57.6 hours/3456 minutes per 9-day cycle in the school building. 48.6 hours of presence is assigned. The teacher identifies nine hours of presence.

1. Daily Span: An eight-hour daily span is established. (Example: 8:15 to 4:15)
2. 9-day Span: The first 50 minutes of the lunch period cannot be counted, effectively leaving a daily span of 7 hours and 10 minutes or 64 hours and 30 minutes/3870 minutes per 9-day cycle.
3. Workload: The principal or board assigns workload. Workload includes any assignment that involves a direct service to students (i.e. teaching, homeroom, supervision, remediation). The maximum workload for an elementary teacher is 41.4 hours/2484 minutes per 9-day cycle. The maximum workload for a secondary teacher is 36 hours/2160 minutes per 9-day cycle.
4. Assigned Presence: The principal assigns 'assigned presence'. Assigned presence is the difference between the teacher's workload and 48.6 hours. An elementary teacher at maximum workload would have an assigned presence of 7.2 hours/432 minutes. A secondary teacher at maximum workload would have an assigned presence of 12.6 hours/756 minutes. During this 'assigned presence', the teacher is expected to be in the building carrying out the general duties of a teacher excluding direct service to students (i.e. prepare lessons, work together with other teachers and personnel of the school, organize student activities, participate in meetings relating to work, etc.).
5. Personal Presence: Within the 9-day cycle of 3870 minutes and after the principal has identified workload and assigned presence of 2916 minutes, the teacher identifies 540 minutes of personal presence within the 954 minutes remaining. The teacher decides what he/she will do (in accordance with the general duties of a teacher and excluding direct service to students) during this 540 minutes.

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