

**CADDO PARISH SCHOOL BOARD  
POLICY MANUAL**

**File: ID (Also GCJ)**

**ID - PROFESSIONAL STAFF TIME SCHEDULES**

(Teachers)

Teachers are required to report to their school fifteen (15) minutes prior to official start of the school day and remain fifteen (15) minutes after school is dismissed. Teachers are expected to be available to both students and parents who need a conference time that is reasonable before or after the school day.

In cases of emergency\*, before school and after school time may be extended. within twenty-four hours after the assessment of emergency, a written description of the emergency must be submitted by the principal to the appropriate cluster director. While an effort should be made to schedule parental conferences during planning time, teachers shall be notified 24 hours prior to any conference scheduled before or after school. These conferences shall be scheduled at a time when a member of the administrative team is on campus.

Teachers are expected to remain at school throughout the day unless some unusual circumstances require them to leave. In case one must leave, it should be with the knowledge and permission of the principal or his/her designee.

\*An emergency is an occurrence that is not anticipated and cannot be planned.

Reference: Caddo Parish School Board  
Handbook for Teacher Personnel  
4<sup>th</sup> Edition, 1972

Revised: June 18, 2002