

## **GCL—Professional Staff Schedules and Calendars**

All professional staff members shall report for their responsibilities on time each workday and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave. The Administrator may alter or extend the school day for meetings, special events, and activities.

In order to ensure the safety of students and the security of the School, teachers may be assigned supervisory duty during the teaching day. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly.

Teachers will perform duties other than classroom teaching. Extra duty assignments will be made by the Administrator.

Teaching staff should be consulted regarding the scheduling of meetings which affect them, and, insofar as possible, such meetings should be scheduled to come immediately before or immediately following the school day, during contract hours.

Whenever possible, teachers shall be given at least one day's advance notice of meetings where their attendance is necessary.