

## STAFF SCHEDULES

The East Baton Rouge Parish School Board shall require all personnel to follow the school calendar and holiday schedule, during the school term. The Superintendent, with the approval of the East Baton Rouge Parish School Board shall establish office hours and work schedules outside the normal school calendar as necessary.

Principals and the administrative staff should be in their buildings ahead of pupils or teachers, and should remain in their buildings until pupils and teachers have gone from school. Principals who leave their buildings for any purpose, other than attendance at civic clubs, principals' meetings, going to the administrative offices of the School Board, or other routine business affairs connected with the schools shall secure prior approval of the Superintendent for such absence. Teachers are expected to be at school at least fifteen (15) minutes before school starts and to remain at school at least fifteen (15) minutes after school ends.

### SUMMER WORK SCHEDULE

The Superintendent or his/her designee may designate and maintain a summer work schedule that varies from the normal business hours. The principal will be responsible for the operation of the school during the summer months. This includes summer maintenance, financial statements, requisitions, request for services, reports, mail and correspondence, school records and transcripts, and the coordination of the school operation with the School Board.

In order to achieve the most efficient use of personnel at each school, the assistant principals, school secretaries and all other ten (10) and eleven (11) month employees will work their required number of days at the discretion of the principal.

The principal shall give the Superintendent a telephone number(s), where he/she may be contacted at any time. The assistant principal shall be contacted in the absence of the principal as needed.

Ref: La. Rev. Stat. Ann. ' 17:81.