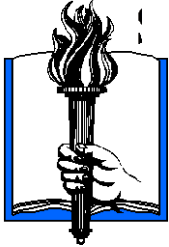


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Work Day Schedule Of a Teacher and an Educational Assistant	Descriptor No: AD PER17	Effective Date: 7/8/04
	Reviewed/Revised: 7/13; 2/14; 7/14; 9/18; 7/19	

1 Teachers and educational assistants shall arrive at the school at least fifteen minutes before the
2 school day begins and stay at least fifteen minutes after the school day ends. This is a total of
3 seven and one-half (7 ½) hours. Specifically, the workday for an educational assistant shall be
4 7.5 hours, including a 30-minute, unpaid, duty-free lunch period.
5

6 There may be times when employees must stay over for faculty meetings, professional
7 development, bus room supervision, activities beyond the school day and emergencies. Board
8 Policy 5.603 covers employee participation in faculty meetings. When a school has activities
9 beyond the school day and teacher participation is needed, these hours will be distributed as
10 equitably as possible among the faculty.
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Board Related Policies: 5.602, 5.603