MSD: Professional Workday, Assignments, and Campus Departure

Professional employees shall be present at the school building during the minimum daily professional work schedule established by the school administrator after consultation with the Superintendent, exclusive of lunch periods. The District recognizes that lesson preparation, student support, program development, professional growth activities, parent conferences, care of school property, and other professional responsibilities may require time beyond the minimum schedule.

This local provision does not reduce a principal's authority to assign duties and responsibilities beyond the minimum work schedule when such assignments are necessary for the efficient operation of the school. A teacher or other professional employee who finds it necessary to leave the school campus during the specified minimum work schedule shall secure prior approval from the principal or designee.

Source: MSD Policy 4300, approved 2023.