

Every fifteen (15) minutes the teacher assumes the responsibility of an absent teacher, chaperones, or facilitates an after school event, performs curriculum work or academic testing outside the student day the teacher earns, with the approval of the district administrator, release/flex time minutes to be used as either flex time or personal leave. Once the teacher accrues 405 minutes of release/flex time the teacher may receive one (1) additional personal day beyond the two (2) personal days mentioned in Article 9. This personal day may be taken as two (2) half personal days.

The teacher will notify the district by April 30 whether they have elected to receive compensation or personal leave. This personal leave will be administered according to Article 9 Subsection a of this agreement except this personal day, based on release/flex time will not be deducted from accumulated sick leave. Personal or flex/bank leave requests may not be granted on in-service days with planned events and days requiring substitutes when 20% or more of the teaching and para-professional staff already have substitutes.

- D. In the event that school is canceled because of a snow emergency, the teachers shall not be required to be in attendance for that day. In the event that school has been canceled due to weather conditions or other emergencies, the first two (2) days will not be made up, unless make up of those days is necessary to comply with minimum DPI student contact time standards. If one grade level does not meet the minimum DPI student contact time standards, then all grade levels must make up the day. Any other days thereafter will be made up at the Board's discretion, with notice to the faculty for consideration of their concerns.
- E. The teacher workday shall be any consecutive eight-hour period established annually by the board beginning no earlier than 7:00 a.m. and ending no later than 5:00 p.m. unless the teacher qualifies for release time as stated in Article 7, Section C. If the board is considering a change in the school day, the board will notify the staff of its intent to change the day by May 1 of the prior school year. If a teacher needs to leave the building before the end of the workday, the administrator may grant an early release after being notified by the teacher of the reason for the release and the time the teacher needs to leave. Teachers will be permitted to leave immediately after the buses leave on Friday and the day before holidays. (See Memorandum of Understanding.)

ARTICLE 8 - EVALUATION REPORTS ✕

The Board and teachers recognize the importance and value of a procedure for evaluating the progress and success of both newly employed and experienced personnel for the purpose of improving instruction. Therefore, the following procedure is established.

- A. Teachers in their first three years in the district shall be formally evaluated at least once each semester, preferably prior to December 1 and March 15. All staff members will be formally evaluated by the administrator at least once every other year.