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### STUDENT TIME OF ARRIVAL AND SUPERVISION BEFORE SCHOOL

The School Committee is responsible for establishing the hours during which the schools are in operation.

Each school building and campus shall be opened fifteen minutes before the start of the school day during which time supervision shall be provided. Students shall not arrive at school prior to this supervised period.

Supervision will not be provided prior to the fifteen (15) minutes before the start of the school day and students shall not arrive at school unless prior arrangements have been made with the school principal or child's teacher.

Adopted at School Committee Meeting of December 4, 1981  
Revised at School Committee Meeting of January 27, 1986  
Revised at School Committee Meeting of June 16, 2011  
Revised at School Committee Meeting of

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#### Article 4

##### HOURS AND WORKLOAD

4.1 Teachers' workload shall include all duties related to their individual assignment and all related school and district activities which must be carried out to ensure a high-quality educational experience for all children and are characteristic of high-quality educational institutions. A duty does not consist of supervising students before or after the school day.

4.2 The school day for students will be 6 hours and 50 minutes on Mondays, Tuesdays, Thursdays and Fridays (unless scheduled as an early release day and reflected on the annual school calendar) and 4 hours and 35 minutes on Wednesdays and early release days.

4.3 The start of the school day shall be established by the Lincoln School Committee, and teachers shall be ready to receive students in their classrooms at the start of the school day.

It is expected of professional educators to be responsive to the needs of students, colleagues, the school administration, and families – especially in high-needs situations. Faculty will demonstrate a willingness and flexibility to be available in a timely manner. It is recognized that this may include time immediately before and after the school day or otherwise outside of instructional time in the classroom.

Faculty will be in their classroom prepared to meet children for instruction at the start of the school day. Being prepared to meet children for instruction and carrying out professional responsibilities includes; having well planned and provisioned instruction prepared, carrying out assessment administration and analysis, providing support to students outside of school hours when necessary, being available to meet with colleagues and administrators if necessary, in time sensitive, high need situations. Failure to carry out professional responsibilities may be reflected in the teacher's evaluation under Standard IVF-2, Reliability and Responsibility.



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