

<p><b>PRESTON COUNTY BOARD OF EDUCATION</b>  <b>FILE: 8 – PERSONNEL MANAGEMENT</b>  <b>File: 8-34 Professional Personnel Work Day</b></p>	<p><b>Last Reviewed: 6-28-10</b>  <b>Next Review: 7-01-12</b></p>
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The Board of Education has established an eight (8) hour work day for professional instructional personnel. The specific starting and ending times in each school shall be determined by the principal and teachers at the beginning of each school term. It is recognized that many teachers exceed an eight (8) hour work day and nothing in this policy shall be construed to prevent this. Each teacher shall be given a duty-free lunch period of at least 30 consecutive minutes and at least one planning period within the regular school day. Such planning period shall be the length of the usual class period in the schools and shall not be less than thirty (30) minutes.

Nothing in this policy shall prevent a teacher from giving up his/her duty-free lunch or planning period for other considerations, if the same opportunity is made available to all employees. If more than one employee is interested in the trade, the employee with the longest seniority will be declared the recipient.

During the workday the professional staff shall be expected to be at their assigned work site unless prior approval has been obtained from the principal or their immediate supervisor. This is to ensure that the administration is knowledgeable of a person's whereabouts in case of need or emergency, and it protects the teacher against possible criticism.

Teachers may be assigned bus duty or supervision within the eight-hour day.  
(WVC §18-5-15, §18A-4-14, 2510 and 5210)

**R 8-34-1 Coaches’ Teaching Load**

Teachers who also serve as coaches and who receive extra pay for coaching shall be full-time teachers as defined by the State Department of Education. The State Department of Education has ruled that the coach in a West Virginia high school must carry the same regular teaching load as any teacher in the school. These may include regular class periods, study hall periods, or any other regular full-time period to which some other teacher may have to be assigned to carry on the regular and necessary work of the school. The ruling is based on the premise that the coach receives his/her extra pay for extra services. Athletic coaching cannot be counted as one of the required full-time periods.

Coaching shall be interpreted to mean instruction or direction of members of athletic teams, individually or as a group for the purpose of developing ability or skill to perform in athletic contests.

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Adopted: October 19, 1989  
Amended/Revised: