
ARTICLE X: DUTIES AND ACTIVITIES

1. The number of days in the school year shall not exceed 184 days as prescribed in the official school calendar of Bishop Hoban High School. Any orientation and in-service days are to be included within this number.
2. Except in emergency situations, the total length of the school day shall not exceed seven (7) hours. Teachers must be available for consultations with parents and/or pupils on a reasonable basis outside of school hours, but within the school day. Under normal conditions, teacher dismissal shall be twenty-five (25) minutes following student dismissal.
3. On days when classes are not held to allow attendance at professional meetings, teachers are required to attend these meetings.
4. Teachers shall not be required to be present for more than four (4) functions a year outside of the school day. Those required shall be "Back to School Night" to be scheduled early in the school year, Report Card Night, Baccalaureate Mass, and Graduation.
 - a. Faculty meetings shall not exceed ten (10) a year. Such meetings shall not extend beyond 3:30 PM. It is recommended that an agenda be available; and printed material, if possible, be distributed prior to the meeting.
 - b. Teachers shall not be required to attend departmental meetings more than ten (10) times during the school year. It is recommended that an agenda and, if possible printed material be distributed prior to the meeting.
5. A yearly calendar in the School shall be published in September indicating School holidays, School events, and meetings, examination dates, and closing of marks. Local holidays and necessary changes to the yearly calendar, and, when known, orientation days and in-service days, will be published on the first school day of each month.
6. The total teaching and service assignments shall not exceed six (6) per day or thirty-six (36) per cycle, plus a homeroom as defined in Section

7e. Substitutions as defined in Section 6c. 3 and 6c. 4 are excluded from the foregoing.

The total number of teaching assignments shall not exceed five (5) per day or to allow for the flexibility for scheduling shall not exceed thirty per cycle. Teachers who are rostered for more than thirty teaching (30) assignments per cycle shall have a comparable reduction in the number of service assignments assigned.

- a. The teaching assignment is one in which the teacher is actively involved in the act of teaching, either as an individual or as a member of a teaching team. This shall usually be a forty-five (45) minute assignment.
- b. A service assignment is one in which the teacher is assigned any professional duties other than teaching. Consideration should be given to rotation of assignments in cafeteria duties so as not to place an undue burden on any teacher.
- c. The following shall apply to substitutions:
 1. Substitutions shall first be assigned to teachers who have been rostered to serve as substitutes during a specific mod/mods which is to be their service assignment.
 2. If no teachers are available who have been rostered for substitutions during that mod/mods then substitutes shall be drawn from all service assignments except where this will adversely affect the efficient operation of the School. The School shall be able to rotate a teacher's preparation and service assignments only with the consent of the teacher, and any objections must be communicated to the Administration.
 3. If there are no personnel available under 6c. 1., and 6c. 2. above, then only in that event may a teacher be assigned a substitution which causes the teacher to lose his/her only preparation assignment for that day. There shall be an equitable distribution of substitutions under this section, and substitutions shall be distributed only with the written consent of the teacher.

4. Teachers will be given an additional day for sick leave for each three (3) substitutions assigned in accordance with Section 6c.3.
- d. A preparation assignment of forty-five (45) minutes is one during which the teacher is not assigned to a programmed responsibility. Teachers shall be rostered at least one (1) such assignment per day subject to the provisions of Section 6 and 6c.3 above.
- e. The normal homeroom time shall not exceed twenty (20) minutes. Exceptions to the total time restrictions shall be made only for necessary and compelling reasons. It shall, where possible, be scheduled in such a way as not to interfere with regular teaching assignments. Every consideration should be given to the assignment of homerooms on an equitable basis.
7. There shall be a rostered thirty (30) minute duty-free lunch assignment.
8. Cooperating teachers who are responsible for the professional development of a student teacher shall be compensated according to the provisions of the college concerned. Cooperating teachers shall be assigned equitably.
9. Detention assignments of forty-five (45) minutes, beginning five (5) minutes after dismissal, shall be given on an equitable basis.
10. Any deviation not specifically provided for in this Article shall be made subject to mutual agreement by the Board and/or its designees and the Association and/or its designee.