

CALDWELL-WEST CALDWELL PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT

INTEROFFICE MEMORANDUM

TO: ALL STAFF MEMBERS

DATE: JULY 3, 2019

FROM: JAMES G. HEINEGG *JH*

COPIES: PRINCIPALS
ADMINISTRATORS

SUBJECT: HOURS OF WORK

Professional personnel will report to work as indicated by the following schedule:

<u>BUILDING</u>	<u>REPORT</u>	<u>DEPART</u>
Jefferson Elementary School	8:30 a.m.	3:30 p.m.
Lincoln Elementary School	8:30 a.m.	3:30 p.m.
Washington Elementary School	8:30 a.m.	3:30 p.m.
Wilson Elementary School	8:30 a.m.	3:30 p.m.
Grover Cleveland Middle School	8:15 a.m.	3:30 p.m.
James Caldwell High School	7:55 a.m.	3:15 p.m.

Staff members assigned to more than one building keep the hours of work of the building they are assigned to that day.

Staff members who do not report directly to a building should maintain the following hours of work: 8:30 a.m. to 3:30 p.m.

It should be noted that the above hours of work do not coincide with the hours of student attendance. In addition to the hours of work listed above, it is expected that teachers will attend all meetings called by the building principals or superintendent for either general or specific building or system purposes. These meetings will be held Monday through Thursday.

In addition to the staff meetings mentioned above, the long standing custom and practice of individual or small group counseling, tutoring, and teaching after the close of the students' school day are expected to continue in order to give students the individual assistance they may need.