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**Note:** This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

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**Routine Responsibilities**

The administration shall determine the distribution of work among members of the staff. The Superintendent and principals shall require each staff member to be on duty before and after regular school hours long enough to plan and carry out individual professional responsibilities. These responsibilities shall include planning, supervision, guidance, instruction, and other routine duties or assignments made by the Superintendent or the principal, such as work related to extracurricular activities, hall duty, and cafeteria duty.

**Planning and Preparation Time**

In accordance with the District's innovation plan, the District is exempt from the state law regarding minimum planning and preparation periods for classroom teachers. [See DEA(LEGAL) for the definition of a classroom teacher]

Planning and preparation periods shall be determined in accordance with standards established by the Superintendent.

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<sup>1</sup> Innovation Plan:  
[https://s3.amazonaws.com/scschoollfiles/261/olfen\\_innovation\\_plan.pdf](https://s3.amazonaws.com/scschoollfiles/261/olfen_innovation_plan.pdf)