

5. Teachers shall use the established referral procedures.

6. Each school's discipline policy shall be reviewed each year, upon request.

G. TEACHER PROTECTION AND PERSONAL INJURY

1. Teachers shall report in writing immediately, any cases of property destroyed, damaged, or lost, or cases of assault in connection with their employment. The Board shall act in appropriate ways as a liaison between the teacher and the appropriate agency for redress.

2. A teacher absent from work as a result of personal injury occurring in the course of her/his employment should apply for Workers Compensation. During the period in which temporary total disability benefits are payable, such absence shall not be charged to her/his sick leave and the Board shall pay the teacher an amount equal to the difference between such benefits and seventy percent (70%) of the gross salary he/she would have earned during the period of such disability.

3. No such absence due to assault occurring during the course of employment shall be chargeable to sick leave and the teacher shall suffer no loss of salary during such absences.

H. PREPARATION TIME

1. Middle, and senior high school teachers shall be provided a minimum of five (5) preparation periods per week except when unusual circumstances do not permit such scheduling.

2. a. Every elementary teacher shall be provided a minimum of two hundred and thirty (230) minutes of preparation/planning time per week.

b. In all elementary schools, this minimum time shall be scheduled for each teacher in blocks of not less than thirty (30) minutes where possible per day and shall be free from student responsibility within the teacher's duty day.