

NUMBER:	SP 902
EFFECTIVE:	04/12/1989
REVISION:	04/24/1996
PAGES:	1

Statement of.....

Policy and Responsibility

SUBJECT: EMPLOYEE-STUDENT MEETINGS AFTER REGULAR HOURS

DEFINITION

Contract day is dependent on individual school assignments. A classroom teacher's day is twenty minutes before and thirty minutes after school. For those teachers with extracurricular assignments, the contract day includes the time necessary to perform all duties.

GUIDELINES

- I. District employees are not authorized to invite to the employee's home students from the attendance area in which the employee is working.
- II. School instruction, counseling, and other administrative tasks requiring the presence of the student should be accomplished on school premises within the normal school day. **Whenever it becomes necessary for a district employee to meet with a student outside of the school premises or school hours, such work should be accomplished with the written approval of the school principal.**
- III. Prior written approval of the school principal must be obtained to conduct after-hour school social activities. Whenever possible, such activities should be held on school premises.
- IV. District employees must not travel alone with a student. School activities which require travel must have prior principal approval.
- V. This policy does not apply to nonschool-sponsored activities such as the activities of church groups, scouts, etc. Such activities undertaken by individuals employed by the School District are done so outside the scope of their employment. The District is not responsible for the acts or omissions of employees in these settings.