

ARTICLE V
Teaching Conditions

- 5.1 Lockable space for storing confidential materials will be provided in each school. Access to the ~~A copy of the~~ teacher's editions of the instructional materials ~~basic texts~~ used in each subject area he/she teaches will be provided for the teacher's individual use during his/her tenure in that school. Teaching stations shall be provided for all teachers.
- 5.2 The teacher workday shall be seven (7) hours and thirty (30) minutes including a duty-free lunch period of not less than thirty (30) minutes. This time does not include the transfer of students. On non-student lunch days, all teachers shall be entitled to a one (1) hour duty-free lunch period. Teachers shall not be required to eat in the lunchroom.
- A. ~~In elementary schools designated as L300 schools by FLDOE, an extra 15 minutes shall be added to the school day to provide the extra reading instruction required by law. Teachers working this extra time shall be paid at their hourly rate~~
- 5.3 Teachers will not be allowed to use tobacco in any form, electronic cigarettes, personal vaporizers, or any electronic nicotine delivery system on real or personal property owned or under the control of the Bay District School Board.
- 5.4 In the event of a heating or air conditioning malfunction, the facility manager shall report the condition to the proper Board department who shall make every reasonable effort to correct the condition. Arrangements will be made by the facility manager to relocate classes to areas that are properly heated/cooled and ventilated. If the entire school is affected by the above problems or a water disruption, the district office will address the issue as a priority.
- 5.5 If a teacher does not have access to his/her classroom during his/her planning then a long distance enabled phone and computer will be made available for his/her use in a confidential setting.
- 5.6 ~~All elementary teachers, including special subject teachers, shall have at least fifteen (15) continuous minutes relief time during the instructional day. This period shall not include time spent in transferring children to other supervisors. Every effort shall be made to ensure that teachers have emergency break coverage and that planning/special~~

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District Proposal #6
September 25, 2025

~~area times are scheduled separately from duty-free lunch to allow for regular breaks.~~

- 5.7 It shall be the responsibility of the teacher to report, in writing, potentially unsafe or hazardous conditions to the immediate supervisor who will investigate the report with the teacher. If an unsafe or hazardous condition exists, the immediate supervisor will take steps to correct the condition. The supervisor will respond in writing within seven (7) working days regarding disposition of the case. If no response is given within seven (7) working days, ABCE will contact the Deputy Superintendent.
- 5.8 Teacher participation in extra-curricular activities shall be strictly voluntary with the exception of PTA/PTO, Open House, parent workshops and graduation activities which shall not exceed four (4) such activities each year.

If teachers are required to participate in the above activities, the facility manager will schedule compensatory time in writing in advance. Such events requiring compensatory time shall be published on the school calendar.

- 5.9 Teachers may be required to remain after the end of the regular work day for the purpose of attending faculty or other professional meetings in their regularly assigned school center for not more than nine (9) days per year. Such meetings shall not extend more than thirty (30) minutes beyond the close of the regular work day and shall be announced twenty-four (24) hours prior, except in cases of emergency involving the health and safety of students or teachers or in case of accreditation studies. Teachers may choose to leave after the thirty (30) minute time limit allowed for the nine (9) meetings. Compensatory time will be awarded in case of overtime meeting. (Faculty meeting will be defined as any meeting called by the Facility Manager or his/her designated representative of all or any part of the faculty.) No sales presentations or solicitations will be made before, during, or after any called meeting.
- 5.10 When school is not in session teachers may be given access to the building by scheduling such access with the principal or his/her designee.

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District Proposal #6
September 25, 2025

5.11 A. **Classroom walkthroughs** ~~Observations~~ of a teacher's class by ~~persons other than~~ a School Board member, a teacher's school administrator, District supervisory personnel, Department of Education officials or contracted school improvement consultants shall be allowed. **Any other walkthroughs require** ~~only after~~ consent ~~has been~~ granted by the building principal and the teacher **will be** notified the day prior to the observation. ~~Observations as required in association with the State's Differentiated Accountability Model (including those within one year of exiting) and paid consultants are exempt from this prior day notification. Observations done in conjunction with State's Differentiated Accountability Model (including those within one year of exiting) and paid consultants the District's State approved Reading Plan and/or the District's Continuous Improvement Model~~ **Information collected from classroom** walk-throughs will ~~not~~ be used **to provide support and will not be used** as part of a summative teacher evaluation.

B. Electronic recording devices, including but not limited to cellphones, smart phones, laptops and tablets, will be used in a classroom only by school personnel for purposes of evaluation and professional development or school related activities. Outside of announced classroom walkthroughs in conjunction with the teacher evaluation process, the use of such electronic recording devices by district personnel to record photos and videos will be allowed only with the permission of the teacher. Electronic recording devices placed in a classroom or other areas of a school campus for safety or security reasons shall not be used to assess teacher performance. Teachers have the right to limit or forbid the student use of said electronics in their classrooms.

5.12 The Board shall provide such safety clothing and equipment as required by law.

5.13 Profits from vending machines not accessible to students will be expended as determined by the **school's social committee** ~~Social Welfare Committee in the individual school~~. All orders, repairs, refills, replacement, financial records and checks will be controlled by the **school's social committee** ~~Social Welfare Committee~~. These records should be kept in accordance with acceptable accounting procedures by a teacher member.

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District Proposal #6

September 25, 2025

- 5.14 Home visitation by teachers shall be voluntary with the exception of ~~ESE Pre-K and Title I Pre-K teachers~~, homebound teachers and social workers. If an employee feels at risk regarding a home visit, he/she will report such concerns to his/her supervisor. The supervisor must take appropriate action to reduce or eliminate the risk.
- 5.15 Teachers may leave their work location when they are not directly responsible for students, provided they receive prior approval of the facility manager or his/her designee. **Teachers must sign out and sign in upon return if it is within the contract day.**
- 5.16 ~~When teachers are asked by their supervisors to perform voluntary off-campus visits that occur before or after the regular workday, equal compensatory time will be given. This shall not apply to people already being supplemented for that extra duty.~~
- 5.17 If routine maintenance work or resulting fumes disrupt classroom instruction, the principal shall correct the problem or ask the Maintenance or Facilities Department to reschedule. Teachers shall have the right to report any safety violations regarding maintenance work to the Supervisor of Maintenance for investigation and recommended solutions. If a teacher is going to be displaced due to planned maintenance, scheduled with the Principal's knowledge, the teacher will be given 24 hours' notice of such displacement.
- 5.18 If an instructor's classroom or workspace is changed, the physical move will be done by the administration within five (5) working days of the change of classroom. The administration will provide packing materials.
- 5.19 The Senior Association Representative or his/her designee shall assist in counting the ballots in all elections held within a school that requires an opportunity for total faculty vote. Voting shall take place during school hours and the counting of the ballots shall be conducted the same school day. Neither shall occur during teacher instructional time. Absentee ballots will not be accepted. All parties involved shall agree to confidentiality in all aspects of elections. If the confidentiality is breached, any individual involved will be excluded from participation.

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District Proposal #6

September 25, 2025

- 5.20 ~~Teachers shall not be required to contact parents regarding student absences.~~ Site Managers may require teachers to contact parents regarding attendance prior to referring a student with excessive absences (5 unexcused absences within a calendar month or 10 such absences within a 90 calendar day period) to the school's child study team.
- 5.21 In the event of emergency situations such as evacuation, lock-down, bomb threats, other school-wide or life-threatening emergencies, teachers shall continue their assigned supervision of students without regard to planning periods or lunch.
- 5.22 If the principal certifies that year-end close-out duties and responsibilities are completed, teachers will be permitted to take accrued compensatory time on the final post-planning day of the school year.
- 5.23 Compensatory time shall be approved by the principal or supervisor:
- A. Granted for volunteer duty, assigned duty, or for other activities ~~approved by the principal or supervisor~~
 - B. Granted only for activities that are beyond the normal, everyday duties of a teacher and extend beyond the normal workday
 - C. Earned and used in quarter hour increments with documentation to be kept by the administrator's designee
 - D. Used at times when the teacher has no student supervisory responsibilities ~~and with the prior approval of the principal or supervisor~~

Compensatory time not used by the last teacher workday of the school year shall be forfeited. Compensatory hours may not be used as payout at termination.

- 5.24 It shall be the responsibility of the school administration to ensure that textbooks, and textbook materials are delivered to each teacher's classroom by September 15th of each school year or within ten (10) days of the materials' arrival to the district, whichever is later. Teachers shall not be utilized in the transportation of textbook materials unless they choose to do so.

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District Proposal #6
September 25, 2025

~~5.25 DESIGNATED PROFESSIONAL DEVELOPMENT DAYS:~~

~~For 2021-2022 school year only, the district will provide three (3) professional development days designated for teachers to work/plan together in PLCs, grade groups, departments/teams. The three days will be in addition to the two days of district in-service and two days of school-based in-service that already occur during pre-school. Principals may use up to one (1) hour of each of the PLC designated days for faculty meetings. The three additional professional development days will occur as determined by the district calendar committee.~~

TA date: _____

BDS Chief Negotiator: _____

ABCE Chief Negotiator: _____

ABCE Executive Director: _____

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