

**All full-time teachers and staff are expected to be at school at 7:30AM and on campus until 3:30PM.**

If any employee must leave campus within these hours, he/she MUST sign out and sign back in upon his/her return. Time off campus will be deducted from allotted personal/sick days only when the cumulative time in one day exceeds 30 minutes and does not relate to school business. In addition staff members leaving the building and grounds for non-school activities during the school day for more than 30 minutes must inform, via e-mail, the the School Director, or his/her designee, and are required to sign out and back in at the main offices. Employees who leave before the designated time MUST sign out. When leaving campus, be certain to inform the receptionist, your team lead, and any other affected staff members.

On designated teacher work days, all staff members are expected to be on campus between 9AM and 3PM, unless otherwise designated by the School Director, or his/her designees.

Hourly employees will keep track of hours as designated by the school's administrative assistant. Time off campus for non-school related reasons will not be credited by the school.