

**SECTION: 7000- PERSONNEL**  
**TEACHER/STAFF MEETINGS AND WORKDAYS**

*Policy Code: 7120*  
*Approved: 10.11.17*

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Meetings called by the School Director, his/her designees, or the BA-CFA Board of Directors will be mandatory meetings for all Teachers and professional staff. Attendees will be required to sign in to ensure correct CEU hours are applied. In addition, teachers must be on time to all scheduled meetings. Teachers and professional staff who must miss all or part of scheduled workdays or meetings must request time off using the Leave Request Form. Time requested will be deducted from employee leave for full-time staff. Children and other family members should not attend professional staff meetings. Children of staff members should be supervised at all times while on campus. Staff members may enroll their children in the After School program for no charge. In order to have a child in After School, the staff member must be on campus and engaged in school business.