



How do we Work to Rule?



Work Contract Hours

This means you follow the contract hours that your handbook states when you must be on duty at your designated time. Then, you leave at the end of your contract time. See back of sheet for your hours.

You don't work your lunch.

You don't make parent calls, return emails, attend meetings, make copies, grade, plan, or any other work during your 30-minute duty-free lunch period. Indiana Code 20-28-10-19 requires that each teacher's daily schedule must include a period of at least 30 minutes, free of duties, between 10 a.m. and 2 p.m.

Administration Led Meetings

If your administration holds a meeting that exceeds your contract hours, you leave at contract hours. However, if it's a meeting you're getting paid for (PLCs, Clusters, Committees that you get ancillary duty pay for,) you still must attend.



All the Extra Stuff

This one is the hard one & the one that's going to hurt:

- No work home on evenings & weekends
- No Letters of Recommendation
- No attending student activities (that you aren't being paid for)
- You stop doing all of the extra stuff that you pour into your classroom.





Contract Hours

Teacher Times

PRESCHOOL	START	END
T/TH	8:05 AM	4:05 PM
MWF	8:05 AM	3:25 PM
ELEM	START	END
T/TH	7:25 AM	3:20 PM
MWF	7:25 AM	2:35 PM

INT/JH	START	END
T/TH	8:10 AM	4:10 PM
MWF	8:55 AM	4:10 PM

HS	START	END
T/TH	7:15 AM	3:15 PM
MWF	7:55 AM	3:10 PM
ACADEMY	START	END
T/TH	7:15 AM	3:15 PM
MWF	7:55 AM	3:10 PM
FOCUS DAY	START	END
T/TH	7:45 AM	3:45 PM
MWF	7:45 AM	3:00 PM

How to Set Auto Reply on Parent Square

My Account

Edit Account

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SETTINGS

Roles & Permissions

Notification Settings

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English

Office Hours >

ACTIVITY

Posts

Archived Posts

Office Hours

Set Office Hours to let others know when you're available and to limit when you receive notifications for Direct Messages and Virtual Phone calls. [Learn more](#)

Notifications via app and text will be silenced outside your office hours. Email notifications will still be sent.

☒ Enable Office Hours

Time zone: Eastern Time (US & Canada)

08:00 AM to 04:00 PM ☐ Su ☐ M ☐ Tu ☐ W ☐ Th ☐ F ☐ Sa

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