

**LAWRENCE PUBLIC SCHOOLS**  
**Record of Student Contact Hours**  
**20\_\_ - 20\_\_ School Year**

Staff Member: \_\_\_\_\_ School: \_\_\_\_\_

**".....Teachers shall have the duty and obligation of provide twenty (20) hours of work-time in each school year....The additional 20 hours shall be divided as follows and shall not be the subject of any additional compensation or in-service credit for any purpose:"**

**A.1. Ten (10) hours of student contact time to be implemented at times and in a manner determined by the Superintendent, consistent with the following guidelines:**

- (i) Scheduled with at least two (2) weeks notice;
- (ii) Not to exceed one (1) hour in duration;
- (iii) Contiguous with teacher's work day;
- (iv) Scheduled on Mondays or Thursdays
- (v) Attempt is made to accommodate the teacher's needs in scheduling;
- (vi) Provisions i-v above can be waived by mutual agreement between the teacher and administrator.

Activities may include: Extra Help, Test Preparation, Homework Help, Music/Art Instruction, Intramural Sports, Supervision of Student Activities Outside of Regular Schools Hours and the like.

For each Activity, please list Activity, Date, Time and No. of Hours  
 And list students who participated (if necessary).

**Activity**

	Date: _____	From: _____	To: _____	# of hrs. _____
	Date: _____	From: _____	To: _____	# of hrs. _____
	Date: _____	From: _____	To: _____	# of hrs. _____
	Date: _____	From: _____	To: _____	# of hrs. _____
	Date: _____	From: _____	To: _____	# of hrs. _____
	Date: _____	From: _____	To: _____	# of hrs. _____
	Date: _____	From: _____	To: _____	# of hrs. _____
	Date: _____	From: _____	To: _____	# of hrs. _____
	Date: _____	From: _____	To: _____	# of hrs. _____

Total: \_\_\_\_\_

\_\_\_\_\_  
**Staff Member's Signature**

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Date**

**LAWRENCE PUBLIC SCHOOLS**  
**Record of Professional Contact Hours**  
**20\_\_ - 20\_\_ School Year**

Staff Member: \_\_\_\_\_ School: \_\_\_\_\_

**A.2. Ten (10) hours of professional time to be assigned by the Superintendent as follows:**

**(i) Attendance at CSE/CST meetings for up to 4 hours (if applicable):**

- (1) CST/CSE meetings shall be scheduled at least 2 weeks notice;
- (2) Not to exceed 1 hour in duration;
- (3) Contiguous with the teacher's work day;
- (4) Scheduled on Mondays or Thursdays;
- (5) Whenever feasible, the District shall attempt to accommodate the teacher's needs in scheduling;
- (6) Scoring and/or training of NYSED assessments immediately following the school day.
- (7) Training or facilitating a parent-teacher workshop, meeting, seminar by mutual agreement of unit member(s) and supervisor(s).
- (8) Provisions above can be waived by mutual agreement between the teacher and administrator.

**Activity**

_____	Date: _____	From: _____	To: _____	# of hrs. _____
_____	Date: _____	From: _____	To: _____	# of hrs. _____
_____	Date: _____	From: _____	To: _____	# of hrs. _____
_____	Date: _____	From: _____	To: _____	# of hrs. _____
_____	Date: _____	From: _____	To: _____	# of hrs. _____
_____	Date: _____	From: _____	To: _____	# of hrs. _____
_____	Date: _____	From: _____	To: _____	# of hrs. _____
_____	Date: _____	From: _____	To: _____	# of hrs. _____
_____	Date: _____	From: _____	To: _____	# of hrs. _____

Total: \_\_\_\_\_

\_\_\_\_\_  
**Staff Member's Signature**

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Date**

**LAWRENCE PUBLIC SCHOOLS**  
**Record of Professional Contact Hours**  
**(Other Professional Activities)**  
**20\_\_\_ - 20\_\_\_ School Year**

Staff Member: \_\_\_\_\_ School: \_\_\_\_\_

**A.2.(ii) Professional activities from the following list (up to 6 hours).**

**(a) In the discretion of the teacher:**

1. Review of reading or math portfolios – with other teachers, parents or supervisors;
2. Attendance at after-school, evening or weekend meetings. PTA and BOE meetings can be used to fulfill this obligation only if teacher's presence is requested by the District or teacher is in attendance to honor a student(s);
3. Participation in extended weekend, afternoon or overnight field trips;
4. Preparation for special events – e.g. art, music performances, presentations or exhibits;
5. Providing extra help to students not elsewhere provided for herein;
6. Attendance at in-service courses for personnel at MA90/Doctorate;
7. Involuntary transfers when a teacher is asked to move to another classroom or to another building.

**(b) At District request:**

1. Translation of school materials into a second language;
2. Participation on building or District committees;
3. Writing grants;
4. Reviewing curriculum materials

**(c) By mutual agreement of the Superintendent and the LTA President:**

1. Participation on interview committees;
2. Any other activity. (Please explain activity)

Part time teachers covered under Article IX.B.8 shall have the duty and obligation to provide the additional hours of work-time referred to hereinabove on a pro-rated basis without additional compensation.

**Activity**

\_\_\_\_\_ Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ # of hrs. \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ # of hrs. \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ # of hrs. \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ # of hrs. \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ # of hrs. \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ # of hrs. \_\_\_\_\_

Total: \_\_\_\_\_

\_\_\_\_\_  
**Staff Member's Signature**

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Date**