

SCHOOL DISTRICT OF NEW LONDON

**ADMINISTRATIVE GUIDELINE
535.11 - USE OF CONFERENCE/PREPARATION PERIODS**

The periods during which a teacher doesn't have scheduled classes are intended for planning and working with students. Teachers should be available for giving remedial help, make up work after absences, and assisting students as necessary. Teachers should not wait for a student to request help, but should schedule it if the need is apparent.

ADOPTION DATE: January 10, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE: