

Title: PREPARATION TIME

Staff preparation time is critical for classroom success. As such, the Board of Trustees recognizes the need for staff to have time available to plan lessons, meet with parents, grade student work, meet with individual students, and collaborate with colleagues. This preparation time is not designed for medical appointments or other personal issues.

All elementary teachers shall be provided with a minimum of one (1) uninterrupted thirty (30) minute preparation period during the instructional day plus an additional thirty (30) minutes for a minimum of 180 minutes per week.

Fifty percent (50%) of the early release time each month shall be used for individual preparation/peer collaboration time. Peer collaboration is defined as grade level, small group, department, house and subject area meetings held within a building. Principals may ask staff members for a written summary of the peer collaboration activities. On occasion it may be necessary to require full staff collaboration. Should an issue arise that requires full staff participation during the time periods referenced in this paragraph, the majority of staff may vote to allocate this time differently.

All secondary teachers shall be provided with one continuous class period of preparation time per day during the instructional day.

Part-time employees shall receive a pro-rated prep based on the number of hours they teach in relation to the number of hours full-time employees teach within that building.

The Superintendent or his/her designee shall have authority for the implementation of this policy.

Policy History

Adopted on: June 7, 2011

Revised on: December 13, 2011