



NAME: 08.07.01 TEACHER PREPARATION TIME POLICY	VERSION No.: 1.0
ADOPTED: JANUARY 23, 2022	REVIEW:

REVIEW EVERY YEARS

1. DEFINITIONS

- a. Non-enrolling Staff – Teaching staff not required for the core instruction of a class or the preparation time coverage required.

2. DEFINITION OF PREPARATION TIME ALLOCATIONS:

- a. Planning/preparation time means the allocated time during the school day when a teacher is not directly involved with teaching and supervisory assignments in order that she/he may perform various planning/preparatory activities which are integral and/or supplementary to the teaching process. Activities included in the teaching process and therefore appropriate uses of preparation time are:
 - i. curriculum planning and preparation of instructional materials
 - ii. Student assessment
 - iii. research and inquiry related to professional development or instructional design
 - iv. co-planning/collaboration (field trips, school events, instructional and assessment activities etc.)
 - v. meetings with parents, other teaching staff members, consultative support staff, administrators, extended service agencies and other persons who are directly or indirectly involved with the teacher’s responsibilities
 - vi. preparation of reports and other documentation
 - vii. Collaboration
 - Collaboration time means the allocated during the school day when a teacher is not directly involved with teaching and supervisory assignments in order that she/he may participate in collaboration, with colleagues, on learning activities or programs. Campus Administration may provide direction for collaborative time. Collaboration may include:
 - Cross-graded or cross-curricular events and activities
 - Same grade curricular planning
 - Professional learning groups, assigned or unassigned
 - Special projects, assigned or unassigned
 - Team or grade level meetings

3. **GUIDING PRINCIPLES FOR DETERMINING PREPARATION TIME**

- a. Preparation time allocations must be equitable to all teachers; full-time, part-time, on continuing contract or on temporary contract within the established eligibility guidelines.
- b. Preparation time is different between the elementary, middle, and secondary campuses.
- c. Principals may require additional tasks of teachers during their prep time who may have less responsibility in planning, assessment, and/or parent communication.
- d. Collaboration time may be different between elementary, middle, and secondary campuses and may be different for some teachers depending on their role or responsibility.
- e. The Campus Principals has the discretion to consider extra-curricular responsibilities in conjunction with preparation time allocations but must stay within budget and FTE staffing parameters.
- f. No full-time teacher will be allocated paid preparation time which would compensate that teacher beyond 100% of his or her placement on the RCS salary grid.
- g. No part-time teacher will be allocated paid prep time for days of work that the teacher is not scheduled to be on campus;
- h. Teacher preparation time is included in allocated administrative time for administrators with teaching responsibilities.
- i. Teacher preparation time is included in allocated non-teaching time for teaching staff with administrative responsibilities.
- j. Teacher preparation time is not allocated to non-teaching time or administrative responsibilities.
- k. Administrators may be required to add themselves to schedules to cover teaching time or blocks of instruction in order to make schedules work within allocated staffing budgets.
- l. Part-time teachers will be granted preparation time on a prorated basis based on minutes owed per 1.0 FTE.
- m. Teachers who work less than 0.3 FTE are not eligible for preparation time.
- n. Prep time must be allocated in intervals of at least 15 minutes.
- o. Teachers may not use EAs or other support staff to cover classes in order to create additional prep time beyond which has been allocated in their teaching schedules.
- p. Late Start days for professional development is not to be included in prep time allocations because it is required and directed by administrative leadership.

4. **ELEMENTARY AND MIDDLE CAMPUS PREPARATION MINUTES ALLOCATION PER 1.0 FTE**

- a. Elementary and Middle Campus preparation time is inclusive of collaborative time.

Prep mins per 1.0 FTE	270 mins
Prep % per 1.0 FTE	17%
Total instructional time per 1.0 FTE	1575 mins

5. **SECONDARY CAMPUS PREPARATION MINUTES ALLOCATION PER 1.0 FTE**

- a. Preparation time must be less than 14%
- b. Collaboration time must not exceed 8%
- c. The combination of preparation and collaboration time must be equivalent to 22% per 1.0 FTE
- d. The Secondary Administration will provide a schedule that communicates the preparation and collaboration time minutes and the expectations required for collaboration time.

Total courses	FTE Compensation rate
7 courses	1.0 FTE
6 courses	0.813 FTE
5 courses	0.763 FTE
4 courses	0.542 FTE
3 courses	0.407 FTE
2 courses	0.222 FTE*
1 course	0.111 FTE*

*No preparation block given

6. **TEACHER COMPENSATION FOR EMPLOYEES DIRECTED TO USE PREP BLOCKS FOR INTERNAL COVERAGE**

- (a) Prior to the start of the school year, principals will ask staff to sign a Voluntary Prep Re-assignment Form which identifies which staff are willing to voluntarily give up prep blocks for internal coverage where a TTOC or administrator is not available to cover a temporary vacancy
- (b) Teachers may be compensated at a prorated amount of salary per minutes of instruction in the vacant position requiring coverage and/or time in lieu.
- (c) Teachers with administrative time may be required to provide internal coverage. Additional compensation will be at the discretion of the campus Principal.
- (d) Principals must document and submit a monthly report of internal coverage requiring compensation to the Director of Finance.