



**RICHMOND  
CHRISTIAN  
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 08.07.01 TEACHER PREPARATION TIME POLICY	SECTION: 08 – ORGANIZATION AND EMPLOYEES
	VERSION: 2.0
	LAST REVISION DATE: FEBRUARY 24, 2025
ADOPTED: JANUARY 23, 2022	REVIEW FREQUENCY: EVERY 4 YEARS

REVIEW HISTORY		
DATE	VERSION	CHANGES
FEBRUARY 24, 2025	2.0	CONTENTS OF ITEM 4.A AND ITEM 5 REVISED

## 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
    - 1) 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:
      - a) Cross-graded or cross-curricular events and activities
      - b) Same grade curricular planning
      - c) Professional learning groups, assigned or unassigned
      - d) Special projects, assigned or unassigned
      - e) 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.

<b>Prep mins per 1.0 FTE</b>	240 mins
<b>Prep % per 1.0 FTE</b>	15%

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

- a. Preparation time must be less than 14%, and must not exceed 16%, dependent on the secondary campus schedule
- b. A Schedule will be provided annually to secondary campus teachers that demonstrate their instructional time, preparation time and teaching assignments that align with the preparation time required.
- c. No preparation time is allocated for a part-time teaching staff of 3 courses or less.

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.