

The Board of Trustees recognizes the importance of instructional preparation. The following guidelines shall be in effect to provide a similar instructional preparation opportunity for teachers at all levels.

~~Each full-time classroom teacher shall be scheduled for a minimum of sixty (60) minutes instructional preparation time each instructional day. An instructional day is to be defined as student-teacher contact days exclusive of in-service and instructional collaboration days. A minimum of 2/5ths of the daily sixty (60) minute preparation times per week will be designated by mutual agreement between the building administrator and teacher to be individual preparation hours with the balance of 3/5ths to be considered instructional preparation. Instructional preparation times may be used for among other things teaming, collaboration, or administrative meetings.~~

In order to ensure adequate time to prepare for instruction, elementary teachers will receive 60 minutes of prep time per day on a regularly scheduled day, and secondary teachers will receive the equivalent of one regularly scheduled class period per day up to 75 minutes. Building administrators may schedule activities and meetings during two of these prep times per week and up to two additional prep times per month. Any additional administrative use of prep time will be for extenuating circumstances only.

Instructional preparation time is official work time and subject to supervision and not to be used for personal or free time purposes. Such instructional preparation shall be during the regular school day and shall further be exclusive of recesses and lunch periods with the exception of reasonable duties as outlined in the duty schedule.

Each building principal will prepare and submit a daily schedule with duties required to provide adequate supervision of students from bus arrival to departure including any non-classroom times (recess, activities, passing times, etc.) as determined with collaborative input from staff.



**LEGAL REFERENCE:**

**ADOPTED: April 15, 2013**

**AMENDED/REVISED:**