

Administrative Policy Proposal
TIME SCHEDULES AND WORKLOAD

(1) REPORTING TIME

(a) PRINCIPALS

1. The principal of each elementary school shall be at his/her post of duty 30 minutes before the beginning of the teachers' workday.
2. The principal of each secondary school shall be at his/her post of duty 20 minutes before the time for school to begin.

(b) TEACHERS

Teachers are to adhere to school-day schedules as determined by the Board.

(2) TEACHING DAY

(a) HIGH SCHOOLS AND TRADITIONAL MIDDLE SCHOOLS

1. Classroom teachers in the high schools and traditional middle schools operating on the seven-period day shall be assigned not more than five teaching periods, one homeroom or advisory periods, and one preparation periods per day. Such schools will operate under the guidelines, as set forth below:
 - a. Periods released for special assignment duties shall be subtracted from the normal load of five classes.
 - b. The teacher "in charge" and any additional teachers assigned lunchroom duties each lunch period shall have such duty in lieu of a class.
 - c. Teachers, beyond those needed for study hall supervision, attendance counseling and hall supervision, and projects dealing with curriculum development within their areas of teaching, shall be assigned to other duties as prescribed by the principal.
 - i. Normally, one teacher and such educational assistants as are necessary may be assigned to hall supervision. Additional teachers may be assigned where essential due to the structure of the building and special problems.
 - ii. Volunteers shall first be assigned, and where there are insufficient volunteers, assignments shall be made with available teachers on a rotating basis by semesters.
 - d. Study halls, lunchroom duty, and attendance counseling shall be assigned so that individual teachers do not have to perform these duties year after year without being relieved when they specifically request it.
 - e. To the extent possible, a first-semester teacher will not be assigned to study hall, lunchroom duty, hall supervision, or attendance counseling, but will be involved in in-service activities, such as long-range planning for his/her specific classes, work on curriculum in his/her area, or observing classes of experienced teachers.
2. Classroom teachers in high schools and traditional middle schools operating on block schedules (A/B schedule) shall be assigned no more than three teaching

periods and one individual preparation period per day. Such schools will operate under the guidelines, as set forth below:

- a. Periods released for special assignment duties shall be subtracted from the normal load of six classes.
- b. Lunchroom supervision shall be done by staff other than teachers.
- c. Teachers shall not be assigned supervision duties during any of the four instructional blocks. Necessary supervision during instructional blocks shall be performed by staff other than teachers.
- d. Every reasonable effort will be made to avoid assigning any teacher to three consecutive instructional blocks.
- e. The principal may use up to one half of the individual preparation period for collaborative planning time once per week.

3. Schools will provide a curriculum to advisory teachers.

(b) **ELEMENTARY SCHOOLS LUNCH**

Teachers at elementary schools have a 45-minute lunch on days they are not assigned lunch duty. Lunch duty shall be rotated equitably among teaching staff. In most schools, the rotation will require teachers to perform 15 minutes of lunch duty twice a week. At some schools, based on staffing, the rotation may require teachers to perform lunch duty more than two times per week. Schools may also choose to arrange their lunch duty rotation where teachers perform duty daily during weeks 1 and 3 with no lunch duty on weeks 2 and 4.

(3) **TEACHER PREPARATION**

(a) **PREPARATION PERIOD**

The utilization of the preparation period shall normally be determined by the teachers. It is recognized that the preparation period may be the most convenient and practical time for the teacher, principal, or supervisor to arrange an occasional conference on matters of professional concern. If an unexpected parent conference is requested during the preparation period, the teacher shall attend the conference, unless the conference would prevent the teacher from having representation of his/her choice. Attempts will be made to avoid a pattern of scheduling parent conferences during regular instructional time.

(b) **MIDDLE- AND HIGH-SCHOOL CLASSROOMS**

Principals shall attempt, where possible, to limit the number of classroom assignments, exclusive of homeroom, to three; however, it is recognized that, with certain subject areas and programs, the attainment of this may not be possible.

(c) **NUMBER OF PREPARATIONS FOR MIDDLE- AND HIGH-SCHOOL TEACHERS**

In developing secondary teachers' programs, principals shall attempt, where possible, to limit the number of different preparations to three; however, it is recognized that certain subject areas make the attainment of this more difficult.

(d) **ELEMENTARY TEACHERS**

When students are in art, music or physical education classes, this time is teacher directed and belongs in its entirety to teachers for prep. Teachers are not required to attend art, music, or physical education classes with their students. Teachers are not required to attend administrative meetings when their students are at art, music, or physical education classes.

(e) Special education teachers:

(i) Elementary school teachers will have teacher directed prep time when their students are in art, music, and physical education classes at least equal to weekly prep time for regular education teachers.

(ii) Traditional middle school teachers and high school teachers operating on the seven-period day will have one prep period daily. Traditional middle school teachers and high school teachers operating on block schedules (A/B schedule) will have one prep period daily.

(4) COMPENSATION & VIOLATIONS OF POLICY

(a) Classroom teachers that substitute teach shall be paid 1.25 times the part time certificated rate of pay.

School administration or their designee shall first ask for volunteers. If there are no volunteers, then substitute assignments will be assigned on a rotating basis. The rotation procedure should be discussed with the school's building committee before it is implemented.

(b) If the terms of this policy are violated, the teacher(s) shall be paid 1.5 times their regular rate of pay for any additional classes taught or preparation time lost. In addition, any violations shall be discussed and resolved with the school's Building Committee.