

TEACHER PREPARATION TIME

The MSAD #11 Board recognizes that, in addition to assigned classroom responsibilities, teachers devote a considerable number of hours each week to a variety of tasks that contributes to student learning. Because the MSAD #11 Board sees the completion of these tasks as critical to the success of students, the MSAD #11 Board provides time for the completion of these tasks in the form of preparation time within the work day. Preparation time is defined as a continuous period of unassigned duty-free time falling within the scheduled instructional day and is exclusive of administrative mandated meetings.

This self-directed preparation time allows for lesson planning and reflection, grading and providing feedback, preparation of materials for instruction or assessment, parent communication, and IEP preparation. It is also a time when a teacher may choose to collaborate or plan with colleagues and/or seek out consultation from a specialist. It is the expectation of the MSAD #11 Board that the preparation time provided be used for the completion of the above-mentioned tasks unless and until all such outstanding tasks have been completed. Every effort will be made to ensure teachers do not lose preparation time; and, it may be impacted by school cancellations, dismissals, staffing shortages, and calendar variations.

Except when the workday is shortened due to inclement weather or emergency, teachers will have personal preparation time in accordance with the following schedules:

1. Elementary teachers (inclusive of classroom and special education) shall receive 40 minutes of preparation time four times per week. For the purposes of this article, specialists are physical education, music, art, and library. In the situation in which a substitute is unavailable when a vacancy exists, every effort will be made to fill the role.
2. Whenever possible in the judgment of the principal without overburdening available educational technicians, elementary school teachers shall receive a minimum of 30 minutes preparation time in lieu of lunchtime duties at least three times per week. In addition to the four preparation periods per week when students are scheduled to be with itinerant teachers, any lunchtime duties will be assigned to teachers on an equitable rotating basis.
3. Elementary specialists/itinerant teachers and pre-Kindergarten teachers will receive an equivalent number of minutes of personal preparation time per week, however, the time may be allocated differently across the week.
4. Whenever possible, middle school and high school teachers, social workers, and school counselors, will receive at least 400 minutes bi-weekly for personal preparation time, during the student day.

Administrative directed time may be scheduled to efficiently operate the school, meet the needs of students, and work toward the achievement of school or district goals. Prep time directed by

the administration may include collaborative planning time also known as professional learning communities, student success teams, MTSS teams, and duties.

1. Administrators may identify time outside of the personal preparation time for routine and non-routine administrative directed meetings.
2. Duties will be assigned to staff on an equitable rotating basis, including lunch and/or recess, as long as all staff have an uninterrupted lunch period daily. When developing duty coverage schedules, principals will plan to include all instructional staff in duty coverage.
3. In cases of inclement weather, teachers will be assigned to cover classrooms when students need supervision. When possible, in the judgment of the principal, teachers will be relieved of providing coverage in these situations if coverage can be provided by educational technicians in an equitable fashion.

As used in this policy, the term “inclement weather” means weather conditions which do not permit students safely to leave the school building and be supervised outdoors.

Adopted: November 15, 2001

Revised: September 2, 2004; April 2, 2009; February 4, 2016; March 2, 2023