

# KNOW YOUR RIGHTS!

## *Elementary Preparation Time*

### RIGHTS TO INCREASED PREP TIME:

As of the 2024-25 school year, all elementary\* educators have the right to:



**At least 180 minutes of prep time every 2 weeks**



**In blocks of at least 45 minutes**



**Weekly minimum of :  
45 min (TK-3)  
60 min (4-6\*)**

*\*This includes TK-5th & 6th grade if following an elementary model*

### EQUITABLE & PROTECTED PREP TIME:

**All educators** have the right to prep time in our contract, including enrichment teachers. VTs should get the same prep as the teacher they are covering. Prep time is **protected time to actually prepare**. You can only be required to do non-prep work in specific emergency situations, and you should have the opportunity to prep away from your students (so in a separate space if your classroom is being used for enrichment.)

### ENRICHMENT & PREP TIME:

Enrichment teachers provide **instruction** to students *and* **prep time** to classroom teachers. The formula in Appendix M determines how many enrichment teachers each school gets, including VAPA teachers funded by Prop 28 as well as the enrichment focus the site has chosen.

### BUILDING EQUITABLE SCHEDULES:

Each site should have a **Preparation Time and Enrichment Advisory Committee (PTEAC)** to collaborate on an equitable schedule. This team should include the principal, the site rep, enrichment teacher(s), and any others the site thinks are important. The PTEAC works together to ensure:

- All educators get their prep time
- All educators have a voice
- Prep time is maximized beyond the minimum if possible
- Schedules include make-up time (for holidays, non-instructional days, conferences, etc.)
- Necessary transition time is included in schedules

### REFERENCES & RESOURCES:

- Section 8.6 & Appendix M in the [SDEA Contract](#)
- [Elementary Prep & Enrichment Program Overview](#)
- FAQs: [bit.ly/elemprepfaq24](http://bit.ly/elemprepfaq24) (May be especially helpful to members on the PTEAC)
- [KYR Flyer: Class Coverage](#)