

# KNOW YOUR RIGHTS!

## *Elementary Preparation Time*

### PREPARATION TIME TO INCREASE

Because of the new union contract SDEA members fought for and won, elementary preparation time is set to more than double by the start of the 2024-25! Here's how it will work:

#### 2023-24 Minimum Standard

SDUSD must meet the minimum prep time standard at every school in 2023-24. No full-time teacher can fall below this amount of prep time.

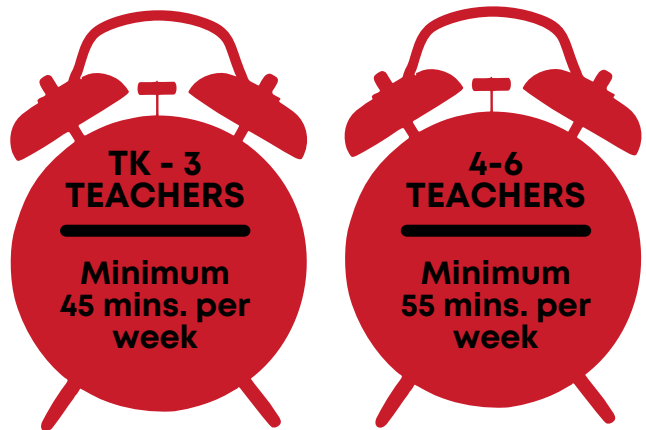
#### 2023-24 Phase in of More Prep Time

In addition to having to meet the minimum standard, the union contract says SDUSD must phase in more prep time, school by school, [starting at the school with the highest Title I \(low-income\) student percentages](#). When a school is phased in, teachers at the school then get 180 minutes of prep time every two weeks. A school cannot be phased in by saying "teachers will get 150 minutes of prep time every two weeks, and we'll work our way up to 180 minutes."

#### 2024-25 & beyond at all schools

The union contract requires that by the start of 2024-25 every teacher at every school gets 180 minutes of prep time every two weeks.

#### MINIMUM STANDARD



#### 2023-24 PHASE IN OF MORE PREP TIME



#### 2024-25 & BEYOND



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### **Prep time blocks of at least 45 minutes per week**

When your school is phased in to "180 minutes every 2 weeks," or beginning in 2024-25 when the rule applies to all schools, prep time has to be given in blocks of no less than 45 minutes per week. Here are two examples of what that could look like:

#### Week 1

2 45-minute blocks

#### Week 2

1 90-minute block

*2 Week Total: 180 minutes*

#### Week 1

1 60-minute block

#### Week 2

2 60-minute blocks

*2 Week Total: 180 minutes*

### **MODIFIED DAY PREPARATION TIME**

At least 75% of the modified days in the school year must be set aside for preparation time. As well, during the two weeks prior to the due date for report cards, all the modified days have to be for prep time.

A good way to make sure this right is respected is for a small group of union members to review the school calendar at the beginning of the school year to check for compliance.

### **VISITING TEACHERS**

Visiting Teachers are union members, too, and are also



protected by the union contract! A Visiting Teacher's prep time is the same as the teacher they are replacing. So if the absent teacher has prep time scheduled that day, the Visiting Teacher is entitled to that scheduled prep time.

### **PREP TIME IS PROTECTED TIME!**

Whether it's your weekly prep period or modified day prep time, you can't be required to attend meetings or conferences, instruct, or supervise students. The exception is for [class coverage](#) in an emergency or for professional development. An emergency is defined in the union contract as a "situation which could not be reasonably anticipated."

Source: SDEA Contract, Sections 8.6 & 8.9