

KNOW YOUR RIGHTS!

Secondary Preparation Time



UNION CONTRACT PROTECTS PREP TIME

Our right to preparation time comes from our union contract. Without a union contract, we might not have preparation time at all!

6-period school day

The union contract establishes that the standard daily schedule for a full-time classroom teacher is divided into 6 approximately equal parts: 5 teaching/study periods + 1 preparation period.

Block schedule

Union members can vote to change the schedule at their school from a 6-period day to a block schedule (with the approval of the principal). In that case, preparation time must retain that 5:1 teaching/study-to-preparation time ratio, even if it is scheduled differently across the week.

You can figure it out by counting the total number of preparation period minutes across the week, the total number of teaching/study period minutes across the week, and then dividing the first number by the second. It should be no more than .2.

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.

YOUR PREP PERIOD IS PROTECTED!

The union contract says that preparation periods are dedicated to preparation and instruction-related activities (but not instruction itself!), but "may" be used for conferences and a reasonable number of meetings. 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 & 8.8