

## Article 9 Teaching Hours

### A. Length of Workday

The workday for full-time ~~employees~~ unit members shall be eight (8) hours Monday through Thursday and seven and one-half (7½) hours Friday.

1. Individual school hours for classroom ~~teachers~~ unit members may be adjusted to accommodate needs, including required instructional hours, as determined by the building administrator with input from the unit members in that building ~~employees~~.
2. Specialists' hours may be adjusted to accommodate needs, including required instructional hours, as determined by the building administrator with input from the department supervisor and the specialist.
3. Individual ~~teachers~~ unit members may establish flexible work schedules by meeting with the building administrator.
4. Individual school hours may be adjusted to accommodate schedule changes (e.g. early release/late start) provided such adjustments are consistent with the contract and approved by the District and the Association.

### B. Non-Pupil Contact Time

The ~~employee~~ unit member work-day schedule shall include:

1. Duty free lunch at all levels—minimum of a continuous thirty (30) minutes uninterrupted, preceded by a five (5) minute duty free passing time and immediately followed by an additional five (5) minute duty free passing time.
2. Preparation time:  
Preparation time will be given in continuous, uninterrupted minutes with the exception of an emergency or an unavoidable interruption. Use of this time for preparation shall be determined by the ~~teacher~~ unit member.

Elementary Counselors and Specialists and grades K-5—five (5) hours per week (in sections of no less than thirty [30] minutes). Five (5) of the thirty- (30) minute sections shall fall within normal instructional time such as when students are released for PE, library, music or other scheduled programs. Representatives from the District and the Association will work together to resolve site-specific concerns about quality of program, consistency of program, preparation time, and coverage of preparation time.

Classroom Teachers grades 6-12 — one (1) class period section per day average for a “traditional” schedule. This period must be within the regularly scheduled classroom instruction time within a building. Specialists, including counselors, shall be provided with an equivalent total amount of preparation time within their schedules during which they will have no assigned student contact responsibilities. The scheduling of these preparation periods shall be mutually agreed upon by the unit member and the building administrator.

Preps for a secondary block schedule (A/B days) shall include one full block (sometimes referred to as a double period) on either the A or B day. On the other day, as much as half of the period may be assigned for other district or school needs (i.e. team prep, student supervision, etc.).

3. Elementary specialists shall have on an average a student contact day no longer than the average student contact day of other intermediate teachers. Elementary specialists who teach prior to or after the normal student contact day shall be given trade time within the student contact day. Such time shall count as trade time only if it is provided in at least thirty (30) minute blocks.
4. Counselors shall not have extra-duty assignments beyond those duties in the counselor job description or typically assigned to all teachers at their level. Prior to the start of school each year, the building administrator shall gather input from the counselor(s) assigned to the building prior to determining the counselor’s schedule for the year.

In the event a building administrator, after meeting with a representative(s) of the Association (per Section B.2.), requires a counselor to cover a preparation period for a classroom teacher, then

the content of these preparation coverage periods shall consist of counseling-related curriculum.

5. Job sharing assignments: The District will endeavor to assign preparation time on a basis that will equalize the unit members' teachers' responsibilities.
6. Initial schedules (including staff start and stop times, student arrival and departure times, teacher transition and relief times, and teacher preparation times) shall be provided to ~~employees~~ unit members prior to the first student contact day of each school year. Each building administrator will be responsible for developing a schedule that ensures that members will be given an opportunity to attend to personal/health needs. This schedule will ensure that members have this opportunity at least once within a four-(4) hour period. The Association shall be provided copies of the building schedules by the second week of school.
7. Teachers Unit members who assume the responsibility for setting their own schedules or for designing a program must receive District approval each school year for the schedule or program design. And, in these cases, it shall be the individual teacher's unit member's responsibility to build appropriate prep time into their schedule.

**~~C. — Block courses at high school level (grades 9-12)~~**

~~In the event a block schedule is utilized at the high school level, the following provisions shall apply:~~

- ~~1. — A team block assignment, which includes the teaching of three (3) courses in a core subject area (e.g. English, Social Studies, and Science) and one team prep period, will be classified as .5 FTE.~~
- ~~2. — The teacher accepting this assignment will split team prep time with his or her own personal prep time as per Article 9, section B, number 2 of the contract. It will be up to each individual team in coordination with their administrator as to how this will work.~~
- ~~3. — This is unique to the high school (grades 9-12) and any changes proposed by the District to the middle or elementary levels must first be negotiated with the Association.~~

**CD. Number of Preparations**

The District shall, whenever possible, without having to reduce a teacher's contracted number of periods, assign middle school and high school teachers to no more than three (3) different subject preparations.

A subject is defined as a specific course which requires a curriculum designed to meet the needs of the students enrolled in that class (i.e. English 9, English 11 and English 12 at the high school level and Advanced Math 7, General Math 7 and Remedial Math 7 at the middle school level). The District will only consider scheduling a teacher for more than three subject preparations after other reasonable options have been exhausted.

Whenever a teacher is scheduled to be assigned more than three preparations, he/she may request a meeting with the Executive Director of Human Resources, the principal and the Association for preview, input and discussion prior to the assignment.

**DE. Parent Teacher Conferences**

1. The time, provided for conferences within the work day, shall be sufficient to allow the ~~teacher~~ unit member to meet the district conferencing requirements based on class size. It is not intended that conference preparation time should be used for conferencing. Specific hours may vary according to individual parent/teacher requests with approval of the building administrators. Affected ~~teachers~~ unit members may then schedule ~~comp~~ trade time within their conference week.
2. The building administrator may require ~~teachers~~ unit members to extend regular hours for up to four (4) hours during conference weeks for the purpose of conferences. Specific hours may vary according to individual parent/teacher requests. Affected ~~teachers~~ unit members may then schedule ~~comp~~ trade time within their conference week.