

**ARTICLE TEN**  
**EMPLOYEE PREPARATION, CONFERENCE AND PLANNING**

- A. For the purpose of this Article, planning shall mean time spent by the teacher to grade papers, develop lesson plans, collaborate with colleagues, and other activities that are of educational benefit to his/her students.
- B. **Elementary Preparation/Conference Time:** Elementary school employees shall have a preparation/conference/planning time totaling not less than sixty (60) minutes per day, excluding relief periods. A maximum of one hundred twenty (120) minutes per calendar month shall be available for use at the principal's discretion. This time can be used only one (1) time per week and will be used in three (3) increments - two (2) increments of up to forty-five (45) minutes and one (1) increment of up to thirty (30) minutes. Additionally, elementary employees will use the time during which all their students are in special classes such as art, music, or physical education as a preparation/conference/planning period and/or relief period.
- C. **Secondary:** High school and middle school Employees shall be given one (1) uninterrupted preparation/conference period per day of the same length as the regular class period. Subject to the total school schedule, a maximum of thirty (30) minutes per week at the high school level and a maximum of thirty (30) minutes per week at the middle school level shall be available for use at the principal's discretion. Every effort shall be made to provide no more than three (3) different course preparations per day.
- D. **Block Schedule:** Middle school and high school employees on a block schedule shall have a preparation/conference time totaling not less than ninety (90) minutes per day, excluding relief periods. A maximum of thirty (30) minutes per week shall be available for use at the principal's discretion.
- E. **Optimal Time Usage:** Schedules in elementary and secondary schools shall be arranged to provide teachers with preparation/ conference time in the largest units of uninterrupted time possible. If uninterrupted preparation/conference time of the duration required by Sections B through D above are not possible, teachers shall be allowed with the agreement of the principal to flex their starting and/or ending times to provide a preparation/conference time in the greatest amount of uninterrupted time possible.

- F. **Change of Teaching Stations:** Regular classroom employees in middle and high schools shall not be required to change subject area teaching stations more than two (2) times during the school day to the extent possible.
- G. **Special Subject Teachers:** Teachers of art, music, physical education, laboratory sciences, media specialists, speech language pathologists, reading consultants, school psychologists, school social workers, school counselors, all special education employees, career and technical college teachers and occupational specialists shall be provided preparation time to the same extent as other employees in the District and the time shall be used for that purpose. Elementary schools shall make every effort to provide special subject teachers with a fair and equitable work schedule. Schools shall not regularly assign school counselors to teach classes unless at least one (1) full-time counselor without teaching responsibilities is available to maintain the counseling program. Every effort shall be made to assign each special subject teacher to his/her own classroom when assigned to instruct students on a regular schedule. When such assignment is not possible, a reasonable period of time shall be allowed for a teacher to move between classes.
- H. **Alternative Teaching Assignments:** Should the District choose to implement multi-grade, combination classes and/or team teaching models, it shall:
1. First solicit volunteers to teach such classes through written notification at each affected worksite. Employees desiring to teach such classes shall file a written statement with his/her school principal of such desire. Voluntary requests shall receive first consideration.
  2. Involuntary assignments shall be made at the discretion of the principal provided the authority is exercised in a professional and fair manner, not arbitrary or capricious. The principal shall advise the employee through a personal interview and in writing that the assignment is being recommended and the reasons therefore.