



## 3404 TEACHER PREPARATION TIME

Policy Type: Human Resources Manual  
Applies To: All Staff  
Approved By: LCS Head of Schools  
Policy Reviewed: every 2 years  
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### 1. DEFINITION OF PREPARATION TIME ALLOCATIONS:

- (a) Planning/preparation time means the allocated time during the school day when a teacher is not directly involved with teaching and supervisory assignments in order that she/he may perform various planning/preparatory activities which are integral and/or supplementary to the teaching process.
- (b) Activities included in the teaching process and therefore appropriate uses of preparation time are:
  - 1.b.1. curriculum planning and preparation of instructional materials
  - 1.b.2. provision of assessment
  - 1.b.3. research and inquiry related to professional development or instructional design
  - 1.b.4. co-planning (field trips, school events, instructional and assessment activities etc.)
  - 1.b.5. pupil evaluation
  - 1.b.6. meetings with parents, other teaching staff members, consultative support staff, administrators, extended service agencies and other persons who are directly or indirectly involved with the teacher's responsibilities
  - 1.b.7. preparation of reports and profiles

### 2. GUIDING PRINCIPLES FOR DETERMINING PREPARATION TIME

- (a) Preparation time allocations must be equitable to all teachers; full-time, part-time, on continuing contract or on temporary contract within the established eligibility guidelines.
- (b) Preparation time is different between elementary, middle and high school.
- (c) Campus administration has the discretion to consider extra-curricular responsibilities in conjunction with preparation time allocations but must stay within budget and FTE staffing parameters.
- (d) No full-time teacher will be allocated paid preparation time which would compensate that teacher beyond 100% of his or her placement on the LCS salary grid.

- (e) No part-time teacher will be allocated paid preparation time for days of work that the teacher is not scheduled to be on campus;
- (f) Preparation time is compensated in minutes or block, not in additional pay.
- (g) Teacher preparation time is included in allocated administrative time for administrators with teaching responsibilities.
- (h) Prep time for non-enrolling staff must be shown on schedules but is not included in staffing allocations for FTE required to cover enrolling staff prep owed.
- (i) Administrators may be required to add themselves to schedules to cover teaching time or blocks of instruction in order to make schedules work within allocated staffing budgets.
- (j) Part-time teachers will be granted preparation time on a prorated basis based on minutes owed per 1.0 FTE.
- (k) Teachers who work less than 0.4 FTE are not eligible for preparation time. A maximum of full time equivalency prep time minutes owed per 1.0 teaching contract will be granted.
- (l) Prep time must be allocated in intervals of at least 15 minutes.
- (m) Teachers may not use EAs or other support staff to cover classes in order to create additional prep time or collaboration time beyond which has been allocated in their teaching schedules.
- (n) PLC time (Fridays) is not to be included in prep time allocations because it is required and directed by administrative leadership.
- (o) Resource & Learning Assistance Teachers (non-enrolling) prep time allocations should be indicated on their schedules.
  - Administrative and screening time can also be included as time in the schedule where they are not providing instruction (100-120 minutes per 1.0 FTE dependent on complexity of caseload).
  - Outside of prep minutes/blocks and screening/assessment administration, Resource and Learning Assistant teaching schedules must show instructional time supporting teachers in classrooms (push in) or providing explicit small-group instruction (pull out).

### 3. PREPARATION MINUTES ALLOCATIONS PER 1.0 FTE

| School Faculty                       | Elementary         | Middle    | High          |
|--------------------------------------|--------------------|-----------|---------------|
| Prep mins per 1.0 FTE                | 6 units (180 mins) | 5 blocks  | No allocation |
| Total instructional time per 1.0 FTE | 49 units (30 mins) | 34 blocks | 7 courses     |

## 4. HIGH SCHOOL TEACHER FTE BASED ON RATIO OF 7 COURSES PER 1.0 FTE.

| Total courses | FTE compensation rate |
|---------------|-----------------------|
| 7 courses     | 1.0 FTE               |
| 6 courses     | 0.857 FTE             |
| 5 courses     | 0.714 FTE             |
| 4 courses     | 0.571 FTE             |
| 3 courses     | 0.375 FTE*            |
| 2 courses     | 0.250 FTE*            |
| 1 course      | 0.142 FTE*            |

\* No preparation block compensation.

## 5. TEACHER COMPENSATION FOR EMPLOYEES DIRECTED TO USE PREP BLOCKS FOR INTERNAL COVERAGE

- (a) Prior to the start of the school year, principals will ask staff to sign a Voluntary Prep Re-assignment Form which identifies which staff are willing to voluntarily give up prep blocks for internal coverage where a TTOC or administrator is not available to cover a temporary vacancy
- (b) Teachers may be compensated at a prorated amount of salary per minutes of instruction in the vacant position requiring coverage and/or time in lieu
- (c) Principals must document and submit a monthly report of internal coverage to the HR manager

## RELATED POLICIES:

3401 EDUCATIONAL STAFF COMPENSATION GUIDELINES

3402 TEACHER PREPARATION TIME GUIDELINES

3403 EMPLOYEE BENEFITS

3405 LEAVE OF ABSENCE POLICY

Reviewed: 04 2025