



MEMORANDUM

TO: Elementary Principals
FROM: Gwen Hill, John Sheffield, and Helene Van Natter
DATE: August 2019
RE: Elementary Prep Time 2019-20

Please review carefully the guidelines schools must follow for elementary prep time. Each school receives 2.5 hours of prep time per classroom FTE. Each school is to complete the updated prep-time spread sheet. The application can be downloaded from the District's web site. From the Home Page, go to *Departments, Accounting*, sub heading *Prep Time & Productivity*. Download and save the form to your computer – it cannot be submitted through the website. Email the completed form to Anne Cammack (acammack@dsdmail.net) and a second copy to your school director. Submission date: Two weeks before school begins.

Clerical

If your school chooses to have clerical prep, the hours must come from your total authorization of 2.5 hours of prep time per authorized FTE and *may not exceed 25 minutes* per FTE. The "office/teacher assistant" may work with small groups of students or perform clerical duties assigned by the teacher. This is a lane 3 position. Classified prep specialists who provide direct instruction to students are on lane 6. The hours for this position may be combined with hours from the Playground/Office Assistant positions. Please refer to Administrative Memorandum #41 for guidance in combining positions. Trust Land funds and regular authorized office hours cannot be used for clerical assistance. Counselors, special education teachers, literacy coaches, and math coaches are not eligible for clerical prep.

Elementary Productivity

A full-time teacher may apply for productivity in place of sending students to a prep class with the maximum being **one hour** per five student days (week). Half time teachers may apply for productivity in place of sending students to a prep class with the maximum being **30 minutes** per five student days (week). See attached guidelines.

Library Time

Each FTE is to receive 30 minutes of library time per week. Please review carefully the "Guidelines for the Supervision of Students in Elementary Libraries," and help provide the necessary support to make this program work. Your JSSC, with the help of your teacher librarian, should work to set standards for enhancing time spent in the library. Kindergarten teachers receive 15 minutes per week of library time for each class they teach. They may choose to visit every week for 15 minutes, or every two weeks for 30 minutes.

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Kindergarten

K-grade teachers receive 1 1/4 hours of prep time per kindergarten session per week. (Plus library - see "Library Prep Time".) *K-grade teachers who are teaching both morning and afternoon sessions will have prep hours equivalent to other full day teachers.*

Prep-Time Beginning and Ending Days

No school will schedule prep time during the **first five days** of school although prep time specialists will work their regular contracted time in a combination of training and preparation. Adjustments will need to be made in year-round schools to facilitate training and the other needs of the school. The principal, with the JSSC, will determine the ending days of prep classes after considering the needs of teachers, students, and prep teachers/instructors. Library/Media coordinators will not take students the first week and the last week of school.

Prep-Time Schedules during SEP week and other Early Out Days

When prep time instructors can't meet with classes due to early dismissal, they may perform other assigned tasks such as correcting papers, entering grades on the computer, preparing materials, bulletin boards, etc. They should not be required to reschedule or make up their instruction time.

Year-Round Prep Hours

The weekly allocation of hours for year-round schools is based on the combined FTE of the three tracks that have the largest number of K-6 teachers in attendance. This is based on generally balanced tracks. The tracks in year-round immersion schools are often less balanced. As far as possible, please attempt to put all teachers assigned to a track on the same day of the week. (Monday – Track A, Tuesday, Track B, etc.) The prep teacher should enter the hours worked each week, realizing that this will fluctuate as tracks go on and off.

Prep Personnel Work Days

Prep time is provided only on days when school is in session. Example: Prep specialists are funded for three school days during the week of the Fall Recess, and only two days the week of Thanksgiving.

Substitutes for Prep Teachers and Instructors

When prep teachers and instructors are absent, they should arrange for substitutes so instruction may proceed as scheduled. If a sub is not available, classes may be rescheduled where possible.

Banking, or keeping track of missed prep time, is permitted only in the case of unfilled positions or prolonged absence when a substitute cannot be found. In these infrequent cases, the following guidelines are to be used:

- Each teacher will record the amount of missed prep time and the amount of banked time they have used/accumulated.
- Teachers may schedule blocks of banked time no longer than three (3) hours in length.
- Teachers must provide lesson plans.
- A prep teacher, instructor, or substitute can provide banked time. Substitutes must work a minimum of three (3) hours (one-half day).
- Teachers must remain at the school when using banked time.

- Banked time may be used for preparation, meeting with students, parents, colleagues, etc.
- Teachers working in prep positions may be placed on the Sub system. If you would like your prep specialist to be registered on the system, please call 801-402-5679.

Change in Hours

Prep teachers and instructors should be notified in writing before July 1st each year that their hours are subject to change based on enrollment and/or teachers opting to use productivity. Please have your secretary create a personnel action when there is a change in hours.

ELEMENTARY PRODUCTIVITY/PREP TIME

In lieu of scheduled preparation time, schools may allow teachers the option of taking up to one hour of productivity per five student days.

PARAMETERS

- 1) Teachers will have the **OPTION** of taking productivity. No teacher may be required to take productivity.
- 2) Participating teachers will receive up to one additional hour of pay for every five student days during the 2019-20 school year.
- 3) Productivity may **NOT** be taken in lieu of library/media or computer lab time.
- 4) The school administrator must have a reasonable expectation that the teacher can and will provide instruction in the prep subject being forfeited at a level of quality equaling or exceeding the instruction provided by the prep instructor.
- 5) Teachers must choose the productivity option at the beginning of the year and make a commitment to continue for the entire school year.
- 6) Teachers must spend an additional (beyond contract) sixty minutes per week (or every five student days) preparing for instruction. This time must be spent at the school and will not include time spent for faculty, inservice, and other meetings. The time must be worked in a minimum of one-half hour periods.
- 7) If productivity is abused by a teacher, the administrator may determine that the option is forfeited by that teacher. The productivity hour will not be replaced with preparation time until the beginning of the following school year.
- 8) Administrators are responsible for ensuring that productivity teachers spend the additional time requirement at the school site.

CONSIDERATIONS

The potential reduction of hours for prep instructors is a concern. Please check with Human Resources to ensure that a reduction of hours for your prep instructor(s) is an appropriate option. In addition, a reduction of hours may make the position less desirable and may cause openings at your school and/or make filling open positions more difficult.

Note: Maximum of one hour of productivity per full-time teacher, per five student days.
Maximum of one-half hour of productivity per half-time teacher, per five student days.

**** Schools are responsible for initiating Personnel Actions for employees so that hours worked agree with the Preparation Time Application.****

Please give a copy of the Prep Time Application to your secretary to initiate the personnel actions.

GUIDELINES FOR THE SUPERVISION OF STUDENTS IN ELEMENTARY LIBRARIES

The following guidelines are developed to assist school committees as they plan to ensure success with teacher librarians assuming student/class supervision responsibilities.

- A school committee, including the principal with JSSC representation and the teacher librarian, should be organized to enhance the time classes are in the library.
- The school committee will monitor the plan during the school year and provide support for success.
- The first week and the last week of school are reserved for teacher librarians to work on library administration and management tasks. This does not preclude a schedule that allows classes, accompanied by the teacher, to have a brief check out session during the first week of school.
- Teacher librarians will follow the DESK standards to teach library skills and curriculum during class library sessions. They will work with teachers to help support grade level curriculum as well. Reading incentive programs should be centered in classrooms, with the teacher librarian providing support.
- Student behavioral expectations should be established by the committee and taught jointly by classroom teachers and the teacher librarian. Extreme discipline problems may result in students being sent back to the classroom.
- Teacher librarians are not expected to supervise students in assemblies, during field days, and at other special activities as they still need to manage the library operations. Where possible, they may work with teachers to reschedule classes for ILP conferences or other planned events such as assemblies to adjust times or schedule a book exchange.
- Scheduled library periods missed due to holidays will not be made up. Book exchange times may be scheduled during library open hours.
- Teacher librarians should be scheduled to work so the library can be open during normal school hours 5 days a week.