



MEMORANDUM

TO: Elementary Principals
FROM: Gwen Hill, John Sheffield, and Helene Van Natter
DATE: August 2020
RE: Elementary Prep Time 2020-21

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.

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 week** 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.

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.*