

## Secondary Prep Time

### What Does the Contract Say?

Article IX: Hours

Section F

Subsection 2 and 3

Each middle school unit member shall have one preparation period for each 5 teaching periods

Each high school unit member shall have one preparation period for each 5 teaching periods.

### What Does It Mean to Me?

Middle school and high school teachers should be receiving one scheduled period for their prep time. In a six period day, one period should be designated as prep for the purpose of that teacher being able to adequately prepare to teach his/her class(es).

The duties performed during the teacher led preparation time shall be determined by the individual teacher.

### I'm Not Getting My Prep Time, What Should I Do?

All secondary teachers must have a built in time during his/her instructional day that allows for prep time. If upon receiving your teaching schedule, you do not receive such prep time, please talk with your administrator immediately.

If during your prep time, you volunteer to substitute for another teacher and voluntarily give up your prep time, you shall receive the current hourly rate as compensation for not receiving your prep time.