



## 402.8AP Teacher Preparation Time

**APPROVED:** 1999.02.17

**AMENDED:** 2012.11.28

**REVIEWED:**

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Teachers will be assigned preparation time by school principals according to the following procedures.

### **PROCEDURES**

1. Teachers will be assigned a minimum of two periods per week.
2. Part-time teachers will be assigned preparation periods on a pro-rated basis.
3. ECS, alternate delivery and Hutterian teachers may be assigned preparation periods in an alternative manner.
4. Decisions on the allocation of the amount of preparation time will be site-based. Principals will ensure that site-based guidelines are developed and that they adhere to division procedures.
5. School administrators who have a teaching role will receive preparation time on a pro-rated basis, according to their teaching load.
6. The yearly allocation of preparation time will be considered as an average over the school year. As an example, a secondary teacher may have more preparation time in one semester than the other.