

DISTRICT CODE: 452

ELEMENTARY TEACHER PREPARATION TIME

Policy reflects Minnesota statute and aligns with other District 270 policies.

Principals will schedule the daily teaching and duty time of all teachers in each elementary building in such a manner as to:

1. Ensure an equitable distribution of workloads.
2. Provide an average of 225 to 250 minutes of preparation time per week during the student day for each teacher, except where doing so would clearly disrupt the educational process.

Variations from 1 and 2 above shall be communicated in writing to the superintendent, HEA President, and the HEA building representative of the building in which the variation exists.

Questions regarding this Policy and its application shall be resolved by a committee of six members who shall be convened on a need basis to formulate recommendations. The committee shall be comprised of three representatives of the HEA and three representatives of the Board, one of whom will be the Superintendent of Schools, who will function as committee chairperson.

Adopted: April 17, 1986

Reviewed: February 20, 2014, February 20, 2018