

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 425 – Teacher Preparation Time	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995</i> sections 163, 175, 231 <i>The Education Regulations, 2019</i> sections 19, 20, 21	
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Background

The Board of Education supports the principle and value of preparation time (prep time) for the purpose of classroom and instructional improvement in order that teachers may better meet the needs of the students and the Lloydminster Catholic School Division. Preparation time is recognized by LCSDF Senior Management and Teachers as a benefit to students and teachers. The preparation time is used individually and collectively to support student and collegial learning. Preparation time is time (other than recess and lunch period) when the teacher is not performing instructional tasks involving direct interaction with students within the school day as defined by *The Education Act, 1995*. The parties recognize that various factors affect preparation time practices.

Procedures

1. The Director or designate will set a target of 8% to 10% prep time to be allocated to individual teachers each year. The Superintendent of Learning or designate will use these allocations to calculate the number of teaching staff assigned to each school.
2. Allocations for prep time shall be applied to full-time teachers at a rate proportional to each teacher's percentage contract of employment. (The percentage is applied to the entire year teaching assignment per individual teacher.)
3. The allocations for prep time for part-time Teachers will be determined at time of contract and will not exceed the proportional rate of a full-time teacher. Supervisor, Instructional Coach, Program Specialist/Coordinator, or Teachers on Special Assignment will not be allocated prep time.
4. During assigned prep time the teacher is expected to work within the school assigned. Prep time may be used for preparation of learning materials and/or displays, course planning, parent communication, school committee work and editing, correcting, and evaluating student work.
5. To support student learning in programs, it is understood that flexibility may be required in the scheduling for, and the assigning of, preparation time. This will occur in consultation with the teacher(s) and their Principal.
6. All parties acknowledge that student safety and quality instruction are important, therefore, if prep time is needed to cover classes in teacher absence the following will be considered:

- 6.1 Percentage of all staff approved for release shall not exceed 20% on any instructional day with out notice to the Superintendent of Education;
- 6.2 Substitutes may be assigned to another class during the replacement teacher’s assigned prep time;
- 6.3 Classroom instruction is the priority, when a teacher is away and a substitute was not placed to instruct, the Principal will consider:
 - 6.3.1 Principal and/or vice principal providing classroom instruction;
 - 6.3.2 LAT providing classroom instruction;
 - 6.3.3 Rescheduling PD or in school meeting to provide classroom instruction;
 - 6.3.4 Specialized elementary programs may be cancelled for classroom instruction;
 - 6.3.5 Classroom teachers using prep time to provide classroom instruction; or
 - 6.3.6 Request support from the Division Office.
- 6.4 When a teacher has lost prep time, the Principal or designate will make best efforts to provide this prep time back to the teacher through sub coverage (6.2) later in the year.