



ACCORDING TO PEA:

Teacher Workday & Planning Time

WORK DAY

Most teachers are contracted to work for 7 $\frac{3}{4}$ hours per day for 196 days a school year. Students are to be in attendance for 180 of those days. The remaining days are 6 paid holidays, 6 workdays, and 4 in-service days. You can only be required to perform duties beyond the above by a specific written contractual requirement. There are some teachers (TRSTs, Media Coordinators, School Psychologists, etc.) who have specific requirements for additional days or time for which they are paid. The only other exception is in 6.1-1 below.

First let us emphasize there is no requirement to attend in-service, faculty or parent meetings, or school planning activities outside your contract days and time. That means no Saturday in-services. No in-services or grade level planning or school improvement planning can be required the week before Pre-Planning. No staff meetings or parent conferences should extend beyond your 7 $\frac{3}{4}$ hour day on a contracted day. The only exception is for activities such as parent-teacher meetings, open house, and graduation. The contract clearly stops short of requiring your attendance, though the term "*expected*" is still a strong word. The language is further restricted by the requirement of notice by the end of pre-planning and the requirement for mutual agreement providing "*flex time*." Flex time is particularly restrictive because it has to **mutually** be agreed upon and be realistic to be used. The Principal can not require that flex time be used on Friday or offer you to leave at 3:00 PM when you have students or other requirements which make leaving at that time unrealistic. Flex time should be granted on an hour for hour basis and tracked as it is actually able to be used.

PLANNING TIME

The contract has been changed to spell out what time you are responsible for students and guarantee your planning time is not eroded. **You are now to be scheduled for a MAXIMUM of 360 minutes per day of student contact.** **That includes instructional time as well as non-instructional duties. NO ONE should have a schedule that has more than 360 minutes of student contact per day.** Each day should also include a duty free lunch (equal to the student lunch period) and planning time of no less than 45 minutes. The remaining time in your day is yours to use as needed to complete your work. See 6.2 below.

In a weekly schedule each teacher should show **FIVE** periods of no less than 45 minutes of planning time per day. Three (3) of these days are dedicated for the teacher to use and self-direct. There cannot be meetings or trainings scheduled for the teachers to attend during these 3 days. Two days a week are to be scheduled by the administration. **One of the scheduled days must be for team or grade level planning. This must be a productive day and not to be used for training or other purposes.** The other day can be used for staff development and Professional Learning Communities (PLC), etc. Once a month the PLC day may be used for a staff meeting. See 6.3 below.

In weeks that are shortened due to holidays or staff development days the teachers will still receive their 3 days of planning time and the administration will only be allowed to have one planning period that week. See 6.3-1 below.

Teacher Collective Bargaining Agreement:

Definitions:

- Planning time – Teacher self-directed time during the teacher workday set aside for teachers to plan to meet the educational needs of their assigned students.
- Collaborative Planning – Time spent with other faculty focused on designing effective instructional plans by grade level or subject area in collaboration to improve student learning, share best practices, develop assessments for learning, and other practices designed to meet the educational needs of their assigned students.
- Professional Learning Community (PLC) – An extended learning opportunity to foster collaborative learning among colleagues within a particular work environment or subject area designed to meet the educational needs of the school's students.
- Instructional time - Time spent conducting activities that meet lesson plan, curriculum, AIP's or IEP's is instructional time.
- Non-instructional duty - Time spent supervising students in which no curriculum, lesson plan, AIP or IEP goals are met.
- Student Contact time - Time during which a teacher has direct responsibility for students; may include both instructional and non-instructional time.
- Special Programs – Self-contained instructional classrooms for Exceptional Student Education and teachers assigned to any alternative education program or worksite.

6.1 Teacher Responsibility: The Board and the Association acknowledge that a teacher's primary responsibility is to teach and that support personnel and volunteers shall be used to assist with and reduce teachers' non-instructional responsibilities. The Board and the Association agree that, in order to encourage the efficient use of time and to conserve paper, paperwork required of teachers should be kept to a minimum.

6.1-1 As a part of teachers' professional responsibilities, they are expected to attend such after school activities as: parent teacher meetings, open house, graduation. The parties recognize that teachers have obligations outside their professional responsibilities and agree that schedules for such activities shall be provided no later than the last day of teacher pre-planning of each school year and that flex time be provided to those participating teachers by mutual agreement of the principal and teachers.

6.1-2 For all grading periods, scan sheets will be issued to the teachers one week prior to the due date. With the exception of the last grading period, scan sheets/electronic grades will be due at noon the second working day following the end of the grading period. For the last grading period, middle and high school scan sheets/electronic grades will be due at 8:00 a.m. on the first workday following the last student contact day. The exact due dates and time for scan sheets will be published within the school calendar.

6.1-3 If a teacher is required to utilize a specific software program in the execution of their job, that program must be available to them in their classroom. If software is unavailable appropriate hand written forms may be used.

6.1-4 Substitute teachers shall be employed, when available, for all absent teachers. Employees shall be able to report an illness with one contact 24 hours per day whether through a phone call or through a computer to an automatic substitute placement system. This contact shall satisfy any requirements for scheduling a substitute, if required. When a substitute is not available, the unfilled job number from the substitute placement system must be provided to impacted staff upon request. Substitute teachers shall be expected to perform all of the teacher duties normally performed by the regular teacher as determined by the building principal. Except in emergencies, classroom teachers will leave adequate written teaching plans for the substitute teachers so that the normal classroom activities may be carried out. A teacher may be requested, but not required, to substitute during his/her planning time for another teacher. In the instance of an employee who has been the subject of disciplinary action for absenteeism, a call to a school's administration can be required.

6.2 Teacher Workday: The workday for all teachers shall be no more than 7¾ hours. On non-student days teachers shall have a one (1) hour lunch break. On student days a teacher shall be scheduled for a maximum of 360 minutes per day of student contact, a duty free lunch period equivalent to that of the



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students, and at least 45 minutes of uninterrupted planning time. Remaining minutes of student contact time may be utilized for non-instructional duties and may be accumulated within the week to facilitate this required coverage within the teacher's duty day. The staff shall be involved in designing the non-instructional duty schedule.

6.2-1 If the implementation of arrangements (e.g. re-assignment of paraeducators, changing of duty schedules, changing of teaching schedules of specialty teachers, etc.) for a duty free lunch equivalent to that of the students is not acceptable to a majority of the school faculty as determined by secret ballot vote, then this provision shall not apply. The determining secret ballot vote must occur at an announced time and place where ballots will be distributed, collected and counted publicly by the principal and teachers to include PEA representation, and, which allows for all teachers to attend. The vote must take place annually during the week of pre-planning.

6.2-2 Teachers assigned to Traviss and Ridge Career Centers shall work a seven (7) hour day consisting of three hundred thirty (330) minutes per day of instructional contact time and three hundred (300) minutes per week of planning time. Those employees who are under a teacher contract but do not have 330 student contact minutes per day shall work the regular 7 ¾ hour day.

6.2-3 Teachers at the Area Career Centers in special programs (such as: State Licensure Programs, Less Than 5 Days, etc.) shall work no more than a 35-hour week with no more than 1950 minutes of student contact time per week and no less than 150 minutes of planning time per week. In certain situations teachers in these programs may not have a duty free lunch.

6.2-4 Arrangements for classroom visits made during the prescribed teaching day shall be made by the teacher with the approval of the principal/immediate supervisor. Visits to a teacher's classroom by persons not connected with the Polk county school system shall be conducted only with the teacher's prior approval. Such access to public school classrooms shall not be unreasonably denied. Evaluative visits by School District office personnel shall be made with a two (2) work day notification to the teacher and principal/immediate supervisor, except in case of emergency. Teacher approval is not required for visits by the Education Practices Commission or for special open house visitation planned by the faculty and administration.

6.2-5 Communication systems shall not be used for assessment purposes, nor shall they be used for monitoring classroom activities without the teacher's permission. School wide use of public address systems shall be kept to a minimum during student contact times. Morning and afternoon announcements shall be at predetermined times.

6.2-6 When school is not in session, a teacher may be given access to his/her classroom by arranging such access through the principal.

6.2-7 The principal or immediate supervisor shall have authority to grant a teacher's request for variation from the regular school day schedule when circumstances necessitate such a procedure. When granted, such variation shall not result in loss of pay or accumulated leave days to the teacher.

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6.2-11 A reasonable amount of travel time of at least thirty (30) minutes shall be allowed each way during the regular duty day if teachers are required to attend partial day meetings at locations other than their regularly assigned schools. For full day meetings, a reasonable amount of travel time of at least thirty (30) minutes shall be allowed each way.

6.2-12 When scheduled by the District administration, teachers may have their start and end time adjusted by up to ninety (90) minutes when given at least a two (2) week notice for attending a partial or full day inservice/meeting.

6.3 Planning Time: All teachers are to be guaranteed an uninterrupted block of at least 45 minutes of planning daily. Planning time shall be used primarily for lesson/program planning, parent conferences, student conferences, and conferring with other faculty members. The principal may have up to two (2) of these 45-minute blocks per week designated for Collaborative Planning, Professional Learning Community (PLC), or Faculty Meetings (one (1) per month). One day shall be used for collaborative planning by grade level or subject area. The second day shall be used for a PLC focused on meeting the educational needs of students or a faculty meeting (up to one (1) meeting per month). Collaborative Planning shall occur weekly except on a rare occasion when the principal may hold two (2) PLCs in one week and the following week shall have no PLC or Faculty Meeting. The remaining three (3) blocks shall be used by the teacher solely for self-directed planning time. Recognizing that curriculum changes are inevitable throughout all areas of instruction, team/common planning may occur and is encouraged in order to meet the needs of the students. Teachers are responsible for the proper utilization of the self-directed portion of planning time.

6.3-1 During weeks when there is a full Staff Development Day, Student Early Dismissal staff development day, or a shortened week, teachers will still have three (3) days of self-directed planning that week.

6.3-2 Elementary school teachers shall have an uninterrupted, continuous block of time of no fewer than forty-five (45) minutes per day of scheduled duty free planning time during the student contact time. Should a continuous forty-five (45) minute block be unfeasible, the principal will schedule a continuous thirty (30) minute block during the student day and an additional fifteen (15) minute continuous block of time during the duty day for planning. Elementary teachers shall stay with their students when the students are participating in regularly scheduled special classes only when there is no certified instructor available.

6.3-3 Middle school teachers shall have an uninterrupted, continuous block of forty-five (45) minutes per day of scheduled duty free planning time during the student contact time. Middle school schedules should include time for teacher planning time for such concepts as team planning, back to back planning periods, parent conferences, student conferences, etc. In middle schools that elect to participate in a seven (7) or eight (8) period day, the normal teaching load will be six (6) out of seven (7) or seven (7) out of eight (8) periods. (Advisor/advisee instruction will count as a teaching period.) Teachers, excluding those teachers assigned to Special Programs, shall not be involuntarily assigned a teaching schedule requiring more than three (3) preparations. To indicate acceptance of a schedule with more than three (3) preparations, the teacher must be presented with the schedule in writing and indicate acceptance by attaching their signature.

6.3-4 High school teachers shall have an uninterrupted, continuous block of forty-five (45) minutes per day of duty free planning time during the student contact time. A normal teaching load will be six (6) out of seven (7) periods. Instructional time will be arranged according to the school's approved schedule and in accordance with Southern Association of Colleges and Schools (SACS) guidelines. Teachers, excluding those teachers assigned to Special Programs, shall not be involuntarily assigned a teaching schedule requiring more than three (3) preparations. To indicate acceptance of a schedule with more than three (3) preparations, the teacher must be presented with the schedule in writing and indicate acceptance by attaching their signature.

6.3-5 Regular program and academic teachers at Traviss and Ridge Career Centers shall have three hundred (300) minutes per week of planning time. Special program and Alternative Education teachers who have no more than 1,950 minutes of student contact time per week shall have no less than 150 minutes of planning time per week.

6.3-6 Teachers are required to make arrangements with the principal or immediate supervisor prior to leaving school grounds during this planning time. Arrangements shall not be unreasonably difficult so as to deny teachers the ability to leave.

6.3-7 The Board shall structure a schedule for students that dismisses all students 150 minutes early to provide teachers 150 minutes of planning time in addition to the planning time described in Sections 6.3 through 6.3-5. There shall be at least seven (7) of these Student Early Dismissal Days distributed throughout the school year as mutually agreed upon. The days shall be designated as four (4) Teacher



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Self-Directed Planning Days and three (3) Staff Development Days. The additional 150 minutes of preparation time for up to three (3) of these Student Early Dismissal days may be designated for staff development. All remaining time shall be used by the employee for self-directed planning activities.

6.4 Non-instructional Duty: Representatives of the school staff shall be involved in developing the non-instructional duty schedule. All teachers shall be notified and volunteers solicited to participate. All volunteers shall be allowed to participate. There shall be, insofar as possible, a fair and equitable distribution of non instructional duties and responsibilities among all teachers and staff consistent with the law and School Board policies. No teacher will be required to work more than their contracted time. When If a problem with planning or distribution of non instructional duties and responsibilities becomes apparent that cannot be resolved by the staff, it shall be referred to the Safety, Maintenance and Non-Instructional Duties Committee.

6.4-1 Except for regularly assigned duty, teachers shall not be responsible for students before or after regularly scheduled student contact hours.