

KNOW YOUR RIGHTS!

Elementary Preparation Time

RIGHTS TO PREP TIME

All elementary* educators have the right to prep time:



At least 180 minutes of prep time every 2 weeks



In blocks of at least 45 minutes



Weekly minimum of 45 min

**This includes TK-5th & 6th grade if following an elementary model*

EQUITABLE & PROTECTED PREP TIME

All educators have the right to prep time in our contract, including enrichment teachers. VTs should get the same prep as the teacher they are covering. Prep time is **protected time to actually prepare**. You can only be required to do non-prep work in specific emergency situations, and you should have the opportunity to prep away from your students (so in a separate space if your classroom is being used for enrichment.)

ENRICHMENT & PREP TIME

Enrichment teachers provide both **instruction** to students *and* **prep time** to classroom teachers. The formula in Appendix M determines how many enrichment teachers each school gets, including VAPA teachers funded by Prop 28 as well as the enrichment focus the site has chosen.

BUILDING EQUITABLE SCHEDULES

Each site should have a **Preparation Time and Enrichment Advisory Committee (PTEAC)** to collaborate on an equitable schedule. This team should include the principal, the site rep, enrichment teacher(s), and any others the site thinks are important. The PTEAC works together to ensure:

- All educators get their prep time
- All educators have a voice
- Prep time is maximized beyond the minimum if possible
- Schedules include make-up time (for holidays, non-instructional days, conferences, etc.)
- Necessary transition time is included in schedules

REFERENCES & RESOURCES:

- SDEA Contract: Section 8.6 & Appendix M
- [Elementary Prep & Enrichment Program Overview](#)
- FAQs: bit.ly/elemprepfaq24 (May be especially helpful to members on the PTEAC)
- [KYR Flyer: Class Coverage](#)