

TEACHER PREPARATION TIME

Hope-Page School District shall provide each full-time teacher with 200 minutes¹ of preparation time per week.

Preparation time is considered part of teacher’s contracted working hours. Teachers shall use preparation time to prepare for performing curricular duties. Examples of permissible preparation time activities include lesson planning, grading, meeting with individual students, reading professional development literature, meetings as determined by administrators, trainings authorized by district administration, and other curricular-related preparation activities approved by building administration. Preparation time may not be used as a break period, and all applicable policies and rules concerning employee conduct and work-related expectations, including those prohibitions related to leaving the building, apply during prep time.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- DE, Staff Code of Conduct

End of Hope-Page School District #85 Policy DHBE..... Adopted: 09/13/17

¹ AdvancED recommends a minimum of 200 minutes per week.