

Sample Illustration Schedule for Elementary Prep (2010-11)

Teacher Work Day: M,T,Th,F 7:45-2:45 or 8:15-3:15
 W 8:00 -3:00

Student Day: 8:30 am - 2:35 pm

Student Day Wednesdays: 8:30 am - 1:10 pm

Student Day (Minimum Days): 8:30 am – 12:40 pm (Fall & Spring Parent Conferences, Open House, Back to School, Dec. 17th, and June 3rd, 6th, 7th)

Schedule (may be shifted to allow for different start times at each site)

Monday	Tuesday	Wednesday	Thursday	Friday
Duty Day *7:45-2:45 *8:15-3:15	*7:45-2:45 *8:15-3:15	8:00-3:00	*7:45-2:45 *8:15-3:15	*7:45-2:45 *8:15-3:15
Student Day 8:30-2:35	8:30-2:35	8:30-1:10	8:30-2:35	8:30-2:35
4th- 6th Recess 1x10 min. 1st- 3rd 2x15 min.	4th- 6th Recess 1x 10 min. 1st- 3rd 2x15 min.	4th- 6th Recess 1x 10 min. 1st- 3rd 1x10 min.	4th- 6th Recess 1x 10 min. 1st- 3rd 2x15 min.	4th- 6th Recess 1x 10 min. 1st- 3rd 2x15 min.
Lunch 30 min. 15 min. (Prep)	30 min. 15 min. (Prep)	30 min. 15 min. (Prep)	30 min. 15 min. (Prep)	30 min. 15 min. (Prep)
Prep *40/15 or 15/40 before/after flex 15 min. lunch	*40/15 or 15/40 before/after flex 15 min. lunch	30 min. before minimum 130 min. each 2 Wed. after 15 min. lunch Collaborative meeting	*40/15 or 15/40 before/after flex 15 min. lunch	*40/15 or 15/40 before/after flex 15 min. lunch

* M,T,Th,F Teachers can sign up for one of the flex options for before/ after school prep.

Effective July 1, 2011

- 4.1.5 Elementary Preparation/Planning: Each unit member shall have thirty (30) consecutive minutes daily for preparation and planning plus an additional thirty (30) consecutive minutes per day for each of one hundred forty (140) duty days. The schedule assigning preparation and planning time shall be prepared in writing and a copy presented to the unit member and/or posted. Elementary schools adopting a schedule calling for one shortened day per week may satisfy the requirements for the daily thirty (30) minute preparation and planning period by accumulating one-hundred fifty (150) minutes per week (an average of thirty minutes per day). Reasonable effort shall be made to insure that the time scheduled on a given day will be not less than fifteen (15) minutes.
- 4.1.5.1 Each full time unit member assigned to a non-combination Kindergarten class shall have forty-five (45) consecutive minutes of preparation per day and shall support and assist in other (primary grade – Education Code 46118) classrooms with small groups of students for the remainder of the instructional day. The site administrator and the involved Kindergarten unit member(s) shall meet and confer to determine said unit member’s placement based upon school and students’ needs and the unit member’s expertise.
- 4.1.5.2 Each full time unit member assigned to grades 1, 2, or 3 shall be provided forty-five (45) consecutive minutes every week of preparation time during the instructional day; and an additional forty-five (45) consecutive minutes of preparation time every other week during the instructional day. Reasonable effort will be made to ensure that unit members in grades 1, 2, or 3 do not have Monday prep in consecutive years.
- 4.1.5.2.1 If class size reduction is eliminated in grades 1, 2, or 3, then that (eliminated) grade level shall be provided two forty-five (45) minute preparation periods per week and an additional forty-five (45) minutes of preparation time every other week, during the instructional day. If CSR were to be restored in the grade eliminated, then that grade level unit members’ preps shall revert to the same configuration of prep time as stated in 4.1.5.2.
- 4.1.5.3 Each full time unit member assigned to grades 4-6 shall be provided one hundred thirty-five (135) minutes per week of preparation time during the student day. Reasonable effort will be made to ensure that unit members assigned grades 4-6 do not have Monday prep in consecutive years.
- 4.1.5.4 In addition to the above, each full time unit member in grades K-6 assigned to teach a combination class will receive thirty (30) minutes of additional preparation time per week during the student day.
- 4.1.5.5 Unit members assigned to Sheltered English Immersion, Spanish Immersion, and designated Bilingual classes, grades 1-6 shall receive thirty (30) minutes additional preparation time per week.