

Know Your Rights!

Elementary

The Elementary teacher is guaranteed a minimum of 7 preps a week. They have four a week in the morning and the remaining 3 or 4 can be given anytime during the day.

If you are a 9:00 school you are entitled to self directed time from 8:30 to 9:00 four days a week. One day a week your principal is allowed to have a staff meeting or direct you to a grade level meeting. During this time you can be required to meet or talk to parents.

All teachers are entitled to three 40 minute breaks a week that are self directed. If your school has an art or music teacher then you are guaranteed a fourth prep. Again these are self directed duty free preps and the principal can not put you in mandated meetings.

If you are in a school that does not have a morning and afternoon recess then you are entitled to two 10 minute breaks. Most schools combine these breaks and create a 20 minute lunch that is duty free.

Your official lunch is the last 45 minutes of the day and you are allowed to leave the school campus. This is considered a duty free lunch so technically if you remain in the building you do not have to meet with parents unless you choose to.

Any teacher that is given morning or after school duty during any of these designated prep times must have this time made up each day.

High School

Should not exceed 421 minutes—Typically has 8 periods

Includes 5 teaching periods:

- Science Laboratory Teachers do not teach a division.
- Preparations should be kept to a minimum, but in no cases more than three.
- Honors, Advanced Placement, LEP, and Bi-Lingual classes count as separate preps:
 - 14 minute division, 4 minute passing periods, 5 duty-free lunch periods, Changes for special bell schedules, etc.
- Any increase in the length of division should be deducted from the regular periods.
- Any decrease in the length of lunch period must be accompanied by the decrease of the school day by the same number of minutes:

Preparation periods (5/week) must be duty-free and self-directed

SAACC Period= Staff Development, Advisory, Advisory Prep, Conference, and Collaboration:

- 1 period a day (5 periods a week).
- Two are Principal-Directed: Staff Development, and Advisory
- Three are Self-Directed: Advisory Prep, Conference, and Collaboration.
- Note that some schools are no longer scheduling an advisory—but those schools should still NOT schedule required meetings during self-directed SAACC periods.

PSRPs

Ordinary Work Days

PSRPs who work 7 hours, 45 minutes each day are entitled to two (2) ten-minute breaks; one in the morning, one in the afternoon. If the PSRP leaves the building s/he must punch out and in again upon return.

Report Card Pick-Up Days

The work day for all CTU members on Report Card Pick-Up Day is 6 hours, 15 minutes long. All are entitled to a 45-minute, duty-free lunch.