



Know Your Contract!

To begin, please be open and communicate with your supervisor about the language stated in article 452 Instructional Planning.

Let's Highlight two important phrases in section 452 A:

- 1) ***"Instructional Planning Time is member-directed and shall be free from student supervision."*** It's inappropriate and against the agreement to mandate meetings and/or participation in PLCs during planning time. Both ASD and AEA acknowledge the importance of planning time as it provides educators the ability to provide the best possible instruction as well as time to communicate with families.
- 2) Also, know that your supervisor can request a meeting during your planning time only once a month. 452 A states, ***"No more than one time per month, administration may conduct meetings during this time."***

In addition, several elementary schools have deleted transition times from their master schedules i.e. WIN time butted up right to a special or lunch/recess butted up to a special, etc. If principals are not allowing students transition time and this causes the educators to lose a few minutes of instructional planning time so that you are not getting at least 30 minutes per block or 4 hours per week, the member should be compensated for that missed time at \$40.00 per hour per Article 470.

- 3) ***"Instructional Planning Time shall be in blocks of no less than thirty (30) minutes during the student day."*** You should have at least 30 minutes of uninterrupted time, free from the supervision of students, as instructional planning time. And within a week you should receive enough blocks that total four (4) hours or more for instructional planning time.

The same applies to your 30-minute duty-free lunch although there is no form (Article 470 A). Make sure to document the lost time and ask for compensation for missed lunches.

If you believe that your supervisor is in violation of 452 D or 470 A.

- The educator should share this with their principal to resolve the issue.
- If it cannot be resolved contact your Rights Advocate for support;
- If additional help is needed or your Rights Advocate is not available, please contact Courtney, Val/Debbie, and Corey.

Thanks, AEA Rights Committee



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452 INSTRUCTIONAL PLANNING

- A. Instructional Planning Time is member-directed and shall be free from student supervision. It is time designated for members to address a variety of assigned professional responsibilities. These responsibilities include, but are not limited to, assessment of student learning, individualized lesson planning, collaborative team planning, conferencing with parents or colleagues, preparation/grading of instructional materials, and professional research or development. Instructional Planning Time shall be in blocks of no less than thirty (30) minutes during the student day. No more than one time per month, administration may conduct meetings during this time. Instructional Planning time is important. Administration will work to minimize disruptions to this time.

On days identified on the school calendar that includes parent teacher conferences and testing, planning time missed will not be rescheduled. It is a professional responsibility to structure schedules to accommodate instructional planning time requirements.

- B. The District shall provide an instructional planning period for all secondary members, except as indicated in Article 452 D.
- C. The District shall provide elementary teachers with four (4) hours of planning time per week. Elementary itinerant teachers may request additional assistance from their supervisor to prepare for the opening of school.
- D. Supervisors shall provide four (4) hours of planning/record keeping time to the other employee classifications within AEA.