



## PREPARATION TIME

### Background

The Board of Education supports the principle and value of preparation time (prep time) for the purpose of classroom and instructional improvement in order that teachers may better meet the needs of the students and the Northwest School Division.

### Procedures

Preparation time is defined as unassigned time within the school year as set out in *The Education Act, 1995*. This is time in which the teacher is not required to be involved in planned professional development or in-service activities, and is not performing instructional or supervisory tasks involving direct interaction with students.

A target of 5% to 7% of the annual teaching assignment time shall be allocated to individual teachers as prep time. Allocations for prep time shall be applied to full-time and part-time teachers at a rate proportional to each teacher's percentage contract of employment.

The assignment of prep time may be less than 5% in schools where administration, in joint consultation with staff, determines creative and practical ways to meet the needs of their teachers and school.

Reference: Education Act, 1995

Approved: March 1, 2024