

**RSU #16** (Mechanic Falls, Minot, Poland)

**Policy Code:** GCMA

**Adopted:** April 2012

**Revised:**

### **Teacher Preparation Time**

The RSU 16 Board recognizes that, in addition to assigned classroom responsibilities, teachers contribute a number of hours a week to a variety of tasks that contribute to student learning. The tasks include preparing for teaching, enriching the school environment, correcting assignments, working with students individually or small groups, meeting with parents and staff members, planning instructional programs and completing paper work that cannot be completed during instructional time.

The Board supports the provision of reasonable teacher preparation time within the school day, as schedules and resources will allow.

Whenever possible, elementary school teachers will be provided preparation periods when students are scheduled with other teachers at a minimum of 3 periods a week. If possible, elementary school schedules and programs will be designed to allow for additional planning time each week.

Whenever possible, the middle school teachers will be provided 45 minutes per day of preparation time and high school teachers will receive an average of 5 periods a week.

The Board shall notify the Association if changes to this policy are considered, and shall meet and consult with the RSU #16 Education Association about such changes as required by law.

**Legal Reference:**

26 M.R.S.A. § 965 (1)

**SIGNATURE BLOCK:**

RSU #16 School Board

_____ Mary Ella Jones, Chair	_____ DATE
_____ Jack Wiseman, Vice Chair	_____ DATE
_____ Jennifer Boenig	_____ DATE
_____ Carlton Beckett	_____ DATE
_____ Terri Arsenault	_____ DATE
_____ Susan Callahan	_____ DATE

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Joe Parent

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DATE

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Melissa Hodgkin

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DATE

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Steve Holbrook

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DATE

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Yvette Murray

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DATE

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Jeanne Manley

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Scott Sawyer

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DATE

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Tina Love

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DATE

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Ed Rabasco, Jr.

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DATE

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Scott Tiner

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DATE