



## Communication Regarding Missed NIS/Prep Time and Lost Service to Students

Dear Teachers/School Administrators,

As you know, the District has traditionally experienced a shortage of Teachers-on-Call in the spring. The following clarifies procedures regarding missed NIS and prep time and additional support for non-enrolling classes where a TOC was unavailable.

### **Missed Prep Time in Secondary for Enrolling/Non-Enrolling Teachers**

When a teacher is asked to cover a class during their preparation time, this time is "banked." Once a teacher, or teachers, have accrued enough time to warrant a half-day or a full-day of lost preparation time, the teacher(s) can then request the principal call in a TOC to return this preparation time. For example, if Teacher "A" is owed a period of preparation time recovery and "Teacher B" is also owed a period of preparation time recovery, then these two teachers can combine this time for a half day callout.

### **Missed NIS Time in Elementary for Enrolling/Non-Enrolling Teachers**

When an enrolling teacher is asked to cover a class during their NIS time, this time is "banked." Once a teacher, or teachers, have accrued enough time to warrant a half-day or a full-day of lost NIS, the teacher(s) can request their principal call in a TOC to return this NIS time.

Teachers can combine missed NIS time to make half-day or full-day increments for TOC dispatch. For example, if four teachers each have lost 45 minutes of NIS time, a TOC can be called in for one-half day to return the lost NIS time to the four teachers.

### **Non-Enrolling Teachers Covering Classes Outside of Prep/NIS Time**

In many instances, non-enrolling teachers are used to cover a colleague's class when TOCs are not available. As a result, students lose valuable time for services and/or programs such as music.

Non-enrolling teachers should approach their principal to request a TOC to be dispatched in order to make up for the lost service to students.

Example: A Learning Support Services teacher is asked to cover an enrolling class and students miss resource time. A TOC would then be called in, at a future date, to make up the lost service in a value added way. This is not intended to be additional NIS time but is meant to be additional support for students who have missed valuable support/ instruction time.

Any administrative work (IEP meetings, assessments, etc.) that needed to be rescheduled due to an LSS teacher being pulled for classroom coverage may be made up at a future date via the dispatch of a TOC.

Example: IEP meetings with parents needed to be rescheduled because the LSS teacher needed to cover a colleague's class. A TOC can be called in to provide service to students in LSS while the LSS teacher meets with parents at this rescheduled time.

**The lost time is not awarded to the individual teacher but to the school to make up for lost services to students and the loss of meeting time.** Collaboration between the principal and teachers will take place to decide how this time is made up. The principal is responsible for booking the TOC and the code "Extra Staffing" should be used and "Make up For Lost Service" can be written in the comments section.

#### **IMPORTANT NOTES:**

1. Teachers as individuals, and schools as a collective, should be keeping track of TTOC time that is to be paid back and ensure that this time is requested before the end of the school year.
2. Schools will report total amounts of missed NIS/Prep time to HR on a monthly basis.
3. The individual teacher is to take the make up time before the end of the school year.
4. If the time has not been recovered after one attempt to access this lost time they are to contact the BTA.

Please direct any questions/concerns to:

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