

Know YOUR Contract Rights Before You Step Into the Classroom

SCHOOL DAY FOR TEACHERS: The regular school day for teachers is 7 hours; 15 minutes before school and 15 minutes after the hours scheduled for students. **Article 10.6**

OBSERVATION PROCESS: If you are having difficulties with the observation process – call your TABCO UniServ Director at TABCO and in the interim request the following from your administration: Ask for an *Assistance Plan* as soon as difficulties arise; Ask for a meeting with your program supervisor, your department chair, your mentor, and your principal for the sake of clarification. Ask, “What do you need from me to have a successful observation?” **Article 13.1**

LUNCH: Everyone is guaranteed a 30-minute duty-free lunch. **Article 10.11**

PLANNING/PREPARATION: All classroom teachers, including special area teachers of art, music, and physical education, shall have time during the school day for preparation and planning, and other professional duties. Teacher preparation and planning periods shall not be imposed upon for unscheduled special assignments. **Article 10.11.1**

PERSONAL BUSINESS LEAVE: Each teacher shall be entitled to up to three (3) days per year for urgent personal business leave. A written statement of intent to be absent shall be submitted to the principal (or other appropriate administrator) at least twenty-four (24) hours prior to the expected absence. Urgent personal business leave may not be used on consecutive duty days except as otherwise indicated by this Agreement or with permission of the principal (or other appropriate administrator). **Article 12.15**

These are just a few of your contractual rights. If you believe you are being treated unfairly, or have a question or concern please call your TABCO UniServ Director at 410-828-6403.