



SpEd Classroom Weekly Log Prep, Case Mgt, Lunch Times

User Instructions

Form Purpose: Licensed classroom SPED staff should use this form to record prep, case management and lunch time that you were not able to use your time for the intended purpose and the reason(s) why. This form will be reviewed by your administrator, the district and EEA to determine and correct ongoing or repeated discrepancies regarding contact compliance.

Teachers complete form and promptly return the completed/signed form to all below:

- 1) Building Administrator
- 2) SSD Level Administrator
- 3) Director of Human Resources, hr@4j.lane.edu
- 4) Tad Shannon, EEA President, eugeneea@oregoned.org

Building Administrator Instructions

If you receive this form, you are expected to complete the "Administrator only" section of the form, including a description of what you know about the situation and what actions you took to address it. Please collaborate with the SSD level director as needed. Return the completed form promptly to the above named recipients.

Name				Week of		
Position				Building		
Date	Type Missed (in 15 minute increments)			Reason (be specific)	Building Administrator Only Notes and Follow Up (see instructions at top)	
	Prep Time	Case Mgt. Time	Duty-free Lunch Time			
	Minutes Missed	Minutes Missed	Minutes Missed			
				Total Hours Used:		
Employee Signature:					Date:	

Applicable Law and Contract Language

10.1.5 PREPARATION TIME: All unit members shall be provided at least one period of preparation time during their work day.

- a. Unit members shall not be assigned to supervise or instruct students during their preparation time.
- b. Middle and high school unit members shall be guaranteed a preparation period during the instructional day.
- c. Elementary unit members shall have at least two hundred and forty (240) minutes of preparation per week, with no daily portion smaller than twenty (20) continuous minutes. Every effort will be made to make the daily preparation time thirty (30) continuous minutes in length. This 240 minutes is in addition to the one (1) hour of uninterrupted preparation time in Section 10.1.5.e. ... Elementary ESS members will continue to have 150 minutes of preparation time per week outside the student day in addition to the hour provided in Article 10.1.5.e and the case management time in Article 13.8.7...
- d. When an administrator initiates and assigns unit members to work during their preparation period, they are paid at their prorated per diem rate.

13.8.7 Beginning in 2015-16, Special Education teachers assigned to a building will receive daily case management time for the purpose of arranging and completing IEPs, performing required special education activities related to IDEA, and reporting progress. This time is not protected due to the requirements of special education teachers to support students throughout their school days. However, administrators will not assign teachers any non-case management duties during their case management period. Case management time will be allotted as follows:

- a. 30 minutes daily for elementary special education teachers;
- b. 1 period per day for middle school special education teachers;
- c. 1 period per day for high school special education teachers;
- d. 30 minutes daily for post-high school transition special education services.

ORS 342.608 provides that full-time licensed staff be provided a time for a 30 minute continuous duty free lunch period during the regularly scheduled lunch hours. Further, a school principal who fails to so schedule "shall be guilty of neglect of duty."