



Timetable Checklist

Before signing my timetable, I need to check the following:

- My teaching, supervision, remediation and homeroom minutes do not exceed the maximums.

Days in your Cycle	Preschool and Elementary	Secondary and Adult Ed.
5 day	1380	1200
6 day	1656	1440
9 day	2484	2160
10 day	2760	2400

- The only other things scheduled on my timetable are group meetings (OPD minutes.)
- None of my other time for planning, marking, IEPs, report cards are placed on my timetable.
- I have a daily span that does not exceed 8 hours each day.
- I have a weekly span of 35 hours, excluding lunch.
- I agree with where my daily span is placed, understanding that I must make myself available during that time if my principal gives me reasonable notice.
- I have 50 minutes of interrupted time without students for my lunch.
- I have met with my principal to discuss my OPD hours for the year.
- If there are any problems with the above I have discussed them with my principal and if needed my union.

DO NOT sign your timetable (a legal document) without verifying the above!