HUMAN RESOURCES

Certificated Personnel

Planning Time

1. Planning time for all teachers is essential to an effective instructional program. Therefore, under normal circumstances, time allocated for this purpose will be used for instructional planning.

2. Within the regular school day, except in cases of emergency, each full-time elementary teacher will be provided an average of 45 minutes of regularly scheduled planning time. Planning time will be provided by relieving teachers of responsibility for students. If schools are closed to students when planning time is scheduled, there will be no make-up of lost planning time.

3. Each full time secondary teacher will be provided an average of 250 minutes of planning time per week, divided into no more than five (5), nor less than two (2) periods. In cases of sudden and unforeseen occurrences or weeks during which there is less than a full week of instruction, planning time will be shortened on a pro rata basis.

4. All allotted planning time on both elementary and secondary levels will be duty-free and will not be used for general faculty meetings, professional development, or (except in cases of sudden and unforeseen occurrences) substituting for other regularly assigned teachers.

5. For purposes of planning time, sixth grade teachers housed in the middle schools will be provided planning time according to paragraph 2, above.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2017.