

Instructional Staff Planning Time

The Board of Directors recognizes the importance of providing instructional staff with time during the work day to plan and prepare for student instruction. As part of this recognition, the Board of Directors will endeavor to provide instructional staff at all levels opportunities for planning time. The amount and frequency of planning time will be governed by availability of staff and district budget.

The Administration will employ a variety of measures in an attempt to provide these planning times, such as development of teacher schedules, duty monitors at grades K-6 (if funding is available), and development of protected time schedules for the allied arts instruction. The Administration will also examine and strive to find ways to periodically provide joint planning time for teachers by grade level and content area.

This policy should not be interpreted to guarantee any one group or school with a set amount of planning time on any given day or week. Every attempt will be made to provide an equitable amount of planning time across grade levels and within buildings, whenever practical and possible.

Adopted: September 23, 1997

Reviewed: January 22, 2002

Revised: April 11, 2006

Reviewed: May 4, 2009