

PERSONNEL

Planning Time/Lunch Period

A. Planning Time

1. Teachers are expected to plan for effective instruction each day. In order to support this expectation, provision shall be made for ~~unencumbered~~ planning time. Appropriate utilization of planning time is expected.
2. Elementary teachers (classroom and teaching specialists) will be provided 250 minutes of ~~unencumbered~~ planning time per full week, except in those circumstances where physical configuration, program, staffing levels, and other variables make it unfeasible. In no instance shall a teacher be provided less than two hundred twenty-five (225) minutes of planning time per full week. In those schools wherein physical configuration, program, staffing levels, and other ~~variable svariables~~ exist which permit the principal to create additional planning time, authorization to do so is granted. One hundred fifty (150) minutes of planning time shall be in segments of thirty (30) minutes or more.
3. Middle school classroom teachers shall be provided two hundred fifty (250) minutes of ~~unencumbered~~ planning time per full week.
4. Senior high classroom teachers shall be provided two hundred fifty (250) minutes of ~~unencumbered~~ planning time per full week.
5. ~~Unencumbered P~~planning time shall be interpreted to mean that a teacher scheduled for planning may not be assigned a conflicting, regularly programmed responsibility during such a period. Normal supervisory contacts are not an encumbrance; nor are conferences with a department head.
6. In those schools wherein physical configuration, program, staff levels, and other variables exist which permit the principal to create additional planning time, authorization to do so is granted.

B. Lunch Periods

Individual schools shall normally schedule a ~~30-minute~~30-minute duty-free ~~unencumbered~~ lunch period for teachers within the regular school hours, except in circumstances where variables make it unfeasible (i.e. field trips, schedules adjustments for SOL testing, etc.)

Approved by School Board: February 16, 1993

Revised by Superintendent: April 17, 2008

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Revised by Superintendent:

Cheryl R. Woodhouse

2/27/2024

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APPROVED AS TO
LEGAL SUFFICIENCY

Kamala Hennrich

3/5/24