KELLER ISD	Key Strategic Priority: 4
ADMINISTRATIVE REGULATION	Workforce
Planning and Preparation Time - Lunch Time	DK(R3) DK(R3) DK(R3)

Ed. Code. 21.404 Planning and Preparation Time

Each classroom teacher is entitled to at least 450 minutes within each two week period for instructional preparation, including parent teacher conferences, evaluating students' work, and planning. A planning and preparation period under this section may not be less than 45 minutes within the instructional day. During a planning and preparation period, a classroom teacher may not be required to participate in any other activity.

Important factors

- Classroom teacher means an educator who is employed by a school district and who, not less than an average of four hours each day, teaches in an academic instructional setting or a career and technology instructional setting.
- Classroom teachers may voluntarily participate in another activity, but cannot be obligated or made to feel obligated to do so.
- Campuses who share a classroom teacher must ensure a planning period. Campuses must work together to determine on which campus the period will occur based on students and schedules.
- Participation in an ARD is considered a parent-teacher conference.
- As the planning and preparation time is to be scheduled within the instructional day, the time is not considered to be free time and teachers should not leave the campus during this time unless using approved leave.
- Percent of FTE guidelines
    - 50% - 100% = 45 minutes planning & preparation + 30 minute dutyfree lunch
    - less than 50% = no planning & preparation + no duty-free lunch