

Policy Number: ED 004	Title: Planning Time
Performance Standard: BOE: Negotiated Contract: III B 1	Original Date: 8/2006 Reviewed: 5/2020 JS
	Policy Council Approval/Revision: 2/2015 2/2018 BOE Approval: 2/2018

POLICY:

Early Childhood Teachers will receive planning time in accordance with the negotiated contract of the school district that holds their contract. If the school district negotiated contract does not address the planning needs of the Early Childhood Teacher the procedure below will be followed.

PROCEDURE:

1. Each full-time employee with students attending five (5) days a week shall have a minimum of one thirty (30) minute block of planning time daily, and a total of 300 minutes per 5 day week planning time free from assigned duty, and those employees on less than a full-time assignment shall have planning time prorated in relation to the amount of time they are teaching.