

PLANNING PERIODS

A. Generally

Planning period time will be provided for full-time teachers. Teachers shall use planning periods only for purposes directly related to improving the instructional program.

Elementary Schools

Full time elementary school classroom teachers are provided at least an average of thirty (30) minutes per day during the students' school week as planning time.

Adopted: July 1, 1993

Amended: December 8, 1997; August 16, 2004; January 28, 2010; December 13, 2018;

June 13, 2019

Reviewed: September 10, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:2, 22.1-253.13:3, 22.1-291.1
8 VAC 20-131-240

Cross Refs.: GCJ, Licensed and Classified Staff Schedules, Time Tracking, and Compensation

PROCEDURES FOR PLANNING PERIODS

I. Elementary

- A. All full-time licensed staff serving students in grades K-5 in an elementary school who provide instruction in a standards-based curriculum such as all classroom teachers, librarians, specialists, and special educators, are entitled to scheduled planning time.

Licensed staff such as counselors, instructional coaches, and LTI's shall design their schedule with their supervisors in ways that incorporate time for tasks that may be considered planning such as contacting parents, preparing for classroom and small group sessions and presentations, etc.

- B. Weekly scheduled planning time for full-time licensed staff as described above shall total at least 250 minutes, with no fewer than 50 consecutive minutes (including travel time to and from specials classes) of daily planning time each instructional day. Unencumbered time before and after school (time not scheduled for supervision/duty or staff meetings) within contract hours is counted as part of the weekly scheduled planning time. At least two (2) days and no less than 100 minutes per week must be regularly scheduled as unencumbered for individual planning, and licensed employees have the autonomy to plan together during these unencumbered planning days if they choose.

- C. Full-Time preschool teachers will receive 30 consecutive minutes of daily planning time (including travel time to and from specials classes) each instructional day and are otherwise subject to same limitations and exceptions as other Elementary teachers.

- D. Aside from PLC meetings up to twice per week, Licensed staff shall not be required to attend more than three (3) meetings per month during their planning time. Such meetings are limited to faculty meetings, administrative meetings, and parent conferences. It is understood that field trips and schoolwide events may occur during planning time. On such days, licensed staff may request coverage to obtain planning time, and Supervisors will make a good faith effort to provide coverage that supports planning time, or may excuse the employee from attending required after school meetings at the Supervisor's discretion. In the event that a licensed employee is required to attend a student-focused meeting such as an SBIT, IEP, or 504 meeting, every effort will be made to schedule up to 60 minutes of school-based substitute coverage, release from a scheduled meeting or other make up at the principal's discretion within that week. Licensed staff are responsible for crafting substitute

Commented [JWK1]: CBA addendum.

plans for this time. Planning time missed due to inclement weather closing or delayed opening shall not be made up.

E. If, in the absence of an available substitute, a teacher provides substitute coverage for another teacher during their regularly scheduled planning time, they shall be compensated under the terms of the Substitute Incentive Program.

F. On rare days of significant staff shortages where there are absent teacher positions not covered by a substitute, specials classes may as a last resort be canceled, resulting in a loss of planning time. Such lost planning time will not be made up. The principal shall involve staff in planning for occasional, infrequent situations such as these to get input related to options to retain at least some planning time for staff on these days, as well as endeavor to secure substitute coverage.

G. SOL and other test proctoring are required parts of all licensed staff's responsibilities. This may occur during an employee's scheduled planning time. Supervisors shall spread test-proctoring responsibilities across staff in an equitable manner. If a licensed employee is assigned to testing or testing-related duties during all or part of their planning time, and the planning time cannot be moved within the day, they shall be compensated according to the Supplemental Pay Scale in addition to their regular pay.

II. Secondary Schools

B. High Schools

A. All full-time licensed staff in secondary schools who provide instruction in a standards-based curriculum such as all classroom teachers, librarians, specialists, and special educators are entitled to scheduled daily planning time.

Licensed staff such as counselors, instructional coaches, and LTI's shall design their schedule with their supervisors in ways that incorporate time for tasks that may be considered planning such as contacting parents, preparing for classroom and small group sessions and presentations, etc.

B. At least one (1) planning period shall be provided each day during instructional hours, equivalent to a normal teaching period. At least two (2) days per week must be unencumbered for individual planning, and licensed staff have the autonomy to plan together during these unencumbered planning days if they choose. Teachers whose workloads include four (4) or more unique courses which all require different lessons shall not have a homeroom assigned, and shall have that time as additional unencumbered planning time.

C. Aside from PLC meetings, Licensed staff shall not be required to attend more than three (3) meetings per month during their planning time. Such meetings are limited to faculty meetings, administrative meetings, and parent conferences. Teachers who are in three (3) or more PLC's shall not be required to attend PLC meetings for more than 45 consecutive minutes. It is understood that field trips and schoolwide events may occur during planning time. On such days, licensed staff may request coverage to obtain planning time, and Supervisors will make a good faith effort to provide coverage that supports planning time or may excuse the employee from attending required after school meetings at the Supervisor's discretion. In the event that a teacher is required to attend a student-focused meeting such as an SBIT, IEP, or 504 meeting, every effort will be made to schedule up to 60 minutes of school-based substitute coverage or release from a scheduled meeting at the principal's discretion within that week. Teachers are responsible for crafting substitute plans for this time. Planning time missed due to inclement weather closing or delayed opening shall not be made up.

D. If, in the absence of an available substitute, a teacher provides substitute coverage for another teacher during their regularly scheduled planning time, they shall be compensated under the terms of the Substitute Incentive Program.

E. SOL and other test proctoring is a required part of all licensed staff's responsibilities. This may occur during an employee's scheduled planning time. Supervisors shall spread test proctoring responsibilities across staff in an equitable manner. If an employee is assigned to testing or testing-related duties during all or part of their planning time, and the planning time cannot be moved within the day, they shall be compensated according to the Supplemental Pay Scale in addition to their regular pay.

~~A.F. Full time high school classroom teachers are provide one (1) planning period per day, or the equivalent, as defined by the Virginia Board of Education, unenumerated of any teaching or supervisory duties. If a secondary school classroom teacher teaches more than the standard load of students or class periods per week, as defined by the Virginia Board of Education, an appropriate contractual arrangement and compensation is provided.~~

~~C. Middle Schools~~

~~Full time middle school classroom teachers are provided one (1) planning period per day, or the equivalent, as defined by the Virginia Board of Education, unenumerated of any teaching or supervisory duties. If a secondary school classroom teacher teaches more than the standard load of students or class periods per week, as defined by the Virginia Board of Education, an appropriate contractual~~

~~arrangement and compensation is provided.~~

D. Elementary Schools

~~Full-time elementary school classroom teachers are provided at least an average of thirty (30) minutes per day during the students' school week as planning time.~~

E. Coverage for Other Teachers

~~To ensure a consistent quality education for Albemarle County Public Schools students, teachers may, from time to time, be asked to provide short-term substitute coverage for other teachers during planning periods, without the expectation of additional compensation. School administrators shall establish procedures for equity and to minimize the impact on staff.~~

III. Licensed Specialists

Those full-time employees classified and paid on the Licensed Specialist pay scale shall design their schedules with their supervisors in ways that incorporate time for tasks that may be considered planning such as contacting parents, preparing for classroom and small group sessions and presentations, etc.

IV. Part-Time Employees

Planning for part-time employees is at the discretion of the principal/department head.

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Cross Refs.: [GCBAA, Staff Salary and Salary Schedules](#)
[GCJ, Licensed and Classified Staff Schedules, Time Tracking, and Compensation](#)
[GCJA, Staff Schedule Obligations](#)