

PLANNING PERIODS

A. Generally

Teachers shall use planning periods only for purposes directly related to improving the instructional program.

B. High Schools

Full-time high school classroom teachers are provided one (1) planning period per day, or the equivalent, as defined by the Virginia Board of Education, unencumbered 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. The equivalent of one (1) period per day, unencumbered by supervisory or teaching duties, shall be provided every full-time classroom teacher in the high schools for the purposes of planning.

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, unencumbered 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. Teaching assignments in the middle schools shall include the equivalent of a planning period each day for every full-time teacher which is unencumbered by supervisory or teaching duties.

D. Elementary Schools

Full-time Administrators shall provide at least three (3) hours of planning time during the school week which is unencumbered by supervisory or teaching duties for every full-time classroom teacher in the elementary schools.
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.

Adopted: July 1, 1993

Amended: December 8, 1997; August 16, 2004; January 28, 2010; December 13, 2018
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, 8VAC20-131-240](#)

[Cross Ref: GCJ, Licensed and Classified Staff Schedules, Time Tracking, and Compensation](#)