

## PLANNING PERIODS

A. Generally

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

B. High Schools

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

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

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.

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  
Reviewed: September 10, 2015

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Legal Refs.: Code of Virginia, 1950, as amended, §22.1-291.1

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