

Section: Chapter 04 – Personnel

Title: POLICY - ~~Duty-Free Period (Teachers)~~ Planning Time for Teachers

Code: P4-05-012

Status: Active

Last Revised: January 3, 2011

Planning time is essential to the success of HCPS teachers and students, and principals should limit any infringements upon planning time to the greatest extent possible. Planning time may be used for IEP meetings, grade level or other collaborative planning meetings, parent conferences, etc.

Secondary Planning Time:

Pursuant to [8VAC20-131-5 of the Administrative Code of Virginia](#), each middle and high school teacher shall be provided one planning period per day or the equivalent, unencumbered of any teaching or supervisory duties.

Elementary Planning Time:

All elementary school teachers ~~shall be~~ **are** provided at least an average of 30 minutes per day during the school week as planning time. Arrangements for planning time for teachers in elementary schools will be developed by the principal of each school. Such arrangements will be related to the staffing of the school and the nature of the program.

Compensation for Missed Planning Time:

HCPS recognizes that in some circumstances teachers are needed during their planning time for teaching or supervisory duties to ensure the health and safety of students. Therefore, HCPS will compensate secondary teachers for covering classes, including study halls, when that coverage infringes on their daily planning time. HCPS will also compensate secondary teachers for assisting with those necessary duties essential to student health and safety only when that coverage eliminates their ability to access their daily planning time.

Principals should not add any long-standing duty assignments that would regularly infringe on protected planning time. Duties fulfilled by teachers in the regular course of their day that do not infringe on their planning time are not eligible for compensation.

In no case shall provisions for planning time result in class groups being left unsupervised.