

7.01.A.1 Standard Workday. The beginning and ending time of the employee workday may be varied to meet local needs. The standard workday for employees shall be seven (7) consecutive hours and thirty (30) minutes.

7.01.A.3.a Lunch Period. Employees shall have a duty-free lunch period equal to the student lunch period in that building. For employees who volunteer or who are assigned to serve lunch duty, duty-free time equal to the duty-free lunch period shall be granted. Every effort shall be made to provide the equal duty-free time immediately before or immediately after the lunch duties. On planning days the lunch period shall be one hour.

7.01.A.3.b. Planning/Preparation Period.

(1) All elementary school employees in the District shall have at least five (5) hours per week during the workday for the purpose of planning. Every effort will be made to ensure that at least 4 out of 5 planning periods will be reserved for individual planning time weekly. Site administrators shall make reasonable efforts, consistent with staffing and program needs, to maximize and protect teacher planning time and to provide such employees with at least forty (40) consecutive minutes of duty-free planning time during the workday; a minimum of thirty (30) consecutive minutes of duty-free planning time shall be provided. Site administrators shall provide employees at the same school with equal planning time to the extent possible consistent with program and staffing needs. Activities such as team or department planning related to the delivery of instruction are appropriate activities to be carried out during planning time and are not to be considered "duty". Planning for secondary teachers is covered in Section 8.02.

(2) Elementary teachers may use the time during which their students are in special classes such as art, music, or physical education as planning/preparation/conference periods except for those unusual circumstances when a teacher is assigned to supervise students during such time.

7.01.A.3.b.(3) When an employee does not receive his/her regular planning time as a result of a site administrator directing the employee to substitute for another employee's assigned classroom duties or to be involved in an activity that is not related to the delivery of instruction, the employee shall receive compensatory time in accordance with Section 7.04 or the loss of planning time shall otherwise be provided for by the site administrator. Directing teachers to substitute for another employee's classroom duties shall be used only on an emergency basis.

7.01.A.3.c. Teaching Periods and Time for Other Duties. All duty time shall be considered contact time and shall not be part of the employee's planning/preparation period.

8.02 Any high school or middle school employee whose assignment consists primarily of student instruction shall have an instructional supervisory load during the student day that does not exceed five (5) hours and fifteen (15) minutes of pupil-teacher contact time and that includes a preparation/conference period.

8.04 All elementary instructional employees shall have no more than twenty-five (25) clock hours of pupil-contact teaching assignments per week, not including individual student conferences that may be scheduled by the employee on relief periods, with the exception of the schools that are on an extended day schedule.

Hours a day	7.5
Days per week	5
Total Hours	37.5

School 1 AM & PM Duty (40 min. & 25 min. daily)			
Start time	8:00	Start time	7:45
First Bell	8:25	First Bell	8:25
Second Bell	8:30	Second Be	8:30
MORNING TIME	25 min.	MORNING	40 min.
School 2 AM or PM Duty (25 min. daily)			
Afternoon Bell	2:50	Afternoon	2:50
End of Day	3:30	End of Day	3:15
AFTERNOON TIME	40 min.	AFTERNOC	25 min.
School 3 AM or PM Duty (25 min. once a week)			
School Example			25 min. a week
Duty once a week for a 8:00 a.m. - 8:25 a.m. time slot.			

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Teaching Periods and Time for Other Duties. All duty time shall be considered contact time and shall not be part of the employee's planning/preparation period.

If teachers are on duty for the morning and afternoon periods all week, they only have their 45 minute special area for planning.

Of these planning times, PLCs, RTI's, Team Meetings, etc. are called. These times are NOT individualized planning periods.

Special Area planning = 40 min. (Transition time = 5 minutes)

Total palnning time in minutes	200 minutes
	3.33 hours
Difference	-1.67 hours
Difference	-100 minutes
Need	20 minutes a day more