

Policy Name: Licensed Personnel Planning Time**Policy Code: 3.10****Date Adopted: 4/16/12**

A master schedule shall be created by the building principal indicating when each teacher's planning period and scheduled lunch period will be. Planning time is for the purpose of scheduling conferences, instructional planning, and preparation. Each teacher will have the ability to schedule these activities during his/her designated planning time. Teachers may not leave campus during their planning time without prior permission from their building level supervisor.

Effective beginning the 2003-2004 school year, each school district shall provide a minimum of two hundred (200) minutes each week for each teacher. The planning time shall be in increments of no less than forty (40) minutes.

Legal Reference: A. C. A. 6-17-114 (a)