



SECTION: EMPLOYEES

POLICY: 332

**TITLE: ELEMENTARY TEACHER
PREP TIME**

ORIGINAL: October 26, 1987

CURRENT REVISION: April 4, 2022

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

The Board of School Directors supports the need of elementary classroom teachers to have a daily planning period.

II. DEFINITIONS

None.

III. POLICY

The Administration is directed and encouraged to develop schedules that will ensure that each regular classroom elementary teacher has an uninterrupted planning period of a minimum of 45 minutes each student school day, considering the following factors: (1) available resources, (2) impact upon effective elementary educational program, and (3) efficient utilization of staff members.

IV. DELEGATION OF AUTHORITY

None.

V. REFERENCES

24 P.S. 510