**Instructional Staff Planning Time (Option 1 of 3)**

The Board of Directors recognizes the importance of providing instructional staff with time during the workday to plan and prepare for student instruction. As part of this recognition, the Board of Directors will endeavor to provide instructional staff at all levels opportunities for planning time. The amount and frequency of planning time will be governed by availability of staff and district budget.

The Administration will employ a variety of measures in an attempt to provide these planning times, such as development of teacher schedules, duty monitors at grades K-6 (if funding is available), and development of protected time schedules for the allied arts instruction. The Administration will also examine and strive to find ways to periodically provide joint planning time for teachers by grade level and content area.

~~This policy should not be interpreted to guarantee any one group or school with a set amount of planning time on any given day or week. Every attempt will be made to provide an equitable amount of planning time across grade levels and within buildings, whenever practical and possible.~~

*Optional Language:* We commit to providing each full time teacher two hundred and twenty-five (225) minutes/week of planning time.

**Instructional Staff Planning Time (Option 2 of 3)**

The Cape Elizabeth School Board recognizes the importance of adequate planning/preparation time to the provision of high quality student instruction.

The Board and Administration will provide as much planning time to teachers as possible within the constraints of budget, staffing, and student needs.

*Optional Language:* We commit to providing each full time teacher two hundred and twenty-five (225) minutes/week of planning time.

**Instructional Staff Planning Time (Option 3 of 3)**

As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. The School Board will make available, during the school day, individual and common planning time for teachers, consistent with the educational needs of students and within budgetary limitations.

*Optional Language:* We commit to providing each full time teacher two hundred and twenty-five (225) minutes/week of planning time.

Within each school, the principal is responsible for scheduling of classes and planning time. Teachers will be relieved from other responsibilities during planning time and, when possible, such time shall be provided in a uninterrupted block.