

MSAD 9 POLICY MANUAL

File: GCMA

Instructional Staff Planning Time

The Board of Directors recognizes the importance of providing instructional staff with time during the work day 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.

Adopted: September 23, 1997

Reviewed: January 22, 2002

Revised: April 11, 2006

Policy: GCMA

PLANNING TIME/INSTRUCTIONAL STAFF

The MSAD #58 Board of Directors recognizes the importance of adequate planning/preparation time to the provision of high quality student instruction.

The Board of Directors and Administration of MSAD #58 will provide as much planning time to teachers as possible within the constraints of budget, staffing and student needs.

Approved: September 10, 1998

OLD TOWN SCHOOL DEPARTMENT

Code: GCMA

INSTRUCTIONAL STAFF PLANNING TIME

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.

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

Adopted: August 17, 1993

Revised: _____