

## Instructional Staff Planning Time

Teacher planning time is time devoted to improving the quality of classroom instruction. It includes preparation of lessons, gathering of materials and resources, and developing effective strategies and interventions. It includes collaboration with colleagues and administrators.

Principals may require the use of some planning time for grade-level team or department meetings, to discuss spot observations or evaluations, for attendance at IEP meetings, or any other activity or meeting deemed important for improving instruction.

Adopted: 6/16/08