

PLANNING TIME WORKSHEET



Grab a copy of your schedule and use this planning time checklist to find out if you're getting the right amount according to the HCEA Contract (Article 18.F). **Use the values in the table to complete the Checklist at the bottom.**

	Your Total	Elementary	Secondary
Total minutes of planning		≥ 325	≥ 330
Total minutes of planning within regular student day		≥ 300	≥ 240
Number of blocks of planning greater than or equal to 55 minutes (Elementary) or 50 minutes (Secondary)		≥ 4	≥ 4
Number of blocks greater than or equal to 40 minutes		N/A	≥ 1
Number of planning blocks shorter than 25 minutes		Zero	Zero
Number of weekdays where planning time is less than 30 minutes during the student day		Zero	N/A

Checklist

Elementary	Secondary
<input type="checkbox"/> Staff schedule clearly delineates which blocks of time are for Planning , and which are for PIP .	<input type="checkbox"/> Staff schedule clearly delineates which blocks of time are for Planning , and which are for PIP .
<input type="checkbox"/> Total planning time equal to or greater than 325 total minutes	<input type="checkbox"/> Total planning time equal to or greater than 330 total minutes
<input type="checkbox"/> Total planning time within the regular student day of 300 minutes	<input type="checkbox"/> Total planning time within the regular student day of 240 minutes
<input type="checkbox"/> 220 Minutes of planning time in blocks of no less than 55 minutes (4 blocks minimum)	<input type="checkbox"/> 4 weekdays have planning blocks of at least 50 minutes
<input type="checkbox"/> Each day has at a minimum of 30 consecutive minutes of planning	<input type="checkbox"/> 1 weekday has planning block of at least 40 minutes (flex day schedule)
<input type="checkbox"/> Planning time is exclusive of transitions (walking students to/from related arts)	<input type="checkbox"/> No blocks of planning are shorter than 25 minutes

If *all* of the above boxes are checked, then your schedule is in compliance with planning time in the negotiated agreement 🌈. If not, work with your administrator and contact a UniServ Director if you need assistance.

Contract Language Regarding Planning

HCEA Certificated Agreement, Article 18

- E. Teachers shall have a 30-minute, duty-free lunch period. On regularly scheduled student days, the teacher's lunch period shall be scheduled within the student day. This provision does not apply when the school or student day is shortened for any reason.

Teachers shall not be required to stay in their building during the duty-free lunch period. Teachers should notify the school office before leaving and upon returning. In an emergency, it is understood that a principal may limit the number of teachers who may leave at any one time.

F. Planning Time

1. In addition to their lunch period, secondary school teachers will have daily preparation time of at least fifty (50) consecutive minutes during the regular student day four days a week and at least forty (40) consecutive minutes on the regular student day of the week with shortened class periods. In addition, they will have another ninety (90) minutes during the week, in which they will not be assigned to any other duties. No portion of the additional 90 minutes will be in blocks of less than 25 minutes.
2. In addition to their lunch period, Elementary teachers will have weekly preparation time during the duty week of at least three hundred twenty-five (325) minutes. At least three hundred (300) of those minutes will occur within the student day and at least two hundred twenty (220) minutes will be scheduled in blocks of at least fifty five (55) consecutive minutes. No portion of the total 325 minutes will be in blocks of less than 25 minutes. Teachers shall have at least thirty (30) consecutive minutes of preparation time during each regular student day, which may be recess periods. During this preparation time, they will not be assigned to any other duties.
3. The scheduling of daily planning periods shall be determined by the principal after consultation with the faculty.

The scheduling of PIP periods shall be determined by the principal after consultation with the faculty, which shall occur prior to the first student attendance day of the school year.

4. Principals will support teacher initiated collaboration among educators through the use of PIP periods.