

PLANNING PERIODS

All instructors, excluding vocational staff cooperating with the State Department of Career and Technology Education, shall have one assigned period provided within the school day for preparation. The preparation period may be used for the following duties: personal instruction preparation; planning, selecting and preparing materials for instruction; conferring with parents, staff, and administrators; keeping school records; supervising aides (if assigned); grading student papers and recording student grades; and study of current literature to keep abreast of developments within the subject matter taught by the teacher. The preparation period shall be utilized within the building of major assignment and for the purposes indicated. Teachers shall leave the school premises only to carry out functions relating to the above duties when permission has been obtained from the building principal.