



Let's Talk About Planning

Article 6
6.2 Work Day
Planning Time

The Elementary/ECC Challenge

	Student Day	Total Minutes In a Student Day
Early Childhood Centers	6 hours 10 min	370
Elementary	6 hours 10 min	370 minutes

Prince George's County has the shortest student day than any other LEA in the state.

ECC's

- The 4 year old program is full day and in the ECCs and students do not attend school on the 1st and 3rd Wednesdays for planning and case management.
- The 3 year old program in the ECCs is half-day and students do not attend on Wednesdays for planning and case management.

Pre - K Schedule Outline


Full Day with Specials

Component of the Day	Time Allotment
Arrival/ Breakfast	20 minutes
Welcome/Greeting Circle	10 minutes
C4L Read-Aloud	20 minutes
Learning Centers	50 minutes
Connect (Connect is only 15 minutes for Launchpad schools)	20 minutes
Specials	40 minutes
Small Groups and Select Centers	60 minutes
Lunch	30 minutes
Reread of a Story	20 minutes
Outdoor Learning # 1 (*outdoor learning times are non-concurrent)	25 minutes
Outdoor Learning # 2	25 minutes
Fast Focus (whole group) (Fast Focus is only 15 minutes for Launchpad schools)	20 minutes
Project Time and Wrap Up (Project Time is only 25 minutes for Launchpad schools)	30 minutes
*Launchpad (Identified Schools Only) *Time has been reduced from * components to make up the 15 minutes daily needed for LaunchPad lessons.	15 minutes

*Launchpad is a supplemental reading curriculum being used in select classrooms. Launchpad activities can be done throughout the day as transitions and/or as small group activities. The Early Childhood Office has identified time within components of the day to add Launchpad lessons.

Recommended Guidelines for Elementary and Middle School Scheduling

Overall Time Allotment Minimum Guidelines for Core Contents

Content Area	Grades K-2	Grades 3-5	Grades 6-8
Reading	120 minutes every day	90 minutes every day	72-90 minutes
Science	45 minutes every other day • Alternate with Social Studies	60 minutes every other day • Alternate with Social Studies	72-90 minutes
Mathematics	60 minutes every day	75 minutes every day	72-90 minutes
Social Studies	45 minutes every other day • Alternate with Science	60 minutes every other day • Alternate with Science	72-90 minutes
Physical Education	40 minutes every other day • Alternate with General Music	40 minutes every other day • Alternate with General Music	Full semester
General and Vocal Music	40 minutes every other day • Alternate with Physical Education	40 minutes every other day • Alternate with Physical Education	Per specialist scheduling in your building
Visual Arts	30 minutes at least once per week	30 minutes at least once per week	Per specialist scheduling in your building
Health	30 minutes at least once per week	45 minutes at least once a week	Full semester
World Language*	30 minutes a day/4 times per week	30 minutes a day/4 times per week	45 minutes daily or 72/90 minutes A/B day
Lunch	30 minutes every day	30 minutes every day	30 minutes every day
Recess	20 minutes every day	20 minutes every day	N/A 

Implications

- Limiting teacher planning time to the student day only is problematic.
 - Doubling classes
 - Increased pressure on creative arts teachers as schedules are stacked back to back to accommodate **all** Unit 1 members during the limited student day hours.
 - Limits opportunities for innovative scheduling
 - Impacts maximizing instructional time with students

Major Concern: Overall quality of planning time.

BELL SCHEDULE

High School Schedules

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS



90 MINUTE BLOCK SCHEDULE

PERIOD	TIME
Period 1A/1B	7:30 - 8:55 AM
Period 2A/2B	9:00 - 10:25 AM
Period 3A/3B	10:30 - 12:45 AM
1st Lunch	10:30 - 11:00 AM
2nd Lunch	11:05 - 11:35 AM
3rd Lunch	11:40 - 12:10 AM
4th Lunch	12:15 - 12:45 AM
Period 4A/4B	12:50 - 2:10 PM

Planning Period

Teachers have 90 minute planning period per cycle day.





70 MINUTE BLOCK SCHEDULE

PERIOD	TIME
Period 1A/1B	7:30 - 8:40 AM
Period 2A/2B	8:45 - 9:55 AM
Period 3A/3B	10:00 - 11:40 AM
1st Lunch	10:05 - 10:35 AM
2nd Lunch	10:40 - 11:05 AM
3rd Lunch	11:10 - 11:40 AM
Period 4A/4B	11:45 - 12:55 PM
Period 5A/5B	1:00 - 2:10 PM

Planning Period

Teachers have 70 minute planning period per cycle day.





45 MINUTE BLOCK SCHEDULE

PERIOD	TIME
Period 1	8:30-9:15
Period 2	9:20-10:05
Period 3	
1st Lunch	10:10-10:55
Period 4	
2nd Lunch	11:00-11:45
Period 5	
3rd Lunch	11:50-12:35
Period 6	
4th Lunch	12:40-1:25
Period 7	1:30-2:15
Period 8	2:20-3:10

Planning Period

Teachers have 45 minute planning periods; one for lunch and one planning.



Why Collaborative Planning

If teachers are able to build these skills together, they will have the information they need to improve their instruction, resulting in better learning experiences for students.

- Promoting collaboration among teachers is a powerful way to ease individual workloads and create a more cohesive school environment. By planning together, teachers can share resources and benefit from each other's expertise, saving time and reducing stress.



Blueprint 60% classroom and 40% collaborative time within the next eight years
Most Districts 80% and 20%

**Unit Internalization-Lesson Planning- Student Work Analysis
Builds Capacity and Collective Efficacy**

PGCPS Counters

1. Unit I members will be provided a half day ~~each quarter~~ ~~once a month~~ **each quarter** for individual Unit I member directed planning time at an alternative worksite of their choice.
Reject - Keep original language
2. Teacher planning time will be scheduled in accordance with the following procedures and shall be Unit member directed:
 - a. Secondary schools: The principal/~~supervisor~~ shall schedule a minimum continuous block of ~~forty-five (45)~~ ~~sixty (60)~~ **forty-five (45)** minutes daily of planning time for each Unit 1 member during the ~~student day~~ **duty day**. A minimum of two days per week a teacher shall receive planning for a full class period.
 - b. Elementary Schools, Early Childhood Centers, ~~Early Childhood Programs~~, and Special Education Centers: The principal/~~supervisor~~ shall schedule a minimum of ~~240~~ ~~280~~ **240** minutes of planning time for each Unit I member per regular work week of five normal workdays of which a minimum of ~~200~~ **240** minutes shall be scheduled ~~per week during the student day and~~ **during the duty day** in ~~daily~~ blocks of no less than 40 minutes ~~where possible. The additional 40 minutes can be scheduled outside the student day and shall be in blocks not less than 20 minutes, where possible.~~ The principal/~~supervisor~~ will provide the planning time schedule at least one week in advance and changes will only be made in the event of unforeseeable circumstances.

Note: We cannot honor the additional time across all schools consistently beyond what is proposed.