

ST. JOSEPH ACADEMY  
(SJA)

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I. Policy:

This policy outlines St. Joseph Academy's (SJA) procedure regarding planning time for staff. The National Accreditation Commission (NAC) recommends that staff have time away from the children to plan the curriculum, analyze assessments and to develop individual activities for children. SJA agrees that in order to implement a developmentally appropriate curriculum and to manage the necessary paperwork and documentation associated with NAC, staff will need adequate time to complete what is required.

II. Procedure:

During planning time, teaching staff are expected to work on and accomplish the following:

- Complete all lesson plans for the month.
- Monthly newsletter.
- Maintain classroom portfolios.
- Maintain individual child portfolios.
- Prep activities; request supplies that need to be ordered.
- Design bulletin boards.
- Be efficient and productive.
- Divide the work equally amongst the teaching staff assigned to the classroom.

Staff are prohibited from taking care of personal business on planning time. Personal business includes: making personal phone calls, using the computers for personal business, doing homework, spending time chatting about unrelated work issues and experiences, using the copier to copy personal materials or faxing personal materials, etc. Staff may not use cell phones during this time. Planning time is for staff to conduct SJA business.

Staff should be using nap times to finish items that you do not complete during planning time. Nap time is not staff's personal time. Staff should be thoroughly cleaning classrooms, updating paperwork, prepping future activities, organizing cabinets, working on bulletin boards, etc.

Any staff found abusing planning time and/or nap time will be subject to disciplinary action up to and including termination.

Approved by:

  
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President/CEO

Date:

