

**TALBOT COUNTY  
PUBLIC SCHOOLS  
EASTON, MD 21601**

**POLICY CODE  
7.14  
ADOPTED: PRIOR TO 07/87  
REVIEWED: 05/12/10**

**PLANNING TIME**

- I. Teachers may leave the classroom during the time the art, music, or physical education teacher is in the room, but should not leave until the other teacher is actually present and should return in a few minutes before the end of the period so that there will be no possibility of delaying the other teacher's schedule. This time may be used for preparation to teach, school related conferences, maintaining pupil and school records, planning instructional materials, checking student work, or other related planning and preparation duties.

**-END-**