**2020-21 School Year --- DRAFT 8/12/20**

*Note: During full instructional weeks for the 2020-21 school year, most Wednesdays are designated as “student contact days in which students are learning from home. On these Wednesdays, staff time is dedicated to the following:*

*AM – Professional learning and learning team collaboration*

*PM – Teacher preparation time, office hours, and student support/intervention/enrichment*

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**Parameters for District-wide Staff Development / Teacher Workshop Days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The following Wednesdays during the school year are not student contact days for some or all grade levels, and are designated as either District-wide Staff Development or Teacher Workshop Days to provide support for the flexible learning plan (e.g. distance learning, hybrid learning, in-person learning).**

**High Schools:**

* District-wide Staff Development Days – November 4, January 13, April 21
* Teacher Workshop Days – December 2, February 10, March 10

**Middle Schools:**

* District-wide Staff Development Days – October 7, January 20, April 21
* Teacher Workshop Days – December 2, March 10

**Elementary Schools:**

* District-wide Staff Development Days – October 7, January 20, April 21
* Teacher Workshop Days – December 2, March 10

**Parameters for District-wide Staff Development Days:**

|  |  |
| --- | --- |
| AM (3.5 hours) | District (and building) Time  o *District may direct the morning time for selected staff* for district wide professional learning / meetings based on curriculum cycle, district initiatives, professional learning needs (i.e. all science teachers, all 1st grade teachers, district-wide PLC meetings, etc.)  o Committee meetings and department meetings  o Learning team meetings |
| Lunch / Transition |  |
| PM (3.5 hours) | Building Time  o Staff meetings  o Professional learning  o Committee meetings and department meetings  o Learning team collaboration at the building level  o Collaboration and consultation with lead teachers, instructional coaches, spEd, EL, GT, counselors, CFAs  o Teacher preparation and planning |

**Parameters for Teacher Workshop Days:**

|  |  |
| --- | --- |
| AM (3.5 – 4 hours) | Building Time:  o Staff meetings  o Professional learning  o Committee meetings  o Department meetings  o Learning team collaboration at the building level  o Collaboration and consultation with lead teachers, instructional coaches, spEd, EL, GT, counselors, CFAs  o Teacher preparation and planning  o Grading and report cards |
| Lunch |  |
| PM (3.5 hours) | Individual Teacher Work Time  o Grading and report cards  o Preparation and planning |

**Additional Notes:**

* High schools allocate fewer hours for parent conferences, and thus have one additional teacher workshop day. The total number of student contact days is consistent for MS and HS.
* Start/End Times for District Professional Development Sessions / Meetings on District-wide Staff Development Days:

Elementary and Middle Schools:

* Start/end times for staff: 7:30 AM – 3:30 PM --- REVISE
* Elementary only or middle level only district meetings --- 7:30 - 11:00 AM (3.5 hrs)
* *Elementary/middle level combined district meetings --- 7:30 – 10:45 AM (3.25 hrs)*

High Schools:

* Start/end times for staff: 7:30 AM – 3:30 PM
* High school only district meetings in morning --- 7:30 - 11:00 AM (3.5 hrs)

Meetings combining high school w/ another level and occurring a District-wide Staff Development Day:

* MS/HS combined or K-12 district meetings (AM) --- 7:30 - 11:00 AM (3.5 hrs)
* During August workshop week, teachers need to be provided a minimum of 16 hours of time to prepare for students. In the event that is not possible a principal shall compensate that teacher to the extent that they are not provided the 8 hours through a combination of time sheeting and/or allowed time. At least 8 hours must occur prior to BAS assessments for elementary teachers.
* Elementary teachers will work 8 hours of flex time outside the school duty day this year to fulfill hours previously required on August 25 and 26.
* Principals shall provide staff with a schedule of the dates and approximate times for all non-student duty days/hours for the school year.