**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) Timeo *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 meetingso Learning team meetings |
| Lunch / Transition |   |
| PM (3.5 hours)  | Building Timeo Staff meetingso Professional learningo Committee meetings and department meetingso Learning team collaboration at the building levelo Collaboration and consultation with lead teachers, instructional coaches, spEd, EL, GT, counselors, CFAso Teacher preparation and planning |

**Parameters for Teacher Workshop Days:**

|  |  |
| --- | --- |
| AM (3.5 – 4 hours) | Building Time:o Staff meetingso Professional learningo Committee meetingso Department meetingso Learning team collaboration at the building levelo Collaboration and consultation with lead teachers, instructional coaches, spEd, EL, GT, counselors, CFAso Teacher preparation and planningo Grading and report cards |
| Lunch |   |
| PM (3.5 hours)  | Individual Teacher Work Timeo Grading and report cardso 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.