

Implementation Procedures

<p>USE OF ADDITIONAL TIME 2016-17</p>
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A. CONFIGURATION OF TIME

For 2016-17, the before and after-school time is configured in 20 and 60-minute blocks, Monday through Friday.

B. USE OF TIME

1. Up to two Wednesdays per month may be used for administrative meetings to be determined by the Principal. Administrative meetings are defined to mean those meetings in which the agenda is created and directed by the Principal.
2. The remaining Wednesdays are collaboration time.
 - a) Collaboration time is required, not optional.
 - b) The purpose of Collaborative Time is around collegial practices focused on improving instructional practice and student learning and completing the requirements of 8.1. The focus of collaborative time is to work specifically around the student learning needs in the classroom and/or collegial interactions around support for students.
 - c) The “Team” is identified by the teacher and can include other grades, schools, or district staff.
 - d) Each team will determine the structures, processes, and use of collaborative time to support student learning.
 - e) To assist with calendaring time across the year, the Collaborative Wednesdays will be established as follows:
 - Week A: Professional time to collaborate on Criterion 8 goals
 - Week B: Professional time to collaborate on Criterion 8 goals or with other groups as necessary (e.g., collaborate with specialists, special education teachers, support staff, grade level teams, coaches, etc.)

3. The use of Wednesdays is essential for these activities, unless a compelling reason exists to place them on another day.
 - a) If such reason exists, buildings will use the Draft 5 process to determine what day of the week to dedicate to administrative meetings and collaborative time.

C. Possible Scenarios for Providing Alternative Opportunities for Collaborative Time:

1. Shift Collaborative time from building-designed day and time to another day. Employee would use individual-directed time on the building-designated day.
2. Banking time from other days to create longer opportunities for Collaborative time with like staff outside of building (e.g., leave with students on a day other than Wednesday in order to extend the Collaborative Wednesday time to two hours).
3. Meeting via phone or technology applications (e.g. Google Hangout, Skype, Facetime, etc.).

NOTE: Employees will notify their evaluators of any adjustments made to collaborative time/schedules.