

Activity	Frequency	Planning Time/ Period	When can the activity be required to occur during the teacher workday?			
			Teacher Planning Day	Early Dismissal Day	Before Student Day	After Student Day
<b>*Professional Learning Community (PLC)</b>	At discretion of the principal but no more than 2x per month	<b><i>Collaborative planning at least once per week is an expectation. This may occur during planning time, at the consensus and discretion of the team/department, or before/after the student day. All teachers are required to provide lesson plans.</i></b>		X	X	X
<b>**Common/ Collaborative Planning</b>	At least once per week			X	X	X
<b>Faculty Meeting</b>	At discretion of the principal		X (≤ 1 hour)	X	X	X
<b>Other</b>	At discretion of the principal			X	X	X
<p><b>* Professional Learning Community</b> or PLC, is a group of educators that meets regularly, shares expertise, and works collaboratively to improve teaching skills and the academic performance of students. The PLC engages in an ongoing process to identify the current level of student achievement, establish a goal to improve the current level, work together to achieve that goal, and provide periodic evidence of progress.</p>						
<p><b>** Collaborative planning</b> is defined as meetings facilitated by the team leader/department head or his/her designee to develop lesson plans, assessments, activities, and grade appropriate student assignments/work products that directly contribute to increased student achievement. Instructional coaches and/or administrators may be present to support the collaborative planning process. Teachers may meet together or engage in any other type of activity during the teacher planning time/period on a voluntary basis. No collective bargaining agreement language exists that restricts teachers from voluntarily participating in non-planning activities during the teacher planning time/period. Common/collaborative planning may occur as frequently as needed on early dismissal days, before the student day, and/or after the student day.</p>						
<p><b>4.022</b> The teacher's 37.5-hour workweek shall include 250 minutes of planning/preparation time within the student day to the greatest extent possible. Exceptions to this 250 minute weekly time within the student day should be addressed by the Faculty Advisory Council. Assignments shall not be made by Principals that infringe on the EMPLOYEE's daily block of planning/preparation time except for emergencies or other unforeseen circumstances or with the EMPLOYEE's approval. No EMPLOYEE shall be required to utilize his/her planning time in the presence of students except for emergencies or other unforeseen circumstances or with the EMPLOYEE's approval. For Workforce Education and Alternative Schools teachers, the 250-minute weekly planning time may occur before and/or after the student day.</p>						