

GUIDELINES FOR EMPLOYEE ACTIVITIES DURING THE TEACHER WORK DAY

| Activity | Frequency | When can the activity be required to occur during the teacher work day? | | | | |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------|--------------------|----------------------|-------------------|
| | | Teacher Planning Day | Early Dismissal Day | Before Student Day | Planning Time/Period | After Student Day |
| Professional Learning Community (PLC) | At discretion of principal | | X | X | | X |
| Common/Collaborative Planning | At discretion of principal, but no more than one (1) per week can be required to occur during the teacher planning time/period* | | X | X | X (≤ 1 per week) | X |
| Lesson Study Group (LSG) | At discretion of principal | | X | X | | X |
| Faculty Meeting | At discretion of principal | X (≤ 1 hour) | X | X | | X |
| Other | At discretion of principal | | X | X | | X |

**Common/collaborative planning among grade level teams, departments, or other school teams may occur during the teacher planning time/period within the student day up to one (1) time per week. Outside of 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. 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.*

| APPLICABLE CCEA COLLECTIVE BARGAINING AGREEMENT LANGUAGE | |
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| Article | Language |
| 4.022 | The teacher's 37.5 hour work week 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. <u>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.</u> 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. |
| 4.023 | EMPLOYEES teaching at a <u>middle or high school</u> that follows a seven period day shall receive a planning period within the student day of no less than forty-five minutes per day or 225 minutes per five day week. In addition, these employees shall have a block of 25 minutes of contract time before or after the student day on one day per week as planning/preparation time. |
| 4.024 | <u>The work day for high school EMPLOYEES may be extended by the Principal up to thirty (30) minutes per month for the purpose of conducting meetings.</u> Unless emergency conditions exist, the Principal shall provide forty-eight (48) hours notice to call said meetings. |
| 4.025 | Both parties to this AGREEMENT recognize that increased faculty involvement is positive but causes problems with available work time. Principals will work closely with EMPLOYEES in developing schedules for meetings in order that work time is efficiently utilized, <u>with as little infringements on planning time as possible.</u> |
| 4.11 (b) | For schedules with four or fewer grading periods per year, no less than <u>one (1) day shall be set aside for EMPLOYEES to work at their school site at the conclusion of each of the first three grading periods in order to complete the grade-reporting process, engage in planning and parent conferencing or prepare to close out the semester.</u> EMPLOYEES may be required to attend faculty meetings , not to exceed one hour in length , as part of these work days. |