



**CONTRACT LANGUAGE**

**NOTES AND GUIDANCE**

**6.5 TEACHER COLLABORATIVE TIME**

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| 1) Beginning with the 2014-2015 school term, the following Teacher Professional Time shall be implemented within the Board-approved school calendar and will be designated as Professional Practice Days and District Collaborative Days.   | This language incorporates the ongoing professional development into the calendar year of employment for teachers. Furthermore, two distinctly different types of professional development days are established by this language.   |
| 2) In each year, there shall be an equal number of Professional Practice Days and District Collaborative Days not to exceed 10 total days for each teacher.   | The number of professional development days are capped within the school year. The allocation of such days are established to be in equal number for each of the two types of days.   |
| 3) Professional Practice Days and District Collaborative Days shall be 5 hours and 15 minutes in length (not including breaks or lunch) during the course of the normal school day, with specific hours of attendance to be determined by the School Improvement Plan team.   | This language establishes when teachers are expected to be engaged in this professional development. To facilitate planning at the site level on DC Days, the SIP team is empowered to establish the day's expectations.  |
| 4) Staff/Department meetings will occur either before or after a normal student attendance day for the site.  | This language protects the value and intent of these days by excluding the co-opting of this time for uses not conforming to the agreed upon intent.  |
| 5) In the case where the teacher's instructional time is divided between sites, then the teacher shall declare a home site by September 1 of the respective school year and shall inform the building administrators of the declaration. Where no designation is made, the building administrators shall determine the home site. | Understanding that some teachers are assigned to work in multiple instructional sites, this language declares the teacher's right to choose their home site for the purposes of Teacher Collaborative Time. The teacher's failure to exercise this right in a timely fashion yields that right to administration. The intent is to clarify expectations for attendance and participation. |
| 6) These teachers may choose to fulfill Teacher Professional Time at assigned sites and/or within District Area as defined in 13.12.1 Areas.  | Further acknowledgement of the variety of teaching assignments throughout U46 and the extension of the above to these members as well in terms of planning and preparation for professional development.  |



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**NOTES AND GUIDANCE**

**6.51 Professional Practice Days (PPD)**

- 1) On each PPD, all teachers will select to participate in a collaborative activity with a defined group of colleagues.
- 2) The focus of the collaboration will be the needs of the students assigned to those teachers through curriculum development and implementation, analysis of student growth, and professional practice as defined in the Teacher Appraisal Plan.
- 3) The Collaborative Teams will provide a copy of their agenda to the SIP team so that the SIP team may incorporate the information into their planning and reporting process.
- 4) Each Collaborative Team will submit the agenda to a member of the SIP team no later than 3 days following the collaborative meeting.
- 5) Teachers will meet for a total time not to exceed 5 hours and 15 minutes (not including breaks or lunch) scheduled during the course of the normal school day.
- 6) Teachers may choose to meet with more than one Collaborative Team within that time.

The teacher determines what professional issue they will address and with whom they will be engaging to do the work. The work on these days cannot be performed alone as it must be a collaborative experience.

These broad criteria allow the PP Day to be as meaningful and relevant of an experience as possible for the teacher and their colleagues.

The “bottom up” nature of the design of the PP Days is intended to provide clear and timely data from the collaborative groups to the professionals at the site charged to help improve student learning.

It is expected that teachers will utilize U46 facilities to accomplish this work whenever possible. If assistance is needed in securing an appropriate space the teachers can contact the PD Department for assistance locating and reserving a room. However, when the necessary resource for the collaborative team is located outside of U46 the teachers shall notify their respective administrators of their planned location prior to the PP Day. [ex.: museums, possible field study areas, a University housing a particular collection of materials, etc.]

This provision ensures not only the timely sharing of information but also reinforces that the SIP team is the recipient of the information.

This language establishes the framework for the time to be spent together working collaboratively on the agenda of the group.

This language provides the flexibility for members to meet their varied professional needs while encouraging an effective and efficient use of the time together.



**CONTRACT LANGUAGE**

**NOTES AND GUIDANCE**

**6.52 District Collaborative Days (DCD)**

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| 1) On each DCD, teachers will be assigned activities aligned to the District Improvement Plan along with the work of the District Professional Development Committee and Instructional Council. | The District determines and directs the professional development of teachers on these days aligned to its written and established plans.   |
| 2) Planning for these days will be done by District administration.   | This language emphasizes that the planning for these days is the responsibility of administration and is not to be reassigned to teachers.   |
| 3) Activities for these days may be implemented at the site level or in other District-wide groupings.  | Any attendance expected at a site other than the regular work site of the teacher must be communicated in writing in advance of the DC Day.  |
| 4) The day will not exceed 5 hours and 15 minutes, (not including breaks or lunch) and be scheduled during the course of the normal school day.   | This language establishes when teachers are expected to be engaged in this professional development. To facilitate planning at the site level on DC Days, the SIP team is empowered to establish the day's expectations and is responsible for communicating the agenda to the building staff. |