

## Professional Development and Preparation Days 2022-23

### *PRESERVICE-Elementary and Secondary*

District Focused Professional Learning will occur on the dates and at the times specified.

For the remaining days of Pre-Service, Building Leadership Teams will determine placement of Building Focused Professional Learning, Principal Directed Activities, and Educator Preparation using the time allotments indicated for each of the Pre-Service Activities. These time allotments **MUST** be followed to meet guidelines for State Audited Student Contact Time.

Effective professional learning includes opportunities for **collaboration** and **implementation**.

Date	District Focus Aligns with District Goals All District Focused Professional Learning sessions must be entered into Frontline Professional Growth.	Building Focus Aligns with Building SIP Goals Select any <b>TWO (½) Days</b> All Building Focused Professional Learning sessions must be entered into Frontline Professional Growth.	Job-Embedded Professional Learning Aligns with Student Learning Goals and Supporting Educator Standards Professional Development Counted Toward State Audited Student Contact Time	Principal Directed Principal-Directed Faculty/Grade Level Focused Meetings Select any <b>TWO (½) Days</b>	Educator Preparation Select any <b>ONE (½) Day</b> Does not include August 4, 2022
	<b>Professional Development Counted Toward State Audited Student Contact Time</b>			<b>Not Counted Toward Student Contact Time</b>	
8/04/22 THUR					Elem: 8:00am-4:00pm Sec: 7:30am-3:30pm
8/05/22 FRI		Elem: 8-11:30am Sec: 7:30-11am Lunch 90 min	Elem: 1-4pm Sec: 12:30-3:30pm	Elem: 8-11:30am Sec: 7:30-11am Lunch 90 min	Elem: 1-4pm Sec: 12:30-3:30pm
8/08/22 MON	Elem & Sec: 7:30am-3:30pm Lunch 90 min				
8/09/22 TUE	Elem & Sec: 7:30-11:30am		Elem & Sec: 1:00-3:30pm District Directed Lunch 90 minutes		
8/10/22 WED		Elem: 8-11:30am Sec: 7:30-11am Lunch 90 min	Elem: 1-4pm Sec: 12:30-3:30pm	Elem: 8-11:30am Sec: 7:30-11am Lunch 90 min	Elem: 1-4pm Sec: 12:30-3:30pm
8/11/22 THUR Dismissal Times for Students Elem: 11:15am Sec: 12:20pm			Elem: 1-4pm Sec: 2-3:30pm Lunch 90 min	Elem: 1-4pm Sec: 2-3:30pm Lunch 90 min	Elem: 1-4pm Sec: 2-3:30pm Lunch 90 min

### Pre-Service Professional Development Plan and Schedule submitted in SIP Teams by July 29, 2022

- **Preservice: (1) No variance is available for Educator Preparation on August 4 or District Focused Professional Learning on August 8 and 9. (2) BLTs will collaboratively determine the pre-service schedule for their buildings following the designated time allotments. (3) Extra-curricular activities DO NOT occur during the professional day August 4-11.** These activities may occur prior to the beginning of or after the professional day. **(4) New Educators: August 1, 2, 3, 4.** New Educators have training outlined in the New Educator packet. **(5) Returning Educators Flex Day (Aug 4)** – see Policy GBZCCA
- **Building Professional Development** is designed to improve the school. Building Prof. Development sessions are described in the Building Prof. Development Plan and are due by designated dates (**pre-service due July 29**). The District may provide some PD content for schools.
- **Variance Request:** Variance Request process is outlined in the Negotiated Agreement – Variance Procedure. Changes must be communicated to staff (classified as appropriate) immediately following variance approval. See Grade & Reporting Dates document for grades due times if a variance is approved.
- **Attendance** is taken for all Professional Development days. Only illness/bereavement leave can be used, as appropriate. No Discretionary Personal Business Leave may be used on Prof. Development days.
- **Out-of-District Professional Activities** are not approved during Prof. Dev. or Parent Teacher Conference days except in unique circumstances. Prof. Council reviews/approves requests. Student field trips are not Prof. Activities.
- **Summer Conference 2023: May 31- June 2**

## INSERVICE- *Elementary and Secondary*

Effective professional learning includes opportunities for **collaboration** and **implementation**.

Date	<b>District Focused</b> Aligns with District Goals <b>Professional Development Counted</b> <b>Toward State Audited Student</b> <b>Contact Time</b>	<b>Building Focused</b> Aligns with Building SIP Goals <b>Professional Development Counted</b> <b>Toward State Audited Student</b> <b>Contact Time</b>	<b>Job-Embedded</b> <b>Professional Learning</b> Aligns with Student Learning Goals and Supporting Educator Standards <b>Professional Development Counted</b> <b>Toward State Audited Student</b> <b>Contact Time</b>	<b>Principal Directed</b> Principal-Directed Faculty/Grade Level Focused Meetings <b>Not Counted Toward State Audited</b> <b>Student Contact Time</b>	<b>Educator Preparation</b> Preparing for Student Learning, Grades, Classroom Environment <b>Not Counted Toward State Audited</b> <b>Student Contact Time</b>
9/02/22 FRI Dismissal Times for Students Elem: 12:00pm Sec: 11:15am			Elem: 1:30-4:00pm MS/HS: 12:30-3:30pm PLC Directed Lunch 60 min		
9/06/22 TUES	Elem & Sec: 7:30am-3:30pm Lunch 90 min				
10/07/22 FRI		Elem: 8:00-11:30am Sec: 7:30-11:00am Lunch 60 min			Elem: 12:30-4:00pm Sec: 12:00-3:30pm
12/16/22 FRI Dismissal Times for Students Elem: 12:00pm Sec: 11:15am					Elem: 1:00-4:00pm MS/HS: 12:30-3:30pm Lunch 60 min
1/03/23 TUE			Elem: 12:30-4:00pm Sec: 12:00-3:30pm Data Analysis and Planned Actions within Appraisal Process Due January 15 for ALL Educators Lunch 60 min		Elem: 8:00-11:30am Sec: 7:30-11:00am
1/04/23 WED	Elem & Sec: 7:30am-3:30pm Lunch 90 min				
2/10/23 FRI		Elem: 8:00-11:30am Sec: 7:30-11:00am Lunch 60 min			Elem: 12:30-4:00pm Sec: 12:00-3:30pm
3/20/23 MON		Elem: 12:30-4:00pm MS/HS: 12:00-3:30pm Lunch 60 min			Elem: 8:00-11:30am Sec: 7:30-11:00am
4/13/23 THU Dismissal Times for Students Elem: 12:00pm Sec: 11:15am			Elem: 1:30-4:00pm Sec: 12:30-3:30m Building Directed Lunch 60 min		
4/14/23 FRI	Elem & Sec: 7:30-11:00am Lunch 90 min				Elem & Sec: 12:30-3:30pm

5/24/23 WED Dismissal Times for Students Elem: 12:00pm Sec: 11:15am				Elem: 1:30-2:30 Sec: 12:30-1:30 Lunch 60 Minutes	
					Elem: 2:30-4:00 Sec: 1:30-3:30 Following Principal Directed
5/25/23 THUR					Full Day Check Out

In-Service Professional Development Plans submitted in SIP Teams by the designated dates.

### Job Embedded Professional Learning

Job-Embedded Professional Learning counts toward state-audited student contact time and meets KSDE requirements to earn Professional Development Points.

#### **Job Embedded Professional Learning on August 9**

- Educators will collaborate ON-SITE following District guidance for processing and implementation of new learning.

#### **Job Embedded Professional Learning on September 2**

- Educators will collaborate ON-SITE with Building and/or District Professional Learning Communities (PLCs) for focus on Data Analysis, Tiered Systems of Support (Reading/Math/BSEL), and other processes to meet student learning needs. Agendas will be established by the PLCs and provided upon request.

#### **Job Embedded Professional Learning on January 3**

- All bargaining unit members will engage ON-SITE with Data Analysis and Planned Actions (Standard 6) within the Appraisal Process.

#### **Job Embedded Professional Learning on April 13**

- Educators will collaborate ON-SITE following Building guidance for processing and implementation of new learning.

### Educator Preparation

Educator Preparation does not count toward state-audited student contact time and is not eligible for Professional Development points.

#### **Educator Preparation Time (noted in blue):**

- All bargaining unit members will be allowed to exercise professional judgment in flexing work time during these days.
- The professional employee may complete the required prep work during a time and at a location of the employee's choosing. Presence at the work site is not required.
- The professional employee must meet the exporting or grade entry deadline as listed in the Grade & Reporting Dates Appendix B.
  - *Those typically not preparing grades or for conferences who wish to utilize the flex-time on these professional days should discuss with their principal/supervisor what their off-site work will entail.*
- Professional employees are not required to submit documentation of work time or location when exercising this professional privilege.
- Bargaining Unit members on leave who retain responsibility for submission of grades and who turn in grades by the published deadline will not have the flex time count against leave.

#### **Educator Preparation time on May 25 (noted in orange):**

- Educators will establish a "check-out" time with their administrator or supervisor.

Approved by Professional Council \_\_/\_\_/\_\_. Pending BOE approval and teacher ratification.  
Latest calendar available in O-Zone/Calendar Tab.