

Professional Learning and Preparation Days 2023-24

PRESERVICE- *Elementary and Secondary*

District Focused Professional Learning will occur on the date and at the time 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 Growth Goals Select any FOUR (½) Days All Building Focused Professional Learning sessions must be entered into Frontline Professional Growth. ONE (1/2) day may be used for Mandatory Trainings.	Job-Embedded Professional Learning Aligns with Student Learning Goals and Supporting Educator Standards All Job-Embedded Professional Learning sessions must be entered into Frontline Professional Growth.	Principal Directed Principal-Directed Faculty/Grade Level Focused Meetings Select any TWO (½) Days	Educator Preparation Select any ONE (½) Day Does not include August 4, 2023
	Professional Development Counted Toward State Audited Student Contact Time			Not Counted Toward Student Contact Time	
8/04/23 FRI					Elem: 8:00am-4:00pm Sec: 7:30am-3:30pm
8/07/23 MON		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
8/08/23 TUE	Elem: 8:00am-4:00pm Sec: 7:30am-3:30pm Lunch 90 min				
8/09/23 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
8/10/23 THUR		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
8/11/23 FRI Dismissal Times for Students Elem: 11:15am Sec: 12:20pm			Elem: 1-4pm Sec: 2:00-3:30pm Lunch 90 min		Elem: 1-4pm Sec: 2:00-3:30pm Lunch 90 min

Pre-Service Professional Development Plan and Schedule submitted in SIP Teams by July 28, 2023

- **Preservice:** (1) **No variance is available for Educator Preparation on August 4 or District Focused Professional Learning on August 8.** (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 Learning** is designed to improve the school. Building Prof. Learning sessions are described in the Building Professional Learning Plan and are due by designated dates (**pre-service due July 28**). The District may provide some content for schools. Mandatory Trainings may be completed ONE (1/2) day during pre-service or on September 1 PM or September 5 AM.
- **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 Learning days. Only illness/bereavement leave can be used, as appropriate. No Discretionary Personal Business Leave may be used on Professional Learning days.
- **Out-of-District Professional Activities** are not approved during Professional Learning or Parent Teacher Conference days except in unique circumstances. Prof. Council reviews/approves requests. Student field trips are not Professional Activities.

Professional Learning and Preparation Days 2023-24- DRAFT (LS)-3

INSERVICE- Elementary and Secondary					
Effective professional learning includes opportunities for collaboration and implementation .					
Date	District Focused Aligns with District Goals Professional Learning Counted Toward State Audited Student Contact Time	Building Focused Aligns with Building SIP Goals Professional Learning Counted Toward State Audited Student Contact Time	Job-Embedded Professional Learning Aligns with Student Learning Goals and Supporting Educator Standards Professional Learning Counted Toward State Audited Student Contact Time	Principal Directed Principal-Directed Faculty/Grade Level Focused Meetings Not Counted Toward State Audited Student Contact Time	Educator Preparation Preparing for Student Learning, Grades, Classroom Environment Not Counted Toward State Audited Student Contact Time
9/01/23 FRI Dismissal Times for Students Elem: 12:00pm Sec: 11:15am		Elem: 1:30-4:00pm MS/HS: 12:30-3:30pm Lunch 60 min May be used for Mandatory Trainings			
9/05/23 TUES		Elem: 8:00-11:30am Sec: 7:30-11:00am Lunch 60 min May be used for Mandatory Trainings	Elem: 12:30-4:00pm Sec: 12:00-3:30pm Building Directed		
10/13/23 FRI	Elem: 8:00-11:30am Sec: 7:30-11:00am Lunch 90 min				Elem: 1:00-4:00pm Sec: 12:30-3:30pm
12/19/23 TUE Dismissal Times for Students Elem: 12:00pm Sec: 11:15am					Elem: 1:00-4:00pm Sec: 12:30-3:30pm Lunch 60 min
1/03/24 WED		Elem: 12:30-4:00pm Sec: 12:00-3:30pm Lunch 60 min			Elem: 8:00-11:30am Sec: 7:30am-11:00am
1/04/24 THU	Elem: 8:00-11:30am Sec: 7:30-11:00am Lunch 90 min		Elem: 1:00-4:00pm Sec: 12:30-3:30pm Focus on Standard 6		
2/09/24 FRI		Elem: 8:00-11:30am Sec: 7:30-11:00am Lunch 60 min			Elem: 12:30-4:00pm Sec: 12:00-3:30pm
3/18/24 MON		Elem: 12:30-4:00pm Sec: 12:00-3:30pm Lunch 60 min			Elem: 8:00-11:30am Sec: 7:30am-11:00am
4/18/24 THU Dismissal Times for Students Elem: 12:00pm Sec: 11:15am		Elem: 1:30-4:00pm Sec: 12:30-3:30pm Lunch 60 min			
4/19/24 FRI	Elem: 8:00-11:30am Sec: 7:30-11:00am Lunch 90 min		Elem: 1:00-4:00pm Sec: 12:30-3:30pm District Directed		

5/22/24 WED Dismissal Times for Students Elem: 12:00pm Sec: 11:15am				Elem: 1:30-4:00pm Sec: 12:30-3:30pm Lunch 60 Minutes	
5/23/24 THUR					Full Day Check Out

In-Service Professional Learning Plans submitted 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 September 5

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

Job Embedded Professional Learning on January 4

- 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 19

- Educators will collaborate ON-SITE following District 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 parent 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 23 (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.