

Expectations for all early release days:

- A district-wide calendar will continue to be provided for district-offered PD, where SPS staff can see what district wide PD is offered. The calendar for 21-22 can be found on the PD webpage of MySPS [here](#) or in Schoology.
- Schools should do after school time (30 minutes at elementary and K-8, 20 minutes at secondary), then early release (ER) time (75 minutes), then staff meeting [60 minutes). The "Building-Wide" staff meeting time (sometimes referred to as principal directed) can occur before the ER portion on Green/Purple days - if a staff votes to do so, and the principal agrees. Please note that this change cannot be made on yellow/red days as those times need to be consistent across schools in order for employees to take advantage of PD offered centrally and participate in cross-school PLCs. All PD providers and school-based providers and teams will adhere to these schedule guidelines in order to maximize staff ability to access PD offerings.
- Paras/SAEOP's can use their Professional Development/Leadership Time for time spent on early release days and staff meetings that extends beyond their contracted day. The purpose of the funds is to provide extra time for participating in school/program decision-making Building leadership activities, and/or training to enhance job skills and/or improve student learning. Parapro/SAEOP CBA, Article II. Section C. (also see Professional Development Leadership Days document).
- Administrators can attend all early release meetings.
- Paraprofessionals will be included in staff meetings. There is a standardized expectation that all staff should be included in the building-directed professional development.
- School-based professional development plans are to be developed and approved by the Building Leadership Team, with staff input and engagement, per the school's Decision-making Matrix. School-based professional development plans must align with the contract to ensure time for both principal/school-directed and teacher-directed professional development on ER days and to ensure that staff can access district-provided opportunities as well as school-based PD.

	Early Release: Certificated Staff	Early Release: Paraprofessionals and SAEOPs	Staff Meeting: All Staff
Common Planning Time / Job Alike (RED) <ul style="list-style-type: none"> • September 8, 2021 • October 6, 2021 • November 3, 2021 • December 1, 2021 • January 5, 2022 • February 2, 2022 • March 2, 2022 • April 6, 2022 • May 4, 2022 • June 1, 2022 	<ul style="list-style-type: none"> • The first early release day of each month will be for common planning time scheduled, to allow "job alike" collaboration with colleagues across the District. • Common planning time (CPT) means "teacher-directed time for educators to plan and prepare together with colleagues at their building or with colleagues at other buildings." • By having Common Planning Time on the same day across the District, this is an ideal day for "Job Alike" collaboration with job-alike colleagues from other buildings, including grade level and content-area professional development. Example: An educator may be the only French or P.E. teacher at their school, so they may want to meet with teachers from other schools on one or more of these days • Educators of Color affinity groups have the option to use the job-a-like days to meet. 	<p>Paraprofessionals and SAEOPs will have opportunities to attend PD or PLCs around the District.</p> <ul style="list-style-type: none"> • Check ESS ahead of time to see what may be available. • You may also work in your building during that time as you would during other early releases. • Schools with input from their BLTs, to establish a plan to ensure SAEOP, Parapro, and other staff can attend out-of-building PD on Job-alike days. Upon SAEOP and Parapro notification to principles of job-alike PD plans they will be released to attend, in accordance with this plan. <p>Examples:</p> <ul style="list-style-type: none"> • An IA with bus duty might do first ten minutes of bus loading, then leave the school to go to PD at JSCEE. The BLT plan rotates duty among administrators and certs to cover the remaining bus duty time. • A SAEOP may join a group of other SAEOPs from nearby schools in a Professional learning Community (PLC) on a topic of their choice. 	<p>Teacher-directed</p> <ul style="list-style-type: none"> • From Article IX, Section A.7 of our contract: <i>"Building scheduled faculty meetings (emergencies excepted) shall not exceed one per week; and no more than two meetings per month may be used primarily for business or professional development"</i> <p><i>"Other meetings will be used... for teacher-directed collaboration time, PLCs..."</i></p> <ul style="list-style-type: none"> • Staff who have left the building for job alike collaboration may wish to continue that collaboration wherever they are meeting. Or, if their building has approved using staff meeting time for Individual prep time, they do not need to return to their building to do the individual prep.

Joint SPS-SEA Guide to Early Releases and Staff Meetings
2021-2022

<p>Collaboration Time (YELLOW)</p> <ul style="list-style-type: none"> September 15, 2021 October 13, 2021 November 10, 2021 December 8, 2021 January 12, 2022 February 9, 2022 March 9, 2022 April 20, 2022 May 11, 2022 June 8, 2022 	<p>The second early release day of each month will be for Collaboration Time.</p> <p>Collaboration time will be focused on student achievement and aligned with the SPS Strategic Plan. Certificated employees will be expected to meet in small or large groups that will focus on areas that include, but are not limited to: discussing instructional practices and meeting academic standards; generating student growth objectives and discussing progress toward meeting them; collaborating around special education and ELL services; analyzing student data; further developing cultural competency; discussing current research and/or professionally-relevant books; and participating in Critical Friend Groups. This is not meant for individual planning time.</p>	<ul style="list-style-type: none"> Remain in your building on these Wednesdays. SAEOPs will likely work on your usual duties. Paraprofessionals may be part of PLCs or department meetings with Certs. in your building or may attend to other regular job duties such as contacting parents or preparing for the next school days. Your administrator or manager may wish to consult you about using this time. SAEOPs can use yellow/collaboration days for mentorship meeting and or Zone area meeting and trainings. 	<p>Teacher-directed</p> <ul style="list-style-type: none"> From Article IX, Section A.7 of our contract: "Building scheduled faculty meetings (emergencies excepted) shall not exceed one per week; and no more than two meetings per month may be used <i>"Building scheduled faculty meetings (emergencies excepted) shall not exceed one per week; and no more than two meetings per month may be used primarily for business or professional development"</i> <i>"Other meetings will be used... for teacher-directed collaboration time, PLCs..."</i> Staff who have left the building for job alike collaboration may wish to continue that collaboration wherever they are meeting. Or, if their building has approved using staff meeting time for Individual prep time, they do not need to return to their building to do the individual prep.
<p>Professional Development (PURPLE)</p> <ul style="list-style-type: none"> September 22, 2021 October 20, 2021 November 24, 2021 December 15, 2021 January 26, 2022 March 16, 2022 March 30, 2022 May 18, 2022 	<p>The school decides what PD to do on these Wednesday early releases (see Article II.B of the Certificated contract). The PD plan for your school is approved by the BLT.</p> <p>This is time to implement the building agreed upon professional development plan aligned to the school's CSIP to improve student learning and academic achievement, to decrease disproportionality.</p> <p>Each school's CSIP will explicitly include a Racial Equity Action Plan. Schools should collaboratively develop clear PD plans based on the goals in their CSIP.</p>	<ul style="list-style-type: none"> Remain in your buildings on these Wednesdays. SAEOPS will likely work on your usual duties. Discuss with your administrator/manager whether it makes sense for you to join these school PD events as well. If not, you will attend to your usual job duties during this time. 	<ul style="list-style-type: none"> Business or professional development, sometimes called principal-directed. From Article IX, Section A.7 of our contract: <i>"Building scheduled faculty meetings (emergencies excepted) shall not exceed one per week; and no more than two meetings per month may be used primarily for business or professional development"</i>
<p>Racial Equity Days (GREEN)</p> <ul style="list-style-type: none"> September 29, 2021 October 27, 2021 November 17, 2021 January 19, 2022 February 16, 2022 March 23, 2022 April 27, 2022 May 25, 2022 	<ul style="list-style-type: none"> Green Days are Racial Equity Days to explicitly support racial equity planning (not limited to data review) Building Leadership Teams (BLT's) with input from Racial Equity Teams (RET's) will determine how (GREEN) early release Wednesdays will be used for continuing Racial Equity Literacy and/or Analysis with specific goals to calibrate full staff learning. <p>Departments and non-school based program educators will use the PLT & RET (if there is one) to plan the use of the racial equity Wednesday early release days, which may include attending in-school Racial Equity days. Each school's CSIP will explicitly include a Racial Equity Action Plan.</p>	<ul style="list-style-type: none"> Remain in your building on these Wednesdays SAEOPs will likely work on your usual duties, but may also participate in Racial Equity activities with other staff. Your administrator or manager may wish to consult with you about using this time Paraprofessionals may be part of Racial Equity activities, may attend to regular job duties such as contacting parents or preparing for the next school days. Your administrator or manager may wish to consult you about using this time. <p>For SAEOPs and Paraprofessionals, decisions about how to use early release time on days other than job alike days will be made in collaboration between the building principal and classified staff and may include participating in school-based professional development or collaboration, as well as attending to other duties that are associated with their positions.</p>	<ul style="list-style-type: none"> Business or professional development, sometimes called principal-directed. From Article IX, Section A.7 of our contract: <i>"Building scheduled faculty meetings (emergencies excepted) shall not exceed one per week; and no more than two meetings per month may be used primarily for business or professional development"</i>