



September 8, 2014

Guidelines

Early Dismissal Day Schedules

We have signed a Tentative Agreement with the District that addresses the use of non-instructional time on Early Dismissal Days (formerly called Restructured Days). It requires a cooperative process to plan the best use of the two hours available every week. The exact language of our agreement is:

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“Certificated Staff shall be provided 120 minutes on weekly districtwide early dismissal days for fulfilling professional responsibilities. Sites shall determine the purpose and outcomes of this time via the administration in consultation with staff.”

Professional responsibilities include individual teacher preparation, collaboration, training, and other education related tasks.

Each site has the opportunity to create the process used. An ideal example would have these features:

-  The site administrator would notify the whole staff of their opportunities to suggest uses/priorities for this time.
-  The site administrator would inform the whole staff of how their input would be collected and organized. Funneling preferences through their Leadership Team representative could be one method. A faculty meeting dedicated to eliciting input could be another method.
-  A tentative plan would be shared with the whole staff with an opportunity for staff feedback/discussion.
-  A plan would be published by the site administrator with a schedule to revisit the details as the year progresses and as circumstances change.

The focus here is on a decision-making process that both the faculty and the administration can support. A process that significantly differs from this model would be a misinterpretation of our contract and should be brought to our attention.