

## \* Implementation Procedures \*

<b>COLLABORATIVE TIME ON NON-STUDENT DAYS</b>
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The Procedural Agreement contains language regarding collaborative time on non-student days. We have agreed to the following principles and guidelines for the use of the collaborative time.

### **GUIDELINES**

- A. All employees (including ESAs) will be involved in collaborative activities that support student achievement and ties to District initiatives.
- B. Activities during collaborative time may include PLC work, grade level and content area meetings, articulation between grade levels, collaborative work between general and special education teachers and/or other ESA support staff, including ELL staff, and for work on team student growth goals and assessments as outline in SG 8.1 in the evaluation criteria. MTI meetings are not to be scheduled during collaborative time.
- C. The principal and building leadership team will coordinate these activities.
- D. A common start time will be established District-wide on all non-student days in order to facilitate collaborative time.
- E. Two (2) 3.5 hour blocks of collaborative time will be designated for job-alike groups to meet. The remainder of the building staff will be involved in collaborative activities.
- F. On four (4) additional non-student days, 1.5 hours of collaborative time will be scheduled.
- G. Half of the time for collaboration will come from existing building time and half of the time for collaboration will come from existing individual time.
- H. Waivers for moving collaborative time will not be allowed.