

**Calendar A
Designation and Use of Teacher Workdays
2011-2012 School Calendar**

Workday	Purpose and Use of Workdays
	Of the 15 teacher workdays in 2011-2012, two days for elementary schools and two days for secondary schools have been designated by the district as required for Central Office use. At least two must be optional workdays. Central Office must designate five days as required workdays. Principals may designate up to six days of the remaining days as required teacher workdays on which their staff must attend. Working with the School Leadership Team (SLT), principals must determine the purpose of each day. Days may be scheduled and planned for different purposes for different personnel and there is no requirement to schedule the same date for all personnel. Employees need this information prior to the opening of school.
August 18	School Use: Principal Decision if Optional or Required
August 19	Elementary – Required Workday: Central Office In-service Secondary – School Use: Principal Decision if Optional or Required
August 22	Secondary – Required Workday: Central Office In-service Elementary – School Use: Principal Decision if Optional or Required
August 23	School Use: Principal Decision if Optional or Required
August 24	Workday: School Use for Administrative and Instructional Duties Principal Decision if Optional or Required
October 28	Workday: School Use for Administrative and Instructional Duties Principal Decision if Optional or Required
December 19	Elementary/Secondary Required Central Office Workday (Make-up Day)
December 20	Elementary/Secondary Required Central Office Workday (Make-up Day)
January 23	Elementary/Secondary Required Central Office Workday (Make-up Day)
February 20	Elementary/Secondary Required Central Office Workday (Make-up Day)
February 21	Elementary/Secondary Required Central Office Workday (Make-up Day)
March 30	Workday: School Use for Administrative and Instructional Duties Principal Decision if Optional or Required
June 11	**Workday: School Use for Administrative and Instructional Duties Principal Decision if Optional or Required
June 12	**Workday: School Use for Administrative and Instructional Duties Principal Decision if Optional or Required
June 13	School Use: Principal Decision if Optional or Required

- June 11 and 12: High schools may exchange one of these dates to accommodate for attendance at graduation.
- Principals, working with their SLT, will determine the most appropriate day for their school to set the workday. Graduations and end-of-year workshops may affect these decisions.
- Teachers may receive up to two flex-day certificates a year for attending specific in-service options during the summer. Teachers may use a flex day on an optional teacher workday or non-protected workday. They may not use these days on workdays required by Central Office or by the individual school. Teachers may use a flex day on a severe-weather day designated as an optional workday.