



## Designation and Use of Teacher Workdays

### 2016 - 2017 School Calendar

There are a total of 18 teacher workdays in the 2016-2017 school calendar. Of the 18 workdays 4 have been designated by the district as required for central office use and 2 have been designated as optional. The remaining 12 workdays may be designated by principals as optional or required for school use.

**Instructions to principals:** Principals must work with the school leadership team (SLT) to designate the remaining 12 workdays as optional or required. Days may be scheduled and planned for different purposes for different personnel. Principals must communicate the final designations to staff prior to school opening.

August 18	School Use: Principal Decision if Required or Optional
August 19	School Use: Principal Decision if Required or Optional
August 22	School Use: Principal Decision if Required or Optional
August 23	Elementary – Required Workday: Central Office In-Service Secondary – School Use: Principal Decision if Required or Optional
August 24	Elementary - School Use: Principal Decision if Required or Optional Secondary - Required Workday: Central Office In-Service
August 25	School Use: Principal Decision if Required or Optional
August 26	School Use: Principal Decision if Required or Optional
October 31	School Use: Principal Decision if Required or Optional
November 8	School Use: Principal Decision if Required or Optional
January 3	Optional Teacher Workday
January 24	All Levels (Elementary and Secondary) – Required Workday: Central Office In-Service
February 17	All Levels (Elementary and Secondary) – Required Workday: Central Office In-Service
February 20	Optional Teacher Workday
March 31	School Use: Principal Decision if Required or Optional
April 7	School Use: Principal Decision if Required or Optional
June 12	School Use: Principal Decision if Required or Optional
June 13	School Use: Principal Decision if Required or Optional
June 14	School Use: Principal Decision if Required or Optional

#### Related reminders:

- 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. 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 server weather day designated as an optional workday.
- Teachers will receive professional development during four student early release days:
  - October 12
  - January 13
  - March 1
  - April 26