

Designation and Use of Teacher Workdays  
2019-2020 School Calendar

There are a total of 17 teacher workdays in the 2019-2020 school calendar. Of the 17 workdays, four have been designated by the district as required for central office use. Principals must work with the school leadership team (SLT) to designate the remaining 13 workdays as optional or required.

**CMS Calendar requirements:**

Use of Teacher Workdays: The teacher workdays built into the calendar shall be designated as either “required” or “optional” and shall be scheduled as follows:

1) Optional Teacher Workdays - There must be at least two days designated as optional teacher workdays, which are days on which teachers may work or take off with pay as:

- i. accumulated vacation leave, or
- ii. flex day leave.

Because of how “Central Office Use” and “School Use” required teacher workdays are scheduled, optional teacher workdays may occur on different days for different personnel.

2) Required Teacher Workdays - Teacher workdays not designated as optional are “required” teacher workdays and are days on which teachers are required to be at work.

i. Central Office Use - Up to four of the full-day required teacher workdays and up to four of the early release days may be protected for professional development or other activities planned by the Central Office. The dates on which these days are scheduled may vary for different personnel.

ii. School Use - The remaining required workdays may be protected for school use and will be scheduled on days chosen by the principal of each school, in consultation with the School Leadership Team, prior to the first day of employment for teachers for the school year. The purposes and dates on which these workdays are scheduled may vary for different personnel. The principal must communicate the dates of these teacher workdays to the teachers prior to the first day of employment of teachers for the school year.

Religious Holiday:

Consideration will be given to scheduling teacher workdays and annual leave days so that they coincide with religious holidays on which high absenteeism is anticipated.

August 16 & 19	School use: principal decision if required or optional
August 20-21	Elementary/Secondary – required workday: central office in-service
August 22-23	School use: principal decision if required or optional
October 9	School use: principal decision if required or optional
October 28	School use: principal decision if required or optional
November 5	Elementary/Secondary – required workday: central office in-service
January 2-3	School use: principal decision if required or optional
January 24	School use: principal decision if required or optional
February 17	* School use: principal decision if required or optional
March 27	School use: principal decision if required or optional
April 9	School use: principal decision if required or optional
June 10	** Elementary/Secondary – required workday: central office in-service
June 11	School use: principal decision if required or optional

\* There could be optional district professional development on this day. Schools should consider that when deciding whether this day should be optional or required at the school level.

\*\* June 10 - District professional development could be required for any grade levels adopting new curriculum for the 2020-2021 school year. Reserve this day in anticipation that PD could be scheduled.

- 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 severe weather day designated as an optional workday.
- Teachers will receive professional development during four student early release days:
 

October 16	March 4
January 8	April 29

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