

## KALAMAZOO PUBLIC SCHOOLS 2018 - 2019 SCHOOL CALENDAR\*

Day(s)	Date(s)	Activity
Monday – Thursday	8/13 – 8/16/18	New Teacher Orientation 8:00 AM to 5:00 PM.
Monday	8/20/18	First day for counselors
Monday - Friday	8/27-9/7/18	No additional meetings before, during or after work except those covered by ADA/IDEA or as noted in calendar; 8:00 AM – 11 AM Principals’ meeting; Lunch 11:00-12:00 PM; PM work in classrooms.
Tuesday	8/28/18	8:00 AM – 3:00 PM PreK-12 <sup>th</sup> District Professional Development (PD). Lunch 11:00 AM-12:00 PM: KEA Members report to PD per District August letter sent to ALL employees
Wednesday	8/29/18	8:00 AM – 11:00 AM: PreK-12 District PD / Building Staff Meeting PD 11:00 AM – 12:00 PM: Lunch 12:00 PM – 3:00 PM: PreK-12 District PD; KEA Members report to PD per District August letter sent to ALL employees
Thursday	8/30/18	8:00 AM – 3:00 PM PreK-12 Work in rooms. One hour lunch.
Friday	8/31/18	Labor Day Weekend – K-12 No Students – Schools open for enrollment; KEA bargaining unit members do not report
Monday	9/3/18	Labor Day Holiday: Schools closed
Tuesday	9/4/18	K-12 First Day for Students, including full day ECSE, full day Kdg.: K-12 AM Only, No PEEP, No half day Kdg, or half day ECSE; K-5 AM schedule; Half day ECSE Program: Open House 9:00 – 10:00 AM, home visits remainder of the morning; 6-12 schedule determined by individual buildings; PEEP and ½ Day Kdg. teachers to assist in buildings during AM; PreK-12 work in rooms during PM
Wednesday	9/5/18	First full day for students: full day ECSE and K-12; First day for half day Kdg; First day for County Programs; Half day ECSE and PEEP staff: Home visits and other required duties
Thursday	9/6/18	Half day ECSE and PEEP staff: home visits and other required duties
Friday	9/7/18	Half day ECSE and PEEP staff: home visits and other required duties; 9:00 AM – 12:00 PM – Special Education ancillary staff case load meeting; Lunch and travel to regular work site 12:00 PM – 1:00 PM: regular dismissal time

\*Washington Writers’ Academy and Woodward School for Science & Technology will have a different schedule

Monday	9/10/18	Half-day ECSE students: First day of instruction; PreK-12 building staff meetings one (1) hour. There will be NO first Monday two (2) hour P.D. Secondary Open House OPTION (1.5 hours maximum); MANDATORY Open House – dates to be selected by buildings for the 2018-2019 school year. Future dates will be selected in May.
Tuesday	9/11/18	KEA Governing Board – No KPS meetings
Wednesday	9/12/18	PreK-5 <sup>th</sup> Grade building PD (1.5 hours); Secondary Open House OPTION (1.5 hours maximum); MANDATORY Open House – dates to be selected by buildings
Thursday	9/13/18	Secondary Open House OPTION (1.5 Hours maximum); MANDATORY Open House – dates to be selected by buildings
Monday	9/17/18	KEA Building Meetings; PEEP first day: AM, PM, and Full Day PEEP
Tuesday	9/18/18	PreK-5 Elementary Open House OPTION (2 Hours Max): MANDATORY-dates to be selected by buildings.
Wednesday	9/19/18	3:00 PM – 4:30 PM – Facilitator Training Grade Level/Department Heads (1.5 hours) as needed; 4:30 PM – 6:00 PM
Thursday	9/20/18	PreK-5 Elementary Open House OPTION (2 Hours Max); MANDATORY dates to be selected by buildings.
Monday	9/24/18	6-12 Building Staff Meeting (one [1] hour)
Wednesday	9/26/18	PreK-12 Bldg. PD Grade Level/Dept. Mtg. (1.5 hours) PreK follow PreK PD Schedule; All Special Education Department Meetings: Secondary 3:00 – 4:30 PM, Elementary 4:30 – 6:00 PM
Monday	10/1/18	PreK-12 – First Monday PD (2 hours) Teacher Evaluation
Monday	10/8/18	PreK-5 Building Staff Meeting (one [1] hour)
Tuesday	10/9/18	KEA Governing Board – No KPS Meetings One day of Elementary Science curriculum training for identified coaches, department heads, elementary grade level facilitators and content leaders (six [6] hours); 8:00 AM-3:00 PM with one (1) hour lunch
Wednesday	10/10/18	One day of Elementary Social Studies curriculum training for identified coaches, department heads, elementary grade level facilitators and content leaders (six [6] hours); 8:00 AM-3:00 PM with one (1) hour lunch
Friday	10/12/18	6-12 End of first six weeks; 6-8 students AM only/PM schedule; 6-8 records PM
Monday	10/15/18	KEA Building Meetings
Wednesday	10/17/18	9-12 Students AM only; AM Schedule; 9-12 conference preparation time (10:45-11:30 AM) one –half (1/2) hour lunch (11:30-12:00); 9-12 PM conference day. Conferences will be held from 12:30 PM – 3:30 PM and

		4:30 PM – 7:30 PM. PreK-5 Building PD (1.5 hours)
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Thursday	10/18/18	6-8 Students AM only; AM Schedule; 6-8 conference preparation time (10:45-11:30 AM) one (1) hour lunch (11:30-12:30); 6-8 PM conference option (total six [6] hours; four [4] hours outside of work day); Schedule developed by Faculty Team
Monday – Friday	10/22/18-11/16/18	Only teachers with two half day sessions – must be provided with additional records time (one [1] day and conference sessions [two {2} days or four {4} half days]) per mutual agreement. Teacher has option of release time or compensation at the substitute rate (excluding Monday and Friday)
Tuesday	10/23/18	One day of Secondary curriculum training for identified coaches, department heads, secondary grade level facilitators and content leaders (six [6] hours); 8:00 AM-3:00 PM with one (1) hour lunch
Wednesday	10/24/18	PreK-12 New Teacher District PD (1.5 hours); 1 <sup>st</sup> of 3 district meetings
Wednesday	10/24/18	One day of Secondary curriculum training for identified coaches, department heads, secondary grade level facilitators and content leaders (six [6] hours); 8:00 AM-3:00 PM with one (1) hour lunch
Thursday	10/25/18	One day of Secondary curriculum training for identified coaches, department heads, secondary grade level facilitators and content leaders (six [6] hours); 8:00 AM-3:00 PM with one (1) hour lunch
Friday	10/26/18	PreK-5 no students - Records day all day; 1 hour lunch; Grades K-5 report cards due at close of business.
Monday	10/29/18	PreK-12 Building Staff Meeting: one (1) hour.
Tuesday	10/30/18	KEA Governing Board Meeting – No KPS Meetings
Wednesday	10/31/18	PreK-12 Building PD: Grade Level/Dept. Mtg. (1.5 Hours)
Friday	11/2/18	No students 6-12; End of nine (9) week marking period; One hour lunch; 6-12 Building PD all day. 8:00 AM – 3:00 PM –
Monday - Friday	11/5/18 - 11/9/18	PreK-5 Conference Option Week (12 hours); Schedule developed by Faculty Team; K-5 students AM only on 11/8 and 11/9; AM Kdg. in AM; AM schedule in AM; PEEP Staff report 8:00 AM – 3:00 PM; 8:00 – 11:00 AM PD; PEEP Staff Lunch and travel 11:00 AM to 12:00 PM
Monday	11/5/18	No Nov. First Monday two (2) hour PD. PreK-5 Conference Option Week (12 hours); Schedule developed by Faculty Team.
Tuesday	11/6/18	PreK-5 Conference Option Week (12 hours); Schedule developed by Faculty Team.
Wednesday	11/7/18	PreK-5 Conference Option Week (12 hours); Schedule developed by Faculty Team. 6-12 New (as defined by law) Teacher District PD (1.5 hours)
Thursday	11/8/18	PreK-5 Conference Option Week (12 hours); Schedule developed by Faculty Team; K-5 students AM only; ECSE students AM only; AM Kdg. in AM; PM Schedule in AM; K-5 Conference Option PM; PEEP Conference Option all day.
Friday	11/9/18	PreK-5 Conference Option Week (12 hours); Schedule developed by

		Faculty Team; K-5 students AM only; ECSE students AM only; AM Kdg. in AM; PM Schedule in AM; K-5 Conference Option PM; PEEP Conference Option all day.
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Tuesday	11/13/18	KEA Governing Board Meeting – No KPS meetings
Monday	11/19/18	KEA Building Meetings
Wednesday	11/21/18	Schools Closed – Conference Comp Day
Thursday & Friday	11/22 & 11/23/18	Holiday (Thanksgiving Recess) – Schools Closed
Monday	11/26/18	PreK-12 Building Staff Meeting: one (1) hour
Tuesday	11/27/18	9-12 Full day; Fifth (5 <sup>th</sup> ) period seventy (70) minute exam during ninety (90) minute period; Fourth (4 <sup>th</sup> ) period reduced by twenty (20) minutes and added to Fifth (5 <sup>th</sup> ) Period.
Wednesday	11/28/18	9-12 Students AM only/Student Dismissal 10:40 AM; Third (3 <sup>rd</sup> ) and Fourth (4 <sup>th</sup> ) periods equal in length with seventy (70) minute exams during ninety minute periods.
Thursday	11/29/18	9-12 Students AM only/Student Dismissal 10:40 AM; First (1 <sup>st</sup> ) and Second (2 <sup>nd</sup> ) period equal in length with seventy (70) minute exams during ninety (90) minute periods. One (1) hour lunch; 9-12 Records PM.
Friday	11/30/18	End of second (2 <sup>nd</sup> ) six (6) weeks/First (1 <sup>st</sup> ) Trimester, 6-12 Students. No School; 6-12 Records All Day. 6-8 grades due Monday at 8AM, 9-12 grades due by close of business.
Monday	12/3/18	PreK-12 – First Monday Building PD (2 hours) First day of second trimester
Tuesday	12/11/18	KEA Governing Board – No KPS Meetings
Wednesday	12/12/18	PreK-12 Bldg. PD/Dept. Mtg. (1.5 hours); All Special Education Department Meetings: Secondary 3:00 – 4:30 PM, Elementary 4:30 – 6:00 PM
Monday	12/17/18	KEA Building Meeting
Friday	12/21/18	Last School Day Before Winter Break
Monday-Friday	12/24/18-1/4/19	Winter Break
Monday	1/7/19	School Resumes, No January First Monday two (2) hour PD; No Meetings
Monday	1/14/19	PreK-12 Building Staff Meeting: one (1) Hour
Tuesday – Thursday	1/15/19 – 1/24/19	Elementary Art, Music, and Physical Education teachers (pro-rated for those less than 1.0 elementary) and teachers with two half day sessions per mutual agreement shall receive an additional one-half (1/2) day for record keeping. Option release time (excluding Monday and Fridays) or comp at sub pay rate.
Tuesday	1/15/19	KEA Governing Board – No KPS Meetings
Wednesday	1/16/19	PreK-12 New Teacher District PD (1.5 hours). (In the event of cancellation, the PD will be rescheduled for 1/23/19) 2 <sup>nd</sup> of 3 district meetings

Friday	1/18/19	No PEEP Students; PEEP Staff report 8:00 AM to 3:00 PM, one (1) hour lunch; AM Records to conduct COR Assessment; AM PD
Monday	1/21/19	KEA Building Meetings
Wednesday	1/23/19	New Teacher PD make up if needed; 2 <sup>nd</sup> of 3 district meetings PreK-12 New Teacher District PD (1.5 hours).
Friday	1/25/19	No County Programs. End of second (2 <sup>nd</sup> ) nine (9) weeks/End of third (3 <sup>rd</sup> ) six (6) weeks; End of first (1 <sup>st</sup> semester; K-8 Students AM only; AM Kdg. in AM; No PEEP students, No Half Day ECSE students; K-8 PM schedule in AM; PreK Staff work (AM PD and PM records); PreK-8 Records in PM; Grades K- 5 report cards due at close of business. END OF FIRST SEMESTER
Monday	1/28/19	1 <sup>st</sup> Day third (3 <sup>rd</sup> ) nine (9) weeks/fourth (4 <sup>th</sup> ) six (6) weeks/second (2 <sup>nd</sup> semester)
Wednesday	1/30/19	9-12 Parent Teacher Conferences 4:00-7:00 PM
Thursday	1/31/19	6-8 Students AM only; AM Schedule; 6-8 conference preparation time (10:45-11:30 AM) one (1) hour lunch (11:30-12:30); 6-8 PM conference option (total six [6] hours; four [4] hours outside of work day); Schedule developed by Faculty Team 9-12 Parent Teacher Conferences 5:00 – 8:00 PM
Monday	2/4/19	PreK-12 Bldg. PD; two hours
Monday	2/11/19	PreK-12 Staff meeting; 1 hour
Tuesday	2/12/19	KEA Governing Board – No KPS Meetings
Wednesday	2/13/19	PreK-12 Building PD/Teacher Evaluations
Monday	2/18/19	KEA Building Meetings
Tuesday	2/19/19	AM half (1/2) day kindergarten all day on 2/19 only.
Thursday	2/21/19	No PEEP Students; PEEP Staff report 8:00 AM to 3:00 PM, one (1) hour lunch; AM Records to conduct COR Assessment; PM PD
Friday	2/22/19	Mid-Winter Break (Conference Comp Day). No County Programs.
Monday	2/25/19	PreK-12 Staff Meeting one (1) hour
Monday-Friday	2/25/19 – 3/1/19	PM half (1/2) day Kdg. all day on 2/25through 3/1/19
Tuesday-Thursday	3/5/19 – 3/7/19	Only teachers with two half day sessions must be provided with additional records time (one (1) day and conference sessions (two (2) days or four (4) half days) per mutual agreement. Teacher has option of release time (excluding Mondays and Fridays) or compensation at the substitute rate.
Monday	3/4/19	3:00-5:30 PM – Teacher Transfer Meetings
Wednesday	3/6/19	PreK-5 Literacy Night (1.5 hours). Voluntary unless substituted for a Mandatory 2 <sup>nd</sup> semester open house which can be up to two (2) hours maximum.
Thursday	3/7/19	6-8 Literacy Night (1.5 hours). Voluntary unless substituted for a

		Mandatory 2 <sup>nd</sup> semester open house which can be up to two (2) hours maximum.
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Friday	3/8/19	No school PreK-5 Comp. Day (work hours)
Monday	3/11/19	PreK-5 Staff Meeting: (complete Conference Scheduling, if needed). One (1) hour.
Tuesday – Thursday	3/12/19 – 3/14/19	Only teachers with two half day sessions must be provided with additional records time (one (1) day and conference sessions (two (2) days or four (4) half days) per mutual agreement. Teacher has option of release time (excluding Mondays and Fridays) or compensation at the curriculum rate.
Tuesday	3/12/19	9-12 Full day; Fifth (5 <sup>th</sup> ) period seventy (70) minute exam during ninety (90) minute period; Fourth (4 <sup>th</sup> ) period reduced by twenty (20) minutes and added to Fifth (5 <sup>th</sup> ) period. KEA Governing Board – No KPS Meetings
Wednesday	3/13/19	9-12 Students AM only/Student Dismissal 10:40 AM; Third (3 <sup>rd</sup> ) and Fourth (4 <sup>th</sup> ) periods equal in length with seventy (70) minute exams during ninety minute periods. School Starts at 4! PEEP and Kindergarten Orientation – Principals will conduct one Orientation Session during the school day. (1.5 hours) Kindergarten teachers will conduct an orientation session between 5:00 PM – 7:30 PM for which comp. time or compensation at curriculum rate will be provided.
Thursday	3/14/19	9-12 Students AM only/Student Dismissal 10:40 AM; First (1 <sup>st</sup> ) and Second (2 <sup>nd</sup> ) periods equal in length with seventy (70) minute exams during ninety (90) minute periods. One (1) hour lunch; 9-12 Records PM.
Friday	3/15/19	Records Day PreK-12; PreK-12 No Students; PreK-5 End of third (3 <sup>rd</sup> ) nine (9) weeks, 6-8 end of fourth (4 <sup>th</sup> ) six (6) weeks, 6-12 end of second (2 <sup>nd</sup> ) trimester. Grades K- 5 and 9-12 report cards due at close of business. 6-8 report cards due Monday by 8AM.
Monday	3/18/19	First Day of Third Trimester KEA Building Meetings
Wednesday	3/20/19	PreK-12 Building PD/MStep/SAT training (1.5 hours)
Monday - Friday	3/25/19 – 3/29/19	PreK-5 Conference Option: twelve (12) hours. Schedule developed by Faculty Team.
Thursday	3/28/19	K-5 students AM only; ECSE students AM only; AM Kdg. in AM; PM Schedule in AM; PEEP Conference Option all day.
Thursday & Friday	3/28/19 & 3/29/19	No County Programs.
Friday	3/29/19	PreK-5 Students AM only; PM Kdg. and ECSE in AM; AM schedule;
Monday-Friday	4/1/19 – 4/5/19	Schools Closed: Spring Break
Monday	4/8/19	PreK-12 Staff Meeting one (1) hour; Review Building Budgets & Testing procedures.
Tuesday-Friday	4/9/19 – 5/3/19	Mandated Spring Testing Grades 5 and 8
Tuesday	4/9/19	9 <sup>th</sup> Grade PSAT, 10 <sup>th</sup> Grade PSAT; 11 <sup>th</sup> Grade SAT; (12 <sup>th</sup> Grade attend all

		day (Special Event Day)
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Wednesday	4/10/19	11 <sup>th</sup> grade Work Keys, Grades 9, 10, and 12 <sup>th</sup> grades report at Noon
Thursday	4/11/19	11 <sup>th</sup> grade M-Step Science and Social Studies; Grades 9, 10, 12 <sup>th</sup> grades report at 11:00 AM
Tuesday	4/16/19	Governing Board – No KPS Meetings
Monday	4/22/19	KEA Building Meetings
Wednesday	4/24/19	PreK-12 New Teacher District PD (1.5 hours); Third of 3 district meetings
Friday	4/26/19	One (1) hour lunch; 6-8 End of fifth (5 <sup>th</sup> ) six (6) weeks; 6-8 Students AM only/AM schedule in AM; 6-8 Records PM
Monday-Friday	4/29/19-5/24/19	Mandated Spring Testing; MStep Grades 3, 4, 6 & 7 (online)
Wednesday	5/1/19	9-12 Parent Teacher Conferences 4:00-7:00 PM
Thursday	5/2/19	6-8 Students AM only; PM Schedule; 6-8 conference preparation time (10:45-11:30 AM) one (1) hour lunch (11:30-12:30); 6-8 PM conference option (total six [6] hours; four [4] hours outside of work day); Schedule developed by Faculty Team; 9-12 Parent Teacher Conferences 5:00-8:00 PM
Monday	5/6/19	Pre-K-12 Staff Meeting; One (1) hour;
Tuesday	5/14/19	KEA Governing Board – No KPS Meetings
Wednesday	5/15/19	PreK-12 Bldg. PD: Grade Level/Dept. Mtgs., (1.5 hours) (District Sp.Ed. happens on 5/6) Secondary schools select Open House date for 2019-2020 school year. All Special Education Department Meetings: Secondary 3:00 – 4:30 PM, Elementary 4:30 – 6:00 PM
Monday	5/20/19	KEA Building Meetings
Friday	5/24/19	PEEP Professional Development. No PEEP students
Monday	5/27/19	Schools Closed for Memorial Day
Tuesday	5/28/19	KAMSC Graduation at Chenery Auditorium
Friday	5/31/19	LAST DAY for PEEP students, LAST DAY for Seniors
Monday	6/3/19	PreK-12 Staff Meeting; one (1) hour; No June First Monday PD; Senior Grades are DUE by START of work day Phoenix Graduation Ceremony at Chenery Auditorium
Wednesday	6/5/19	Loy Norrix Graduation at Wings Event Center
Thursday	6/6/19	Kalamazoo Central Graduation Ceremony at Wings Event Center
Friday	6/7/19	Last day Half Day ECSE students
Monday	6/10/19 – 6/14/19	No KPS meetings before, during, and/or after the work day except those covered by ADA and IDEA
Tuesday	6/11/19	9-11 Full day; Fifth (5 <sup>th</sup> ) Period seventy (70) minute exam during ninety

		(90) minute period; Fourth (4 <sup>th</sup> ) Period reduced by twenty (20) minutes and added to Fifth (5 <sup>th</sup> ) Period; Half-Day ECSE Program Open House 9:00 AM-10:00 AM Last Day for AM Kindergarten; PM Kindergarten Report on Wednesday and Thursday in the AM; KEA Governing Board Meeting – if needed – no KPS meetings
Wednesday	6/12/19	9-11 Student Dismissal 10:40 AM; Third (3 <sup>rd</sup> ) and Fourth (4 <sup>th</sup> ) Periods equal in length with seventy (70) minute exams during ninety (90) minute periods; One (1) hour lunch; K-11 students AM only; AM Schedule; Records PM
Thursday	6/13/19	9-11 Student Dismissal 10:40 AM; First (1 <sup>st</sup> ) and Second (2 <sup>nd</sup> ) Periods equal in length with seventy (70) minute exams during ninety (90) minute periods; One (1) hour lunch; K-11 students AM only; PM Schedule; Records PM
Friday	6/14/19	Last Teacher Work Day –K-12 Records Day. Grades due at the close of business.
Friday	6/21/19	Last Day for counselors

#### 018-2019 SCHOOL CALENDAR TABLE

2018-2019 Calendar					
Month	Student Days		Teacher Days		<u>Teacher Work Days</u>
	+Elementary	Secondary	Elementary	Secondary	
August	0	0	4	4	Student Days 180
Sept.	19	19	19	19	Other Work Days 8 (Elem. 6)
October	22	23	23	23	Comp. Days 2 (Elem. 3)*
Nov.	19	17	19	19	Total 190
Dec.	15	15	15	15	**Holidays 4
January	19	19	19	19	<b>Total Paid Days 194</b>
February	19	19	19	19	<b>*Comp. Days</b>
March	19	20	20	21	March 8, 2019 (PreK-5 elementary only-work hours)
April	17	17	17	17	One (1) conference comp. day per semester (PreK-12):
May	22	22	22	22	November 21, 2018 (PreK-12)
June	9	9	10	10	February 22, 2019 (PreK-12)
<b>TOTAL</b>	<b>180</b>	<b>180</b>	<b>187</b>	<b>188</b>	<b>**Holidays:</b> Labor Day, Thanksgiving Day, New Year's Day, Memorial Day

+ *Elementary monthly student day count does NOT apply for PEEP, half-day ECSE program, or half-day kindergarten.*

**SECONDARY HALF DAY SCHEDULE (unless noted otherwise in calendar such as exam days)**

**Grades 6-8:** AM Schedule—Periods 1, 2, and 3  
PM Schedule—Periods 4, 5, and 6

**Grades 9-12:** AM Schedule—First Period (as much as available but not less than thirty-five [35] minutes)  
Second Period (as close to seventy [70] minutes as possible without going over)  
Third Period (as close to seventy [70] minutes as possible without going over)  
Second and Third Periods are equal in length.

PM Schedule—First Period (as much as available but not less than thirty-five [35] minutes)  
Fourth Period (as close to seventy [70] minutes as possible without going over)  
Fifth Period (as close to seventy [70] minutes as possible without going over)  
Fourth and Fifth Periods are equal in length.

<b>SUMMARY OF PD HOURS</b>				
	<b>PEEP (PreK)</b>	<b>Elementary (K-5)</b>	<b>Middle (6-8)</b>	<b>High (9-12)</b>
August 27, 28, 29	13.5	13.5	13.5	13.5
November 2			6	6
November 9	3 (am)			
January 18	3			
February 21	3 (pm)			
May 24, 2019	6			
<b>Subtotal</b>	<b>28.5</b>	<b>13.5</b>	<b>19.5</b>	<b>22.5</b>
First Mondays (2 hours)	Oct. 1, Dec. 3, Feb. 4	Oct. 1, Dec. 3, Feb. 4	Oct. 1, Dec. 3, Feb. 4	Oct. 1, Dec. 3, Feb. 4
<b>Subtotal</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>
Building PD (1.5) Wednesdays	Sept. 12, Oct. 17, Oct. 31, Feb. 13, Mar. 20	Sept. 12, Oct. 17, Oct. 31, Feb. 13, Mar. 20	Oct. 31, Feb. 13, Mar. 20,	Oct. 31, Feb. 13, Mar. 20
<b>Subtotal</b>	<b>7.5</b>	<b>7.5</b>	<b>4.5</b>	<b>4.5</b>
Wednesdays: Bldg. Grade Level / Department (1.5)  <i>*Note: All KEA members shall attend meetings on these dates per their grade level placement and supervisor assignment. Unless listed to the right, all KEA members must attend building meetings above</i>	Sept.26 Dec. 12 May 15	Sept. 26 Dec. 12 May 15	Sept. 26 Dec. 12 May 15	Sept. 26 Dec. 12 May 15
	Counselors, World Language, Business Ed., Special Ed., Strategic Reading, & ESL will be scheduled as District meeting during these hours. All special education staff (Elementary and Secondary as noted)			
	Sept. 26 Dec. 12 May 15	Sept. 26 Dec. 12 May 15	Sept. 26 Dec. 12 May 15	Sept. 26 Dec. 12 May 15
	Art, Music, P.E./Health Department meetings will be scheduled as District meetings during these times			
	Sept. 26 Dec. 12 Feb. 13 May 15	Sept. 26 Dec. 12 Feb. 13 May 15	Sept. 26 Dec. 12 May 15	Sept. 26 Dec. 12 May 15
<b>Subtotal: Bldg. PD and Bldg./Grade Level/Dept.</b>	<b>6.0</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>
<b>SUB TOTAL</b>	<b>48.0</b>	<b>31.5</b>	<b>34.5</b>	<b>37.5</b>
<b>Hours Required</b>	<b>50.0</b>	<b>35.5</b>	<b>41.0</b>	<b>42.5</b>
<b>Flexible PD Required by Level</b>	<b>2.0</b>	<b>4.0</b>	<b>6.5</b>	<b>5.5</b>
<b>Grand Total</b>	<b>50.0</b>	<b>35.5</b>	<b>41.0</b>	<b>42.5</b>

	<b>AM Kdg.</b>	<b>Elementary</b>	<b>Middle</b>	<b>High</b>	<b>PM Kdg.</b>
Instructional Hours	551	1103	1105	1099	550

## Building Level Staff Meetings

All building level staff meetings will be one hour.

Building Staff	PEEP	EL	MS	HS
Monday, Sept. 10	X	X	X	X
Monday, Sept. 24			X	X
Monday, Oct. 8	X	X		
Monday, Oct. 29	X	X	X	X
Monday, Nov. 26	X	X	X	X
Monday, Jan 14	X	X	X	X
Monday, Feb. 11	X	X	X	X
Monday, Feb. 25	X	X	X	X
Monday, Mar. 11 (if needed for conference scheduling)	X	X		
Monday, April 8	X	X	X	X
Monday, May 6	X	X	X	X
Monday, June 3	X	X	X	X

## **REPORTING TIMES**

**2018-2019**

### **Secondary:**

7:25 Teacher report time  
7:33 Student instruction begins  
2:20 Student dismissal  
2:30 Teacher day ends

Responsibility for students prior to 7:25 AM and beyond 2:30 PM belongs to administration and/or extra duty supervision staff.

### **Phoenix:**

7:20 Teacher report time  
7:28 Student instruction begins  
1:00 Student dismissal  
2:25 Teacher day ends

Responsibility for students prior to 7:20 AM and beyond 2:25 PM belongs to administration and/or extra duty supervision staff.

### **Elementary:**

8:40 Teachers report to classroom/workstation/assigned area  
8:44 Buses arrive, students enter classroom/building  
8:44 Teacher supervision of students begins  
8:50 Student instruction begins/tardy bell  
3:50 Student dismissal  
3:55 Teacher day ends

Responsibility for students prior to 8:44 AM and beyond 3:55 PM belongs to the administration and/or extra duty supervision staff.

### **Edison Environmental Science Academy (EESA), Woodward School for Technology and Research (WSTAR), and Lincoln International Studies School (LISS)**

8:00 Teachers report to classroom/workstation/assigned area  
8:04 Buses arrive, students enter classroom/building  
8:04 Teacher supervision of students begin  
8:10 Student instruction begins/tardy bell  
3:10 Student dismissal  
3:15 Teacher day ends

Responsibility for students prior to 8:04 AM and beyond 3:15 PM belongs to administration and/or extra duty supervision staff.

### **Linden Grove Middle School**

8:03 Teachers report time  
8:08 Student instruction begins  
2:58 Student dismissal  
3:08 Teacher day ends

Responsibility for students prior to 8:03 AM and beyond 3:08 PM belongs to administration and/or extra duty supervision staff.