**Early Dismissal PD Recommendations**

**Key Beliefs:**

* **Make this your most sacred time.** We have preserved this time to accelerate the development of our teachers to in turn accelerate the development of our scholars. This time is about DEVELOPMENT, not about allowing teachers extra time for preparation (of course if development and preparation can be linked, that’s great). Hold each minute of this time sacred and hold your team accountable for preparing for it as if this is the most critical class they teach each week.
* **Build Muscle Memory.**  Leverage repeatedly-do work to build muscle memory for teachers. Our recommended structures push on teachers practicing to excellence on a smaller subset of skills aligned to the Arc of the Year (IPP, LASW, Aggressive Response to Data, Core Taxonomy). This is intentional.
* **Prioritize Intellectual Engagement in Planning and Execution + Vibrant Cultures:** We believe that at the heart of what all our schools need to do is deep intellectual engagement, a relentless focus on the quality of student work, aggressive response to data, and a strong school vibrant culture to support all of this. We strongly recommend aligning your priorities and PD time with these network wide priorities so we can get further faster.

**Core Recommendations:**

* **By the end of the year, each teacher has participated in at least:**
  + **20 Lesson Level Intellectual Prep Protocols**
  + **20 LASW Protocols**
  + **Unit Unpacking Protocols prior to each unit taught** -- may either happen at DOP or at the school site; while the number of units varies greatly by course, schools should plan on unpacking approx. 4-5 units at the school site and 4 at DOP -- Our recommendation is to do Unit Unpacking during coaching meetings or other preps over the course of the week and reserve Friday PD for Lesson Level IPP and LASW protocol
  + **20 practice sessions aligned to Arc of the Year work** -- these include FOI trainings, Core Taxonomy sessions, Thinking Made Visible and Discourse, and Aggressive monitoring sessions among others
  + **2 Diversity and Inclusiveness Sessions**
* **Because Friday PD is one our most sacred resources, we cannot be cancelling this time. Schools should only cancel TWO Fridays/year to allow our staff to leave early for vacation. There are recommended dates to choose from for these Teacher Wellness Days, but schools can use discretion when choosing their 2 dates.**
* **Network Support will name some times when we suggest using Friday PD for special presentations, Diversity & Inclusiveness sessions, etc.**
* **There are 2 sessions that have historically been built into Friday PD that are not this year in order to free up time for Teacher Wellness Days:**
  + **Teacher Career Pathway Peer Surveys:** In past years, schools have had the option of sharing this information in a short presentation or via email. In order to preserve PD time, we strongly recommend schools share this information via email.
  + **Organizational Health Survey:** Please encourage teachers to complete this on their own time. If you feel time must be provided, consider using Grade Team Meetings or another time during the week. This will keep PD time sacred.

**What to do next:**

1. Block off your teacher development times including early release days, roll off days, coaching structures, grade team meetings, etc. Reference the [2016-17 Readiness Hub](https://manyminds.achievementfirst.org/sites/NetworkSupport/AcademicOps/ReadinessHub/SitePages/Home.aspx) for guidance on coaching structures and meeting matrix recommendations.

*Recommended Action: Update this document to reflect the teacher development practices at your school.*

1. Zoom in on your Early Dismissal yearlong calendar. Access the sample calendar [here](https://manyminds.achievementfirst.org/sites/NetworkSupport/AcademicOps/ReadinessHub/SitePages/Staff%20Development.aspx). Then use the guidance below and the blank template to make your own. (You could also modify the sample.)

*Required Action: Create your Friday/ Half Day PD Calendar*

**How to Build Out Your Early Dismissal PD Plan**

The Early Dismissal PD Plan is a living document. Before the school year starts, take some time to plan for how you will use this time. You may find that your plan will change based on the trends you are seeing during the school year. Please make sure to capture any changes in this document to consistently assess how you are using this time with teachers.

While we have provided a sample calendar, this document outlines how to build the Friday PD plan for your own school. The template has already been populated with Data Days and Days of Practice in your region. Use the following steps to complete the rest of the plan.

1. Confirm your **Early Dismissal PD and meeting expectations**:
   * **Friday PD:** We recommend reserving at least 2 ½ hours for Friday PD and more if you can make it work at your school. Friday PD should be no less than 2 hours.
   * **Grade Team Meetings:** Grade team meetings should be scheduled separate from Friday PD time in order to maximize on time for teacher development. Grade Team meetings may happen during a common prep or after school. (If you have these meetings on Fridays, you should plan for at least 2 hours of other PD time e.g. GLT 1:30-2:15, PD 2:15-4:30)
   * **Roll Off Days:** We recommend scheduling roll off days on Fridays that allow for each content area to roll off approximately 1/month. Roll off days generally from 7:15 am- 1:00 pm.
   * *For Friday PD (Half Day PD), write in the available times with 15 minute increments on the excel spreadsheet. The sample goes from 1:30-4:30 pm.*
   * *Who are your available facilitators for grade and content team meetings? Before planning PD sessions into these times, make sure to check who will facilitate to ensure facilitators are not double booked.*

***The rest of this document focuses on maximizing time during your Early Dismissal* *PD time:***

1. Put in your **repeatedly do’s**:
   * We highly recommend planning for the following repeatedly do times in each Friday PD schedule:
     + Intellectual Preparation Protocol (60 min)
     + Looking At Student Work Protocol (45 min)
     + Priority/Arc of the Year Skill- Practice Based PD (60 min)
     + Team Rituals (15 min)
2. Consider your first 6 weeks. The first 6 weeks are critical for establishing your school culture. Have you allocated sufficient time to culture practice?
3. What are your **priority skills** for Practice Based PD sessions?
   * As a network we are providing professional development in Principal and Dean cohorts aligned to Org Priorities and the Arc of the Year. The expectation is that you will turn-key the majority of these sessions at your school-site. We recognize some schools may need to deviate from this plan. If you plan to deviate, please discuss with your regional superintendent prior to doing so.
   * Who will own the vision, initial training, and follow through on each of these priority skills?
   * At times it will be helpful to apply the practice to the content area a teacher teaches. Do you have staff members that could design and facilitate content-specific practice? Who are those people (often deans/ curriculum fellows/ strong teachers) and what will they be responsible for? *We recommend starting with less breakouts in the beginning of the year and building additional facilitator capacity as the year goes on.*
4. Plug in the **time-sensitive PD sessions and other meetings** that have need to occur on specific dates. These include:
   * **Culture:**
     + Ensure there is consistent Culture Practice Based PD during the first 6 weeks
     + Six Week Culture Stepback on Weeks 3 and Week 6.
   * **Data Day Prep/Support: <Optional>** 
     + Some schools have chosen to leverage this time to ensure teachers are prepared for Data Day and to provide support for new teachers who may be new to the expectations and process for analysis.
   * **TCP** 
     + TCP Overview and Norming: Before October 14th (60 minutes)
   * **Diversity and Inclusiveness:**
     + At least 2 sessions are strongly recommended for 2016-17.
   * **Surveys and Other School Data**
     + Administer Org Health Survey: Friday, November 14th – Monday, December 9th, 2016 (45 min – recommended during Grade Team Meetings or another time during the week)
     + Debrief Org Health Survey: TBD- January/February (45-60 min)
5. Plug in **Unit Unpacking Protocols** at least 2 weeks before the unit begins, again preferably not during Friday PD.
   * These will be facilitated in grade and content groups. Ideally 60-90 minutes. We recommend using Roll Off days and coaching meetings for unit unpacking for grades with departmentalized teachers, and content team meetings for grades that are not departmentalized. It may be that grades are unpacking units 1-3 weeks before teaching them. We think this is okay and preferable to trying to do schedule maneuvers with the roll off calendar.
   * Units may have different durations, so please check the Scope and Sequence to confirm the best dates for Unit Unpacking. You can assume that your teachers will unpack 1 unit during All Teacher Training and each Day of Practice (3 units in total). By the end of June, we will provide a table with which units need to be unpacked at the school site.
6. Step back and **review your school’s plan against the core recommendations**.
   * Are there any times when facilitators may be expected to facilitate more than one session at the same time?
   * It will be helpful to get multiple eyes on this document to review.