**Summer PD Guidance 2016-2017**

**Overview**

Your two biggest priorities when designing your Summer PD calendar are 1**) building a strong adult culture** and 2) **setting your team up for a strong foundational culture**. These two priorities should drive how you prioritize your time, what you do during the two and a half weeks of August and what you save for later. You also want to ensure you are investing your team in your vision and priorities for the year. **It’s essential to keep the focus on practice & rehearsal**. Our most successful schools ensure that they leverage school-time for a large amount of practice & rehearsal starting with taxonomy skills, then integrated advanced drill practice, culminating with routine/academic lesson rehearsal.

**Additional Time**

Many schools have worked hard to find additional time for professional development and practice with their teachers. Below is a list of ways some schools have built in more time. We recognize that some of these options are not feasible because of individual needs at your schools, this is simply a list of ways some of our schools found more time.

* Plan a retreat for a Friday/Saturday.
* Start each day earlier or end each day later.
* Use time this year to train returning staff on some items (Common Picture routines for example), and then use time after NTT to train new staff on those same items.
* Use lunch and other meals for Team Building so that there are more time for Practice-Based sessions during the day

**Suggested Outcomes**

Just as teachers backwards plan in their classrooms, you should consider backwards planning based on teacher outcomes. Below is a list of potential outcomes for your School Based Time in August. It will be helpful to reference the outcomes for Network Run ATT days to know what is going to be covered already. These are available here with the agendas shared on 4/15: [NY ES](https://docs.google.com/spreadsheets/d/1CO4KobT88-H5WIICytMAghURHmzY162Nfwza-dlr2Ro/edit#gid=510804695), [NY MS](https://docs.google.com/spreadsheets/d/1_6WUgkZ8llFm_I_w8C8kcErO7GJyR6-fl4FyomW5654/edit#gid=510804695), [NY HS](https://docs.google.com/spreadsheets/d/1aHukcz7C_w9_dFSXlFTC2rRaDqnRCnb8k4RZxe_DIxs/edit#gid=1888412134), [CT ES](https://docs.google.com/spreadsheets/d/1dOJ2Q9yKp5tJX38K_ZEagqDiWB_CjgrhkKfCsD0TajU/edit#gid=510804695), [CT MS](https://docs.google.com/spreadsheets/d/1wBX06sG_c2Ssn55Ta5mbkQKIFvUDwS20mA8QZl6DIjg/edit#gid=510804695), [RI ES](https://docs.google.com/spreadsheets/d/1LRUUApFY1ZDi8CgHFfgwZ0oYMw3Z892tC8v4Qq6eIHA/edit#gid=510804695), [CT HS](https://docs.google.com/spreadsheets/d/1fuQbx_eEvC3qCIzGbtiRGbwwP2hhTEXvZlCtmDYePD8/edit#gid=510804695)

* Demonstrated proficiency on core taxonomy moves as assessed through a performance task
* Detailed lesson plans for first week of instruction with MVP directions scripted in
* Yearlong scope and sequence or other coaching/instructional deliverables
* Adult Norms committed to in school team, grade team and/or content teams
* Demonstrated proficiency in IC/Kickboard/Platinum as assessed through a quiz performance task

**Required & Suggested Sessions**

Below is a list of required and suggested sessions for you to lead during school-site Summer PD time**. Please also note that, beginning this year, schools are legally obligated to provide the Special Services sessions within the timeframe indicated in red below. Please reach out to your TSS Director with questions.** The majority of these sessions should be designed by your leadership team. Sessions in *italics* have accompanying resources – either turn-key sessions or protocols that are linked in the “Resources” column.

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| **Sessions that MUST happen before Scholars arrive**  |
| Session | Suggested Time | Resources | Notes |
| *Delivering on Equity: Special Education Nonnegotiables* | 90 minutes | Click Here (Turnkey materials available at ALT: June 22, 2016) |  |
| *Implementing IEPs and IEPs at a Glance* | 60 minutes | Click Here (Turnkey materials available at ALT: June 22, 2016) |  |
| *Kicking off Co-Teaching*  | 90 minutes | Click Here (Turnkey materials available at ALT: June 22, 2016) |  |
| Team Building | 20-30 minutes daily |  |  |
| Goals and School-Wide Priorities | 90 minutes |  |  |
| Adult Culture and Norm Setting  | 90 minutes |  |  |
| *Winning On The Week 6 Vision (With A D&I Lens)* | 90 minutes | [Click Here](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamLD/DI/Wiki/DI%20Turnkey%20Training%20Resources.aspx) |  |
| *Taxonomy Practice** Isolated Drills
* Integrated Practice
* Integrated Practice with Misbehavior
 | 60-90 minutes daily | [Click Here](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/CorePractices/Shared%20Documents/ATT%20Teacher%20Skill%20Building%20Recommendation.docx) |  |
| *Routine and Academic Lesson Rehearsal* | 180 minutes for 2- 3 days  | [Click Here](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamCAO/CorePractices/Shared%20Documents/August%20Training%20Lesson%20Rehearsal%20Protocol_v1.docx) |  |
| *Common Picture – Power Routine Practice* | 120 minutes for 2-3 days | [Click Here](https://apps-c84f0366ca93d3.achievementfirst-apps.org/sites/NetworkSupport/TeamST/eventualtest/Eventual/Eventual/index.aspx?SPHostUrl=https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamST/eventualtest&SPLanguage=en-US&SPClientTag=1&SPProductNumber=15.0.4649.1000&SPAppWebUrl=https://apps-c84f0366ca93d3.achievementfirst-apps.org/sites/NetworkSupport/TeamST/eventualtest/Eventual#/sessions/sessionView/12582) |  |
| Scholar Habits | 60 minutes |  |  |
| Behavior Management Cycle | 60 minutes | [Click Here](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamSC/SitePages/ALT.aspx) |  |
| *Logical Consequences* | 75 minutes | [Click Here](https://apps-c84f0366ca93d3.achievementfirst-apps.org/sites/NetworkSupport/TeamST/eventualtest/Eventual/Eventual/index.aspx?SPHostUrl=https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamST/eventualtest&SPLanguage=en-US&SPClientTag=1&SPProductNumber=15.0.4649.1000&SPAppWebUrl=https://apps-c84f0366ca93d3.achievementfirst-apps.org/sites/NetworkSupport/TeamST/eventualtest/Eventual#/sessions/sessionView/13564) |  |
| Rewards/Merits Norming | 60 minutes |  |  |
| First Days/AF-ization Rehearsal  | 1/2 Day- 3-4 hours |  |  |
| **Sessions that SHOULD happen before Scholars arrive** |
| Session Name | Suggested Length | Resources | Notes |
| *School specific co-teaching sessions* | 60-180 minutes | Click Here (Exemplars available at ALT: June 22, 2016) | Schools should develop plans for co-teaching PD that will be driven by data and reflections in their readiness tasks. TSS will provide resources and/or exemplars; SSLs should work closely with their TSS point people to design and implement these. |
| Classroom Set-Up Expectations  | 30 minutes |  |  |
| Class Rosters | 30 minutes |  |  |
| Family Phone Calls | 60 minutes |  |  |
| Grade Level Meeting Time | 1-3 hours |  |  |
| *Diversity and Inclusiveness* | 90-180 minutes | [Click Here](https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamLD/DI/Wiki/Diversity%20Sessions.aspx) |  |
| **Sessions that can happen later but should still happen** |
| Session Name | Suggested Length | Resources | Notes |
| *Academic Accommodations* | 90 minutes | Click Here (Turnkey materials available at ALT: June 22, 2016) |  |
| Personal Organization | 90 minutes |  |  |
| Lesson Planning/IPP Expectations | 60 minutes |  |  |
| *Grade Level Leader Training* | 90 minutes | [Click Here](https://apps-c84f0366ca93d3.achievementfirst-apps.org/sites/NetworkSupport/TeamST/eventualtest/Eventual/Eventual/index.aspx?SPHostUrl=https://manyminds.achievementfirst.org/sites/NetworkSupport/TeamST/eventualtest&SPLanguage=en-US&SPClientTag=1&SPProductNumber=15.0.4649.1000&SPAppWebUrl=https://apps-c84f0366ca93d3.achievementfirst-apps.org/sites/NetworkSupport/TeamST/eventualtest/Eventual#/sessions/sessionView/12845) (*Leading a Team* session from Last Year’s ATT) |  |
| IC/Kickboard/Platinum Training | 60 minutes |  |  |
| Family/Scholar Event | 120-180 minutes |  | This could be a start of year potluck, an afterschool ice cream social, etc.  |

**A Note on Routine and Academic Lesson Rehearsal**

Isolated and integrated taxonomy drill practice is all in service of teachers proficiently teaching their Week 1 lessons. As mentioned above, we recommend that training time be allocated for isolated drills, then advanced integrated drills and finally for actual lesson rehearsal for Week 1. Week 1 lessons have multiple purposes:

1. They teach and reinforce foundational scholar habits
2. They teach routines associated with the content and academic block
3. They teach actual content

Lesson rehearsal must be structured so that teachers get at-bats with all three purposes and reach proficiency with their Week 1 lessons.

**Reminder about Elementary August Time:**

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| --- | --- | --- | --- | --- |
| **August 1st** | **August 2nd**  | **August 3rd**  | **August 4th** | **August 5th** |
| School-site PD | School-site PD | Regional PD (RI in CT)3:45 starts School Based PD | Regional PD (RI in CT)3:15 starts School Based PD | Regional PD (RI in CT)3:15 starts School Based PD |
| **August 8th** | **August 9th** | **August 10th** | **August 11th** | **August 12th** |
| Regional PD 3:15 starts School Based PD | Regional PD3:15 starts School Based PD | Regional PD3:15 starts School Based PD | School-site PD | School Site PD |
| **August 15th** | **August 16th** | **August 17th** | **August 18th** | **August 19th** |
| School-Site PD | School-site PD | First Day with ScholarsDismissal – EOD -- School-site PD | ½ Day with ScholarsDismissal – EOD – School-site PD | ½ Day with ScholarsDismissal – EOD – School-site PD |

**Resources & Planning Steps**

To begin to plan your Summer PD calendar, reference the resources below, which can also be found on the [Readiness Hub of Many Minds.](https://manyminds.achievementfirst.org/sites/NetworkSupport/AcademicOps/ReadinessHub/SitePages/Staff%20Development.aspx)

* Step 1: Review Template & Example Schedule
	+ There is a template and example schedule for how to leverage your time in August created for ES: [Click Here](https://manyminds.achievementfirst.org/sites/NetworkSupport/AcademicOps/ReadinessHub/Shared%20Documents/Summer%20PD%20Guidance/Summer%20PD%202016-2017_School%20Based%20Time%20Schedule%20Template%20and%20Example_ES.xlsx)
* Step 2: Build Your Schedule
	+ Using the resources above build your own schedule and be sure to engage your regional sup for input.
	+ You should also leverage other Principals and your leadership team for advice & input.
* Step 3: Delegate Owners & Determine Planning Timeline
	+ Once you have finalized your schedule you now need to leverage your LT and teacher leaders to design and lead this PD and set a planning timeline for their work.
	+ How to assign performers?
		- Leverage your best leaders & teachers- now is the time to use your strongest people to ensure you have a strong start to the year!
		- Build skill in focus areas for team members- now is also the time to work closely with your team members to build skill in key areas they need while keeping the heavy lifting on them. If your
	+ How to set a planning timeline?
		- We recommend the following process: 1) Meet with your LT & any teachers to review expectations for session planning and timeline 2) Session Skeletons Due (Aims, Outcomes, Agenda, Practice, Pre-Work), 3) Provide Feedback on Skeletons 4) Session Plans Due (Draft Full Session Plans) 5) Provide Feedback on Session Plans 6) Practice tricky parts of sessions to fine tune & improve 7) Revise Sessions & Build out Materials for Sessions- PPT, Hand Out 8) Rehearse Sessions