

Appendix B Collaboration Hour

Collaboration Hour Agreement for this Year

It is a priority of the district that staff be provided collaboration and team time so that curriculum, assessments, and data may be accurately monitored and sustained at the highest current educational levels. To achieve and sustain that goal, District 186 will adopt a weekly one hour early dismissal plan for students in District 186. The purpose of the collaboration hour is to allow for team planning (grade level, subject, or cross-grade level) which might include, but is not limited to: analyzing student work, SLO assessment work, analysis of writing assessments, backwards planning and/or other team work which is conducive to positive culture of classroom learning. The time is not to be used for personal preparation, parent meetings, disciplinary conferences or any other activity that pulls a staff member out of the hour and into “other duties”.

The school administrator along with members of the ILT will create agendas which support a culture for learning, assessment for learning, engaging students in learning, and reflection of learning and present them to the teachers monthly. Attendance at locations specified on the agenda is expected during the hour and this time is to be considered part of the regular work day.

Professional development that provides new information or facilitated learning (symposium topics, SLO trainings, report card trainings, etc.) by a district resource or internal staff member shall be limited to no more than three hours of the first six weeks of the school year and one hour per month thereafter. The hours used for facilitated learning will include, whenever possible, collaboration time following the delivered material. This learning should follow the above guidelines on content and be planned by the ILT and administration.

At least one early dismissal day per month will be designated for the OT/PT department members, SLPs, psychologists and social workers, English Language learners teachers, sign language interpreters, brailists, and specialists (art, music, PE) to meet together by department for collaboration and team planning in their area of expertise.

A Collaboration Committee consisting of equal numbers of district administrative personnel and SEA members shall meet at a minimum three times a year to assess the collaboration period. The committee shall consist of eight district administrators and eight SEA members. The committee shall be co-chaired by an administrator and SEA member. Decisions made by the committee shall be informed by district data solicited from both members and administrators. The purpose of the committee will be to examine the practices of the collaboration period.