



Pre-Planning August 2021

August 6, 2021: Optional Planning Day

Instructional Personnel returning to SJCS, or Instructional Personnel who have attended the New Employee Induction Program may choose to work this day planning or preparing classrooms. This is an optional, unpaid day of work. Returning personnel earn a “flex day” if they select to work. Flex Day opportunities are optional for teachers; they do not *have* to attend. If the equivalent of a flex day is attended, teachers may choose to take off on a planning day later in the year (10/18/21, 1/5/2021, or 3/11/21).

August 9 - 13, 2021: Regularly Scheduled Pre-Planning Week

ALL Instructional **and** Non-Instructional Personnel report to work. Anyone who requests to take this time off must be approved by the principal and submit the appropriate hours via a leave request.

- All Instructional Personnel must include a minimum of four (4) blocks of planning between Aug. 9 - 13, 2021.
- August 9 is the recommended day for schools to implement official Welcome Back events.
- August 13 8:00-12:00 is the official Meet the Teacher day. No Trainings/Meetings should be scheduled during this time.

THERE IS NOT A SINGLE DAY OF INSERVICE. Various trainings are planned throughout the week in order to comply with statutory mandates, to include school-based District initiatives, and to include offerings from the Curriculum Department. Please check your school schedule and the clarifying notes below for specifics. Training sessions will be created in BusinessPlus and communicated by the group/individual facilitating or planning the learning opportunity. Participants must register and complete all tasks in order to earn inservice credit.

NOTES:

DISTRICT TRAININGS:

Please register in BusinessPlus for each offering.

- Most District Trainings will occur on August 10 or August 11. These trainings will be provided by the District Program Specialist for the specific grade level / content area and will be communicated by these individuals.
 - Elementary Art, Music, and PE Teachers will have District Training on August 13 from 12:30-3:30Your specific training date and time is listed on the calendar.
The locations of each training will be communicated by the facilitator.

SCHOOL-BASED TRAININGS:

Please create these sessions and have teachers register in BusinessPlus for each offering.

- Schools will need to build into their schedule the following:
 - Schoolology
 - eSchool Plus (TAC)
 - Performance Matters
 - Review of EEE with school procedures
 - Creation of Deliberate Practice Growth Plan
 - PLC Team Processes
 - Category 1 Cohort
 - Mentor/Mentee Partnerships
 - KOGNITO (as needed)

MENTAL HEALTH TRAINING:

- All staff will participate in mental health training as per Florida Statute:
If you have any employees who have not yet had the opportunity to participate in KOGNITO training, you will need to include this in your school-based time. A list of new hires who completed this during Induction will be provided to you from Melinda Bogart.

ACTIVE ASSAILANT TRAINING:

- All schools have a scheduled two-hour training facilitated by the School Resource Officer:
August 10, 8:00-10:00: CES, KES, OMES, OES, SWES, WEBSTER
August 10, 12:30-2:30: FCA, LPA, MCA, POA, VRA, PIA, ALL MIDDLE SCHOOLS, ALL HIGH SCHOOLS, FCTC
August 11, 8:00-10:00: GAINES/Transitions, WDHES, PES, PCES, RBHES, TCES, WCES
August 11, 12:30-2:30: CCES, DCES, HCES, JCES, OPES, PVPVMKR

ESE TRAINING:

Please register in BusinessPlus for each offering.

- You may have new ESE or LEA personnel who were not able to participate in summer training offerings. These will be the only personnel who will be invited to participate in training during pre-planning.

Pre-Planning Framework 2021 - 2022 SY

SECONDARY

All Middle Schools and High Schools

ESE teachers (VE, Access Points, Behavior Unit) should attend curriculum trainings appropriate to students who they are teaching.

**Note* Friday, August 6, 2021 is the OPTIONAL PLANNING DAY. NO REQUIRED MEETINGS / TRAININGS MAY BE SCHEDULED.*

ALL TEACHERS MUST HAVE A MINIMUM OF FOUR (4) BLOCKS OF PLANNING.

Notes:

	Monday, August 9	Tuesday, August 10	Wednesday, August 11	Thursday, August 12	Friday, August 13
8:00-9:00	This day is the recommended Welcome Back for all schools.	*Secondary Curriculum Trainings 6-8; 9-12: Eng, Math, SS, Sci, Int. Reading/Reading World Language, CTE Secondary Art, PE, Music *Secondary Media Specialists *MS/HS Deans **ESE trainings: SLPs, Behavior Specialists, Gifted Itinerant, DHH/VI, AT, etc.			PARENTS- this is the District Designated "Meet the Teacher" time
9:00-10:00					
10:00-11:00					
11:00-11:30					
11:30-12:30			Lunch	Lunch	
12:30-1:30		*All Middle/High School Active Assailant Training		*ESE trainings as needed	*ESE trainings as needed
1:30-2:30					
2:30-3:30					

ILCs will be included in the Intensive Reading/Reading Trainings

White space denotes that schools have time to provide teacher planning or implement school-based sessions.

Schools MUST include: TAC Training, Schoology, Performance Matters, PLC Overview, Cat 1 Cohort, Review of EEE and DPGP, KOGNITO for any new hires who did not attend Induction, and . . .

Schools Commonly include: Welcome Back, Department/Grade Level Meetings, Employee Handbook/School Overview, Policy Updates/Initiatives/

Details for ALL Trainings will be communicated by the Facilitator

*Clarification of "block" of time:
8:00-11:30 = 1 block of time; 12:30-3:30 = 1 block of time
Teachers must have a minimum of 4 "blocks" of uninterrupted planning prior to Friday morning.