

## **Early Release Day Guidelines**

*Developed by a Quality Improvement Task Force  
Representing Teachers and Administrative Staff*

*Originally adopted by the CUSD Governing Board on April 30, 2003  
Review by Faculty Senate QIT Team March, 2013*

**Purpose of Early Release Day:** The purpose of Early Release Day is to enhance student achievement by providing elementary teachers with dedicated time for planning, preparation, and collaboration.

**Key Program Elements:** Early Release Day activities will be held for the first 90 minutes immediately following the end of the school day. The following bullets summarize the essential agreements that govern Early Release Days:

- *Collaborative Professional Learning Community (PLC) Time* – Two Early Release Wednesdays of each month are designated for 60 minutes of uninterrupted PLC time.
- *Staff Development* – One Early Release Wednesday of each month, the District, areas, or sites may hold staff development activities. Cumulatively, there is only to be one date per month maximum. If the District does not schedule a date, then the areas may do so. If the District or areas do not schedule a date, then the sites may do so.
- *Staff Meetings* – Once a month, principals may utilize up to 60 minutes of the 90 minute early release time, from either PLC or staff development time, to hold a staff meeting.
- *Teacher Preparation and Planning* – One Early Release Wednesday of each month is designated for teacher planning and preparation, and may be used either in collaboration with other teachers or individually, at the discretion of the teacher.

**Appropriate Early Release Day Activities:** Planning time and preparatory activities include, but are not limited to:

- Professional Learning Communities
- Grade level meetings
- Teacher-to-teacher collaboration
- Lesson planning
- Cross-grade level articulation
- Parent conferences
- Classroom environmental improvements
- Analysis of assessment data
- Home-school communication
- Coaches and/or additional staff available for planning
- Work at the Teacher Center with approval in advance by site administration.

**Activities NOT Appropriate During Early Release Day Time**

- Routine or regularly scheduled medical, dental, or personal appointments for the employee or the employee's family members.
- Meeting with support providers and their new teachers.
- Coaching students in paid co-curricular activities, e.g. History day, Robotics, Science Olympiad, Oral Interpretation, Pep and Cheer practice, Drama practice, or other co-curricular practice.

**Leaving Campus:** To ensure a positive perception of the Early Release Day program, teachers are to stay on campus during the 90 minutes Early Release time. Teachers who leave campus FOR ANY REASON during this time must have prior administrative approval.