

**2024-2025 High School Staff Development Days (Last Edit June 18, 2024)**

AUGUST 27	AUGUST 28	AUGUST 29	AUGUST 30
A.M. <ul style="list-style-type: none"> <li>School-Based Time (150) Planning, Orientation, &amp; Administration ~ Director Address &amp; Division/Strategic Vision</li> </ul>	A.M. <ul style="list-style-type: none"> <li>Staff Meeting &amp; P.D.</li> </ul>	A.M. <ul style="list-style-type: none"> <li>System In-service (105) LLGG Strategic Planning</li> <li>Staff Meeting &amp; P.D.</li> </ul>	A.M. <ul style="list-style-type: none"> <li>Staff Meeting &amp; P.D. / Role Specific Opportunities</li> </ul>
P.M. <ul style="list-style-type: none"> <li>School-Based Time (150) Planning, Orientation, &amp; Administration</li> </ul>	P.M. <ul style="list-style-type: none"> <li>School-Based Time (150) Preparation Time / Role Specific Opportunities</li> </ul>	P.M. <ul style="list-style-type: none"> <li>School-Based Time (150) Preparation Time / Role Specific Opportunities</li> </ul>	P.M. <ul style="list-style-type: none"> <li>Staff Meeting &amp; P.D. / Role Specific Opportunities</li> </ul>

SEPTEMBER 27	OCTOBER 21	NOVEMBER 8	DECEMBER	JANUARY 28 – HS ONLY
A.M. <ul style="list-style-type: none"> <li>Staff Meeting &amp; P.D.</li> </ul>	A.M. <ul style="list-style-type: none"> <li>Convention</li> </ul>	A.M. <ul style="list-style-type: none"> <li>System In-Service Diversity Equity and Inclusion (40)</li> <li>System In-service (60) LLGG Strategic Planning</li> <li>Staff Meeting &amp; P.D.</li> </ul>	X	A.M. <ul style="list-style-type: none"> <li>Preparation Time (150)</li> </ul>
P.M. <ul style="list-style-type: none"> <li>Staff Meeting &amp; P.D. / Role Specific Opportunities</li> </ul>	P.M. <ul style="list-style-type: none"> <li>Convention / Role Specific Opportunities</li> </ul>	P.M. <ul style="list-style-type: none"> <li>Staff Meeting &amp; P.D./ Role Specific Opportunities</li> <li>Communities of Practice</li> </ul>		P.M. <ul style="list-style-type: none"> <li>Preparation Time (150)</li> </ul>
JANUARY 29 – HS ONLY	FEBRUARY	MARCH 10	APRIL	MAY 16
A.M. <ul style="list-style-type: none"> <li>Staff Meeting &amp; P.D./ Role Specific Opportunities</li> </ul>	X	A.M. <ul style="list-style-type: none"> <li>System In-service (60) LLGG Strategic Planning</li> <li>Staff Meeting &amp; P.D.</li> </ul>	X	A.M. <ul style="list-style-type: none"> <li>System In-Service Mental Health and Wellbeing (35)</li> <li>Staff Meeting &amp; P.D.</li> </ul>
P.M. <ul style="list-style-type: none"> <li>Staff Meeting &amp; P.D./ Role Specific Opportunities</li> </ul>		P.M. <ul style="list-style-type: none"> <li>Staff Meeting &amp; P.D. / Role Specific Opportunities</li> </ul>		P.M. <ul style="list-style-type: none"> <li>Staff Meeting &amp; P.D. / Role Specific Opportunities</li> </ul>

JUNE 24 – HS ONLY	JUNE 25 – HS ONLY	JUNE 26	JUNE 27
A.M. <ul style="list-style-type: none"> <li>Promotion Conferences</li> </ul>	A.M. <ul style="list-style-type: none"> <li>Strategic Plan Support &amp; P.D. / Role Specific Opportunities</li> </ul>	A.M. <ul style="list-style-type: none"> <li>Strategic Plan Support &amp; P.D. / Role Specific Opportunities</li> </ul>	A.M. <ul style="list-style-type: none"> <li>School-Based Time (150) Planning, Orientation, &amp; Administration</li> </ul>
P.M. <ul style="list-style-type: none"> <li>Promotion Conferences</li> </ul>	P.M. <ul style="list-style-type: none"> <li>Strategic Plan Support &amp; P.D. / Role Specific Opportunities</li> </ul>	P.M. <ul style="list-style-type: none"> <li>Strategic Plan Support &amp; P.D. / Role Specific Opportunities</li> </ul>	P.M. <ul style="list-style-type: none"> <li>School-Based Time (150) Planning, Orientation, &amp; Administration / Role Specific Opportunities</li> </ul>

**Legend**

- Blue ~ System In-service for School Staff
- Pink ~ System In-Service for Division and School Staff
- Red ~ Do Not Move

**Note:**

- SUN: SUN not required to work on November 8 and June 27.
- CUPE 3766: Special Education Assistants, Teacher Associates, Developmental Classroom Assistants, Interpreters, Structured Learning Assistants, Food Services Assistants, Science Assistants, Community School Coordinators, and Food Service Technicians are not required to work on June 27. Administrative Assistants, Clerical Assistants, Resource Center Assistants, and Braillists are required to work all days.

The total minutes allocated to the 3.0 School-Based Days (in red) must adhere to the following guidelines as negotiated in the LINC Agreement:

- First Two Days (prep time) = 300 minutes
- End of Semester I (prep time) = 300 minutes

**Progress Reporting Timeline**

Semester I (89 days):

- October 18 – 1st Reporting Period
- October 24 3-Way Conferences
- December 2 – 2nd Reporting Period
- Jan 29 – Final Reporting Period

Semester II (89 days):

- March 21 – 1st Reporting Period
- March 27 – 3-Way Conferences
- May 9 – 2nd Reporting Period
- June 26 – Final Reporting Period

**Final Assessment and Credit Recovery Schedule**

Semester I

- January 22, January 23, January 24, and January 27

Semester II

- June 18, June 19, June 20, and June 23

## 2024-2025 High School Staff Development Days (Last Edit June 18, 2024)

### Role Specific Opportunities: Training, Recertification, and In-Service

Date	Meeting and In-Service	Time of Day	Role
August 27	N/A	N/A	N/A
August 28	N/A	N/A	N/A
August 29	+ Administrative Assistant In-Service (A. Kuntz)	One-Half Day (PM)	HS Only – Administrative Assistants and Clerical Assistants
	++ PART Participant Training (R. Lowe)	One Half-Day (PM)	Staff that Directly Support Students
August 30	++ Standard First Aid Training (R. Lowe)	One Full Day	Teachers, Educational Assistants, Teacher Associates, Administrative Assistants, and Facilities
	++ TLR Participant Training (R. Lowe)	One Half-Day	Intensive Support Program SEA2/DC Assistants Staff
	++ PART Participant Training (R. Lowe)	One Half-Day	Staff that Directly Support Students
	+ Facility In-Service (S. Saxby)	One Hour (PM)	Facilities
September 27	N/A	N/A	N/A
October 21	+ Convention	One-Half Day (AM)	Staff
	+ Educational Assistant and Teacher Associate In-Service (A. Balkwill)	One-Half-Day (PM)	Educational Assistants and Teacher Associates
	+ Resource Center Assistant In-Service (J. Redekopp)	One-Half-Day (AM)	HS Only – Resource Center Assistants (Library Technicians invited)
	+ Nutrition and Food Services In-Service (J. Redekopp)	One-Half Day (PM)	Nutrition Coordinators, Food Services Assistants and Food Services Technicians
	+ Science Technician In-Service (J. Redekopp)	One-Half-Day (PM)	Science Technicians
	+ Brailist In-Service (A. Balkwill)	One Half-Day (PM)	Brailists
November 8	+ Educational Assistant and Teacher Associate In-Service (A Balkwill)	One-Half-Day (PM)	Educational Assistants and Teacher Associates
	+ Resource Center Assistant In-Service (J. Redekopp)	One-Half-Day (AM)	HS Only – Resource Center Assistants (Library Technicians invited)
	+ Nutrition and Food Services In-Service (J. Redekopp)	One-Half Day (PM)	Nutrition Coordinators, Food Services Assistants and Food Services Technicians
	+ Science Technician In-Service (J. Redekopp)	One-Half-Day (PM)	HS Only – Science Technicians
	+ Facility In-Service (S. Saxby)	One Hour (PM)	Facilities
HS Only – January 28	N/A	N/A	N/A
HS Only – January 29	++ Standard First Aid Training (R. Lowe)	One Full Day	HS Only – Teachers, Educational Assistants, Teacher Associates, Administrative Assistants, and Facilities
	++ TLR Participant Training (R. Lowe)	One Half-Day	HS Only – Intensive Support Program SEA2/DC Assistants Staff
	++ PART Participant Training (R. Lowe)	Flexible Half-Days (AM and/or PM)	HS Only – Staff that Directly Support Students
March 10	+ Administrative Assistant In-Service (A. Kuntz/E. VanDusen)	One-Half-Day (PM)	Administrative Assistants and Clerical Assistants
	+ Facility In-Service (S. Saxby)	One Hour (PM)	Facilities
May 16	+ Educational Assistant and Teacher Associate In-Service (A. Balkwill)	One-Half-Day (PM)	Educational Assistants and Teacher Associates
	+ Interpreter In-Service (A. Balkwill)	One-Half Day (PM)	Interpreters
	+ Resource Center Assistant In-Service (J. Redekopp)	One-Half-Day (AM)	HS Only – Resource Center Assistants (Library Technicians invited)
	+ Nutrition and Food Services In-Service (J. Redekopp)	One-Half Day (PM)	Nutrition Coordinators, Food Services Assistants and Food Services Technicians
	+ Science Technician In-Service (J. Redekopp)	One-Half-Day (PM)	HS Only – Science Technicians
	+ Nurse Therapist In-Service (A. Balkwill)	One Half-Day (PM)	Nurse Therapists
	+ Administrative Assistant In-Service (A. Kuntz/E. Van Dusen)	One-Half-Day (PM)	Administrative Assistants and Clerical Assistants
+ Facility In-Service (S. Saxby)	One Hour (PM)	Facilities	
HS Only – June 14	+ Orientation and Mobility Specialist (A/ Balkwill)	One-Half Day (PM)	Orientation and Mobility Specialists
HS Only – June 24	N/A	N/A	N/A
HS Only – June 25	++ Standard First Aid Training (R. Lowe)	One Full Day	HS Only – Teachers, Educational Assistants, Teacher Associates, Administrative Assistants, and Facilities
	++ TLR Participant Training (R. Lowe)	One Half-Day	HS Only – Intensive Support Program SEA2/DC Assistants Staff
	++ PART Participant Training (R. Lowe)	Flexible Half-Days (AM and/or PM)	HS Only – Staff that Directly Support Students
June 26	N/A	N/A	N/A
June 27	N/A	N/A	N/A

+ Single Offering Attendance Required

++ Multiple Offerings Attendance by Registration

Additional Role Specific In-Service options will be provided to ensure Staff have access to professional development as needed when Role-Specific Activities, Meetings & In-Service have not been assigned or scheduled

Permission to miss Staff Meeting and School-Based In-Service if attendance is required

**On dates when system training is not provided, please work with your principal regarding work assigned in alignment with respective job description.**