

FLEX TIME for Professional Learning PLANNING and REFLECTION FORM
2018-2019

Flex time is your 188TH teacher work day. This form is mainly for your own use to assist you in selecting and reflecting upon collaborative FLEX TIME activities.

INSTRUCTIONS:

Fill out **PLANNING SECTIONS I and II**. Submit to your site principal for signature by Oct. 31

Fill out **REFLECTION SECTION III**: Upon completion of the seven hours, verify attendance by writing a brief reflection on the learning, sign the plan and submit it to your site principal.

PLANNING: SECTION I

Teacher Names (All Staff, Department, Teams):

Content Area/Grade Level/Department:

Identify the student need you would like to address:

Identify the learning objective for FLEX TIME. What will you know and be able to do as a result of this learning?

PLANNING: SECTION II

LIST PROFESSIONAL LEARNING ACTIVITIES

DATE AND TIME

LOCATION

REFLECTION: SECTION III

Refer to the student need and the learning objective you identified above. How did this professional learning time impact your students' learning and your teaching?

Guidelines for Plan

- ✓ Flex Time is FLEXIBLE.
 - Hours can be used in small or large increments of time.
 - Plan can be modified and resubmitted for approval if a more meaningful opportunity presents itself after Oct. 31.
- ✓ Professional Learning needs to be collaborative among 2 plus teachers.
- ✓ Hours must be used outside the 7-hour work day and/or year (07/01/18 - 06/30/19).
 - Time banking, professional time, District sponsored conferences such as AVID or AP, and TLC time do not apply to flex time.
 - Special daily rate for conference attendance does not apply to flex time.
- ✓ See back side of this form for examples of qualifying activities (Direct any questions to LSS or PFT).
- ✓ Since these hours total one seven-hour work day included in the annual teacher salary (per diem), a P-9 absence slip must be submitted if the requirements are not completed by June 30, 2019. (Reasons for absence/non-completion of FLEX TIME are governed by CA Ed Code and PFT contract leave provisions).

Principal Approval of plan: _____ Date: _____ Teacher Signature upon completion _____

Possible Ideas for FLEX TIME Activities

Focused collaboration around enhancing student learning is a form of professional learning. Are you already engaged outside of your work day in collaborative activities focused on enhancing learning for your students? If so, this time may qualify as FLEX TIME.

What might my FLEX TIME schedule look like? (Schedules are not limited to these examples but must total 7 hours).

- ✓ Collaborative meetings throughout the school year beginning at least 30 minutes before or after the 7 hour work day (once per week/once per month/three times per year...)
- ✓ Full day collaborative session or two half day sessions on a weekend or on a non-work day before or after the school year begins

What are some examples of qualifying FLEX TIME activities?

- ✓ Develop units of study
- ✓ Develop standards-based project based learning units for students
- ✓ Engage in vertical teams or cross content teams in state standards alignment and integration
- ✓ Create inquiry based labs with colleagues across the district for use in the classroom and shared across the district
- ✓ Come together with job alike colleagues across the district to engage in ongoing professional learning focused on district/site priorities
- ✓ Engage in ongoing professional learning by extending staff/team meetings throughout the year
- ✓ Collaborate to find/share effective ways to integrate technology to enhance student mastery of the standards
- ✓ Extend learning from a TLC, professional growth offering, or conference/workshop
- ✓ Facilitate and/or engage in an EdCamp
- ✓ Do research on best instructional practices to address an identified student need
- ✓ Participate in a webinar or on-line workshop that involves virtual collaboration or share what you learn with PUSD colleagues
- ✓ General Ed and Special Ed colleagues collaborate to revise, modify, and scaffold curriculum to meet the needs of all students
- ✓ View, discuss, and collaboratively design lessons based on the Web Tool Wednesday archives from San Diego County Office of Ed
- ✓ Engage in offerings advertised and supported by the Teacher Professional Learning and Effectiveness System (TPLES) pilot
- ✓ Engage in offerings advertised and supported by other PUSD Departments
- ✓ Participate in a collaborative training offered by a an on-site teacher leader, Department Chair, Team Leader, Special Education Specialist, or TOSA