

**IN-SERVICE/ADMINISTRATIVE SCHEDULE
2020-2021**

All in-service activities attended must be documented. Documentation should be attached to the in-service evaluation form that is due to your principal by June 2, 2021. The in-service evaluation form will be available on-line in a fillable PDF format. Additionally, an attendance log will be collected at each scheduled in-service event.

Non-approvable in-service activities (not all-inclusive) include the following: parent/teacher conferences, teachers working in their rooms, putting grades on permanent record forms, business meetings for a professional association, coaching clinics/cheerleading clinics, and college courses for credit.

Systemwide In-service is a professional development session that is planned and assigned by the Department of Instruction. Sessions are typically countywide and take place prior to the first day of school or on specially assigned days throughout the school year. Activities can include opening session, standards training, etc.

Flexible In-service is a professional development session that is planned and assigned by the individual school administration. Each principal assigns **twelve** hours of activities that focus on school improvement.

Flexible in-service is to be completed by May 28, 2021. You will be credited for working these days when you complete and document the twelve hours of flexible in-service as planned by your principal and school improvement team.

Optional In-service is a professional development session in which each individual teacher chooses to participate. Teachers must participate in **nine** hours of optional training of their choice. This training must be completed *outside the regular school day*. Activities must be approved by the Principal for in-service credit and can include HCDOE workshops, workshops held by accredited institutions, meetings with instructional coach, etc. Any activities attended during the school day are *not* considered optional in-service.

Administrative Day includes such activities as parent-teacher conferences and specially assigned days to prepare for the opening and closing of the school year.

**NEW TEACHER ACADEMY , HERITAGE ROOM
JULY 23, 2020, 8:00 A.M. - 3:00 P.M.**

AUGUST 31, 2020

8:00 A.M. – 11:00 A.M. (NEW EMPLOYEE ORIENTATION)

Who: All new employees (veteran teachers do not report)
Where: East High Auditorium
Focus: Orientation to HCDOE

SEPTEMBER 2, 2020 WEDNESDAY

8:00 A. M. - 3:00 P.M. (ONE-HALF ADMINISTRATIVE DAY)

Who: All Staff Members
Where: Individual Schools

SEPTEMBER 3, 2020 THURSDAY

8:00 A.M. – 3:00 P.M. (IN-SERVICE DAY)

Who: Grades PreK-12
Where: Individual Schools

AUGUST 20, 2020, THURSDAY

**1:15 P.M. – 3:15 P.M. (Early Dismissal) School
Improvement Planning Collaboration**

SEPTEMBER 4, 2020, FRIDAY

8:00 A.M. – 3:00 P.M. (ONE ADMINISTRATIVE DAY)

Who: All Staff Members

Where: Individual Schools

NOVEMBER 30 – DECEMBER 7 (ONE ADMINISTRATIVE DAY)

Parent-Teacher Conferences

Who: Grades PreK-12

NOVEMBER 25, 2020, WEDNESDAY

8:00 A.M. - 3:00 P.M (ONE ADMINISTRATIVE CONTRACT DAY)

Teachers do not report

APRIL 13 – APRIL 22, 2021 (ONE-HALF ADMINISTRATIVE DAY)

Parent-Teacher Conferences

Who: Grades PreK-8

JUNE 8, 2021, THURSDAY

8:00 A.M. – 3:00 P.M. (ONE ADMINISTRATIVE DAY)

Who: Grades PreK-12
