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Hello all:

In the spirit of ensuring a shared understanding about the non-school days, I offer the following.

Grading Day

Unlike a planning or PD day, where the District has a firm expectation that all teachers report and be physically present throughout the work day, we have exercised greater flexibility for grading days in recognition of teachers' professional status. On grading/ report days, principals have discretion to require that all teachers report and work on their grades at the building, or alternatively, to allow teachers to request permission to work from home, and report to the building when grades are completed. In exercising this discretion, please consider the following:

(1) Would allowing a teacher to work from home on this day interfere with work that needs to be done? For example, do you have teachers who need to collaborate with each other in order to prepare reports? -- if so, it does not make sense to allow them to work in isolation;

(2) Grading day is a work day. It costs the district about \$480,000, and it is not intended to be a vacation day.

(3) Teachers are highly visible members of the community, and part of our expectation of them as professionals is to be good stewards of public resources. If you do allow teachers to work off site this day, please remind them public perception issues and work to protect them. This means that if we grant flexibility to work off-site, it is critical that they work during work time. We

grant flexibility to principals to allow teachers to work off-site on grading day, but if it is abused, we will not be able to continue to do so.

(4) The flexibility to work off-site is a privilege, and not an entitlement. Whether you allow any teacher to work off-site is within your discretion. I believe the best practice is to communicate to teachers is that you expect them to work in the building on this day, unless they have requested and received your advance permission to work from home.

If you have questions, please let me know.

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