

# *How Long is the School Year?*

*And how is the time broken down?*

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*(There are a variety of schools in the BPS: traditional, pilot, extended day, and superintendent's schools. Most schools are traditional schools, and follow the schedule listed below under Traditional Schools. Nine traditional schools are also superintendent's schools, and follow the schedule under each category: superintendent's and traditional. Otherwise, each designation is pretty much independent of the other, except that one cannot be both a traditional and a pilot school at the same time. We have, for example, three extended day schools that are also traditional schools. We have 10 superintendent's schools, but one (English High School) is also a Commonwealth Pilot School, which operates like a pilot, but is not quite a pilot. Pilot schools can create their own schedules, but staff who work in pilots get compensation under the below conditions. Please review the below to understand the length of your school year, the conditions under which you must receive additional compensation for additional work, and so on.)*

## **Traditional Schools**

### **School Year, 18 Hours, Extra Time, etc.**

Few topics result in as many questions to the BTU office. Following is an explanation of the length of the school year.

The school year is divided up into a few components:

**1. The first two days of the school year are broken down as follows:**

- Day 1—September 4<sup>th</sup>

- First half hour devoted to administrative meeting
  - Rest of day dedicated to teacher-directed organizing and preparation of classroom
- Day 2—September 5<sup>th</sup>
    - First half hour dedicated to BTU Building Rep-run union meeting
    - Rest of day dedicated to administrative ‘stuff.’

**2. The 180 schools days when class is in session**

**3. January 2<sup>nd</sup>—All day Professional Day**

Can be converted to six hours

Each staff by a majority vote\* (secret ballot, five days notice, run by the BTU Building Rep.) can convert January 2<sup>nd</sup> to 6 hours. The vote includes the length of the meetings and the dates of the meetings, 6 hours in all. This vote should have been taken last June, but can be re-voted this September (by the 15<sup>th</sup>) if more than 25% of the staff is new to the building. The faculty alone has control over the decision to convert this day.

(\* By the way, all votes run by the BTU Building Rep. should be run the same way: secret ballot with five days’ notice to staff; the election to be run by the Building Rep. without the principal present.)

**4. 18 hours of professional development**

The 18 hours, too, is subject to a faculty vote, as above. However, the vote is for the scheduling only—not the content. The scheduling includes the length of meetings and the dates of the meetings, 18 hours total. The administrator has to agree on the schedule and in effect has veto power over it. The faculty, too, has to approve the 18-hour schedule by majority vote and has in effect has veto power. If the parties cannot come to agreement, three professional development days are added to the end of the school year INSTEAD of the 18 hours.

In sum, the staff votes whether to convert January 2<sup>nd</sup> or not, and then depending on the January 2<sup>nd</sup> vote, on the scheduling of either the 18 hrs. (without the conversion) or the 24 hours (with the conversion). The principal/headmaster has no say on the conversion of the January 3<sup>rd</sup> day, but has to agree on the scheduling of the 18 hours.

For all of the above , the professional development content belongs exclusively to the administrator and **participants get PDP-certificates for their attendance.**

### **Common Questions**

What if you are absent on a day when a portion of the 18 hours are scheduled?

- If you are on legitimate leave (bereavement, sick, personal, etc.) and you miss a day when there is scheduled a 2-hour-or-less professional development meeting, you do **not** have to make up the time.
- If you are on legitimate leave (bereavement, sick, personal, etc.) and you miss a day when there is scheduled a meeting that is longer than 2 hours, you **do** have to make up the time.
- If you are in school and have to leave during the day of a scheduled PD meeting of any duration, you owe the time.

What if your administrator schedules a 40-hour math (etc.) workshop?

Anything over either the 24 hours (with the conversion) or the 18 hours (without) as mentioned above is voluntary, no matter how worthy and valuable. *If principals really need to require more hours*, they have within their discretion to require and compensate (some or all) staff up to 10 additional hours of professional development. The compensation is at the *real* hourly rate you earn.

## **Superintendent's Schools**

Teachers (full-time nurses et al) and paras who are assigned to superintendent's schools are required to work all that is required in traditional schools PLUS

- 1) An hour per day, for 180 days, extra at the individual's real pro-rata hourly rate. Over 180 days, this amounts to an additional 15.4% in salary, and is retirement worthy.
- 2) An additional 20 hours per year, subject to scheduling requirements found on page 33 P3 in the (blue) BTU contract. These hours, too, are at your real, pro-rata rate, and are retirement-worthy.

## **Pilot Schools**

Pilot schools create their own schedules subject to the below:

Can pilot school teachers and paraprofessionals be forced to work additional time, either in hours or days. Yes. But there is compensation for some of those additional hours. For a full explanation, see our web page at [http://www.btu.org/leftnavbar/HP\\_PilotSchools.htm](http://www.btu.org/leftnavbar/HP_PilotSchools.htm). Here's a short description of what constitutes extra time in a pilot school, how to calculate it, and how the additional compensation will look.

Additional Hours: Here's an explanation of how to calculate additional hours: To understand this, we first have to look at the traditional school schedule. The school day is defined as 6:30 for elementary teachers and 6:40 for secondary teachers. If you are given a :30-minute break in the middle of the day for lunch, or time-off for whatever, that time counts as part of the school day.

The length of the traditional school year is 180 school days as defined above. There are 3 additional non-student days: the Tuesday and the Wednesday after Labor Day, and the day after the Winter/December break. These three non-student days, however, are 6-hour days, not 6:30- or 6:40-days. In addition to the '180' plus the '3', there are 18 hours of professional development time and 4 hours of parental contact time. This is a total of 1,210 hours for elementary teachers and 1,240 hours for secondary teachers. There are **no** other days or hours required, whether during the school year, in the summer, or whenever. All time required above and beyond what is defined in this paragraph is considered *additional* time and would contribute to the limits, which, if exceeded, require compensation. If you have any questions on this calculation, please call the BTU office.

All hours beyond the normal school day/year in excess of 100 will be compensated, so it is important to confirm the actual numbers of hours required. The first 50 hours in excess of 100 will be compensated by the city; all hours beyond those will be compensated by the individual school. (Uncompensated hours are limited to 100, in 2007-2008; and to 95 in 2008-2009.)

The compensation for time above and beyond the hours detailed above will be at the contractual hourly rate (\$37.91 as of 9/1/07) and will be retirement-worthy.

## **Extended Learning Schools—Umana, Edwards, Timilty**

In 06/07, all teachers (and other covered employees) in these schools could be *asked* to work up to three hours per day at the contractual hourly rate for an extended day.

Provisional teachers, as a condition of their employment, could be required to work these hours. Permanent teachers cannot be required to do so. Teachers at the Timilty additionally fall under the Project Promise provisions of the BTU contract. All pay at each school is retirement worthy and is hour for hour.