

EDYTHE J. HAYES MIDDLE SCHOOLFIRST READING: AUGUST 1, 2005SECOND READING: AUGUST 22, 2005APPROVED ON: AUGUST 22, 2005AMENDED ON: MARCH 27, 2007AMENDED ON : NOVEMBER 19, 2013REVIEWED ON: SEPTEMBER 23, 2014REVIEWED ON: JANUARY 26, 2016REVIEWED ON: SEPTEMBER 27, 2016REVIEWED ON: SEPTEMBER 26, 2017REVIEWED ON: SEPTEMBER 25, 2018REVISED ON: SEPTEMBER 24, 2019REVIEWED ON: SEPTEMBER 22, 2020REVIEWED ON: SEPTEMBER 28, 2021REVIEWED ON: SEPTEMBER 20, 2022REVIEWED ON: SEPTEMBER 26, 2023

FLEXIBLE WORK DAY POLICY

REQUIRED LAW THAT POLICY MEETS (IF APPLICABLE)

POLICY

Should FCPS Board of Education offer flexible work days as part of the school calendar, the following activities will qualify as flexible work time for certified staff working less than 250 days:

1. Any school sponsored activity beyond the regular work day
 - a. Back to school rallies
 - b. Open house
 - c. Neighborhood parent nights
 - d. School dances
 - e. Non-school day field trips
2. Supervision of school related events, where staff is not receiving a supplemental duty pay
 - a. Ticket sales
 - b. General supervision
 - c. Hold over room
 - d. Detention supervision
 - e. Club meetings/activities
3. Meetings held outside of the regular work day
 - a. Faculty/team/department/co-teaching meetings
 - b. Committee meetings
 - c. Parent conferences
 - d. Student work sessions (i.e. individual tutoring, work make up, test prep)
 - e. ARC and 504 meetings
4. Non-school sponsored activities, both on and off site
 - a. Record keeping
 - b. Curriculum development and planning
 - c. Grading
 - d. Parent contacts
 - e. Student contacts
5. Professional development activities held outside the regular work day and beyond the required 24 hours
 - a. Yearly online safe schools trainings
 - b. Required school trainings (i.e., certified evaluation, housekeeping, test administration)
 - c. Medical trainings
 - d. Cooperating teacher training for student teachers
 - e. Mentor teacher training

Teachers are not limited to the above activities for flexible work time. The administration may approve other activities at their discretion.

Teachers must log a minimum of 7.5 hours of activities for each flexible work day. The administration will determine the amount of hours each event in sections.

Teachers will record and turn in flex logs no later than two days before the flexible work day. The flex logs will be documented and filed with professional development records at the school. Teachers who elect to work the flexible work day (s) shall sign in at the office on that day.