



Aledo ISD Flex Day Guidelines 2024-2025

WHAT ARE FLEX DAYS?

Flex days provide a way to exchange district-required professional learning time for 3 designated contract days in which the District is closed during the school year. The three days are “compensation” for attendance and participation in training sessions that occur during off-contract time. Given these parameters, flex credit will not be given for training that occurs during regular contract time. Accumulation of the three flex days (April 18th, May 27th, May 28th) begins May 30, 2024 and ends April 1, 2025.

GENERAL INFORMATION

ALL PROFESSIONAL EXEMPT STAFF MUST complete a minimum of 18 hours of professional learning. These days are applied to each employee’s scheduled work calendar.

LATE HIRES will still be expected to complete a minimum of 18 hours professional learning. Depending on the employee’s official start day, the flex credit due date may be adjusted with approval from the Assistant Superintendent of Curriculum & Instruction.

PART-TIME STAFF Employees who work less than 20 hours must complete 9 hours of professional learning. Employees who work 20 hours or more must complete 18 hours of professional learning.

EXCLUDED EMPLOYEES: Paraprofessional, Substitutes, Maintenance, Technology, Transportation, Child Nutrition, Child Development Center Employees, Central Administration, employees are excluded from flex day requirement.

PROFESSIONAL STAFF must have approval from principal and from the Assistant Superintendent of Curriculum & Instruction for any professional learning that occurs outside of Aledo ISD.

- If an employee is receiving compensation from any source for attending/presenting, the activity is not eligible for flex day credit.
- Leave days cannot be used to attend professional learning for flex day credit.
- Employees who do not complete the 18 hours by April 1st, 2025, will have a reduction in pay at their daily rate, dependent upon how many hours are verified as complete.
- Payroll deduction will be on the June paycheck.

Professional Learning for flex days **MUST**:

- Relate to the current teaching assignment, area of content certification, technology, and/or District initiatives.
- Occur on non-duty days, or outside of normal duty work hours between May 30th, 2024 and April 1st, 2025

Professional Learning for flex days **DOES NOT APPLY** to:

- CPR training, AED training, TBSI, CPI training, team planning, site based meetings)

Credit May Be Given for:

- On-line / virtual staff development (If it is not district required or district provided training, then it must be approved by campus principal, see specifications below)
- Weekend conferences and conferences off contract time
- Summer training sessions in and out of district
- New Hire required training
- Up to 6 hours of Vector compliance training (credit will be provided only for the district required Vector Training)
- Obtaining Commercial Driver's License (CDL) and/or 20 hour Driver Certification Class/ 8 hour Renewal of CDL
- Presenting training at the district level (see specifications below)
- District Just in Time Training (see specifications below)
- Up to 9 hours for book study (see specifications below)
- Up to 9 hours for coaching clinics (see specifications below)
- Up to 6 hours for graduate work that is related to current role (see specifications below)

PROOF OF OUT OF DISTRICT PROFESSIONAL LEARNING

Must be provided through a certificate of completion and must be uploaded to your Eduphoria Strive account for approval.

[Instructions for uploading certificates to Eduphoria.](#)

CAMPUS ADMINISTRATORS are responsible for communicating with staff members that fail to complete FLEX credit hours by the assigned due date. The Curriculum and Instruction Department will provide principals with staff completed hours.

THINGS TO REMEMBER

Flex days must be earned between your last contract day of the May 30th, 2024 and April 1st, 2025.

Flex credit CANNOT be carried over from year to year (with the exception of CDL training or 20 hour Driver Certification Class).

Flex credit CANNOT be awarded for training that occurs during regular contract time.

Employees that do not obtain 18 flex credit hours will have a reduction in pay on the June paycheck. No employees will report to work on designated flex dates.

DISTRICT JUST IN TIME TRAINING

- Just in Time Training may count for flex credit if the training occurs outside of the normal contract time.
- In order to receive credit for In-Person Just in Time training, staff must sign-in to document their attendance and credit will be awarded after the conclusion of the training.
- In order to receive credit for Virtual Just in Time training, staff must enroll through Canvas and credit will be awarded based on course completion.

BOOK/PODCAST STUDIES

- Each person may receive up to nine total flex credit hours for participation in one district and one campus book study.
- Six flex credit hours will be granted for participation in one district-wide book study. The district book study will be facilitated by the Curriculum & Instruction Department.
- Three flex credit hours will be granted for participation in one campus book/podcast study.
- Approval is required before beginning any campus book/podcast studies. Each campus book/podcast study requires a two-step approval process from campus administration and the Curriculum & Instruction Department.

- [Flex Credit Book/Podcast Study Proposal Form](#)

- A minimum of 5 people are needed to participate in a book/podcast study.
- Campus book/podcast study groups must engage in guided discussion virtually and/or in person. Documentation of the Flex Credit Book/Podcast Study Guided Discussion Sign-in Form with all participants signing in and a reflective summary of the discussion must be provided by each participant to the facilitator.
- Each book/podcast study group must have a facilitator who will be responsible for completing the Flex Credit Book/Podcast Study Guided Discussion Sign-in Form and submitting the summaries to the Curriculum & Instruction Department.
 - [Flex Credit Book/Podcast Study Guided Discussion Sign-in Form](#)
- If all of the above are completed, participants will receive 3 hours of flex credit for a campus book/podcast study.
- District-wide book/podcast study participants must engage in virtual guided discussion and credit will be granted for participation by the Curriculum & Instruction Department.

COACHING CLINICS

- Coaching and sports clinics may account for a percentage of the 18-hour minimum requirement for content teachers. No more than 9 hours can be earned from Coaching Clinics with a minimum of 9 hours earned from Academic Professional Learning to total the 18-hour requirement.

GRADUATE WORK

- Must be in the education field and/or content area.
- Course must be completed/passed with grades available within the flex days date parameters. EXAMPLE: A Spring semester course that finished in May 2025 will NOT be able to count for 2024-2025.
- Transcripts must be submitted with flex day paperwork.
- If all of the above are completed, participants will receive one hour of flex credit per credit hour earned, up to a maximum of 6 hours.

PROFESSIONAL LEARNING INSTRUCTORS

- If an employee is receiving compensation from any source for attending/presenting, the activity is not eligible for flex day credit.
- Presenters who are not paid will receive credit for preparation and presentation time – 1 hour of preparation for each hour of presentation while on non-duty days, or outside of normal duty work hours.

WEBINARS, ONLINE/DISTANCE LEARNING

- Certificate of participation MUST be awarded by the provider. Participants are responsible to verify that a certificate will be awarded and uploaded to Eduphoria.
- All 18 hours may be obtained via webinars and/or online/distance learning for the 2024-2025 school year.

Where might I look for training that is relevant for my needs?

In addition to training offered by Aledo ISD, another option for obtaining meaningful training is through ESC Region XI.