

PROFESSIONAL STAFF CONTRACTS
PERSONNEL REGULATIONS

Scheduling Flexible Days for 200 Day Teacher Contract

A. Generally

Madison County teachers are paid on a 200 day contract, as required by the Virginia State Board of Education, and any deductions are pro-rated accordingly. The Madison County school calendar reflects 200 total workdays. The following guidelines specify the use of the flexible time delineated in the annual school calendar. Flexible time generally include hours worked outside the 8:00 a.m. to 3:30 p.m. workday established by School Board Policy.

1. The flexible days of the annual teacher's contract shall be spent as cooperatively planned and committed to writing by each principal and teacher prior to September 30, annually. The teacher will retain a copy of the agreement and a copy will be filed in the principal's office. A change may be made at a later date upon request by the teacher and approved by the principal.
2. A minimum of seven (7) work hours will constitute the equivalent of one flexible day.
3. A flexible workday credit may be earned in any of the following ways:
 - a. Serving on division-wide committees (either standing or ad hoc) for which payment is not being received.
 - 1) A textbook or materials adoption committee – maximum of three (3) days.
 - 2) Special committees appointed by the School Board, Superintendent or the Supervisor of Instruction – maximum of three (3) days.
 - 3) Special committees or assignments initiated by a principal – maximum of two (2) days.
 - b. Orientation session for new teachers during the summer – maximum of one (1) day for each day schedules
 - c. Grade level or departmental meetings outside contract time – maximum of two (2) days.
 - d. Evening or Saturday local meetings on instructional topics – maximum of two (2) days.
 - e. With prior approval graduate or undergraduate course work for credit in which the course relates directly to the teacher's present assignment with prior approval – one unassigned workday for each semester hour of credit, to a maximum of three (3) days.
 - f. Non-credit courses or seminars which relate directly to the teacher's present assignment and are approved by the Supervisor of Instruction prior to participation – maximum of two (2) days.
 - g. Attendance at a regional, State, or National Instructional conference outside of normal working hours – maximum
 - h. Attendance at PTO/PTA meetings outside contracted teaching hours – maximum of one (1) day.

(continued)

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- i. Preparation work prior to pre-school week under the direction and approval of the principal – maximum of two (2) days.
 - j. Recruiting trips on non-teaching days.
 - k. Assisting in non-stipend extra-curricular activities – maximum of two (2) days.
4. Unassigned workday credit shall not be permitted for:
- a. Course work not directly related to the teacher’s present assignment. Exceptions to this requirement must be submitted to the Supervisor of Instruction in writing for approval/disapproval.
 - b. Non-completion or failure of a course of study.
 - c. MCEA, VEA, NEA, or other professional non-instructional meetings or activities.
 - d. Scheduled faculty meetings.
 - e. Sponsorship of stipend extra-curricula activities.
 - f. Normal assignment of school duties or activities during normal school hours.

B. Guidelines

- 1. Any exceptions to the above maximum credits must be recommended, in writing, by the principal and approved, in advance, by the Supervisor of Instruction.
- 2. Teachers may use unassigned work day activities or credit for points towards license renewal.
- 3. Principals shall certify in writing, that all licensed members of his/her school have met the requirements of this regulation. Such certification shall be made by June 1, annually. Principals shall maintain documentation for each teacher.

- C. These regulations also apply to those teachers holding eleven-month contracts, the parameters do not increase.

Revised: January 11, 2010