

DICKENSON COUNTY SCHOOLS

Information for Reporting School and Non-School Workdays for teachers, librarians and counselors

Professional contracts for Dickenson County teachers include a total of 200 days with 180 of those days designated as teaching days and the remaining 20 days for professional development and other assigned or unassigned work-related activities, commonly referred to as workdays. The following information regarding workdays is provided to

- assist building and central office administrators throughout the year in planning professional development and other activities for which teachers may report workdays,
 - provide guidelines for teachers and administrators that will promote standardization of the teachers' workday reports, and
 - clarify workday procedures.
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1. There are two categories of workdays: **School** and **Non-School**. The report of the required 20 workdays must include 10 School workdays and 10 Non-School workdays.
2. Participation in assigned *or* unassigned/voluntary professional development or work-related activities beyond the time frame of the regular school day (8 a.m.-3:30 p.m.) is categorized as a School workday; however, if the activity occurs when school is not in session, it is categorized as Non-School workday, which begins July 1 and ends June 30 of each year . These days will be verified on a workday form and in Frontline (Absence Management).

Non-School Workdays (10)

Requisite minimum time: 6 hours

- For workdays designated in the official DCPS calendar adopted by the School Board, hours will be 9 a.m.–3 p.m. unless otherwise approved by the Superintendent. These calendar-specific workdays include pre-school workdays, end-of-year workdays, and any designated professional development days during the school year.
- Absence from Non-School workdays designated in the official DCPS calendar requires prior approval by the Principal and the Superintendent.
- Other workdays whether assigned or unassigned may not be reported in substitution for calendar-specific workdays.
- *With approval of the Principal*, teachers may work beyond the official end of the school year to complete the required number of workdays for the just-completed school year.
- Professional development or other unassigned/voluntary activities completed during the summer will be reported on the upcoming school year.
- Non-School workdays may only be reported for dates when school is not in session.

School Workdays (10)

Requisite minimum time: 3 hours beyond the end of the regular school day

- *Reminder:* Workdays earned under the guidelines for Non-School workdays may be reported as School workdays.

Additional Information

- Appropriate documentation should be retained to verify specific dates, times, and activities for all reported workdays. Documentation examples include but are not limited to school sign-in sheets; programs, agendas, or certificates from meetings/workshops/ conferences; transcripts; course syllabi; and registration receipts; minutes.
- If a stipend or honorarium is awarded for participation in a workshop/conference/meeting/course, such activities may not be reported as workdays.
- Duties routinely assigned to all teachers by the Principal (including but not limited to bus duty, hall duty, lunchroom duty) may not be reported as workdays.

- While a workday may be earned in increments, only full days may be reported; that is, 1 workday may be reported as separate dates, times, and/or activities that cumulatively equal the requisite number of hours for the reported workday category.

EXAMPLES OF UNASSIGNED WORKDAY ACTIVITIES

Both School and Non-School workdays may be earned in a variety of ways including but not limited to the following.

DESCRIPTION OF ACTIVITY	MAXIMUM NUMBER OF WORKDAYS
1. Optional summer professional development activities provided by DCPS	3
2. Unassigned work-related activities on <u>snow days</u> (must sign in at school)	3
3. Home-visit conferences with parents/guardians (5 home-visit conferences = 1 workday)	2
4. School Open House/Scheduled parent visitations at school/PTO(A) meetings	2
5. School-based professional development (planned and implemented by the Principal for all faculty)	4
6. Divisional departmental or grade level meetings not on the official DCPS calendar	2
7. Extracurricular work assigned by principal (including but not limited to dances/proms, class or school organization trips that include nights or weekends, class sponsor, graduation, school organization sponsor)	5
8. For-credit classes taken for licensure renewal <ul style="list-style-type: none"> • 3-semester hour course = 5 days • 1-semester hour course = 1.5 days 	5
9. Department or Grade Level Chairperson	2
10. School-level Committee member (can be verified with agenda and minutes of meetings presented to principal)	2
11. Division-level Committee member (can be verified with agenda and minutes of meetings presented to principal)	2
12. School improvement activities	3
13. Regional/State/National Conference Attendance (with <i>prior</i> approval by Principal) 1 day of attendance = 1 workday (excludes regular contract teaching days)	5
14. Departmental meetings called by Virginia DOE (only if on non-teaching day)	2
15. Regularly scheduled faculty meetings before or after school with agenda (total of 3 hours = 1 workday)	2
16. Regularly scheduled school grade level or department meetings after school with agenda (total of 3 hours = 1 workday)	2
17. Educational travel with <i>prior</i> approval by Superintendent (5 days on tour = 2 workdays)	5
18. Unassigned and unpaid school-related work/activity approved by principal (Examples: cleaning room, tutoring, training for implementation of new software)	3
19. Curriculum Development Activities	2
20. Planning and conducting professional development activity for school or division	2
21. Disciplinary Committee	3
Other activities not included here may be reported as workdays with prior approval of the Principal.	