



Frederick County Teachers Association

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To: FCTA Board of Directors
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From: Missy Dirks
Date: August 7, 2023 (Updated 9/22/23)

Important Contractual and Calendar Dates 2023-24

If there are questions about the implementation of these dates or their use, please speak to your building administrator first. If questions or problems persist, please contact your UniServ Director.

*Reminder: FCTA **cannot negotiate the calendar**. The Board of Education determines the dates of teacher workdays, professional development days, early dismissals, etc. FCTA is just one of several stakeholders that give input into the draft calendar development.*

Teacher Workdays:

Article V- Work Year, Section G of the Negotiated Agreement

*“Teachers will be provided a day at the end of each quarter to focus on evaluation of student work, completion of report cards, individual planning for instruction, working collaboratively with colleagues or other professional development activities associated with school system priorities as determined by the school improvement team. Deviations will only occur when there are systemic requirements. **Teachers will be permitted to work from home or an alternate location on these days**, with the understanding that it will remain the responsibility of teachers to meet all grading deadlines.”*

| | | |
|------------|------------|----------|
| October 27 | January 16 | March 22 |
|------------|------------|----------|

Article V- Work Year, Section E of the Negotiated Agreement

“There will be one and a half (1.5) teacher workdays prior to the first day for students, unless there is a systemic professional learning requirement, then there will be one (1) teacher workday prior to the first day for students. And there will be one (1) teacher workday immediately following the last day for students. *Systemic is defined as required for all unit members working in grades PreK-12”*

| | |
|---|----------------------|
| August 17 is the .5 & August 22 is the full teacher workday | June 5** (tentative) |
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**This does not include the five snow days noted on the calendar; if they are used the last day for 10-month staff would be June 13.

Professional Days:

Article V – Work Year, Section F of the Negotiated Agreement

On professional days, teachers are involved in individual, team, school, and systemic activities that provide a high-quality instructional program. Time on these days may also be used for conferencing with students and parents, as necessary, to ensure adequate academic progress through the year.

Note: Approval from your supervisor is required to use personal leave on these days per Article XXVII Temporary Leaves of Absence, Section 4.

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|--------------------|-----------|-----------|------------|
| August 17 (.5 Day) | August 18 | August 21 | January 17 |
|--------------------|-----------|-----------|------------|

2-Hour Early Dismissal Days:

Article V- Work Year, Section H of the Negotiated Agreement

“The Board will annually evaluate and determine the designation of up to seven (7) school days on which students will either arrive two (2) hours late or be dismissed two (2) hours early in order to provide that time for teachers to conduct individual planning for instruction, evaluate student work, and/or work collaboratively with colleagues. Administrators may direct up to sixty (60) minutes of the late arrival and early dismissal days for the purpose of systemic initiatives on one (1) of the designated days that is not aligned with the delivery of interims.”

Note: At this time, there is no contractual right to work from home on these early dismissal days. FCPS continues to have a telework regulation that can be used to request telework during two-hour early dismissals. Refer to [BOE Regulation 300-02](#) for details and the form.

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|--------------------------|---------------------------|---------------------|---|
| December 1 (Mid-term) | February 16 (Mid-term) | May 2 (Mid-term) | June 5 (or the last day of school for students depending on snow days) |
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Flexible Professional Learning (FPT):

Article XXXIII – Professional Learning, Section B of the Negotiated Agreement

Designated Day Oct. 20, 2023

Teachers who have less than 3 years of teaching experience in any school system...

“as an active certified teacher will receive seven (7) hours of target professional learning on the system designated FPT day. Note: this is a regular day of work for teacher who have less than three (3) years of prior teaching experience.”

Teachers who have more that 3 years of teaching experience in any school system...

“one (1) day of systemic designated professional learning will be converted to seven (7) hours of flexible professional time for teachers to participate in curricular based professional learning opportunities. These activities may include but are not necessarily limited to the following: Participating in curricular-based professional learning experiences and/or working with colleagues or individually on systemically identified curricular priorities/initiatives.” Hours can be completed July 1 through the end of school year. **NEW THIS YEAR: The deadline to complete these 7 hours of PL is the end of the school year and the only reporting or verification step will be part of the end of the year checkout process.**

Fair Day: Is not a day designated in our contract for a specific purpose therefore it is a full workday for educators that can be directed by the system. On September 22, 2023 the students will be dismissed 3.5 hours early. FCPS has designed 90 minutes be used for a systemic equity training. In the remaining

two hours of time, 60 minutes of teacher collaboration time may be scheduled and no less than 60 minutes of teacher directed time should be scheduled.

Grading Timelines:

Article VII – Limitation of Duties, Section X of the Negotiated Agreement

“Teachers will have three workdays following the end of the term in order to complete their grades. Teachers will have 10 days following the end of the Term to enter quarterlies and other such county assessment data that is not part of the report card grades.”

Back to School Night/Open House/PTA Meetings:

Article VII – Limitation of Duties, Section U of the Negotiated Agreement

“The FCTA and the Board agree that continuing communication with parents of students is desirable and necessary. Therefore, each teacher will attend Back to School Night contiguous with the workday in the Fall and at least one other family invited event each year.

The principal of each school shall notify the faculty of scheduled events occurring in August or September no later than July 15 of each year. Principals shall give a minimum of 6 weeks’ notice to faculty of required events scheduled later in the year.”

Voluntary Responsibilities After the Workday:

Article VII – Limitation of Duties, Section P of the Negotiated Agreement

“The Board and the Association recognize that many teachers perform school-related responsibilities beyond the normal school day. The acceptance of such responsibilities is voluntary.”

Use of Personal Leave Days:

Article XXVII – Temporary Leaves of Absence, Section A, 4 of the Negotiated Agreement

“Except when approved by the immediate supervisor, **personal leave** shall not be used the day before or after a holiday or vacation, or on an in-service day or parent conference day, or at the beginning of the school year, or during the last two (2) days of the ten-month teachers’ work year. Consideration will be given to the overall impact to the educational program and delivery of services prior to granting approval. Specifically, the superintendent or designee shall also take into consideration the following:

- The availability of substitutes
- How many requests from that particular individual in the past; and
- whether the request represents an emergency when the individual has been approved for the exception in the past.

Denial of such requests may be appealed to the Director of Human Resources or designee.”

Other Important Dates:

Sick Leave Bank

Enrollment period is August 1 – October 1, 2023, or within 30 days of hire date if hired later in the year.

The 2023 Sick Leave Bank Contribution for new enrollees and current bank members is one (1) day which is assessed in mid-October. For returning employees you can check bank membership by looking at the bottom of your paycheck in Employee Self-Serve. There is a box on the bottom left that will say Yes or No. For new hires who

have not had their initial donation day assessed it will say no even if you have filled out your paperwork but that can be verified by calling FCTA.

Membership Cancellation Policy

A member may withdraw from Association membership by notifying the Association in writing at any time. In order to revoke the annual dues authorization, a member must send a letter via US mail to the Association during the designated drop period identified on the membership application. (Membership Drop Period: August 15-September 15)