

Van Alstyne 2019-2020 Flex Day Form



Flex days are an opportunity to engage in professional development outside of contract days (i.e. summer/afterschool/weekends) in lieu of several staff development days included in the 2019-2020 instructional calendar. There are 4 Flex Days built into the calendar. VAISD staff who attend 4 qualifying professional development days prior to the start of 2019-2020 school year may “flex” out of the dates noted. If the requisite hours are not completed by August 31st, 2019 (unless using the parent conference option for fall semester), you will be charged a day of leave for each day.

Name: _____

Please list your 4 days of Professional Development that will be completed prior to 8/31/2019:

DATE	Name of Training	Location	Hours
Total Hours:			

**See Attached Guidelines

Must Equal 24 Hours

If non-VAISD training, please ensure that you have signed up or contacted the appropriate person to attend.

Teacher Signature: _____ Date: _____

Principal Approval: _____ Date: _____

Please return this form to your principal by May 17th.

FLEX GUIDELINES: Instructional Staff

Mandatory for all Instructional Staff:

1. 6 hours of VA summer training
2. 6 hours GT Update required for all Pre-AP/AP and certified GT teachers at all levels

Other options for Staff:

1. 6 hours-Technology training
2. 6-12 hours-Any region 10 training pertinent to teaching assignment
3. 6 hours-GT training/Pre-AP/AP/Laying the Foundations trainings
4. 6 hours—one book study with principal approved book (see guidelines)
5. 6 hours—parent conferences (after school hours, fall 2019)
6. 6 hours—coaching school (must include documented hours of training sessions) *
7. 6 to 12 hours—student engagement lesson development
8. Up to 12 hours—college/university course
9. 6 hours—summer classroom work (scheduled in advance on a day your administrator is scheduled to be present. This can be department meetings, PLCs, etc. and will be documented through an agenda, sign-in sheet, and minutes.
10. 6 hours—Bus training*
11. 3 hours—CPR training*
12. Unlimited—any summer VA trainings offered (dates coming soon)

*Bus, CPR, and Coaching training can ONLY total 12 hours (two days) of your flex time.

FLEX GUIDELINES: Non-instructional staff

All employees on at least 187-day contract must complete 4 days (18 hours) of FLEX days to receive the 4 days off during the school year.

- Regular work day beyond your contracted days (or agreed upon days).
- Comp time that has been accrued with permission.
- Up to 18 hours—college/university course related to your position
- Any staff development/training on non-work days
- Book study with reflection
- Utilize leave for those days

Be sure to log your hours on Eduphoria and bring your certificates to your principal to document training other than Van Alstyne training.

Van Alstyne Professional Learning Book Study and Reflection Guidelines

*Up to 6 hours of flex credit

Book Selection

Please select from professional books in your teaching/coaching field. You must submit the title to your principal for approval before the May 17th form due date.

Reflection Requirements

Complete a 1-2 page typed reflection about your reading and how it will impact your work. Include the following: Summary of each chapter/section, your biggest take-away, 3 things you will do differently in your teaching after reading this book, and if you would recommend the book, a separate review of the book to share with your colleagues.

***Staff members are responsible for purchasing their own books for the Book Study option.*