

CODE: FCBD.AR

EFFECTIVE DATE: (05-06-2014)

TOPIC: Time in Recognition of Duties Related to
Reporting Student Achievement

ISSUE DATE: (16-06-2014)

REVIEW YEAR: (2016)

REGULATION

In recognition of duties required for the preparation of report cards and the conducting of parent-teacher interviews, schools may utilize *one day (two days)** each year as time free of assigned duties for teachers.* **See Addendum 1**

A. The following conditions apply:

1. *Staff will be involved in decisions related to this regulation.* See Addendum 2*
2. *The day utilized may be any instructional day so long as it does not extend winter, spring or summer vacation periods.* See Addendum 2*
3. *If staff choose to take an operational day for time in recognition of duties it must be taken at the end of the year rather than the beginning.* See Addendum 2*
4. *Schools must inform the Superintendent of Schools, Transportation Services and their parent community of any plans to take time off at least six weeks in advance.* See Addendum 2*
5. Teachers may spend this time at a location of their choice and are not required to be in the school.

B. Effective September 1, 2009, support staff shall take *this (these) day(s) as a vacation day(s).* See Addendum 3*

NOTE: The 2012-2016 *Teachers' Collective Agreement* contains a [Letter of Understanding](#) (LOU) – Pilot Project on Revised School Calendar that provides for piloting a revised district calendar for 2014-2015 and 2015-2016. The LOU has some requirements that take precedence over existing board policy and administrative regulations for the duration of the pilot project. Italicized text noted by an asterisk * and corresponding numbered addendum is suspended or, if also in parenthesis, amended for the duration of the pilot.

***Addendum 1:** Effective August 31, 2014 to August 31, 2016, this section is amended to read: “In recognition of duties required for the preparation of report cards and the conducting of parent-teacher interviews, schools may utilize two days each year as time free of assigned duties for teachers.”

The LOU provides for two days instead of one day for time free of assigned duties for teachers in recognition of duties related to report cards and parent-teacher interviews.

***Addendum 2:** Effective August 31, 2014 to August 31, 2016, sections A.1. through A.4. are suspended.

The LOU provides for centrally set dates and coordinated transportation for days provided in recognition of duties related to report cards and parent-teacher interviews.

***Addendum 3:** Effective August 31, 2014 to August 31, 2016, B.1 is amended to read: “Effective September 1, 2009, support staff shall take these days as vacations days.”

The LOU provides for two days instead of one day for time free of assigned duties for teachers in recognition of duties related to report cards and parent-teacher interviews.