

FAC Contract Language

3Ic. Extra-Curricular Pay Scale: Advice of Faculty Advisory Council

The specific extra-curricular programs and the number of teachers assigned to each extra-curricular activity in each school shall be determined by the principal, with the advice of the Faculty Advisory Council. However, guidelines for the implementation of extra-curricular programs may be prepared and distributed by the central office staff.

10B. Referral of Severe Cases

TAAAC agrees that the motivation of students toward worthwhile learning activities helps significantly in preventing disciplinary problems. The teacher, therefore, shall exercise professional competence toward such motivation and thereby assume responsibility toward the establishment of effective discipline for the student and an atmosphere conducive to learning and disciplinary control in the classroom.

A student who refuses to obey a reasonable request of a teacher may be excluded from class and shall be retained in the office for the remainder of the instructional period. A serious disciplinary infraction or disruption by a student whom the teacher can no longer control shall be referred to the principal or to another staff member designated by the principal to deal with such a case. Both the teacher and the school administrator shall be involved in the final resolution of such problems.

A pupil whose needs cannot be met by the school shall be referred immediately to the Department of Pupil Personnel for prompt action.

The principal, with the advice of the Faculty Advisory Council, shall review periodically the handling of discipline in the school to assure that this policy is being effectively implemented by teachers and administrators.

11A. Required Work Hours

The times at which teachers must normally arrive in the morning and may normally leave in the afternoon shall be scheduled in each school by the principal working with the Faculty Advisory Council and considering the 7.0-hour limits stated above. However, individual exceptions may be worked out between the principal and the teacher.

Unit I employees shall flex two (2) workdays for scheduled parent teacher conferences. A flex schedule will adjust the start and ending time of the employee's duty day. The adjusted duty day will be determined in consultation with the Faculty Advisory Council. Employee hardships will be addressed on a case by case basis.

11G.2. Duty Days

Unit I employees shall be required to participate in one (1) additional evening activity of expected duration of three (3) hours or less, as directed by their supervisor. The additional evening activity shall be considered part of the required workweek. The additional evening activity and date shall be determined no later than ten (10) workdays after the commencement of each semester. Guidance may be received by the supervisor from the Faculty Advisory Council (FAC). The Board agrees to compensate employees for the time spent on the additional evening activity through reduced hours equal to the time spent on the additional required evening activity, said time to be provided no later than the last day for teachers as determined by the AACPS calendar. The particular compensating time off will be identified by their supervisor and will not disrupt the student day nor require substitute coverage. In the event that a systemwide or school-based adjustment is made to Unit I work hours, the hours included in that adjustment may be applied to the hours due to be provided in exchange for the required additional evening activity. Any compensatory time for the additional evening activity that the Board has agreed to provide pursuant to this section and that has not been provided prior to the last day of the school year will be provided from the work hours on that last day for teachers as determined by the AACPS calendar. Nothing herein shall prevent the employee and the supervisor from reaching an agreement to substitute different evening activities or different reduced hours for those identified in this paragraph.

The Parties recognize that there may be unanticipated hardships that will prevent an employee from performing their additional evening activity. In such unusual cases, the matters will be addressed on a case-by-case basis and the supervisor may designate an appropriate replacement additional evening activity after consultation with the employee.

The additional required evening activity shall not include activities that are already designated for compensation under the Agreement.

14A. Duties Not Contributing to Teaching

The Board and TAAAC recognize that the function of the teacher is to teach and perform related professional duties; therefore, the parties agree that effort will be made to eliminate duties which do not contribute directly to the primary learning function.

Except in emergencies, individually assigned non-professional duties will not exceed one hundred twenty (120) minutes per week during the student day. For the purpose of this article, supervision of students during arrival, departure and transitions between classes will not be considered non-professional duties. Nothing in this article shall preclude a different arrangement or schedule of duties if agreed to by the Principal and Faculty Advisory Council.

16B4 Department Chairs

Department Chairperson 40 All non-teaching department chairpersons shall conduct observations of teachers and participate in the evaluation process within the department. Other

department chairpersons may conduct observations of teachers and participate in the evaluation process within the department in accordance with the following guidelines:

- The chairperson must be trained in classroom observation.
- The involvement of the chairperson in the observation process must be by mutual agreement of the department chairperson and the principal.
- The involvement of the chairperson must be voluntary and supported by two-thirds (2/3rds) affirmative vote of the impacted department members. Voting shall occur by a secret ballot to be conducted by the principal and the chair of the Faculty Advisory Council.
- The chairperson is eligible to vote in the department election.

18E: Health and Safety Hazards

Conditions on school premises which are considered by the Faculty Advisory Council to endanger the health and safety of pupils or Unit I members shall be reported to the principal, who shall immediately request an inspection by persons qualified to determine the existence or the extent of the alleged hazard. Upon receipt of recommendations from the qualified persons appropriate remedial action shall be taken at once.

Unit I members will not be asked to search for bombs or handle any objects suspected of being bombs, explosives or similar devices.

The closing of schools as a result of adverse environmental conditions will be considered on an individual school basis by the Superintendent of Schools or designee. Decisions concerning the length of the working day and place of duty for Unit I members will be made simultaneously.

The Board will ensure that each school principal, after consultation with the Faculty Advisory Council, develops a plan to enable teachers to notify the main office staff of emergency health or safety problems in their classrooms.

The Board will determine the existence/condition of equipment in each school which enables the teachers to notify the main office staff of emergency, safety, or health problems in their classrooms.

Where emergency notification equipment is in place, the principal will ensure that the system is monitored during the student day. Where the equipment does not exist, the Board will identify additional and/or future requirements.

ARTICLE 20 FACULTY ADVISORY COUNCILS

A. Purpose

There shall be a Faculty Advisory Council in each school for the purpose of providing Unit I employees an opportunity to advise the principal in the development of procedures for the operation of that school.

B. Composition

The size of the Council shall be determined by the principal. The chairperson of the TAAAC Faculty Representatives shall be a voting ex officio member of the Council. A majority of the remaining members shall be elected by secret ballot of all Unit I employees in an election conducted by the Faculty.

Representative(s) and the remainder shall be appointed by the principal. Nothing in these provisions shall preclude a decision of the faculty by secret ballot election to have the entire Unit I staff act as the Council. The principal and/or designee(s) who are not members of the Council may attend meetings of the Council but shall have no vote.

C. Chairperson and Meeting Rules

Members of the Faculty Advisory Council shall elect their chairperson and shall establish rules for the conduct of meetings.

D. TAAAC Involvement

Officers or staff of TAAAC may be invited at the Council's request.

E. Call of Meetings

Either the principal or the chairperson, with the knowledge of the other, may call meetings of the Council, which shall be held at least monthly during the school year.

F. Agenda and Minutes

The agenda for each meeting shall be printed and distributed in advance to all Council members. A report of the action taken by the Council on each item shall be printed and distributed to all teachers promptly after each meeting.

G. Restriction on Procedures

No other Faculty Advisory Council procedure may be adopted in any individual school that is in conflict with this Agreement.

H. Term of Members

Members of the Faculty Advisory Council shall be chosen in each school during the month of June and shall serve from July 1 to June 30 of the following year. In case of resignation or transfer of an elected member, a special election shall be called to choose a successor.

I. FAC Handbook

TAAAC will maintain the Faculty Advisory Council Handbook and post an updated version on its website annually.