



# ***“Eagle Hours”***

## **Flex Time Information for Certified Staff 2023-24**

Southern Boone County Schools is happy to offer Flex Time for certified staff during the 2023-24 school year. The goal is to provide certified staff time throughout the year to engage in professional development; work on curriculum, unit or lesson development; prepare assessments; analyze data; complete other needs for his/her classroom and/or department; and participate in other activities supporting the CSIP and SBC Professional Learning Community.

In a year when Flex Time is offered, certified staff flex time must be completed outside of regular contracted time. Flex Time may be conducted on or off campus. The teacher will be responsible for: 1) developing a plan for taking the time throughout the year in accordance with district designated parameters, 2) scheduling the time, 3) completing the staff-directed time, and 4) keeping appropriate records of the time. Records should be maintained by the staff member and available for review, if necessary.

7 hours of Flex Time are being offered for the 2023-24 school year. Flex Time may be taken in increments as small as one hour or all 7 hours may be used at one time with supporting documentation. Flex Time may be utilized starting on the first teacher contract day, Aug 21, 2023. All Flex Time should be completed and documented in Talent Ed no later than April 5, 2024. If the certified staff member does not complete appropriate documentation in Talent Ed, the time is unpaid. Flex Time is not eligible for PTO. Flex time is not retroactive. Flex Time cannot be used after April 5, 2024.

### Approved Activities

The examples listed below are not inclusive nor is this a comprehensive list of all approved activities.

- Professional Development
- Curriculum Development
- Lesson Planning
- Assessment Development/Scoring
- Work Time in Classroom
- CSIP/PLC Related Activities/Work

Flex Time is not intended to be used for attendance, participation or supervision of sporting events, extra & co-curricular programs/events, reading nights, etc. Teachers may not request OFE funds or be otherwise compensated for activities/work documented as Flex Time. *Updated 2/6/23*