

Martinsville City Public Schools  
2022-2023  
**UNASSIGNED CONTRACT DAYS**

**Directions:**

- Teachers working under a 10-month contract should document their school-related activities that take place after contractual hours. Time documented should total at least eight (8) days for returning teachers and five (5) days for new teachers who participated in the three (3) new teacher orientation days, representing those that are unassigned within their 200-day contract. Please document all school-related time, even if the total is more than eight or five days.
- Be sure all activities listed take place after contractual hours.
- Documentation of hours should be maintained at the school level. Teachers will upload this log to Section 6, Professionalism, in their Portfolio in Talent Ed Perform**
  - Use this form, along with other methods you may choose, to document your activities.***

ACTIVITIES	LIST ACTIVITY and DATES	TOTAL DAYS
<b>College Courses</b> - ( In documenting your days, allow 2 days per credit hour for the following: <ul style="list-style-type: none"> <li>Graduate level (courses numbered 500 and above)</li> <li>Undergraduate level (with prior approval*)</li> </ul>		
<b>Meetings or Conferences</b> beyond the contract day as follows:		
<ul style="list-style-type: none"> <li>Martinsville City School Board meetings</li> </ul>		
<ul style="list-style-type: none"> <li>PTO or Booster Club meetings</li> </ul>		
<ul style="list-style-type: none"> <li>Department or Effective Schools meetings beyond contract hours</li> </ul>		
<ul style="list-style-type: none"> <li>School in-services occurring beyond contract hours</li> </ul>		
<ul style="list-style-type: none"> <li>Other <b>Meetings or Conferences</b></li> </ul>		
<b>Committee Work</b> beyond the contract day as follows:		
<ul style="list-style-type: none"> <li>Child Study/Instructional Support Team meetings</li> </ul>		
<ul style="list-style-type: none"> <li>School Improvement/Effective Schools committee meetings</li> </ul>		
<ul style="list-style-type: none"> <li>Advisory committee meetings such as Gifted, Special Education, Superintendent's Advisory Committee, etc.</li> </ul>		
<ul style="list-style-type: none"> <li>School committee assignments occurring beyond contract hours</li> </ul>		

<ul style="list-style-type: none"> <li>Other <b>Committee Work</b></li> </ul>		
<b>School &amp; Community Relations Activities</b> beyond the contract day as follows:		
<ul style="list-style-type: none"> <li>Community service activities related to the school division such as CHILL, leading community concerts, <i>Student Exhibition of Learning</i>, etc.</li> </ul>		
<ul style="list-style-type: none"> <li>Evening or Saturday PTO activities</li> </ul>		
<ul style="list-style-type: none"> <li>Supervision of extra-curricular student activities</li> </ul>		
<ul style="list-style-type: none"> <li>Field trips beyond the contract day</li> </ul>		
<ul style="list-style-type: none"> <li>Other <b>School and Community Relations Activities</b></li> </ul>		
<b>Instructional Activities:</b>		
<ul style="list-style-type: none"> <li>Developing and presenting a staff development workshop</li> </ul>		
<ul style="list-style-type: none"> <li>Developing and presenting a thematic instructional unit</li> </ul>		
<ul style="list-style-type: none"> <li>Other <b>Instructional Activities</b></li> </ul>		
<b>Other Administrative Activities:</b>		
<ul style="list-style-type: none"> <li>Serving as a Mentor in the division's New Teacher Mentor Program</li> </ul>		
<ul style="list-style-type: none"> <li>Chaperoning the prom, school dances, or other evening activities for students</li> </ul>		
<ul style="list-style-type: none"> <li>Conducting parent/teacher conferences after contractual hours at school (keep a school sign-in log) or making over 3 home visits</li> </ul>		

<ul style="list-style-type: none"> <li>Working at the school site on a student/teacher snow day</li> </ul>		
<ul style="list-style-type: none"> <li>Activities as approved by the Superintendent</li> </ul>		
<ul style="list-style-type: none"> <li>Other <b>Administrative Activities</b></li> </ul>		

\*Approved undergraduate courses include:

- Those sponsored by the school division and approved by the Assistant Superintendent for Instruction
- Those taken to fulfill an additional endorsement requirement and approved by the Director of Human Resources

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Teacher Signature

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Principal Signature

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Date