

Maine Virtual Academy (MEVA)
School-Office/Home-Office Attendance Policy for Teachers
July 15, 2016

During the academic year, MEVA teachers' five (5) day work week will consist of at least three (3) school-office days, with up to two (2) additional school-office days, at the discretion of the Head of School. Reasons for requiring up to two (2) additional school-office days include: individual and team performance, new teacher training, and ongoing professional development, and any other reason. New teachers will work five days in the office until the Head of School determines on a case-by-case basis that a flexible schedule is appropriate.

During the academic year, teachers' work days are carried out at either the school-office or the home-office locations. It is expected that on school-office days teachers will arrive at the MEVA suite by 8:00 am and depart at (or after) 4:00 pm. It is also expected that on home-office days teachers will begin work by 8:00 am and conclude at (or after) 4:00 pm. As our student population works a flexible schedule, exceptions to this schedule may be granted on a case-by-case basis by the Head of School to meet the needs of our students. However, MEVA expects that teachers will work at least eight (8) hours per day, five (5) days per week (i.e., forty (40) hours per week).

On school-office days, teachers will participate in school-wide faculty meetings, academic department meetings, grade level meetings, intervention team meetings, and individual meetings with the Head of School. By fostering teacher collaboration, school-office days will support our goal to achieve our student growth targets during 2016-17 and beyond. In addition to this, school-office days will provide time for professional development on a wide range of topics, including live-lesson instructional design, student data analysis, and learning-systems training. Teachers will participate in ten (10) consecutive school-office days of professional training beginning on August 15, 2016.