

# ON THE LEVEL

## INSIDE THIS ISSUE:

Important Dates coming up	1
Keep FCFT in the loop.	1
Watch out for Number 1.	1
Transfer tips to consider	2
Daylight Saving Time	2
<a href="http://www.fcft.org">www.fcft.org</a>	
FCFT—703-451-6840	



**Please update your name and school changes with FCFT. Also list a current private phone number and e-mail address. We never give out your contact information to anyone else. You can make all changes by going to the FCFT Website. You can e-mail FCFT at [www.fcft.org](http://www.fcft.org). Call the FCFT office at 703-451-6840.**

## IMPORTANT SCHOOL DATES

This is the time of the year to review pending deadlines for licensure, leaves of absence or extended leaves, transfers, resignations.

**March 2**—For Leave requests for the 2020-2021 school year or to extend Leave, be sure to submit your formal request on the proper document prior to this date.

**April 1**—For licensure or re-licensure, be sure to get all of your required documents to the FCPS Licensure Office before this date, in order to ensure that your teaching license remains current for the 2020/2021 school year. Do not put your position at risk.

**June 15**—If you anticipate taking a teaching position in another Virginia school district, be certain that you submit your resignation from FCPS to FCPS by June 15. This should prevent unnecessary complications.

**June 26** — Last day for voluntary transfers for current FCPS teachers and instructional assistants. This date may change to an earlier date.

Is this your **Summative Evaluation Year**? Be certain to submit to your evaluator all relevant documentation to support any ‘Highly Effective’ well in advance of your evaluation’s decision. For most continuing contract teachers, the Summative Evaluation will come in May or June.





## THINKING ABOUT A TRANSFER?

Perhaps you have been thinking about teaching at a different school. Now is the time to get serious about finding information about other schools. You will need to update your resume and be ready to interview now. You will have to do the preparation work on-line, so look for information on the FCPS website. Read the on-line profiles for any school in which you might like to work. The Voluntary Transfer Window opens for all schools on February 24. Also, many good tips for writing resumes are on-line.




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## DAYLIGHT SAVINGS TIME SOON

Mark your calendar for March 8, 2020. Daylight Savings Time begins that day (Sunday) at 2 a.m. Turn your clocks forward one hour before bed on the Saturday before. Daylight Savings Time brings one more hour of daylight at the end of the day, but it will likely be dark in the morning when you drive to school. Safety experts remind us that automobile accidents and heart-attacks increase during the first two weeks after changing the clocks in the spring. It may take our bodies time to adjust to the change. So be a bit more careful. Most people enjoy the longer daylight hours. Remember the adage: spring forward and fall back. We will enjoy Daylight Savings Time until November 1 this year.




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## WATCH OUT FOR YOURSELF!

When you are working with children, sometimes an incident can occur unexpectedly. If a mishap or unfortunate situation occurs in your classroom, and you are uncertain of any ramifications that may come to you, **contact FCFT as soon as possible**. A good idea is to write down what happened while it is still fresh in your mind. If you are called to an administrator's office, you need to talk with them. If anyone else is present, be sure to find out who the person is. If an investigator from the Office of Child Protective Services or the Fairfax County Police is present, you are entitled to have representation while being questioned. You should request to schedule separate meetings at another date. Call FCFT as soon as you can.

