

Professional Learning Handbook

Prosper Independent School District

2018-2019














The Prosper ISD Board and Staff recognize that well-trained personnel are essential to the learning and academic achievement of students. Professional learning is viewed as a necessary, continuous and systematic effort to improve district programs by involving all employees in learning opportunities that enhance their performance, knowledge, and professional craft. We also believe that adults learn more when they are responsible for their own learning.

District Professional Learning Requirements

2018-2019 School Year

The following professional learning sessions / certifications are required for all Prosper ISD staff members within the first year of employment (depending on job assignment).

	ESL Certification – All core subject area teachers (General Education and Special Education Resource)
	Compliance Course Completion (yearly requirement for all staff members)
	New Teacher Academy (new to profession – with no experience)
	New Employee Orientation (for all new hires) Attendance at new employee orientation counts towards exchange days.
	T-TESS Training
	30 hour Gifted and Talented Training (or proof of all 5 modules), then 6 hour update (yearly)-certificate of completion of 6 hour updates
	PLC Training
	RtI Training
	UbD Training
	Texas Dyslexia Identification Academy: Dyslexia Foundations for all certified teachers.
	Texas Ethics Training

Required Professional Learning Days

New Employee Professional Learning Dates

All **new hires** are required to attend the following dates:

(* The following dates will count as Exchange Days *)

Dates	Content
July 31 st	New Teacher Induction District Information
August 1 st	District Information*
August 2 nd	District Information*
August 3 rd	District Information*

District-Wide Professional Learning Contract Dates

All PISD employees are required to attend the following dates:

(This is part of your 187-day contract)

Content may vary according to individual campus schedule.

Dates	Content
August 6 th	Convocation
August 7 th	Campus Day
August 8 th	Professional Learning/Content Updates
August 9 ^h	Campus Day
August 10 ^h	Campus Day
August 13 th	Campus Day
August 14 th	Work Day
August 31 st	Elementary Assessment Day/Professional Learning
October 9 th	Professional Learning Day
October 26 th	Elementary Student Led Conference Day/PL
November 19 th	Exchange Day (6 hours must be earned off contract to exchange for this day)
November 20 th	Exchange Day (6 hours must be earned off contract to exchange for this day)
November 21 st	Exchange Day (6 hours must be earned off contract to exchange for this day)
January 7 th	Work Day
May 3 rd	Professional Learning Day

2018-2019 Exchange Day Information

All campus staff, professional and paraprofessional, must complete a minimum of 18 hours of exchange (off-contract) credit to exchange out the work days for November 19th, 20th, and 21st, 2018.

All campus professional staff are required to attend approved professional learning outside the contract and dedicated workdays to exchange the above mentioned days.

Off-contract hours must be earned in the framework strands: UbD, PLC/Rtl/CFA, Lesson Planning and Design, and Writing Across the Curriculum.

- **All staff (teachers, counselors, librarians, nurses)** must obtain a minimum of 18 hours of non-duty professional learning -**AND**- participate in all required PISD professional learning time as documented on district calendar (part of your 187, 197, or stipend day contract hours).
- **All paraprofessionals (instructional and non-instructional)** must obtain a minimum of 18-hours of exchange (off-contract) professional learning -OR- 18 hours of principal approved overtime.

The time frame for the accumulation of exchange (off-contract) credit for all professional employees begins May 28, 2018 and ends on September 1, 2018.

Professional Learning Strands

Understanding by Design Planning with the end in mind using unit framework documents and the essentials students must know and be able to master		
PLC/Rtl/CFA	Lesson Planning and Design	Writing Across the Curriculum
Four questions vital to our work and how common formative assessments can provide the answers to support Rtl.	Creating a strong foundation for teaching and learning and the connection to all instructional focus and clarity areas (PLC, writing and CFA).	Providing planned opportunities for students to write across all content areas to increase critical thinking and synthesize their learning.
Essential Standards Planning with the end in mind using unit framework documents and the essentials standards that students must know and be able to master.		

Off Contract Hours vs. Contract

Off-contract (Exchange) 18 Hours	Contract Days
<p style="margin: 0;">These must be outside normal school hours and outside 187-day contract</p> <ul style="list-style-type: none"> PISD Professional Learning Sessions Conferences Group Book Studies Region X ESC Online / eCourses After school / Summer / Saturdays Graduate Coursework New Employee Orientation 	<p style="margin: 0;">*Do NOT count as Exchange Days*</p> <ul style="list-style-type: none"> GT – 30-Hour Institute Texas Dyslexia Identification Academy Mandatory Campus-based Days Mandatory District-wide Days <p style="margin: 10px 0 0 40px;">During the School Day</p> <ul style="list-style-type: none"> Professional Learning Communities Vertical Team Collaboration Coaching / Observations Instructional Teaming Study Groups

- ❑ Staff choosing not to meet the 18-hour off contract professional learning requirement will be docked at their daily rate of pay in order to return the compensation received for the exchanged days. Payroll deductions will be done in half-day or full-day increments, not hourly, based on each individual's daily rate as determined by the Human Resources Department.
- ❑ Staff choosing not to meet the 30-hour duty/contract professional learning requirement will have the hours they are lacking documented on T-TESS Domain 4: Professional Practices and Responsibilities.

SBEC Continuing Professional Educator (CPE) Credit

Instructional staff certified or recertified after September 1999 must receive 150 hours of continuing education every five years to qualify for state recertification. Keeping documentation of these hours is an individual, not district, responsibility. However, you can manage your professional learning transcript via Eudphoria workshop. As a state approved provider, the district may approve selected workshops for CPE credit. NOTE: CPE credit is not the same as exchange (off-contract) credit.

Educators are notified one year prior to the expiration of their Standard Certificate renewal period. Several hundred renewal notices are returned each month because of bad addresses, even though educators are required by SBEC rule to maintain a current mailing address.

Please go to the SBEC website at www.sbec.state.tx.us and verify / update your current name and address so their correspondence will reach you in a timely manner.

Guidelines & Expectations

Prosper ISD Professional Learning Norms

- Be on time.
- Be committed to being actively engaged in the learning experience.
- Exhibit professional behavior.
- Remain focused on how the learning will lead to student success and improvement.
- Monitor personal technology.

Professional Learning Expectations

- All professional learning information must be tracked using Eduphoria's Workshop component. Teachers are responsible for entering all staff learning hours, certificates, etc. into the system so hours can be approved and tracked efficiently.
- Informational meetings, curriculum writing, planning, faculty meetings or "nuts and bolts" meetings and committee work cannot be entered into Eduphoria and designated as professional learning. Time devoted to business, staff, department or team meetings, housekeeping, and/or operations are not eligible for exchange (off-contract) credit.
- Children are not permitted to attend professional learning sessions. Additionally, children may not be left unattended in building(s) where professional learning is scheduled.
- Coaching and sports clinics / workshops **will not** count for exchange (off-contract) credit *if you teach a content area other than Health and/or PE.*

No-show / Excessive Absence Procedure

If a participant registers for a course and does not attend, he/she will be marked as absent. After two "no shows" are recorded on the transcript, the participant will be locked out of the Eduphoria system. Principals must contact Professional Learning on behalf of their staff in order for the registration account to be reset. Principals will receive periodic reports of "no shows" from their campus staff to address in T-TESS Domain 4.

District-Wide Professional Learning Norms

- Be on time (Morning sessions begin at 8:30 a.m. and afternoon sessions start at 1:00 p.m.)
- Be actively engaged throughout the session
- Exhibit professional behavior
- Remain focused on student success
- Silence all electronic devices

Professional Learning Hours

- A professional learning day is considered to be 6 hours in length (maximum)
- Courses / workshops must be at least 45 minutes in length

Professional Learning Reminders

- Register in Eduphoria Workshop (Registration ends 48 hours before the start of the course.)
- Un-register 48 hours before the class if you are not able to attend (No-shows will be counted absent.)
- Low enrollment can result in the class being canceled
- Don't forget to sign the sign-in sheet (Staff not signing in will not receive credit.)
- Check your portfolio often for errors

Guidelines for the Professional Learning Requirement

Professional Learning Exchange Credit (Off-Contract)

- Off-contract hours must be earned in the framework strands; UbD, PLC/Rtl/CFA, Lesson Planning/Design, and Writing Across the Curriculum
- All campus staff, professional and paraprofessional, will complete a minimum of 18 hours of exchange (off-contract) credit to exchange November 19, 20, and 21, 2018 dates.
- All campus paraprofessionals (instructional and non-instructional) must obtain a minimum of 18 hours of exchange (off-contract) professional learning -OR- 18 hours of approved overtime.

Other Opportunities to Earn Exchange Day Hours

- Professional Learning Presentations
 - Up to a 60 Minute Presentation=2 Exchange Day hours
 - 61-90 Minute Presentation=4 Exchange Day hours
 - 91+ Minute Presentation=5 Exchange Day hours

NOTE:

- All staff must accrue all professional learning credit by **September 1, 2018**.
- Staff choosing not to meet the 18-hour non duty professional learning requirement will be docked at their daily rate of pay in order to return the compensation received for the exchange days. *Payroll deductions will be done in half-day or full-day increments, not hourly, based on each individual's daily rate as determined by HR.*
- Staff choosing not to participate in the district required professional learning sessions will be docked on T-TESS Domain 4: Professional Practices and Responsibilities.

Exchange Credit Guidelines

- Sick, personal, or vacation days may **NOT** be used to attend professional learning for exchange (off-contract) credit, nor can sick, personal, or vacation days be used in lieu of professional learning hours.
- Exchange credit cannot include extra duties such as extracurricular or co-curricular duties, supervision of students, etc. nor can these hours be “traded” for exchange hours while on duty hours.

Pay Reduction for Non-Completion of Professional Learning Requirements

Non-duty Professional Learning Hours Completed	Pay Reduction at Daily Rate
18 hours of non-duty professional learning	0 days
15-17 hours on non-duty professional learning	½ day
12-14 hours of non-duty professional learning	1 day at daily rate
9-11 hours of non-duty professional learning	1 ½ days at daily rate
6-8 hours of non-duty professional learning	2 days at daily rate
3-5 hours of non-duty professional learning	2 ½ days at daily rate
0-2 hours of non-duty professional learning	3 days at daily rate

Late Hires - Professional

Professionals Hired Between	Professional Learning Requirements
August 6, 2018 - December 21, 2018	18 hours of non-duty & T-TESS
December 21, 2018 - March 19, 2019	9 hours of non-duty & T-TESS
After March 19, 2019	No requirement for 2018-2019

Discretionary Leave

Per the PISD Employee Handbook, except in extenuating circumstances as determined by the Superintendent or designee, discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state-mandated testing, or professional learning days and work days.

College/University Courses

Credit for college/university coursework is granted by request. Each college course must be related to teaching, including curriculum, instruction, ESL, and special education. For each 3-hour college course, full exchange day credits (18 hours) will be awarded. **Prior principal approval is required for college coursework BEFORE a new portfolio entry is requested in Eduphoria.**

Out-of-District Workshops and Conferences

To receive professional learning credit for out-of-district workshops and conferences, request a certificate from the presenter, provide a copy to your principal, and submit a request for credit in Eduphoria. Prior principal approval is required for all out-of-district workshops and conferences BEFORE a new portfolio entry is requested in Eduphoria.

Required Trainings

New Teacher Academy

All first year teachers are required to attend the New Teacher Academy beginning on July 31st, 2018.

New Teacher Academy & New Employee Orientation

All new PISD teachers are required to attend the New Employee Orientation on August 1st -3rd. Attendance at this event will satisfy the 18-hour Exchange Day requirement for the 2018 - 2019 school year.

Gifted and Talented

All teachers must complete their 30 hour Initial GT Training and complete 6 hour yearly updates. This includes all core, elementary, PE, music, band, orchestra, art, electives, special education, and any teacher who teaches a course for credit or grade. It does not include Dyslexia, reading support, speech, specialized programs for Special Education, other support staff who meet specific needs, LMS, and ITS. The 30 hours must follow the state recommended model. If you have completed the 30-hour GT Training with a former district, please provide us with a copy of your completion certificate. Without a certificate, you will be required to complete the 30-hour training for our records. Each year a 6-hour GT update must be completed to keep your 30 hours active.

ESL Certification

All core teachers are required to obtain ESL certification within the first year of employment.

T-TESS

Is the Texas Teacher Evaluation and Support System. It is a new teacher evaluation system for the state of Texas designed to support teachers in their professional learning and help them grow and improve as educators. Training will be provided to Prosper ISD professional staff members.

Contact Information

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