



Districtwide Professional Development

for

Campus Administrators, Teachers,
Counselors, Nurses,
Librarians and Paraprofessionals
June 9, 2008 – May 1, 2009



Frisco Independent School District

Professional Development Framework

Curriculum	Instruction	Assessment	Differentiation	Continuous Improvement
What we teach The plan, design, sequence and pacing of content.	How we teach The delivery and strategies used.	How we measure what we teach Formative and summative assessment.	Who we teach and their families The learning process	What we know and do as educators Monitoring the quality of student learning
Phase I: Districtwide Curriculum Redesign 2008-2009*	Phase II: Districtwide Instructional Model Adoption 2009-2010*	Phase III: Districtwide Assessment Model Adoption 2009-2010*	Phase IV: Districtwide Differentiation Model Adoption 2010-2011*	Phase V: Continuous Improvement Model Adoption 2011-2012*

*Dates may be modified as deemed necessary

New Hire Professional Development Week

August 11	August 12	August 13		August 14	August 15
Beginning Teacher Academy	Beginning Teacher Academy	New Teacher Breakfast	District	District	Campus

Districtwide Professional Development

August 18	August 19	August 20		August 21	August 22	
Campus	District	Health Fair Convocation	Campus	District	Health Fair Teacher Workday	
October 13	November 24	November 25		January 16	May 4	
Parent Conference	Exchange Day	Exchange Day		District	Service Pin Recognition	Campus

June 5	Yellow = Professional Development for Beginning Staff (0 Experience)
Teacher Workday	Orange = Professional Development for New to Frisco Staff
	Green = Professional Development for All Staff
	Blue = Exchange Days

2008-2009 Schedule

District-driven & delivered professional development	3 days
Campus-based & delivered professional development	2 days (includes 2 ½ days)
District Sponsored Events	1 includes ½ day for Convocation, & ½ for Service Pin Recognition
Teacher Workdays	3 includes Parent Conference
Individually determined professional development	2 (exchange days)
TOTAL	11 days

Professional Development Locations and Detail

	Date	Scheduled	Locations	Staff	Hours
New Hire Week	August 11	Beginning Teacher Academy	Liberty	Beginning Teachers	6**
	August 12	Beginning Teacher Academy	Liberty	Beginning Teachers	6**
	August 13	New Teacher Breakfast	Liberty	Beginning & New-to- Frisco Teachers	0
		Mentor Orientation & Model Classrooms	Specified Locations		3**
	August 14	Districtwide Professional Development	Centennial and Wester	Beginning & New Staff	6**
	August 15	Campus-based Professional Development	Home Campus	Beginning & New Staff	6
Districtwide Professional Development	August 18	Campus-based Professional Development	Home Campus	All staff	6
	August 19	Districtwide Professional Development	Specified Locations	All Staff	6
	August 20	Convocation	Prestonwood Baptist Church	All staff	0
		Campus-based Professional Development	Home Campus		3
	August 21	Districtwide Professional Development	Specified Locations	All Staff	6
	August 22	Teacher Preparation	Home Campus	All Staff	0
	October 13	Parent Conferences	Home Campus	All Staff	0
	November 24	Professional Development	Staff participates in professional development on non-duty time	No staff in attendance	Exchange Days*
	November 25	Professional Development	Staff participates in professional development on non-duty time	No staff in attendance	Exchange Days*
	January 16	Districtwide Professional Development	Specified Locations	All Staff	6
	May 4	Service Pin Recognition	Prestonwood Baptist Church		0
		Campus-based Professional Development	Home Campus		3
	June 5	Teacher Preparation	Home Campus	All Staff	0

Professional Development Expectations

- Informational meetings, faculty meetings or “nuts and bolts” meetings and committee work cannot be entered into Eduphoria and designated as professional development. Time devoted to business, staff, department or team meetings, house keeping, and/or operations are not eligible for exchange (non-contract) credit.
- Children are not permitted to attend professional development sessions. Additionally, children may not be left unattended in building(s) where professional development is scheduled.
- Coaching and sports clinics / workshops **will not** count for exchange (non-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 three "no shows" are recorded on the transcript, the participant will be locked out of the Eduphoria system. Principals must contact Professional Development on behalf of their staff in order for the registration account to be reset. Principals will receive periodic reports of “no shows” for their campus staff to address in PDAS Domain VII.

Districtwide Professional Development Norms

Be on time (Morning sessions start at 8:00 and afternoon sessions start at 12:30).

Be actively engaged throughout the session

Exhibit professional behavior

Remain focused on student success

Turn off all electronic devices

Professional Development Hours

A professional development day is considered to be 6 hours in length (maximum)

Courses / workshops must be at least 45 minutes in length.

All campus and district professional development days will be 8:30-3:30, 11:00-12:30 lunch.

Professional Development 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 cancelled

Don't forget to sign the sign-in sheet (Staff not signing in will not receive credit.)

Take the survey to receive credit (Complete the survey within 7 days is required for credit.)

Check your portfolio often for errors (Reported in a timely manner.)

Professional Development Exchange Credit (Non-contract)

- All **CAMPUS** staff are required to attend approved professional development outside the contract workday to receive exchange (non-contract) credit.
- **Non-contract hours must be earned in at least two of the framework strands; curriculum, instruction, assessment, differentiation, and continuous improvement.**
- **All campus staff, professional and paraprofessional, will complete a minimum of 12 hours of exchange (non-contract) credit to November 24 & 25, 2008.**
 - ⇒ All professional staff (teachers, counselors, librarians, nurses, and itinerant) must obtain a minimum of 12 hours of non-duty professional development **-AND-** 30 hours (part of your 187 day contract hours).
 - ⇒ All campus administrators (principals and assistant principals) must obtain a minimum of 12-hours of exchange (non-contract) professional development.
 - ⇒ All campus paraprofessionals (instructional and non-instructional) must obtain a minimum of 12-hours of exchange (non-contract) professional development **-OR-** 8 hours of overtime.

NOTE:

All campus professional staff must accrue all professional development credit by May 1, 2009.
All campus paraprofessional staff must accrue all professional development credit by December 19, 2008. (Should you have questions about paraprofessional professional development credit and/or procedures please contact Auxiliary Services at x36092 should you have questions.)

- *Staff choosing not to meet the 12-hour non duty professional development 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 meet the 30-hour duty/contract professional development requirement will be docked on PDAS Domain VI: Professional Development and/or Domain VII: Compliance with Policies, Operating Procedures and Requirements of the PDAS appraisal.*

Exchange Credit Guidelines

- **Failure to complete the 12 hour requirement will result in a reduction in your June 2009 check.**
- Sick, personal, or vacation days may **NOT** be used to attend professional development for exchange (non-contract) credit, nor can sick, personal, or vacation days be used in lieu of professional development 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 Development Requirements

Non-duty Professional Development Hours Completed	Pay Reduction at Daily Rate
12 hours of non-duty professional development	0 days
11-9 hours of non-duty professional development	½ day at daily rate
8-6 hours of non-duty professional development	1 day at daily rate
5-3 hours of non-duty professional development	1 ½ days at daily rate
2-0 hours of non-duty professional development	2 days at daily rate

Late Hires Professional

Professionals Hired Between	Professional Development Requirements
November 3, 2008 – December 19, 2008	12 hours of non-duty & PDAS
December 19, 2008 – March 13, 2009	6 hours of non-duty & PDAS
After March 13, 2009	No requirement for 2008-2009

Campus-based / Job-embedded Professional Development Credit (Contract)

- Principals, teachers and staff are encouraged to plan and provide professional development during the school day which may count toward the 30-hour requirement. Campus-based professional development days count as well.
- Course must relate to one of the strands and must be taught by an appropriate presenter.
- Stipends cannot be paid if professional development credit is selected (and vice versa).
- Regular class preparation duties performed on planning time and meetings ***may not*** be counted as any part of the 42-hour requirement; 30-hours of contract -OR- 12-hours of exchange (non-contract).
- Time devoted to business, staff, department or team meetings, house keeping, and/or operations are not eligible for exchange (non-contract) credit.

Non-contract (Exchange) 12 Hours	Contract (Duty) 30 hours
Conferences Book Studies Region X ESC Online / eCourses / Project-based Courses Model Classrooms Afterschool / Summer / Saturdays Graduate Coursework Beginning Teacher Academy	Campus-based Days Districtwide Days <u>During the School Day</u> Professional Learning Communities Vertical Team Collaboration Coaching / Observations Instructional Teaming Study Groups

Part-time Professionals

All part-time teachers, counselors, librarians, nurses, and itinerant staff working with students in an instructional setting must complete the full professional development requirements as outlined above.

Local Gifted and Talented Requirements

Grade Level	Teachers	Required Training	Timeline
1 st – 5 th	PE / Art / Music	<i>One time</i> 6 hours of Nature and Needs	Within 3 years
1 st – 5 th	General Education	<i>One time</i> 30 hours of GT	Within 3 years

State-mandated Gifted and Talented Requirements

Grade Level	Teachers	Required Training	Timeline
Kindergarten	All	<i>One time</i> 30 hours of GT	By May 1, 2009
1 st – 5 th	Cluster Teachers	<i>One time</i> 30 hours of GT <i>Annual</i> GT Update	Before school begins By May 1, 2009
6 th – 8 th	Pre-AP Core Subject Areas*	<i>One time</i> 30 hours of GT -OR- Pre-AP Institute + 6 hours of Nature and Needs <i>Annual</i> GT Update	Before school begins By May 1, 2009
6 th – 8 th	Science & History* (Not Designated as Pre-AP)	<i>One time</i> 30 hours of GT -OR- Pre-AP Institute + 6 hours of Nature and Needs <i>Annual</i> GT Update	Before school begins By May 1, 2009
9 th – 12 th	Pre-AP or AP*	<i>One time</i> 30 hours of GT -OR- Pre-AP/AP Institute + 6 hours of Nature and Needs <i>Annual</i> GT Update	Before school begins By May 1, 2009
Administrators & Counselors	All	<i>One time</i> GT Identification Process (6 hours)	By May 1, 2009

Discretionary Leave

Per the 2008-2009 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 development days.

Technology Courses

Technology courses have been divided into two categories; Technology Integration and Technology Application.

- **Technology Integration** courses taken during non-contract time **will** count as part of the Instruction strand. Up to 3 hours of Technology Integration credit can be applied toward the 12-hour non-contract requirement.
- **Technology Application** courses, including Outlook, eSchool, Pentamation, Job Applicant Tracker, and Hardware and Software workshops will **not count** toward the 12-hour non-contract requirement except in certain cases for technology teachers and facilitators, secondary counselors, nurses and paraprofessionals. **Technology Application courses will only be designated with Technology Application and/or SBEC credit.**

CPR Courses

- CPR credit is considered **content-related** for Health, Nurses and PE teachers **ONLY**. This group **CAN** apply the credit towards their 12-hour non-contract professional development requirement under Curriculum: Nursing / Health Services, non-contract and SBEC credit.
- Other groups serving in extracurricular assignments (i.e. coaches, band directors, cheerleader sponsors, etc) will receive Continuous Improvement and SBEC credit but it **CAN NOT** apply towards the 12-hour non-contract professional development requirement. **Although required for their extra-duty assignment, the professional development requirement is directly related to their teaching assignment.**

Professional Development and Appraisal System (PDAS) Courses

All teachers appraised with PDAS are required to complete our PDAS eCourse AND complete campus PDAS Orientation prior to being appraised by their supervisor. **PDAS will not count toward the 12-hour exchange (non-contract) requirement.**

College/University Courses

Credit for college/university coursework is granted on an hour-for-hour basis. Each 3-hour college course is equivalent to 3 hours of professional development credit, **not to exceed 6 hours for exchange credit**. The **course** must be related to teaching, including curriculum, instruction, ESL and special education. **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 development 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.**