

Districtwide Professional Development

for

Campus Administrators, Teachers,
Counselors, Nurses, Itinerant Staff, Technology
Integration Facilitators, and
Librarians

June 15, 2009 – April 1, 2010

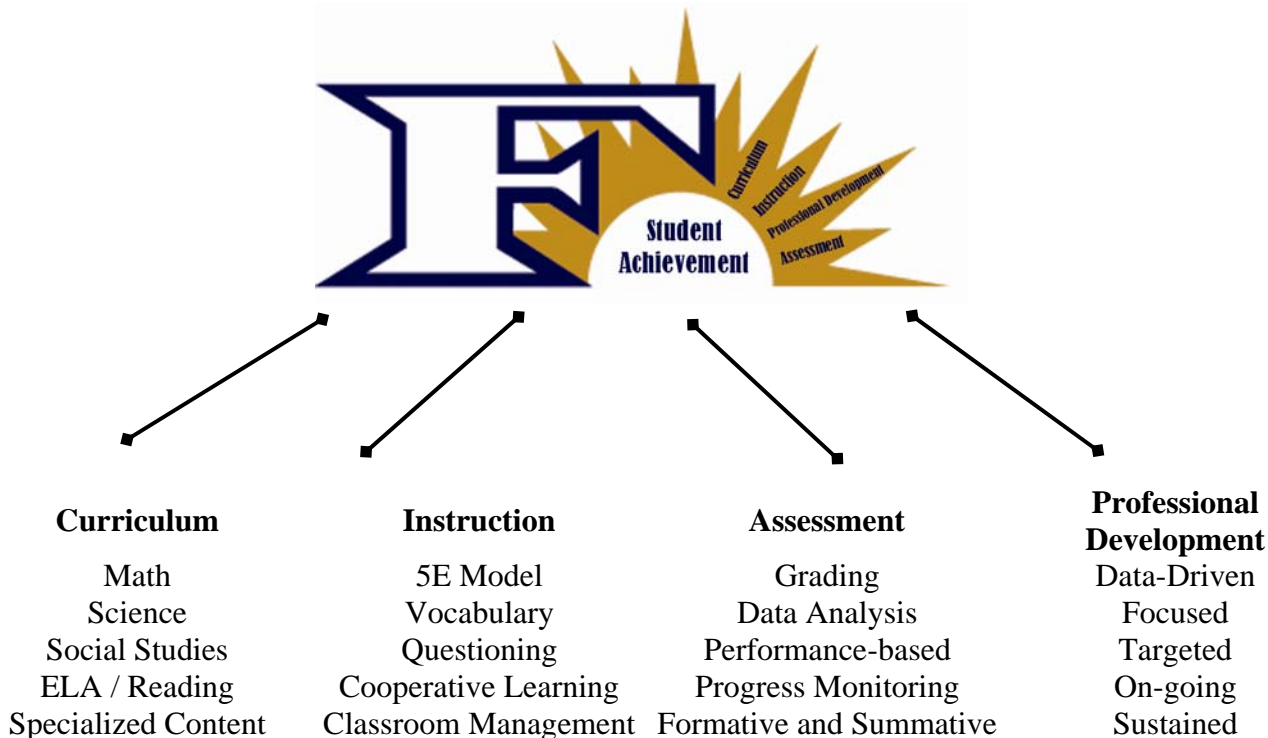


Frisco Independent School District Mission

By providing a unique learning environment that maximizes student opportunity and invests in meaningful relationships, the mission of the Frisco Independent School District is to partner with parents and community in developing caring citizens equipped to continue learning and pursue their aspirations.

Curriculum & Instruction Philosophy

The Frisco ISD Curriculum and Instruction Department will serve the district by providing a challenging curriculum, assessing individual student achievement and supporting efforts to ensure student success.



Professional Development Framework

Curriculum	Instruction	Assessment	Differentiation	Continuous Improvement
CONTENT	PROCESS			CONTEXT
What we teach (The plan, design, sequence and pacing of content)	How we teach (The delivery and instructional strategies used)	How we measure what we teach (The formative and summative assessments used)	How we teach varied learners (The plan to keep student variance in mind)	What we and do as educators (The plan for monitoring and refining practices)
<i>What must our students know and be able to do?</i>	<i>What kind of instruction will enable students to demonstrate the knowledge and skills defined in the curriculum?</i>	<i>How will assessments be used to determine how well students are learning (and how effective instruction is)?</i>	<i>How will students varying background knowledge, readiness, language, learning preferences, and interests be addressed?</i>	<i>What must be addressed when planning, implementing, and evaluating ongoing district, campus and individual improvement?</i>

Districtwide Professional Development Expectations

Professional Development Definition

Professional development is a continuous learning process across all levels of education for the entire learning community. Quality professional development expands the capacity of the learning community to realize its vision and reach its goals.

Informational meetings, faculty meetings or “nuts and bolts” meetings and committee work including, time devoted to business, staff, department or team meetings, house keeping, and/or operations will not be considered into as professional development.

Registration and Attendance

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.)

Children are not permitted to attend professional development sessions. Additionally, children may not be left unattended in building(s) where professional development is scheduled.

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.

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 at all times

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 1 hour in length.

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

Summer Professional Development

June 15-30	Primarily for veteran teachers
July 20-August 7	Primarily for first year and New-to-Frisco teachers

Super Saturdays

Super Saturdays are intended to be a follow-up date to address <i>observed</i> district needs and provide additional professional development options for late hires, first-year alternative certified and teachers in need of additional training.		
September 19	October 24	February 6

New Hire Professional Development Week

August 10	August 11	August 12	August 13	August 14
Beginning Teacher Academy	Beginning Teacher Academy	New Hire Districtwide PD	New Hire Districtwide PD	New Teacher Breakfast
				Campus Orientation

Districtwide Professional Development

August 17	August 18	August 19	August 20	August 21
Campus-Elementary District-Secondary	Campus-Elementary District-Secondary	Campus-Secondary District-Elementary	Campus-Secondary District-Elementary	Convocation
				Teacher Workday
October 12	November 23	November 24	January 15	May 3
Parent Conference	Exchange Day**	Exchange Day**	Districtwide PD	Service Pin
				Campus PD

June 5

Teacher Workday

2009-2010 Professional Development Distribution

District-driven	3 days
Campus-based	2 ½ days
Individually-determined	2 days
District Sponsored Events	1 day (½ day for Convocation and ½ for Service Pin Recognition)
Teacher Workdays	2 ½ includes Parent Conference
TOTAL	11 DAYS

Professional Development Locations and Details

	Date	Scheduled	Locations	Staff	Hours
New Hire Week	August 10	Beginning Teacher Academy	Liberty	First Year Teachers	6**
	August 11	Beginning Teacher Academy	Liberty	First Year Teachers	6**
	August 12	Model Classrooms & Technology Tools	Liberty <i>and</i> Specified Locations	First Year Teachers & New to Frisco Staff	6**
	August 13	Districtwide PD	Liberty	First Year Teachers & New to Frisco Staff	6**
	August 14	New Teacher Breakfast	Liberty	First Year Teachers & New to Frisco Staff	0
		Campus Orientation	Home Campus	First Year Teachers & New to Frisco Staff	3**
Districtwide Professional Development	August 17	Campus-Elementary District-Secondary	Specified Locations	All staff	6
	August 18	Campus-Elementary District-Secondary	Specified Locations	All Staff	6
	August 19	Campus-Secondary District-Elementary	Specified Locations	All staff	6
	August 20	Campus-Secondary District-Elementary	Specified Locations	All Staff	6
	September 19	<i>Super Saturday</i>	CTE	<i>Based on Needs</i>	$\pm 6^{**}$
	August 21	Convocation	Deja Blue Arena	All Staff	0
		Teacher Preparation	Home Campus	All Staff	
	October 12	Parent Conferences	Home Campus	All Staff	0
	October 24	<i>Super Saturday</i>	CTE	<i>Based on Needs</i>	$\pm 6^{**}$
	November 23	Professional Development	Staff participates in professional development on non-duty time	No staff in attendance	Exchange Days*
	November 24	Professional Development	Staff participates in professional development on non-duty time	No staff in attendance	Exchange Days*
	January 15	Districtwide Professional Development	Specified Locations	All Staff	6
	February 6	<i>Super Saturday</i>	CTE	<i>Based on Needs</i>	$\pm 6^{**}$
	May 3	Service Pin Recognition	Deja Blue Arena	All Staff	0
Campus-based Professional Development		Home Campus	All Staff	3	
June 5	Teacher Preparation	Home Campus	All Staff	0	

*Exchange days for non-contract professional development accrued off-duty

**Applicable toward the minimum 12-hour non-contract professional development.

Fulfilling the 42-hour Professional Development Requirement

	MINIMUM 12-HOUR NON-CONTRACT REQUIREMENT	MINIMUM 30-HOUR CONTRACT REQUIREMENT
Description	Completion Deadline: April 1, 2010	Completion Deadline: April 1, 2010
	<i>All CAMPUS</i> professional staff (campus administrators, teachers, counselors, nurses, itinerant staff, technology integration facilitators, and librarians) must obtain a minimum of 12 hours of non-duty professional development (off contract).	<i>All CAMPUS</i> professional staff (campus administrators, teachers, counselors, nurses, itinerant staff, technology integration facilitators, and librarians) must obtain a minimum of 30 hours of duty professional development (part of 187 day contract).
Options	Approved Out-of-District Conferences Approved Book Studies Region X ESC Workshops Approved Online Courses Afterschool / Summer / Saturday Courses Graduate Coursework Beginning Teacher Academy	Campus-based Days Districtwide Days <u>During the School Day</u> Collaboration Team Planning Classroom Observations Vertical Instructional Teaming Study Groups
Guidelines	<ul style="list-style-type: none"> Non-contract hours must be earned <i>in at least two</i> of the framework strands; curriculum, instruction, assessment, differentiation, and continuous improvement. <i>All CAMPUS</i> professional staff will complete the minimum 12-hour requirement in exchange (non-contract) for the November 23 & 24 professional development days. 	<ul style="list-style-type: none"> Contract hours will be offered across the framework strands; curriculum, instruction, assessment, differentiation, and continuous improvement. <i>All CAMPUS</i> professional staff will attend all district and campus professional days as specified in the district academic calendar and Employee Handbook.

12-Hour Minimum Non-Contract Professional Development Credit

- **The 12-hour non contract professional development requirement is stated on all documents as “a minimum of 12-hours” to emphasize that additional hours may be required at the discretion of the supervisor.**
- **Failure to complete the minimum 12-hour requirement will result in a reduction in your June 2010 check.**
- Sick, personal, or vacation days can not be used to attend professional development for exchange (non-contract) credit. Sick, personal, or vacation days can not be used in lieu of professional development.
- Extra duties such as extracurricular or co-curricular duties, supervision of students, etc. can not be used in lieu and/or traded for professional development.

30-Hour Minimum Contract Professional Development Credit

- Regular class preparation duties performed during planning time and meetings can not be counted as any part of the 42-hour requirement; 30-hours of contract -OR- 12-hours non-contract.
- Time devoted to business, staff, department or team meetings, house keeping, and/or operations are not eligible for exchange (non-contract) credit.

Failure to Meet the 42-hour Professional Development Requirement

- *Staff choosing not to meet the minimum 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.*
- *Staff choosing not to meet the minimum 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.

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

Professional Late Hire Requirements

Professionals Hired Between	Professional Development Requirements
August 24, 2009 – December 18, 2009	Minimum of 12 hours of non-duty + PDAS
December 18, 2009- March 12, 2010	Minimum of 6 hours of non-duty + PDAS
After March 13, 2010	No Requirement for 2009-2010

Professional Development Requirement Guidelines

Part-time Staff Requirement: All part-time campus staff **working 20 hours or more** with students in an instructional setting must complete the full professional development requirement.

PDAS: 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.**

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.

Out of District Courses and Conferences: To receive non-contract professional development credit for out-of-district workshops and conferences, submit an **Out-of-District Approval Form** to your supervisor. **BEFORE** a new portfolio entry is requested in Eduphoria a certificate of attendance from the presenter **AND** workshop/session details must be submitted to your supervisor.

College / University Course Credit: To receive professional development credit for college and university coursework, submit an **Out-of-District Approval Form** to your supervisor.

- **One 3 hour college course = 6 hours of non contract professional development credit**, not to exceed 6 hours towards the 12-hour minimum non-contract requirement.
- **BEFORE** a new portfolio entry is requested in Eduphoria transcripts **AND** a course description must be submitted to your supervisor.
- Since the spring semester ends in mid-May and falls after our completion date supervisors have the discretion to approve the credit request for spring courses for college course work not completed by April 1 with documentation due **NO LATER THAN June 1.**
- Non-contract credit for college/university coursework requires pre-approval.
- Courses must be related to your **current** position.

Individual Professional Development Plans: Prior to registering for summer courses, all professional campus staff should meet with their supervisor (summative or goals setting) to address professional development goals. An Individual Professional Development Plan should be completed prior to meeting. However, recommendations from supervisors for both district and non-contract professional development are highly encouraged.

Coaching and Sports Clinics: Coaching and sports clinics **CAN NOT** apply towards the 12-hour minimum non-contract requirement for content teachers **EXCEPT** health and/or PE teachers. **Although required for some extra-duty assignments, it is not directly related to any specified teaching assignment / certification area.**

- To receive professional development credit for out-of-district coaching and sports clinics, submit an Out-of-District Approval Form to your supervisor for pre-approval. **BEFORE** a new portfolio entry is requested in Eduphoria a certificate of attendance from the presenter **AND** workshop/session details must be submitted to your supervisor.

Bus Driver Training: Bus Driver credit **CAN NOT** apply towards the 12-hour minimum non-contract requirement for teachers serving in extracurricular assignments (i.e. coaches, band directors, cheerleader sponsors, etc). **Although required for some extra-duty assignments, it is not directly related to any specified teaching assignment / certification area.**

CPR Courses: CPR credit **CAN NOT** apply towards the 12-hour minimum non-contract requirement for content teachers and staff EXCEPT nurses, health, and PE teachers. **Although required for some extra-duty assignments, it is not directly related to any specified teaching assignment / certification area.**

Digital Learning Environments: Only pre-approved online, distance learning, eCourses, webinars and/or any combination thereof (excluding PDAS), completed during non-contract time can count toward the 12-hour minimum non-contract requirement.

Book Studies: Six hours of professional development credit (non-contract or contract) is the maximum number possible for a book study. Credit is not accrued for reading the book, but it is given for the time spent processing and applying the content (discussions, round robins, application action plans, and or presentations/sharing). **Prior to scheduling a book study, a Book Study Proposal Form must be completed and submitted to Professional Development for approval.**

Campus Courses: All campus courses should be aligned to district and/or campus goals. Professional Development will create all district and campus courses in Eduphoria Workshop. **Prior to scheduling a campus course, a Course Request Form must be completed and submitted to Professional Development in Eduphoria FormSpace for approval.**

Technology Application: Courses delivered by the Business Office, Instructional Technology, and Data Information Services including Outlook, eSchools, Pentamation, Job Applicant Tracker, and Hardware and Software workshops **CAN NOT** count toward the 12-hour minimum non-contract requirement content teachers and staff EXCEPT technology application teachers, technology facilitators **and** certain courses for secondary counselors and nurses.

Technology Integration: Courses delivered by Instructional Technology, Technology Integration Facilitators, and Curriculum and Instruction **CAN** count toward the 12-hour minimum non-contract requirement content teachers and staff.

- Up to 3 hours of Technology Integration credit can be applied toward the 12-hour non-contract requirement.

Instructor Credit (During Non-contract): Workshops that teachers conduct for other teachers during non-contract time **CAN NOT** count toward the minimum 12-hour non contract (exchange) requirement. Options for exchange credit are no longer allowable. Teacher-presenter will be paid a stipend (Paid for via Professional Development) for all workshops conducted as follows:

- 6 hour workshop, includes preparation time \$250; split \$125.00 for co-presenters
- 3 hour workshop, includes preparation time \$125; split \$62.50 for co-presenters
- 1.5 hour workshop, includes preparation time \$62.50

Instructor Credit (During Contract): Workshops that teachers conduct for other teachers during districtwide professional development **CAN** count toward the 30 hour non contract requirement. Teacher-presenter can be paid a stipend (Paid for via Curriculum Department) for planning and preparation **ONLY** at a rate of \$25/hour for half of the presentation time. In most cases as follows:

- 6 hour workshop; 4 hours of preparation (\$100)
- 3 hour workshop; 2 hours of preparation (\$50)
- 1.5 hour workshop; 1 hour of preparation (\$25)

Instructor Required Enrollment: You must have a minimum of 10 attendees in order to receive a presenter-stipend. (You may still present with fewer than 10; however, you will not receive a stipend.) Remember, the instructor is not considered an attendee. **Allowances will only be made for fewer attendees when smaller specialized content areas are involved.**

Gifted and Talented Professional Development

Local Gifted and Talented Requirements

Grade Level	Teachers	Required Training	Timeline
1 st – 5 th	PE / Art / Music	One time 6 hours of Nature and Needs	By April 1, 2010
1 st – 5 th	General Education	One time 30 hours of GT	By April 1, 2010

State-mandated Gifted and Talented Requirements

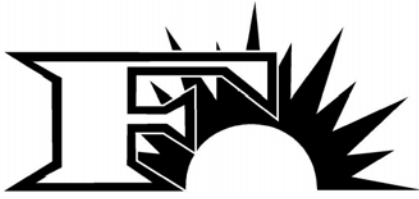
Grade Level	Teachers	Required Training	Timeline
Kindergarten	All	One time 30 hours of GT	By March 1, 2010
		Annual GT Update	By April 1, 2010
1 st – 5 th	GT Cluster Teachers	One time 30 hours of GT	Before school begins
		Annual GT Update	By April 1, 2010
6 th – 8 th	Pre-AP Core Subjects	One time 30 hours of GT -OR- Pre-AP Institute + 6 hours of Nature and Needs	Before school begins
		Annual GT Update	By April 1, 2010
6 th – 8 th	Science & History (Not Designated as Pre-AP)	One time 30 hours of GT -OR- Pre-AP Institute + 6 hours of Nature and Needs AND 6 Hours of Identification	Before school begins
		Annual GT Update	By April 1, 2010
9 th – 12 th	Pre-AP or AP Core Subjects	One time 30 hours of GT -OR- Pre-AP/AP Institute + 6 hours of Nature and Needs	Before school begins
		Annual GT Update	By April 1, 2010
Administrators & Counselors	All	One time GT Identification Process (6 hours)	By April 1, 2010

Clarifying Gifted and Talented Requirement Factors

1. Once the 30 hours of GT been met, teachers may teach courses that serve GT students at any time by completing the annual GT update. Therefore, should time lapse and one or more years go by between teaching courses that serve GT students, the 30-hour requirement will not need to completed again.
2. Beginning teacher teachers will not need to obtain the 30 hours of GT in the same year as the GT Update.
3. New-to-Frisco teachers can provide campus GT Facilitators with documentation if the 30-hour GT requirement was met prior to entering the district.
4. Late-hires needing 30 hours of GT before school begins are allowed an extension up to one semester to complete the 30-hour of GT according to the Texas State Plan.

All district sponsored workshops eligible for the 30 hours of GT or GT Update have been designated under the following strands below, and will count toward the 12-hour non-contract requirement.

- Assessment: GT Identification, Assessment, and Program Options
- Differentiation: GT Differentiation of Content
- Differentiation: GT Nature and Needs of Gifted Students
- Differentiation: GT Social & Emotional Needs
- Instruction: GT Thinking Process: Creative, Critical Thinking, and Problem Solving



DISTRICT OUT-OF-DISTRICT WORKSHOP APPROVAL FORM

Below is campus information about professional development procedures and requirements.

- All out-of-district workshops and conferences must be pre-approved by your SUPERVISOR at least 21 days prior to the date of the workshop. Please attach to this form any descriptive information about the workshop/conference being requested. Once your professional development request has been approved, you may proceed with registration.
- For training that includes a registration fee, please attach a copy of this form to your completed registration form and submit this to the school secretary. Travel and food reimbursement will not be provided for local training in the Metroplex area.

Below is Frisco ISD information about professional development procedures and requirements.

- To receive professional development credit for out-of-district workshops and conferences, request a certificate from the presenter and provide a copy to your principal **AND** submit a request for credit in Eduphoria for your principal to approve the credits to be applied to your transcript.
- 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, 2009.
- The time frame for the accumulation of exchange (non-contract) credit for all professional employees begins June 8, 2009 and ends on April 1, 2010.

EMPLOYEE NAME: _____ **DATE:** _____

TITLE OF SESSION: _____
DATE OF SESSION: _____ LOCATION: _____
HOURS OF CREDIT: _____ STRAND(S) : _____
REGISTRATION FEE: \$ _____
METHOD OF PAYMENT/BUDGET CODE: _____

TITLE OF SESSION: _____
DATE OF SESSION: _____ LOCATION: _____
HOURS OF CREDIT: _____ STRAND(S) : _____
REGISTRATION FEE: \$ _____
METHOD OF PAYMENT/BUDGET CODE: _____

APPROVED

DENIED

SUPERVISOR SIGNATURE: _____ **DATE:** _____



2009-2010 INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

NAME:	LAST	FIRST	MIDDLE

_____		_____	
CAMPUS		POSITION/GRADE LEVEL(S)/SUBJECT(S)	

1. My professional growth goals (please number in order of priority):

2. My professional growth goals are consistent with the following district and/or school goals:

RECORD OF APPROVED PROFESSIONAL DEVELOPMENT ACTIVITIES			
PROFESSIONAL DEVELOPMENT ACTIVITIES	CORRESPONDING PROFESSIONAL GROWTH GOAL (GOAL NUMBER)	DATE APPROVED & SUPERVISOR INITIALS	DATE COMPLETED

*The Supervisor's initials indicate that the professional development activity is consistent with the educational needs of the school and/or district and is designed to enhance the ability of the educator to improve student learning.

Supervisor Recommendations for District Training: _____
