

# **Districtwide Professional Development**

for

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

June 15, 2009 – April 1, 2010

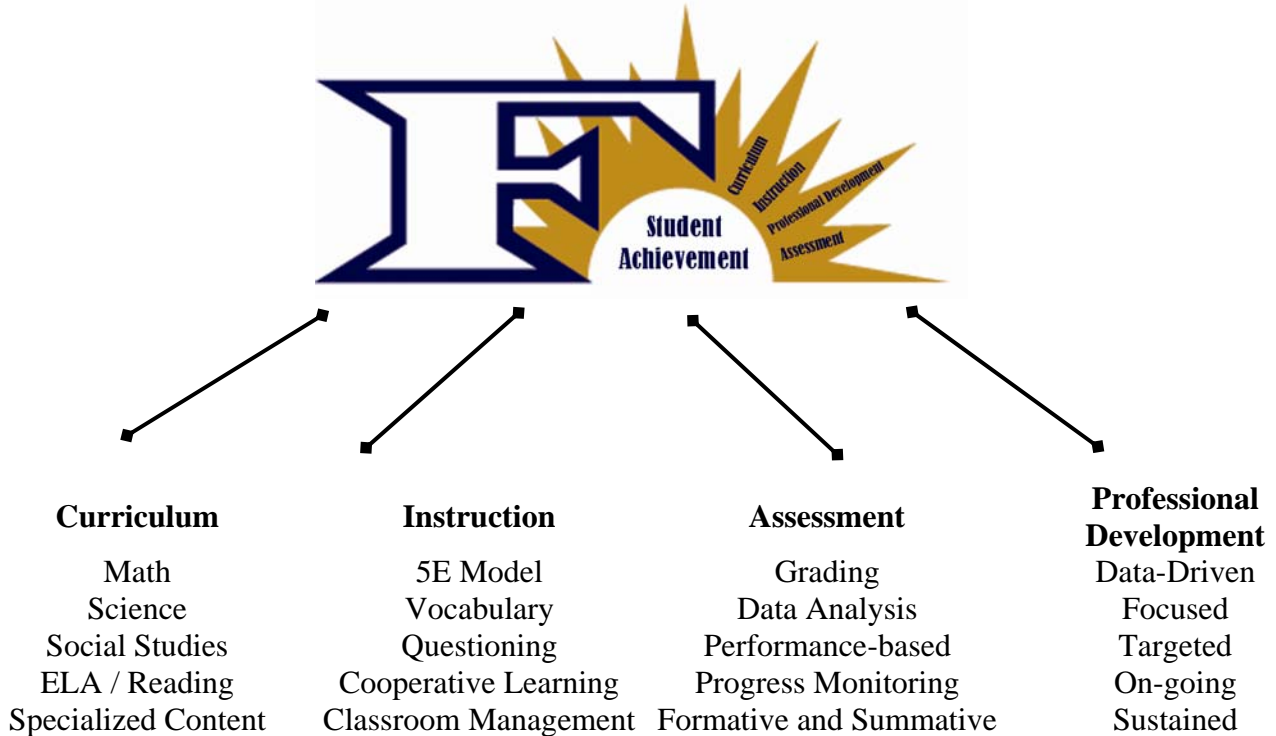


## Frisco Independent School District Mission

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   |
|--|---|---|---|--|
| <b>CONTENT</b>   | <b>PROCESS</b>  |   |   | <b>CONTEXT</b>   |
| <b>What we teach</b><br>(The plan, design, sequence and pacing of content) | <b>How we teach</b><br>(The delivery and instructional strategies used)   | <b>How we measure what we teach</b><br>(The formative and summative assessments used)                               | <b>How we teach varied learners</b><br>(The plan to keep student variance in mind)  | <b>What we do as educators</b><br>(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. |                   |                   |
| <b>September 19</b>   | <b>October 24</b> | <b>February 6</b> |

### 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                    | <b>Exchange Day**</b>                | <b>Exchange Day**</b>                | 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<br>(½ day for Convocation and<br>½ for Service Pin Recognition) |
| Teacher Workdays          | 2 ½ includes Parent Conference  |
| <b>TOTAL</b>              | <b>11 DAYS</b>  |

## Professional Development Locations and Details

|  | Date                | Scheduled                             | Locations  | Staff                                     | Hours                 |
|--|---------------------|---------------------------------------|--|---|-----------------------|
| <b>New Hire Week</b>                         | 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**                   |
| <b>Districtwide Professional Development</b> | 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         | <b>Professional Development</b>       | <b>Staff participates in professional development on non-duty time</b> | <b>No staff in attendance</b>             | <b>Exchange Days*</b> |
|  | November 24         | <b>Professional Development</b>       | <b>Staff participates in professional development on non-duty time</b> | <b>No staff in attendance</b>             | <b>Exchange Days*</b> |
|  | 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<br>NON-CONTRACT REQUIREMENT  | MINIMUM 30-HOUR<br>CONTRACT REQUIREMENT  |
|--------------------|--|--|
| <b>Description</b> | <b>Completion Deadline: April 1, 2010</b>  | <b>Completion Deadline: April 1, 2010</b>  |
|                    | <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).  |
| <b>Options</b>     | Approved Out-of-District Conferences<br>Approved Book Studies<br>Region X ESC Workshops<br>Approved Online Courses<br>Afterschool / Summer / Saturday Courses<br>Graduate Coursework<br>Beginning Teacher Academy  | <b>Campus-based Days</b><br><b>Districtwide Days</b><br><b><u>During the School Day</u></b><br>Collaboration Team Planning<br>Classroom Observations<br>Vertical Instructional Teaming<br>Study Groups   |
| <b>Guidelines</b>  | <ul style="list-style-type: none"> <li>Non-contract hours must be earned <b><i>in at least two</i></b> of the framework strands; curriculum, instruction, assessment, differentiation, and continuous improvement.</li> <li><i>All CAMPUS</i> professional staff will complete the minimum 12-hour requirement in exchange (non-contract) for the November 23 &amp; 24 professional development days.</li> </ul> | <ul style="list-style-type: none"> <li>Contract hours will be offered across the framework strands; curriculum, instruction, assessment, differentiation, and continuous improvement.</li> <li><i>All CAMPUS</i> professional staff will attend all district and campus professional days as specified in the district academic calendar and Employee Handbook.</li> </ul> |

### 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.**