

Professional Learning Handbook

2024-2025

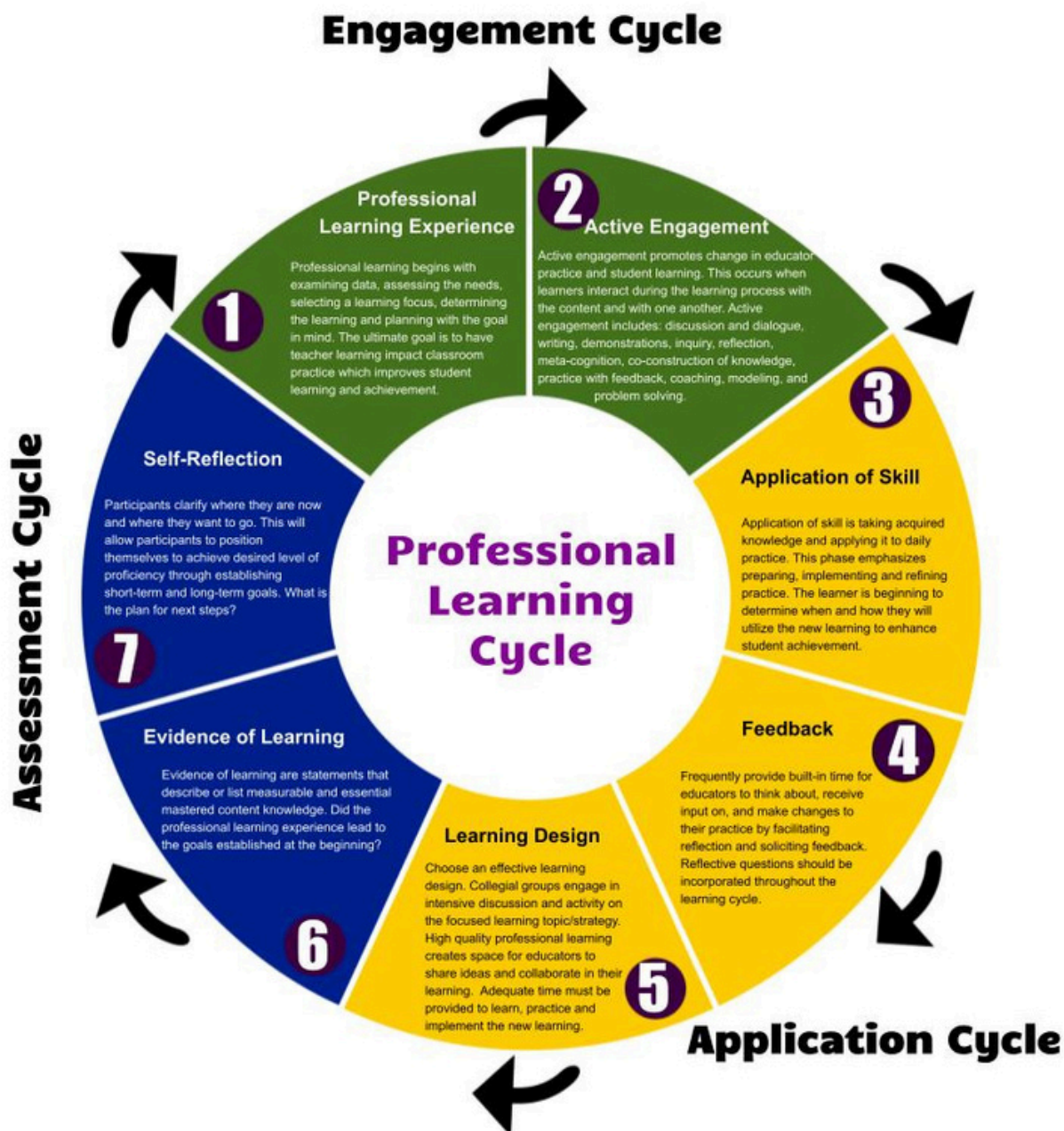


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Professional learning is the ongoing process of enhancing knowledge, skills, and practices to effectively meet the diverse needs of students and improve educational outcomes. It encompasses structured opportunities for educators to engage in collaborative inquiry, reflection, and continuous improvement, rooted in research-based strategies and best practices. Professional learning fosters a culture of innovation, equity, and inclusivity, empowering educators to adapt to evolving educational landscapes and positively impact student achievement and well-being.

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This cycle supports educators in crafting purposeful professional learning experiences. It involves engaging participants in learning new content, applying it to practice, and reflecting on implementation and impact. The aim is to enhance educational experiences for all RCSD students, fostering academic and personal growth.

Professional Learning ...

IS

- 
- Comprehensive, sustained, and intensive enhancement of educators' effectiveness for improved student achievement.
 - Aligned with state standards, school improvement goals, and district priorities.
 - Focus on student and educator standards.
 - Support for systemic changes over time.
 - Participation in collegial groups targeting shared needs.
 - Application and reflection on new strategies.
 - Engagement in district-approved professional learning.
 - Skill acquisition through workshops.
- 

IS NOT

- 
- Supervising students during school events/trips
 - Planning/attending school/family activities.
 - Preparing materials for events like Open House.
 - Planning for opening day/summer institutes.
 - Engaging with parents/community members.
 - Planning/facilitating professional learning.
 - Serving on committees.
 - Attending meetings, staff planning.
 - Vacation or Travel
 - Personal wellness activities. (yoga, Zumba, etc.)
 - Attending cultural events, theater productions
 - Performing professional/contractual duties: ,
report cards, parent-teacher conferences.
 - Creating individual lesson/unit plans.

Links to RCSD Instructional Vision and Strategic Plan

RCSD Instructional Vision

Our Vision for Excellent Instruction

We are obligated to partner with students and families to provide equitable learning experiences to every child across the district that are not dependent on where they live or go to school. In every classroom, every day, all students:



Feel Seen, Affirmed, and Valued

Students joyfully engage in safe, **culturally and linguistically responsive** classroom communities that foster **student agency and curiosity**.



Engage in Grade-Level Content

Every student works with grade-level content every day. Students **persevere through rigorous, relevant learning experiences** with the help of **targeted scaffolds, consistent feedback, and persistently high expectations**.



Students do the majority of the **cognitive work** in the learning process. Students develop and defend their **thinking based on evidence** with frequent opportunity to build on and challenge the ideas of their peers.



Students are **invested in the purpose of their learning** and have ample opportunities to **track their progress** toward meeting & exceeding lesson, unit, and course goals.



Own the Thinking

Demonstrate Progress Toward Learning

RCSD Strategic Plan 2024-2029



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Professional Learning Incentive

ONLY credits labeled PROFESSIONAL LEARNING are eligible for the stipend.

CTLE (Continuing Teacher and Leader Education credits are earned to maintain certification.

[Click here](#) for more information.

**The Professional Learning Incentive (PLI) can be referenced in the RTA Contract.
Teachers are eligible based on the information below.**

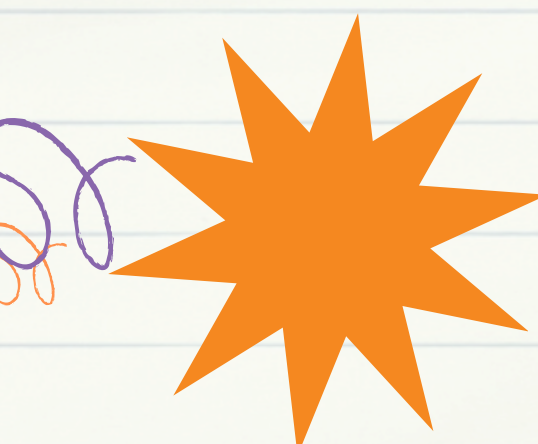
\$1200 STIPEND

- Permanent or Professional Certification ✓
- Tenured ✓
- 36 hours of professional learning incentive credit ✓

Intern Level teachers (Year 1) are not eligible for the Professional Learning Incentive, but can participate in professional learning opportunities.

\$800 STIPEND

- Resident Level (Year 2, 3, or 4) ✓
- 24 hours of professional learning incentive credit ✓



Important Deadlines

Monday, June 24th, 2024

**24-25 PL
cycle Begins**

Friday, May 30th, 2025

**Courses must be
completed**

Tuesday, June 3rd, 2025

**All surveys must be
completed in TNL**

**Course credit is only issued after completing the
TrueNorthLogic survey(s)**

Professional Learning Request Process

BEFORE a Request is submitted to OPL

1. Complete a 2024-2025 Professional Learning Experience Request Form.
2. The request needs approval signatures by one of the following: School: SBPT, Program: PBPT, or Department: Executive Director/Director
3. The assigned Course Requester emails the approved form (PDF) to truenorthlogic@rcsdk12.org at **least 3 weeks prior to the course start date.**

AFTER Request is submitted to OPL

4. The assigned TNL Manager reviews the form and requests any revisions. If no revisions are needed, the TNL Manager sends it to the Joint Professional Learning Committee (JPLC) for further review.
5. The JPLC reviews the request and notifies the TNL Manager if the course is approved, denied, or needs revisions.
6. The TNL Manager emails the JPLC's decision to the Course Requester. The course is approved to be built in TNL after JPLC approval.

TRUENORTHLOGIC Process

7. The Course Requester builds the course in TrueNorthLogic.
8. The Level 1 Approver (building administrator) reviews, approves, and submits the course for Level 2 approval (L2).
9. After L2 approval by the TNL Manager, the course is reviewed by the OPL Executive Director. Once the course has final approval (FA), registration is open in TrueNorthLogic.

AFTER a course has been completed

10. Using the TNL roster sign-in sheet or Teams report, (showing names and minutes), the Instructor/CR enters attendance in TNL **no later than five days after each meeting date.**
11. The CR emails proof of attendance to truenorthlogic@rcsdk12.org Include the full course name, course number, section number, and date in the email.
12. Once attendance is verified, an email will be sent out indicating the survey is available for completion. **In order to receive course credit, the TNL survey MUST be completed.**

Professional Learning Request Checklist

Any RCSD staff can complete a PLE request. The request is then shared with the Course Requester in the School, Department, or Program to initiate the approval process.

**24-25 PLE
Request Form**

| COURSE INFORMATION | | Course Description ENGAGEMENT | | APPLICATION | | COURSE DETAILS | |
|--|--|---|--|--|--|--|--|
| School, Program, OR Department selected | | Qualifies as Professional Learning | | Specific to how this connects to school commitments and goals and/or district priorities and initiatives | | Class Level selected | |
| Union selected | | Clear Goals/Objectives | | Impact on student performance and achievement is defined | | Professional Learning design selected | |
| Target audience indicated | | Activities included | | Impact on instructional practices is defined | | Activities included | |
| Course Title | | Indicates engagement strategies for learning | | ASSESSMENT | | Substitute Information | |
| Credit Type chosen | | Indicates materials that will be used (texts, research, podcasts, data) | | | | Location details | |
| Credit hours | | For courses with multiple sessions in series, include the following sentence: ** PARTICIPANTS MUST ATTEND 100% OF ALL SESSIONS TO RECEIVE CREDIT! ** | | Evidence/data is measurable | | Teams Link (if virtual) | |
| Area of Activity selected | | | | Follow-up included | | Instructor Information provided | |
| | | | | Course Alignments indicated | | RCSD Contact included | |
| | | | | | | Section dates/times | |
| | | | | | | Signatures included (at least half of the SBPT must sign including a Principal signature. | |



Important Information/Guidelines

PLE REQUESTS

- All requests are to be submitted to the TNL mailbox a **minimum of 3 weeks** before the course start.
- PLE requests will not be accepted for courses with a past start date.
- If a session is longer than 5 hours, a 30-minute uncredited break must be included.
- Instructors and/or departments can restrict the target audience based on the content of the course.
- Any 1-hour session requests must be part of a professional learning series with at least 5 times.
- **20 is the maximum credit hours for ALL courses**

PLE REQUESTS CONTINUED

- **Course instructors** do not qualify for PLI credit. They may only earn CTLE credit.

ATTENDANCE

- **100% attendance for all sessions in a series is expected.** Extenuating circumstances will be evaluated by the Course Instructor.
- If you cannot attend a course, withdraw in TNL and/or email the Instructor.
- In order to be actively engaged in all virtual PLEs, your camera must be turned on during the entire session. Instructors may deny credit if cameras are turned off.
- Participants must be actively engaged and involved for 100% of the session time in order to receive course credit.

CONFERENCES

- Complete PLE approval process 3 weeks prior to the conference start date. **Without prior approval, your request may be denied.**
- After the conference, email your **conference agenda** and **certificate of completion** to your school, program, or department's course requester for submission to the OPL.

COLLEGE COURSES

- 4 hours per credit hour may be earned, with a maximum of 24 hours per current school year.
- The Master's or Doctoral program must be related to **current tenure area**.
- Courses may NOT be used if working toward Administration Certification.
- Once a course is completed, email a copy of an **official college transcript** to TrueNorthLogic@rcsdk12.org.

OUT-OF-DISTRICT/ONLINE

- Every PLE request must follow the complete approval process 3 weeks prior to the start date. purposes. **Without prior approval, your request may be denied.**
- After the PLE, submit a certificate of completion to your school, program, or department's course requester for submission to OPL.
- Any self-paced PL courses will only be considered for PLI credit if taken over the summer, during school holiday breaks, or over the weekend (i.e. Schoology, RBERN, NYSUT, and ASCD). **Evidence with dates of completion must be provided for verification. Final decision will be determined by the JPLC.**



Important Information/Guidelines (Cont'd)

TrueNorthLogic & Credits

- Registration for all courses occurs directly in TrueNorthLogic (TNL) found on ROConnect.
- **NEW!!** When registering for a course, **credit will automatically be assigned.**

Professional Learning Incentive Credits (PLI)=Paid Incentive Continuing Teacher Leader Education) CTLE Credits=State Certification

- ALL courses offering PL credits are eligible for CTLE. Some courses are only eligible for CTLE (within the contractual day, part of your contractual responsibilities or a paid course.
- Be sure to **withdraw** from any courses you cannot attend.

Q. Is the stipend prorated if I do not complete all the hours toward the PLI credit?

A. No, the PLI stipend is not prorated. If you begin the process and do not complete the required hours, you will not receive the PLI stipend.

Q. If RTA pays my registration fee for a conference on a Saturday, are the hours automatically credited to my TrueNorthLogic transcript?

A. No, you will have to follow the established PLE process in order to earn PLI credit(s).

Q. I job share. Do I qualify to take part in the incentive?

A. Yes, even if you job share, you may qualify for the Professional Learning Incentive

Summer Courses

The maximum number of credited hours for **school-based PL** during the summer is **18 for non-tenured teachers** and **22 for tenured teachers.**

There is no maximum number of hours for district-based PL that can be completed during the summer.



ADDITIONAL LINKS

[TNL QUICKGUIDE](#)

[OPL Website](#)

[Checking Your TRANSCRIPT](#)

[OPL ROOM RESERVATION form](#)

PLEASE NOTE

OPL takes up to 30 days to process attendance AFTER attendance has been submitted by the course instructor. Participants will then receive survey after attendance has been processed NOT immediately after course completion.

Professional Learning Designs



Action Research



Collegial Circle



Immersing Teachers in Practice



Critical Friends Group



Lesson Study



Workshop

eLearning



Office of Professional Learning



Thank you!