

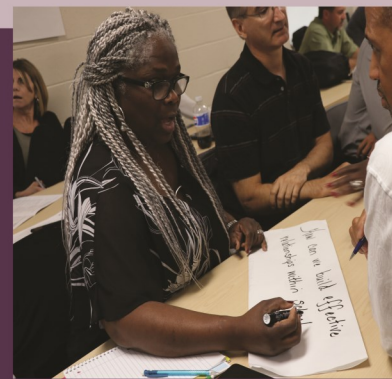
# Professional Learning Guidelines 2020-2021

REVISED DOCUMENT

Office of Professional Learning



 Rochester City School District



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# Professional Learning Guidelines

## Professional Learning is...

A comprehensive, sustained, and intensive approach to enhancing and improving teachers' and principals' effectiveness in raising student achievement

Aligning with rigorous state, student academic achievement standards as well as school improvement goals

Focusing on student content standards and educator performance standards

Providing sustained support for long term changes

Participating in study groups among peers focused on a shared need or topic.

Applying and reflecting on new or enhanced strategies and knowledge

Engaging in District-Wide approved Professional Learning Courses or Designs

Learning from an on-time event, episode, workshop such as CPR, First Aid, On-Line, etc.

## Professional Learning isn't....

Supervising of students before, after school, during evening activities, or on trips unrelated to PD and/or District initiatives

Planning for or attending "Family" nights

Engaging with parent or community at events

Planning for meetings, expeditions, or conducting professional development opportunities

Serving on a committee

Requesting PD credit for vacation or travel

Yoga, Zumba, etc.

Attending staff/department/RTI meetings

Planning for opening day activities or events

Attending a theater production(s) unrelated to any previous PD

Preparing of materials for parent teacher nights, open house, etc.

Attending Open House, School concerts, etc.

Performing expected professional duties e.g. Data entry, report cards, attendance, parent teacher conferences, etc.

Creating lesson plans/Unpacking unit plans



# Professional Learning Timelines

## 2020-2021

**Professional Learning starts  
Monday, June 22, 2020**

### Important Deadlines

**\*All Truenorthlogic attendance  
must be completed by**

**Tuesday, June 8, 2021**

**\*All surveys must be completed  
no later than 4:00PM**

*You can't receive credit for a course without  
completing the survey.*

**Thursday, June 11, 2021**

All courses must be approved by one of the following:

- School-Based Planning Team
- Program Based Planning Team
- or Department

before it can be approved by the Joint Professional Development Committee.

# Professional Development Request Process

## Before a request can be sent to Office of Professional Learning (OPL)

- 1) A **2020-2021** Professional Development Request Form must be completed.
- 2) The request must be approved with signatures by one of the following:
  - If you work in a school - School-Based Planning Team
  - If you work in a program - Program-Based Planning Team
  - If you work in a department - Department Executive Director or Director
- 3) Your School, Program, or Department request must email the approved form in PDF format to the Truenorthlogic mailbox at [TrueNorthlogic@rcsdk12.org](mailto:TrueNorthlogic@rcsdk12.org).



## After a course is submitted to OPL

- 4) Truenorthlogic Manager sends the request to the Joint Professional Development Committee (JPDC) for further review.
- 5) JPDC reviews the request and notifies the Truenorthlogic Manager if the course is approved, denied, or needs to be revised.
- 6) Truenorthlogic Manager emails JPDC decision to Course Requestor to let them know if the course can be built in Truenorthlogic.

## Truenorthlogic Process

- 7) Course Requestor builds the course in Truenorthlogic.
- 8) The Level 1 Approver (Administrator) reviews, approves, and sends the course for Level 2 review by the Truenorthlogic Manager.
- 9) After Level 2 approval, the course is sent for final approval by Savaria Calloway-Downs, Director of Professional Learning. She will then release the course to show up in Truenorthlogic.

## After a course has been completed

- 10) The Instructor or Course Requestor must complete the attendance and send all documents via email **ONLY** to their Truenorthlogic Manager to be kept on file.  
**Note: Attendance must be entered in Truenorthlogic and submitted to OPL via TrueNorthLogic.com no later than 5 days after the meeting date.**
- 12) The Instructor or Course Requestor must email their Truenorthlogic Manager once the attendance has been completed so credit can be issued for the course.
- 13) An email will be sent out notifying participants that credit has been issued.
- 14) In order to be eligible for the Professional Development Incentive, the feedback device, known as the **SURVEY, must be completed.**

# Stipulations for PD Requests, Summer Courses, Conferences, Out-of-District & Online PDs, and College Courses

## Stipulations for PD Request Hours

- 1) You can not submit a request for one hour, unless it is part of a multiple meeting PD.

## Stipulations for Summer Courses

- 1) The maximum number of hours of school-based PD an individual may complete during the summer is 18 for non-tenured teachers and 22 for tenured teachers.
- 2) There is no maximum number of hours of district-based PD one may complete at any time.
- 3) The maximum number of hours for any single PD offering or Learning Design is 20.

## Stipulations for Conferences

- 1) You can earn a maximum of 20 hours for a conference.
- 2) After the conference, you need to email your school, program, or department assigned Truenorthlogic Manager an itinerary and certificate of completion.
- 3) There must be a contact person and number listed on your PD request form for verification purposes.

## Stipulations for Out-of-District & Online PDs

- 1) You can earn a maximum of 20 hours for an out-of-district or online professional development.
- 2) After the learning experience, you need to submit a certificate of completion.
- 3) There must be a contact person and number listed on your request form for verification purposes.

## Stipulations for College Courses

- 1) You may earn 4 hours per credit hour with a maximum 24 hours per school year for current college courses.
- 2) You may not use courses in a masters or doctoral program if you are working toward Administration Certification. The masters or doctoral program must be related to your current tenure area.
- 3) Once you complete the course, you must email a copy of an official college transcript to [TrueNorthLogic@rcsdk12.org](mailto:TrueNorthLogic@rcsdk12.org).

# Professional Development Request Form Tips

## Things to think about when answering each question...

### Course Description

- What will this professional learning experience teach participants?
- What is this based on? (For example: a book by \_\_\_\_\_; a webinar; an article, a guest speaker)
- What will they do?
- What researched-based materials will you use?
- Will participants have to attend every session to get credit? Or can participants get credit for each session they attend?
- Who are you targeting?

### Why is this Professional Learning being offered?

- What is the needs assessment?
- What data proves the need?
- If this PD has been presented before, what new information will be covered?
- Will it target new staff?
- What new approach will you take?



### How is this Professional Development connected to student, teacher, school, program, and or district needs?

- How will this connect to RCSD initiatives?
- What part of your SCEP does this address?
- How will this connect to your school vision/mission or data?

### How will this professional learning experience impact student performance and achievement?

- What will students be able to do as a result of this PD?
- How will you measure this?
- How will this be evaluated? How often?

### If audited, what evidence/data will be used and collected to determine that there has been a change in student social-emotional growth or student achievement?

- Reduction in student referrals
- Student work
- Use assessments
- Projects
- Other evidence

**EXAMPLES**

# Professional Development Request Form



## Office of Professional Learning PD Request Form 2020 - 2021



**\*\*\*PLEASE READ BEFORE COMPLETING THIS FORM\*\*\***

All course requests must be approved your SCHOOL BASED PLANNING TEAM, PROGRAM BASED PLANNING TEAM and JOINT PROFESSIONAL DEVELOPMENT COMMITTEE before the course can be held.

**FAILURE TO DO SO WILL RESULT IN YOUR REQUEST BEING DENIED.**

**School, Program, or Department Name:** Click or tap here to enter text.

**Course Title:** Click or tap here to enter text.

**Target Audience:** Click or tap here to enter text.

**Course Description:**

Click or tap here to enter text.

**Credit Types (s):**  Professional Development  State Certification  Both

**Number of Hours:** Choose an item.

**Area of Activity:**  Pedagogy  Content  English Language Learners

**Why is this professional development being offered?**

Click or tap here to enter text.

**How will this professional learning experience connect to student, teacher, school, program, and/or district needs?**

Click or tap here to enter text.

**How will this professional learning experience impact student performance and achievement?**

Click or tap here to enter text.

**If audited, what evidence/data will be used and collected to determine that there has been a change in student social-emotional growth or student achievement?**

**Examples:** Reduction in student referrals, student work, use assessments, projects, etc.

Click or tap here to enter text.



# Professional Development Request Form

## Course Alignments: Danielson Domains/Components: **(Check all that apply)**

### Domain 1: Planning and Preparation

- (1a) Demonstrating Knowledge of Content and Pedagogy
- (1b) Demonstrating Knowledge of Students
- (1c) Setting instructional Outcomes
- (1d) Demonstrating Knowledge of Resources
- (1e) Designing Coherent Instruction
- (1f) Designing Student Assessments

### Domain 3: Instruction

- (3a) Communicating with Students
- (3b) Using Questioning and Discussion Techniques
- (3c) Engaging Students in Learning
- (3d) Using Assessment in Instruction
- (3e) Demonstrating Flexibility and Responsiveness

### Domain 2: Class Environment

- (2a) Creating an Environment of Respect and Rapport
- (2b) Establishing a Culture for Learning
- (2c) Managing Classroom Procedures
- (2d) Managing Student Behavior
- (2e) Organizing Physical Space

### Domain 4: Professional Responsibilities

- (4a) Reflecting on Teaching
- (4b) Maintaining Accurate Records
- (4c) Communicating with Families
- (4d) Participating in a Professional Community
- (4e) Growing and Developing Professionally
- (4f) Showing Professionalism

## **ALL AREAS MUST BE FILLED IN**

**Class Differentiated Level:** Choose an item.

**Professional Learning Method:** Choose an item.

**Substitutes have been provided for Participants:** N/A

**Location/Room Number:** Click or tap here to enter text.

**Street Address:** Click or tap here to enter text.

**City:** Click or tap here to enter text.

**State:** Click or tap here to enter text.

**Zip Code:** Click or tap here to enter text.

## **YOU MUST LIST EITHER AN INSTRUCTOR OR GUEST PRESENTER FOR EVERY COURSE.**

### **FILL OUT ONLY IF THE INSTRUCTOR IS AN RCSD EMPLOYEE**

**Instructor(s) Name:** Click or tap here to enter text.

**Instructor(s) Email:** Click or tap here to enter text.

**Instructor(s) Phone Number:** Click or tap here to enter text.

### **FILL OUT ONLY IF THE INSTRUCTOR IS NOT AN RCSD EMPLOYEE (GUEST PRESENTER)**

**Guest Presenter(s) Name:** Click or tap here to enter text.

**Guest Presenter(s) Email:** Click or tap here to enter text.

### **YOU MUST PROVIDE A CONTACT, EMAIL, & PHONE NUMBER**

**Contact Name:** Click or tap here to enter text.

**Contact Email:** Click or tap here to enter text.

**Contact Phone Number:** Click or tap here to enter text.

# Professional Development Request Form

## YOU MUST FILL OUT ALL DATES

● Last date for 2020-2021 courses = Tuesday, June 8, 2021

Surveys must be completed by = Thursday, June 11, 2021 @4:00PM

● For multiple meeting workshops, collegial circles, or other learning designs, you'll need to create a new section for every meeting.

● Attendance must be entered in Truenorthlogic and submitted to OPL via TrueNorthLogic.com no later than 5 days after the meeting date.

## FILL OUT THIS SECTION IF THIS REQUEST IS FOR ONLY ONE MEETING.

**Section Date:** Click or tap to enter a date.

**Section Time:** Click or tap here to enter text.

**Registration End Date:** Click or tap to enter a date.

**Maximum Number of Participants:** Click or tap here to enter text.

**Allow Waitlist:** Choose an item.

**Waitlist Cutoff Date:** Click here to enter a date.

## FILL OUT THIS SECTION IF THIS REQUEST IS FOR MULTIPLE MEETINGS.

**Section Date:** Click or tap to enter a date.

**Section Time:** Click or tap here to enter text.

**Allow Wait List:** Choose an item.

**Registration End Date:** Click or tap to enter a date.

**Maximum Number of Participants:** Choose an item.

**Wait List Cut-Off Date:** Click here to enter a date.

**Section Date:** Click or tap to enter a date.

**Section Time:** Click or tap here to enter text.

**Allow Wait List:** Choose an item.

**Registration End Date:** Click or tap to enter a date.

**Maximum Number of Participants:** Choose an item.

**Wait List Cut-Off Date:** Click here to enter a date.

**Section Date:** Click or tap to enter a date.

**Section Time:** Click or tap here to enter text.

**Allow Wait List:** Choose an item.

**Registration End Date:** Click or tap to enter a date.

**Maximum Number of Participants:** Choose an item.

**Wait List Cut-Off Date:** Click here to enter a date.

**Section Date:** Click or tap to enter a date.

**Section Time:** Click or tap here to enter text.

**Allow Wait List:** Choose an item.

**Registration End Date:** Click or tap to enter a date.

**Maximum Number of Participants:** Choose an item.

**Wait List Cut-Off Date:** Click here to enter a date.

**Section Date:** Click or tap to enter a date.

**Section Time:** Click or tap here to enter text.

**Allow Wait List:** Choose an item.

**Registration End Date:** Click or tap to enter a date.

**Maximum Number of Participants:** Choose an item.

**Wait List Cut-Off Date:** Click here to enter a date.

**List Additional Meeting Dates & Times:**

Click or tap here to enter text.

# Professional Development Request Form

## Approval Signatures:

School-Based Planning       Program-Based Planning Team       Department

● Type in your name, select your title, sign your signature, print out the completed request form, and email it to the Truenorthlogic Mailbox: [TrueNorthLogic.rcsdk12.org](mailto:TrueNorthLogic.rcsdk12.org).

● Save the file with your Truenorthlogic prefix, underscore, and course title: (Ex: SCH02\_Course Title)

Name: Click or tap here to enter text.	Name: Click or tap here to enter text.
Title: Click or tap here to enter text.	Title: Click or tap here to enter text.
Signature: _____	Signature: _____
Virtual Signature: Click or tap here to enter text. <small>Only valid in the event of a NYS DIRECTIVE OR OTHERWISE INDICATED.</small>	Virtual Signature: Click or tap here to enter text. <small>Only valid in the event of a NYS DIRECTIVE OR OTHERWISE INDICATED.</small>
Name: Click or tap here to enter text.	Name: Click or tap here to enter text.
Title: Click or tap here to enter text.	Title: Click or tap here to enter text.
Signature: _____	Signature: _____
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Name: Click or tap here to enter text.	Name: Click or tap here to enter text.
Title: Click or tap here to enter text.	Title: Click or tap here to enter text.
Signature: _____	Signature: _____
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Title: Click or tap here to enter text.	Title: Click or tap here to enter text.
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Name: Click or tap here to enter text.	Name: Click or tap here to enter text.
Title: Click or tap here to enter text.	Title: Click or tap here to enter text.
Signature: _____	Signature: _____
Virtual Signature: Click or tap here to enter text. <small>Only valid in the event of a NYS DIRECTIVE OR OTHERWISE INDICATED.</small>	Virtual Signature: Click or tap here to enter text. <small>Only valid in the event of a NYS DIRECTIVE OR OTHERWISE INDICATED.</small>

# Steps for Checking your Transcript

## **#1 Check your transcript to see if your credits are showing:**

- ➡ Complete all course surveys
  - ➡ Credits won't be added to your transcript until that step is completed
- 

## **#2 Contact the course instructor or the department that offered the course if you're not seeing credits on your transcript:**

- ➡ Please give the instructor or department a two-week window before contacting them
  - ➡ They will have the course information and details
- 

## **#3 If you've followed both steps and haven't received a response or have any discrepancies, please send your inquiry to the Truenorthlogic mailbox ([TrueNorthLogic@rcsdk12.org](mailto:TrueNorthLogic@rcsdk12.org)) in the following format to help us locate your course information faster:**

- ➡ Course Name
- ➡ Course Provider (School or Department)
- ➡ Date (s) attended
- ➡ Brief Summary of your issue (2-3 sentences)

# Who Qualifies for the Professional Development Incentive?

The Professional Development Incentive (PDI) is discussed in Section 59.4 of the RTA contract. Teachers are eligible based on the information below.

## **\$1,200 Stipend Qualifications...**

- ➡ Permanent or Professional Certification
- ➡ Must be tenured
- ➡ You need 36 hours of professional development credit

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## **\$800 Stipend Qualifications...**

- ➡ Resident Level
- ➡ You need 24 hours of professional development credit

**Intern Level teachers aren't eligible for the professional development incentive.**

# Professional Development Incentive

## *Frequently Asked Questions*

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### **What should SBPT members consider when endorsing individual professional development activities?**

These four things must be considered: connection to student need, connection to the SIP/SCEP, District Mission, clear observable outcomes for application of evidence and requested number of hours.

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### **I am in graduate school. Can I use my credit bearing courses toward the PD incentive?**

You may earn 4 hours per credit hour with a maximum 24 hours per school year for current college courses. You may not use courses in a masters or doctoral program if you are working toward Administration Certification. The masters or doctoral program must be related to your current tenure area. Once you complete the course, you must email a copy of an official college transcript to [TrueNorthLogic@rcsdk12.org](mailto:TrueNorthLogic@rcsdk12.org).

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### **If RTA pays my registration fee for a conference on a Saturday, are the hours automatically endorsed?**

No. You will have to go through the individual endorsement process established by your SBPT or Program Committee.

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### **Is the stipend prorated if I do not complete all the hours toward the PD incentive?**

No. If you begin the process and do not complete the required hours you receive no stipend.

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

Yes.