

## Flex Days for Professional Learning 2019-2020 Professional Staff

(See reverse side for guidelines)

Name: \_\_\_\_\_ Subject/Grade Level: \_\_\_\_\_ Campus: \_\_\_\_\_

Please fill in the **proposed** professional learning form with the professional learning sessions you plan to take in order to fulfill your requirements for the 2019-2020 school year and discuss it with your building principal through the Goal Setting Conference. Professional learning should be connected to your goals from your T-TESS observation, conference, and goal setting. The principal will sign this form upon approval of the planned professional learning. Consult your principal prior to making any changes to this plan. Twelve (12) flex hours for the 2019-202 school year may be used to “flex out” of November 25 & 26, 2019.

Title/Topic	Description	Date	Provider (NISD/Out of District)

October 14, 2019, January 6-7, 2020, and March 16-17, 2020 are all Professional Learning Waiver Days. Teachers will participate in face to face professional learning on these day. See the district Professional Learning Calendar for details.

Please be advised that you will need to provide copies of certificates or other evidence of attendance you receive from professional learning sessions. Submit the certificate to your building principal after the training has occurred.

Teacher Signature: \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

## Professional Learning Flex Day Guidelines

- Accumulation of the two flex days (November 25 & 26, 2019) begins July 1, 2019 and ends April 1, 2020.
- All professional learning applicable to flex days must be taken during off-contract time.
- School-wide professional learning sessions that address campus initiatives will be accepted with principal approval.
- Prior approval from the principal is required for all sessions. Professional learning should be tied to professional goals and teachers' T-TESS observation, conference, and goal setting.
- The principal will certify the Professional Learning Flex Days and/or report non-compliance by April 1, 2020 for appropriate payroll accounting. Teachers may not take sick days or personal days in lieu of attending professional learning. Staff members without the appropriate number of hours will have the amount that is short deducted from their check through the payroll department.
- Credit may be given for (with Principal pre-approval):
  - Weekend conferences and conferences off contract time
  - Summer training sessions in and out of the district
  - Up to 6 hours of presenting a workshop at the district level
  - New Hire required training
  - 6 hours of site-based training off contract time (constitutes one day)
  - Up to 3 hours of on-line staff development (these should be limited to special circumstances where the teacher can't receive job-specific training) Must be approved by campus principal
- Credit will not be given for:
  - More than 6 hours of Presenting a workshop
  - Supervising of student competitions (i.e. UIL, DI, etc.)
  - Meetings
  - LEAP/LEAD
  - Curriculum Writing (this is compensated through extra duty pay)
  - Book Studies unless extenuating circumstances approved through the Executive Director for Curriculum and Staff Development

Based on the parameters that were identified when the Flex Days were originally established, the two days are “compensation” for attendance and participation in training sessions that occur during off-contract time. Given these parameters, “flex day” credit will not be given for online training, training that occurs during the school day (including professional development periods), training that occurs during a “regular” staff meeting, university course work dedicated to a degree program, and/or independent book studies.

<b>Required to Fulfill Professional Learning Flex Day Guidelines?</b>		
Classroom Teacher (189 day contract)	Yes	Campus Instructional Teacher
Librarian	Yes	Lead Teacher
Speech Pathologist	Yes	Counselor
Occupational Therapist	Yes	Diagnostician
Physical Therapist	Yes	Administrative
LSSP	Yes	